SECTION 1: REBATE SYSTEM AND REQUIREMENTS

I. ELIGIBILITY FOR GRADUATE SCHOOL GOVERNMENT RECEIVING REBATE

1. The school government must be registered as a student organization in the Student Activities Office and be the student governing body for the Graduate School.

2. The school government must be open to all students in their respective school, either through open acceptance, open elections, or an open and fair application process.

3. Events must be organized and planned by Creighton students for members of the Creighton community, primarily students.

4. The school government must have a mission or purpose that is congruent to the mission and purpose of the University and CSU.

5. Events sponsored by the school government must have a mission or purpose congruent with the University and CSU.

6. The school government’s President must regularly attend CSU Cabinet meetings.

7. The school government must have one Creighton Federal Credit Union account with the following requirements:
   - A corporate resolution updated with the current officers;
   - The statements sent to the Student Activities Office;
   - A two signature requirement on the account; and
   - The CSU Vice President for Finance as a signer on the account.

II. BUDGET SUBMISSIONS

1. The Graduate School’s government must submit budgets for the upcoming academic year at the first CSU Cabinet meeting in the fall. These budgets should include:
   - Anticipated expenses;
   - Anticipated sources of revenue;
   - Anticipated allocations to registered student organizations and class accounts; and
   - Anticipated events and programs with descriptions.

2. The Graduate School’s government must complete a budget submission, which follows the aforementioned requirements, and it must be received prior to fall and spring semester rebates are allocated.
3. Budget Submissions will be turned in with CSU’s yearly audit report.

III. END OF SEMESTER REPORTS

1. Each semester, the Graduate School’s government must submit End of Semester Reports. Fall semester reports are due at the last scheduled Cabinet meeting of the semester. Spring semester reports are due the second Friday in June.

2. Failure to submit End of Semester Reports when they are due will forfeit the summer rebate advancement and may result in additional consequences.

3. End of Semester Reports must include:
   - Beginning and ending balances of the school government’s account;
   - A list of exact expenditures and the items to which the expenditures correspond on the government’s budget;
   - A list of any other revenue earned by the organization and how the revenue was spent;
   - Original receipts and/or invoices accounting for all expenses
     - Proper receipts must be official, itemized receipts that detail the service or items being paid for;
     - Credit card statements, emails, and copies of checks will not be accepted as proper receipts;
     - Detailed explanations for any significant deviations from the budget that was submitted at the beginning of the year; and
   - Reports from all graduate student organizations and graduate students that received money from the Graduate School’s government must include:
     - Beginning and ending balances of accounts;
     - A list of exact revenues and expenditures; and
     - Original itemized receipts to account for all expenditures
       (Proper receipts are defined above.)

4. Only money that is accounted for with receipts for expenses that comply with CSU policies will be considered spent and accounted for. Any money not accounted for with proper receipts will be considered unspent/unaccounted for. (Note: Money allocated to students and student organizations is not considered spent and accounted for unless receipts are turned in that correspond to the organizations’ expenses.)

5. At the end of the fall semester, the CSU Vice President for Finance will review the fall End of Semester Reports submissions and notify the school governments of any unspent/unaccounted for funds before the next rebate allocation is made.

6. At the end of the spring semester, the CSU Vice President for Finance will do an initial audit of all school governments’ reports for the entire fiscal year. School governments that have submitted their End of Semester reports on time will be notified of any unspent/unaccounted for funds no later than the last Friday in May.
7. School governments will have until the last Friday in June to submit additional receipts to account for unspent/unaccounted for funds.

IV. GUIDELINES FOR USE OF CSU FUNDS

1. The Graduate School’s government can fund only student organizations that are registered in the Student Activities Office.

2. The Graduate School’s government can fund any full or part-time students seeking funding for academic related expenses. See section on ELIGIBILITY FOR ACADEMIC RELATED FUNDING.

3. The Graduate School’s government is prohibited from purchasing assets with rebates. An asset is defined as something that cannot be used up in less than one fiscal year due to the nature of its make up or the purpose of the item. A composite is not considered an asset.

4. The Graduate School’s government cannot purchase alcohol with rebates. It is mandatory that the Alcohol Policy Acknowledgement form be filled out by each organization. The purpose of the form is to state that each organization and student seeking funding is familiar with the policies and procedures concerning alcohol. This form is available online at www.creighton.edu/csu or in the Student Activities Office and must be turned into the CSU office before any event is sponsored.

5. The Graduate School’s government cannot purchase gift certificates with CSU funds.

6. The Graduate School’s government is prohibited from donating rebates to any organization inside or outside the university (i.e. university departments, charitable organizations, scholarships).

7. CSU funds and/or items purchased with CSU funds may not be used for the purpose of endorsing a candidate.

8. The Graduate School’s government is expected to distribute its funds with discretion among currently registered student organizations and spend rebates wisely.

9. Consequences for violations of any funding policies will be determined by the Executive Committee and can include, but are not limited to:

   - Probation – meaning that rebate funding can be limited, restricted, or held for a specified amount of time;
   - Delays in rebate allocations; and
   - Additional stipulations for use of CSU funds.
SECTION 2: GSG POLICIES AND FUNDING GUIDELINES

I. GSG BUDGET

1. Annual budget: the GSG’s Finance Committee shall be responsible for submitting the budget for the upcoming academic year at the first CSU Cabinet meeting in the fall. The GSG Budget shall:
   • Address all CSU budget requirements for Rebate system
   • Outline GSG Operational costs
   • Outline distribution of rebate funds for graduate student organizations and graduate students (Note: distribution of rebate funds for graduate students shall not exceed half of GSG budget minus operational costs).
   • Outline an equitable proportion of funds for the Fall, Spring, and Summer sessions. Fall and Spring semesters will receive priority funding.

2. The Annual budget must have a majority approval by the GSG Executive Board, and receive a majority approval at a Formal GSG Meeting.

3. At the end of each Spring Semester the Treasurer shall review the previous year’s budget at a Formal GSG Meeting and forecast expected budgetary concerns for the upcoming year.

I. ELIGIBILITY OF GRADUATE SCHOOL STUDENT ORGANIZATIONS

1. The graduate student organization seeking funding must be registered as a student organization in the Student Activities Office.

2. Events must be organized and planned by Creighton graduate students for members of the Creighton community, primarily graduate students.

3. The graduate student organization seeking funding must have a mission or purpose that is congruent to the mission and purpose of the University and CSU.

4. The graduate student organization seeking funding must have one Creighton Federal Credit Union account that all money from the Graduate School’s government is transferred to. The account must have the following requirements:
   • A corporate resolution updated with the current officers;
   • The statements sent to the Student Activities Office;
   • A two signature requirement on the account; and
• The CSU Vice President for Finance as a signer on the account.

5. The graduate student organization must comply with all “Guidelines for Use of CSU Funds” for the graduate school government.

6. The Finance Committee will keep ongoing files of all funding requests from student organizations post-dating five years. Ongoing files and funding history of a student organization will be reviewed with the submission of each new funding request; the Finance Committee will assess the prior history and use of funds by any given student organization as a criteria for future use.

II. ELIGIBILITY FOR ACADEMIC RELATED FUNDING

1. The graduate student must have full-time or part-time status in a graduate program at Creighton University. Funding for full-time students shall not exceed $500, and funding for part-time students shall not exceed $250.

2. A graduate funding request form (complete with all of its components) must be turned in no later than 15 academic school days, excluding weekends and university recognized breaks, prior to the conference’s scheduled start date for every graduate student applying for funding. It must include:

- A copy of the abstract and other relevant work;
- A letter of acceptance or invitation to the conference;
- A justification for the request;
- An itemized list of projected event expenses;
- A signature of the graduate student’s program director for approval and validation; and
- A signature of approval by the Dean of the Graduate School

3. Graduate students seeking funding for academic related trips are only eligible to receive funding for travel/lodging expenses.

4. The Finance Committee will keep ongoing files of all funding requests from students seeking funding academic travel post-dating five years. Ongoing files and funding history of a student’s academic travel will be reviewed with the submission of each new funding request; the Finance Committee will assess the prior history and use of funds by any given student as a criterion for future use.

5. A student may not exceed 1 request for academic funding per each academic semester.

III. GSG REPRESENTATIVE USE OF REBATE FUNDS

1. Any Representative or GSG Committee will have the option to apply for GSG funds through the completion of a Representative Funding Request Form.
2. Once the form is properly completed and submitted no later than 5 academic school days, excluding weekends and university-recognized breaks, prior to the incurrence of the requested expense, the funding request will be brought before the Executive Committee.

3. The Representative or GSG Committee is required to be aware of all the Guidelines for Use of CSU Funds as all these policies apply to his/her funding request with the exception of deadlines stated.

4. The Representative or GSG Committee requesting funds is not required to be present at the time the funding request is reviewed; however, there is the option to be present.

IV. FUNDING PROCESS

1. Funding requests: In order to receive rebate funding from the Graduate School’s government, any recognized graduate student organization, or individual seeking academic funding, must submit funding request forms detailing the following:

   - Anticipated expenses;
   - Anticipated sources of revenue; and
   - Anticipated activities and programs with descriptions.

2. Funding requests are reviewed by the GSG Finance Committee and submitted for final approval to the GSG Executive Board. The Finance Committee will keep ongoing files of all approved funding requests; any student or student organization’s past funding history will be a part of the criteria for determining a funding allotment.

3. All requests will be heard no later than 15 days after submission, excluding holidays and university breaks. The student or student organization will be invited to review their request in front of the Finance Committee prior to the date of the pending event.

4. All funding requests must be submitted prior to the event that funding is sought for; reimbursement will take place no later than 10 days after receipts are turned by the student or student organization.

5. Funds will be disbursed on a “first come, first serve” basis each semester.

6. The Finance Committee determines how much to allocate the individual or recognized graduate student organization by:

   - Assessing all the components of the funding request;
   - Ensuring that the activities meet all of the eligibility requirements and that all components of the funding request conform to GSG funding policies; and
   - Evaluating the organization’s or student’s financial history with the GSG.
7. The decision of the Finance Committee may include certain additional stipulations on what GSG funds can and cannot be spent on.

8. After the organization or student has been notified of the GSG Executive Board’s decision, they will have one week to protest the decision:

- All protests must be made in writing and received no later than one week after the notification of the GSG Executive Board’s decision has been sent.
- If protested, the organization’s or student’s funding request will be reviewed by the GSG Executive Board at the next Finance Committee meeting.
- The GSG Executive Board’s decision will be overturned, if, and only if, all members of the Finance Committee that are not members of the organization’s or student’s graduate program that is protesting unanimously vote to allocate a different amount.
- If the members of the Finance Committee, who are not members of the graduate program from which the student or organization is protesting, unanimously vote to allocate a different amount, the decision is brought before the GSG Executive Board, who must concur with the Finance Committee’s decision by a majority vote. If the GSG Executive Board does not concur with the Finance Committee’s decision, the GSG Executive Board’s original decision will stand.
- If the members of the Finance Committee, who are not members of graduate program whose organization or student is protesting, do not unanimously decide on a new allocation, the GSG Executive Board’s decision will stand.