

# STUDENT CLUB & ORGANIZATION APPLICATION FORM



**Submit this application to:**  
**Treasurer, Student Government Association, Johns Hopkins University SAIS**  
**1740 Massachusetts Avenue, NW, Washington, DC 20036**

**New Application**

Classification:  *Academic*  *Career*  *Cultural*  *Religious*  *Sports*  *Other*

**1. CLUB CONTACT INFORMATION – PLEASE PRINT IN BLOCK CAPITAL LETTERS**

Name of Club/Organization \_\_\_\_\_  
(Club name must be written out in full – No Acronyms)

Contact Person \_\_\_\_\_  
(List one contact person only)

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
(include postal code)

Telephone Number \_\_\_\_\_  
(List one telephone number only)

Email \_\_\_\_\_  
(List one email address only – must be active at all times)

Website \_\_\_\_\_  
(Optional)

Acronym: (if applicable) \_\_\_\_\_

**Describe clearly and specifically the purpose or objective of your organization to ensure continuity from year to year.**

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## 2A. SIGNING OFFICERS FOR THE ORGANIZATION

**Chief Executive Officer/President**  
(Must be a registered SAIS student)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_  
\_\_\_\_\_

**Treasurer/Senior Vice President**  
(Must be a registered SAIS student)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_  
\_\_\_\_\_

The information in section 2, APART FROM THE SIGNING OFFICER NAMES, will be kept privately by the Student Government Association for administrative purposes. This information will NOT appear on the SAIS website or in any SAIS publications.

## 2B: FACULTY & CAREER SERVICES LIASON FOR ORGANIZATION

Faculty/Department Affiliation (optional): \_\_\_\_\_

Faculty/Staff Advisor Name (optional): \_\_\_\_\_

Signature: \_\_\_\_\_

Campus Address (if applicable): \_\_\_\_\_

Telephone Number (if applicable): \_\_\_\_\_

Career Services Staff Liaison \_\_\_\_\_

**\*(Required for Career Clubs)\***

(Optional for Non-Career Clubs)

Signature: \_\_\_\_\_

A current copy of the organization's constitution MUST accompany this application, and will appear on the SAIS website.

### 3. STATEMENT OF RIGHTS AND RESPONSIBILITIES

Note: Full name of group (no acronyms) must be inserted in the space provided

WE, the undersigned Officers, having read the regulations in Appendix A, Appendix B, Appendix C, Appendix D, Appendix E Appendix F and Appendix G concerning the conduct of students at the Johns Hopkins School of Advanced International Studies (referred to as SAIS), hereby accept the obligation of \_\_\_\_\_, its officers and members, to respect and adhere to those regulations.

WE understand that a breach of those regulations, or any other applicable regulations of SAIS, may result in the withdrawal of official recognition and associated privileges.

WE understand that approval of this request for recognition enables us to use the name of SAIS in association with our activities. WE also understand and accept that \_\_\_\_\_, has no right to speak on the behalf of SAIS, nor should it give the appearance of doing so. Finally, WE acknowledge that SAIS accepts no liability of arising out of its recognition of \_\_\_\_\_, and the activities of said group. We agree that \_\_\_\_\_, shall indemnify and hold SAIS and its officers/employees harmless for any damages and legal costs resulting from its activities.

\_\_\_\_\_  
Chief Executive Officer/President Signature

\_\_\_\_\_  
Treasurer/Senior Vice President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## 4. Membership List

Name of Club/Organization: \_\_\_\_\_

*Please Note: The name of the Johns Hopkins School of Advanced International Studies, or any abbreviation thereof, cannot be used by any club/organization, as part of its own name except to describe its location. Thus, the name "Johns Hopkins SAIS Social Club" would not be permitted, but the same group could use the name "Social Club at Johns Hopkins SAIS."*

Number of members: \_\_\_\_\_

**This application will not be processed if names and student numbers are not legible. Members of your club or organization must be currently registered students at the Johns Hopkins School of Advanced International Studies.**

Name (Please Print Clearly)	Signature	Date
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____

A minimum of ten student names and signatures are required for Career Clubs on this application and a minimum of five student names and signatures are required for all other clubs on this application.

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**CLUBS WILL BE INFORMED OF ANY CHANGES TO RULES AND REGULATIONS  
VIA THE CLUB LISTSERVE OR THE STUDENT GOVERNMENT ASSOCIATION  
WEBSITE**

## Appendix A – REGISTRATION AS A STUDENT ORGANIZATION

1. SAIS does NOT recognize all organizations who seek recognition. Recognition is granted only, if in the opinion of the Student Government Association (SGA), the organization meets the appropriate criteria and agrees to abide by all SAIS policies and procedures.
2. All clubs and organizations seeking recognition must submit the following information to the SGA: (All applications and forms are available from the Student Government Association Office in the Nitze Basement, phone: 202-223-5431, or online at [www.sais-jhu.edu/student\\_groups/index.html](http://www.sais-jhu.edu/student_groups/index.html))
  - a. A fully Completed “SAIS Application/Renewal Form for Student Club/Organization.” The form must include the full name of the organization and any other names that the organization has used from time to time. Clubs must not have any outstanding debts with SAIS to remain in good standing.
  - b. The names of two Student Signing Officers who are currently registered students (usually the President or the Chief Executive Officer as well as the Treasurer or V.P. Finance). They are the only two people who will be authorized to sign documents on behalf of their organization at SAIS.
  - c. The names and affiliations of any volunteer or paid advisors, as well as employees of the organization who are authorized to work on behalf of the group.
  - d. A disclosure of Faculty or Departmental affiliations, linkages or sponsorship.
  - e. A disclosure of any formal affiliation or jurisdictional relationship with organizations outside of SAIS. All external funding support for the club either expected or received in the past year shall also be disclosed.
  - f. A disclosure of membership fees or other financial costs associated with membership.
  - g. A total projected cost of operations for the upcoming year, including any projected costs or revenue.
  - h. A disclosure of all other sources of income, including donations, private contributions, etc., along with a projection of the amounts expected in the upcoming academic year
  - i. The student CEO or President of the organization must sign the “Statement on Rights and Responsibilities on Campus.” The group must also agree to indemnify SAIS harmless for any damages and legal costs resulting from its activities.
  - j. The organization must also provide the names, student numbers and signatures of at least 10 (if a Career Club) and 5 (if any other type of Club) currently registered SAIS students in good standing who are members of the group. Executives and members must be currently registered SAIS students.
3. Applications for recognition are reviewed by the Student Government Association. If recognition is granted, the organization will be sent an approval letter and a copy of all appropriate documentation. Groups are expected to report all changes of signing officers, executive members, advisors, phone numbers and officer addresses on an on-going basis and within 2 weeks of the change. In cases where application information is deficient, the organization will be asked to provide more details.
4. Clubs and organizations that are recognized by the University will have access to the following privileges: reserve and use of space and facilities, to use notice boards, to use the SGA copy code and similar privileges. Recognized organizations may also seek donations for special projects from the Student Government Association.

5. Violations of the Student Code of Conduct or other SAIS policies and procedures (e.g. harassing recruitment practices, fiscal misappropriation, alcohol violations, misuse of facilities, etc.) may result in discipline for the organization, its executive, its advisors, and members. This could include any policy/procedure developed from time to time governing the conduct of Students on campus as well as withdrawal or suspension of club recognition and its privileges.
  - a. Complaints against any club shall be reviewed and investigated by the Student Government Association.
  - b. Upon finding of a breach of constitution on Student Club/Organization Regulations, the SGA may suspend, or evoke the status of any club
6. SAIS reserves the right to invoke, in place of, or in addition to its own standards and procedures, any civil, criminal, or other remedies which may be available to it as a course of law.

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## **Appendix B – PROCEDURES CONCERNING THE CONDUCT OF EVENTS AND MEETINGS AT SAIS**

1. SAIS supports the principles of freedom of expression and freedom association by facilitating the booking of available space and facilities for various events and meetings for recognized student organizations. This includes, but is not limited to, the freedom to communicate in any reasonable way, to hold and advertise meetings, to debate and engage in peaceful assemblies and demonstrations, to organize groups for lawful activities and to make reasonable use of SAIS facilities, in accordance with its policies and procedures.
2. All members of the SAIS community and their guests are reminded that they share the responsibility to protect these two important freedoms for themselves and others. The way one participates in open discussion and debate must conform to the standards of civility; SAIS depends on an environment of tolerance and mutual respect. Inherent in this is a rejection of hatred and a rejection of intolerance towards the views, religion, sexual orientation, gender identity, disability, color, ethnicity or nationality of others.
3. Organizers should always consider leaving sufficient time in their meetings to permit the presentation of contrary comments, criticism and/or questions. Participants are reminded that their identity must be revealed to the person who is in charge of a meeting and to any Officer of the SGA or SAIS who requests it. Corridors and public seating areas cannot be taken over for large meetings. SAIS reserves the right to relocate meetings to other rooms on campus.
4. Event organizers must inform the SAIS SGA, SAIS Student Affairs Office and SAIS Security Services, of any event where violent activity might be expected. These three units will be responsible for investigating the matter and will take action that it deems necessary to avoid the expected violent act. If there is any reason to believe that violence may be expected, the SGA reserves the right to cancel the event. Problems should be reported to:

Sitting President  
Student Government Association  
Administration  
(402) 320-5201

Myron K. Kunka, MPA  
Associate Dean for Finance and  
(202) 663-5660

Bonnie Wilson  
Associate Dean for Student Affairs  
(202) 663-5703

5. Although SAIS has no means of anticipating and controlling the behavior of those who would disrupt a meeting or plan to restrict the freedom of others, it will investigate such occurrences and if appropriate, take disciplinary action. Members of the University community should be prepared to cooperate with the SGA, Security Services, and the Student Affairs Office to assist in the collection of evidence and in identifying individuals who have interfered with their privilege to conduct a peaceful meeting.

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## **Appendix C – NOTICES AND NOTICE BOARDS**

SAIS permits limited postering in designated places inside campus buildings. Notices, posters, advertisements, decals, flyers and other documents (hereafter referred to as “posters”) that are posted on SAIS property must adhere to the following guidelines

1. Recognized student clubs and organizations may place posters publicizing events and services on campus bulletin boards (and also on other wall panels designated for poster display).
2. Posters are limited to one or two copies of the same poster per notice board or display panel, and the name of the internal SAIS sponsor (SAIS department/office or recognized student association/club) should appear on each, along with contact information such as a contact person’s name, email address, and/or telephone number.
3. Certain notice boards are reserved for the exclusive use of campus departments or organizations and are labeled accordingly. Student clubs/organizations are expected to be mindful of designated notice boards.
4. Posters must be dated in the upper right hand corner and the removal of these posters after the date of the event is the responsibility of the student club/organization
5. Posters and notices posted in excessive numbers on a notice board or display panel will be removed
6. With the exception of SGA approved posters and notices, posters and notices posted outdoors, in elevators, in bathrooms, in classrooms or any other unapproved area will be removed by the SAIS Facilities Staff.

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## **Appendix D – REGULATIONS CONCERNING THE CONDUCT OF STUDENTS AT SAIS**

### **I. AUTHORITY AND JURISDICTION OF SAIS**

By registering in any program of SAIS, a student agrees to be bound by all of its rules and regulations. Such regulations apply to all conduct, whether on or off campus, which may be said to be related to the individual's behavior as a member of the SAIS student body.

### **II. STANDARDS OF STUDENT CONDUCT**

Students may think, speak, write, create, study, learn, pursue social, cultural and other interests and associate together for all of these purposes, subject to the requirement that they respect the rights of the members of the SAIS community and general community. This general standard encompasses a number of more specific expectations which cannot be fully foreseen or exhaustively enumerated. By way of example, and without limiting the generality of the foregoing, students are expected:

1. To abide by all federal, state and municipal laws, so far as they are relevant to student conduct;
2. To refrain from the conduct which harms or threatens harm to:
  - the proper functioning of SAIS programs or activities
  - the rights of members or guests of SAIS
  - the safety and well-being of members or guests of SAIS
  - the property of SAIS or its members or guests;
3. More specifically, to refrain from:
  - assault or threat, harassment or discrimination
  - theft, defacement or destruction of property
  - unauthorized entry or trespass;
4. To abide by the regulations, rules, practices and procedures of the University and its academic and administrative units;
5. To abide by the regulations, rules, practices and procedures of SAIS and its academic and administrative units;
6. To abide by any reasonable instructions given orally or in writing by any official of SAIS authorized to secure compliance with such regulations, rules, practices and procedures, provided that the official is identified and is acting in an official capacity.

Note: Students seeking further information or clarification concerning SAIS regulations, rules, practices or procedures should contact the SGA or Student Affairs Office.

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## **Appendix E – CONSTITUTIONAL REQUIREMENTS OF STUDENT GOVERNMENTS AND ORGANIZATIONS**

In keeping with this document which underlies the basic standards of democracy, order, responsibility and financial accountability that all student organizations must adhere to, the following constitutional requirements have been developed:

1. Interpretation: The Constitution should clearly describe the accepted rules of procedure governing its process and its method of Constitutional interpretation.
2. Objectives: The Constitution should clearly state the objectives of the organization. These must be consistent with SAIS policies, federal, state and municipal law.
3. Powers: The Constitution should clearly state the objectives of the organization accorded to all members and/or elected representatives.
4. Membership-Constituency: The Constitution should clearly define constituency membership.
5. Membership-Council/Executive: The Constitution should clearly define Executive membership, and/or membership on a Board of Directors, including qualification for membership, terms of office, procedures to deal with vacancies and the responsibilities and the responsibilities and privileges associated with membership.
6. Duties of Members: The Constitution should clearly describe the duties of all members of the Executive Council and/or elected representatives and descriptions of their roles (see number 11). (Example: The duties of the President are...the duties of the Treasurer are...)
7. Conflict of Interest: the Constitution should clearly describe the duties of all membership of the Executive Council and/or elected representative, members of advisory/management boards.
8. Election Procedures: The Constitution of all student organizations shall include election procedures to deal with any/all elected positions. These procedures should clearly assign responsibility for calling elections, advertising elections in a manner which ensures that new members of the relevant constituency will have ample opportunity to participate, approving election results, dealing with mid-term vacancies and dealing with challenges to elections procedures and/or results. Descriptions of nomination procedures, definitions of eligibility to vote, to run for office, campaign guidelines (expenses), ballot and polling procedures, etc. shall also be stipulated. The Constitution shall specify annual election periods and must ensure that elections are well advertised.
9. Procedures of Executive Council: The Constitution should include provisions for all procedures of the Executive Council. This must include provisions on minimum frequency of meetings; who has responsibility for calling meetings, chairing meetings (i.e. will a speaker be appointed?); and setting the agenda, how notice for meetings will be given; how much notice is required for meetings; who has voting privileges at meetings; procedures for proxy voting or if proxy voting is not permitted; a procedure to deal with a tie vote; and a clear and concise statement on quorum requirements for all orders of business. (Example: Quorum for meetings of the Elected Officials, etc.).
10. Financial Responsibility: The Constitution should clearly delineate financial responsibility. This should include who is to have signing authority (two signatures required), who is to strike the budget, approve the budget, maintain the financial records of the organization, who will prepare financial reports and make them available to members, and who is

responsible for financial reporting to the Assistant Vice-President, Student Community Development.

11. Committees: The Constitution should include descriptions of all Committees, including how they are created, who may serve as members, terms of reference for all standing committees, quorum requirements, responsibilities, reporting requirements, etc.
12. Allegations of Wrongdoing & Disciplinary Action: The Constitution should include provisions for dealing with allegations against any member of the Council or an elected representative. Provisions should include the circumstances which might dictate disciplinary action: censure, suspension, impeachment and should indicate whose responsibility it will be to hear allegations and/or dictate sanctions. Constitutions which include job descriptions for elected officials will prove useful in determining breach of responsibility should this become necessary. Provisions for replacing elected officials (by-elections) if and when vacancies occur should also be included. Conflict of interest guidelines with regard to procedures of Council, serving as an elected official and/or as an employee of the organization may also prove useful.
13. Amendment Procedures: The Constitution should include Amendment Procedures. Specifics should state how much notice is required to introduce changes to the Constitution and/or by-laws, voting procedures to approve changes, quorum, etc.
14. Employees: The Constitution should include job descriptions for employees of the organization. Descriptions should indicate employees' responsibilities, hours of work, etc., as well as who has responsibility for hiring, supervising, determining compensation, and disciplining employees.
15. Custodian of the Constitution: Each funded group must designate an official "custodian of the constitution" for purposes of continuity between elected officials and for ensuring timely review and reporting regarding the Constitution. Where appropriate, a member of the staff could fulfill this role.
16. Constitutional violations may result in the suspension and/or termination of a clubs status.

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## **Appendix F – CONFLICT OF INTEREST**

1. A conflict of interest exists when a member's personal or financial interest conflicts with the duties and responsibilities of their position and the obligations they owe to their organization.
2. No member shall engage in activities that create for that member a conflict of interest, whether potential or actual. Activities which create a conflict of interest include but are not limited to:
  - a. engaging in any commercial transaction with, or conferring any financial or commercial benefit on a member's immediate family or close personal friends
  - b. using SAIS facilities, supplies or resources for privately undertaken work or paid work;
  - c. accepting gifts (other than minor gifts as token courtesies) from individuals or organizations which are associated with the activities of the member's organization.
3. However, where there has been full disclosure and approval of an activity has been sought and received from the Executive Council, or from the person with the authority to grant such approval, the activity may be deemed not to be a conflict of interest.

SPECIAL NOTE: In the event that an interpretation of these appendices is required, the President of the SGA shall act as arbiter.

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## Appendix G – BUDGET GUIDELINES

The following budget guidelines are provided by the SAIS Student Government Association to aid student clubs and organizations seeking student funds. The SGA shall review proposed budgets in light of these guidelines and uniformly apply the guidelines to organizations seeking SGA funding. SGA funds are only allocated to Clubs and events that benefit the SAIS community at-large.

*The SGA reserves the right to alter these policy guidelines and may deviate from these guidelines in special circumstances, including where SGA funds are insufficient to finance all student organization requests.*

1. **Club Financing Explanations.** Career Clubs and other student clubs and organization serve different roles within the SAIS community. Career Clubs are intended to serve as a means for students to explore different career options by providing opportunities to network with professionals in the industry, hear from their experiences, and gain relevant experience of their own. All other clubs and organizations are intended to serve as a means for students to form relationships outside of the academic environment based on common shared interests. All clubs and organizations are required to submit a “Student Club and Organization Application” and Career Clubs are encouraged to have the signature of a Faculty Advisor and Career Services Staff Liaison (see item 2B in the “Student Club and Organization Application”).

**Semester Allocation.** After the submission of a student organization budget proposal, clubs will receive an allotment based on the following guidelines: Career Clubs will receive a fall semester budget allotment of \$200, and a spring semester budget allotment of \$100. Activity Clubs will receive a fall semester budget allotment of \$100, and a spring semester allotment of \$100. These allocations are to be considered the basis amounts, and further funding is subject to the needs of the clubs and the resource available to the SGA.

**Happy Hours.** The SGA administers the Happy Hours so as to present another source of funding to student organizations. Clubs request the privilege of hosting one Happy Hour each year. Profits from the Happy Hours then are added to the Clubs’ budgets. The SGA guarantees a minimum of \$200 to a club that hosts a Happy Hour. Preferences for Happy Hours are given to Career Clubs, both in terms of earlier dates, as well as situations in which there is more demand for hosting a Happy Hour than available Happy Hours. Activity Clubs should expect to co-host a Happy Hour with another Activity Club.

**Outside Financing.** The SGA actively encourages Clubs to seek other sources of financing, particularly in cases where SGA funds are insufficient to cover extraordinary expenses.

**Unutilized Funds.** If a club has not used their allotment of approved SGA funds by the end of the academic year then those funds will be reallocated into the general SGA student activity fund.

**Reimbursement.** Clubs submit receipts for their approved expenses to the SGA Treasurer, who will then write a check to the person who paid for the club expense. The Treasurer will then deduct the amount from the Club’s budget, notifying the Club President of the current Club balance. **REIMBURSEMENT WILL NOT OCCUR FOR UNAPPROVED EXPENDITURES.**

## 2. General Operating Expenses

Funding for copies, postage and long-distance telephone charges are handled outside of the budget proposal process; however, student organizations must include in their budgets an estimation of expenses based on expenses from prior semesters.

- a. **Copies.** The SGA can provide a copy code to student organizations upon request. Student organizations must include a total number of anticipated copies for the semester in their budgets. The SGA encourages student organizations to use e-mail, through organization list serves and the weekly SGA e-mailings to announce meetings and events to the student community. For high volume copies or mailings, organizations should submit a proposal to the SGA. Copying utilized as the primary source of publication for newsletters or scheduled publications will not be funded by the SGA.
- b. **Postage.** To assist the SGA in forecasting postage costs, each organization must include in its budget an estimate of the semester's postage costs.
- c. **Long-Distance Charges.** Long distance charges will be paid on a reimbursement basis. See Reimbursement Procedures section. Students will be required to submit the relevant phone bill highlighting the relevant charge and providing an explanation for the call. Abuses, in addition to being a violation of the SAIS Honor Code, will be directly deducted from the organization's budget account.

## 3. Refreshments

The SGA will only fund events that are open to the entire SAIS community. The SGA will allocate student funds for events requiring refreshments (beverages [alcoholic or non-], snacks, lunches, or dinners) at the following rates:

<b>Pizza</b>	<b>\$5.00/person</b>
<b>Lunches</b>	<b>\$9.00/person</b>
<b>Reception</b>	<b>\$9.00/person</b>
<b>Dinner</b>	<b>\$20.00/person</b>

Organizations are not guaranteed an equal number of events with refreshments. Each event is approved based upon an organization's history of holding successful events and/or demonstrated commitment toward such events. Organizations shall include in their budgets the number of people the organization reasonably expects at such functions and shall provide in written form a justification for such estimates based on previous event attendance, as well as demonstrated student interest in the event.

### **THE SGA WILL ONLY ALLOCATE REFRESHMENT FUNDS FOR EVENTS THAT FEATURE AN OUTSIDE SPEAKER, AND WILL EVALUATE CLUB BUDGETS ACCORDINGLY.**

- a. **Intra-school Organization Functions or Organizational Meetings:** Funding will not be allocated for organizational meetings. However, the SGA may allocate funding for one orientation meeting per academic year for the purpose of attracting new members and informing them of your organization's plans for the year. Intra-school organization functions or limited-faculty functions will not be funded, except upon a showing of substantial necessity. Brown-bag lunches are therefore recommended whenever possible.

- b. **Inter-school Functions:** Funding may be allocated for functions with students/organizations from another school, provided that the student organization can demonstrate that SAIS students will derive a substantial benefit from participating in the function. **Non-Organizational Funding:** Funding will not be allocated to unapproved organizations or individuals.
- c. **Constitutional Requirements/Controversial Events:** The SGA reserves the right to withhold funding from any organization for events that (a) fall outside of the stated mission and/or purpose of the organization as articulated in that organization's approved constitution or (b) fall outside of the SGA constitution, and/or (c) such events that are determined to be too controversial and could potentially pose harm to the SAIS student body.
- d. **Budget Submission Deadlines** Applications submitted by clubs seeking SGA funding will only be reviewed if submitted to the SGA email ([saissga@jhu.edu](mailto:saissga@jhu.edu)) prior to the announced deadline each semester. Club that do not file applications prior to the deadline will have to wait until the following semester to submit proposals.

#### 4. **Co-sponsoring**

For events that are going to be co-sponsored by a number of organizations, only one of the sponsoring organizations shall place the event on its proposed budget and shall identify the co-sponsor. Organizations may not split the costs of any activity or event. The SGA Treasurer will take notice of the number of organizations sponsoring an event when determining the appropriate level of funding. Large budget requests for co-sponsored events will not adversely affect organization requests for other events.

#### 5. **Alcohol**

The SGA will not allocate student funds for the purchase of alcohol in violation of the stated University's alcohol policy.

#### 6. **Community Service**

Each organization is allowed to include one line item request for Community Service funding. This request may include funding for various Community Service events, but is traditionally reserved for smaller events.

#### 7. **National Board Representatives**

Student organizations seeking to have representation on a national or regional board may request funding for such positions. Each request will be dealt with on a case-by-case basis. However, complete funding is not guaranteed and representatives should expect to receive limited or no SGA funding.

#### 8. **Conference/Event Speakers**

Funding for a speaker's travel and hotel expenses will not be granted. Funding for guest speaker honoraria will be at the discretion of the SGA.

#### 9. **Summer Expenditures**

The SGA will only allocate student funds for summer session expenditures that are made in preparation for Fall semester activities. Requests for such expenditures may be made in two ways: (1) If a student organization knows of its plans far enough in advance, it may include a

request for money in its fall budget proposal that is submitted in the Spring Semester. (2) If the request is not submitted in the Fall budget proposal, the organization must retain receipts for summer expenditures and submit them to the SGA Treasurer at the beginning of the Fall semester. Reimbursements will not occur during the summer session. The SGA does not guarantee that these expenditures will be reimbursed.

#### **10. Transfer Requests**

The SGA prohibits organizations from redirecting their funding from one budgeted club to another.

#### **11. Additional Funding Petitions**

If a student organization wishes to secure additional funding for an event, included in the SGA-approved budget plan or for unanticipated expenses related to a funded event, that organization may apply for emergency funding. See section M below.

#### **12. Emergency Funding Procedures**

Requests for emergency funding should be handled in the following manner:

1. Student organizations requesting emergency funds shall submit a detailed, itemized request for a specific, justifiable amount of money to the SGA Treasurer.
2. They should also submit a memorandum in support of that request.
3. Student organizations are encouraged to come before the full SGA to explain the request, as well as answer any questions from the SGA pertaining to that request.

#### **13. Recommendations and Appeals**

If a student organization disputes the decision of the SGA, it may appeal to the SGA upon the first convening of the SGA following the Treasurer's recommendations.

#### **14. Budget Proposal Instructions and Format**

1. Budgets should be typed and formatted like the provided sample in this document. Both a hard copy and an electronic version of the budget should be provided.
2. Categorize expenses using the assigned categories.
3. Number events or sub-expenses within each category sequentially starting with one. If a category does not have events or sub-expenses, skip this step.
4. The grand total shall be noted at the bottom of the final page.
5. The President and another club representative shall type their name and append their signature on lines included at the end of the budget proposal attesting to the organization's good faith effort to budget as prudently as possible and to comply with these guidelines. The signatures of the President and the other representative certify that the organization's representations are true and accurate to the best of their knowledge. Contact information, including e-mail address and primary phone number, for the President and the other representative shall be included below the typed name of each individual.
6. Justifications for new or questionable events and/or expenses shall be attached in a separate memorandum detailing the basis for such proposals. Do not justify or explain events within the budget.

7. Possible justifications for budget requests include, but are not limited to:
  - a. itemized estimates from caterers;
  - b. commitment letters from outside speakers; and
  - c. tables detailing attendance at past events.

#### 15. Reimbursement Procedures

1. The SGA requires individual organization members to pay for their events in advance (except in cases of large expenses).
2. The organization's President shall be responsible for ensuring that all individual organization members are reimbursed.
3. The President shall make known to the individuals who paid for the event the following in advance of spending any monies
  - a. All original receipts need to be kept.
  - b. Use the online reimbursement request form found on the SGA website. **YOU MUST ENTER THE NAME OF PERSON BEING REIMBURSED, THEIR EMAIL ACCOUNT INFORMATION, CLUB NAME, AND NAME/DATE OF EVENT.**
  - c. Please retain an additional copy of the receipt for personal records.
  - d. If you are providing several portions of a payment, i.e., 1/3 of a dinner cost, then it is the President's responsibility to coordinate all receipts for the event.
4. Submissions that do not follow the above guidelines or the below format will not be processed in a timely manner. The SGA Treasurer will do his or her best to ensure prompt reimbursement.
5. **FOR EXPENSES OF OVER \$20 PER PERSON, PLEASE CONTACT THE SGA IN ADVANCE. BARRING EXCEPTIONAL CIRCUMSTANCES, EXPENSES OF THIS MAGNITUDE WILL NOT BE APPROVED.**

**ALL RULES AND REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE**

**CLUBS WILL BE INFORMED OF ANY CHANGES TO RULES AND REGULATIONS  
VIA THE CLUB LISTSERVE OR THE STUDENT GOVERNMENT ASSOCIATION  
WEBSITE**

**[SEMESTER, YEAR]**  
**[Organization Name] Budget Proposal**

**Prepared by:**

**Club Position:**

**Email Address:**

**Phone Number:**

**Date:**

**OPERATING EXPENSES:**

Estimated Expense of Copies:	
Estimated Expense of Postage:	
Estimated Expense of Long Distance:	
<b>TOTAL</b>	<b>\$0.00</b>

**NOTE:** This total does not come out of the student organization allocation, but instead is withdrawn from the Student Government Association in their operating income.

**LUNCHEES:**

Event Title:	
Event Date:	
Speaker Name(s):	
Number of Attendees:     x \$9 (lunch)/\$5 (pizza)	
SGA Approved (leave blank):	
Adjustments:	

Event Title:	
Event Date:	
Speaker Name(s):	
Number of Attendees:     x \$9 (lunch)/\$5 (pizza)	
SGA Approved (leave blank):	
Adjustments:	

Event Title:	
Event Date:	
Speaker Name(s):	
Number of Attendees:     x \$9 (lunch)/\$5 (pizza)	

SGA Approved (leave blank):	
Adjustments:	

**RECEPTIONS:**

Event Title:	
Event Date:	
Speaker Name(s):	
Number of Attendees:      x \$9 (reception)	
SGA Approved (leave blank):	
Adjustments:	

Event Title:	
Event Date:	
Speaker Name(s):	
Number of Attendees:      x \$9 (reception)	
SGA Approved (leave blank):	
Adjustments:	

Event Title:	
Event Date:	
Speaker Name(s):	
Number of Attendees:      x \$9 (reception)	
SGA Approved (leave blank):	
Adjustments:	

**DINNERS:**

Event Title:	
Event Date:	
Speaker Name(s):	
Number of Attendees:      x \$20 (dinner)	
SGA Approved (leave blank):	
Adjustments:	

**COMMUNITY SERVICE/CHARITY:**

Event Name:	
Event Date:	
Expenses:	
SGA Approved (leave blank):	
Adjustments:	

**OTHER/MISCELLANEOUS :**

Item:	
Item:	
Item:	
Item:	
Expenses:	
SGA Approved (leave blank):	
Adjustments:	

**INCOME:**

Item:	
Item:	
Item:	
Item:	
Income:	
SGA Approved (leave blank):	
Adjustments:	

**GRAND TOTAL: \$**

X \_\_\_\_\_  
**Chief Executive Officer/President**

X \_\_\_\_\_  
**Treasurer/Senior Vice President**