Student Government Association
Bridgewater State University
Student Org Funding Policy Act Draft – April 2025

Purpose: The Student Org Funding Policy Act outlines the principles, procedures, and responsibilities for the equitable allocation and accountable use of Student Government Association (SGA) funds by Established Student Organizations (ESOs). This policy is grounded in SGA's commitment to supporting inclusive, on-campus, student-driven programming.

Section 1. Eligibility Requirements To be eligible for funding, an ESO must:

- Be officially recognized and in good standing with the Center for Student Engagement (CSE)
- Have all officers as undergraduate students who have paid the Student Support Fee
- Demonstrate consistent alignment with the university's mission and SGA values

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Section 2. Funding Types and Limits: SGA provides multiple funding pathways to support the diverse needs of student organizations. These categories ensure access to support for events, operations, and timely needs while maintaining transparency and fiscal responsibility.

Subsection 2.1: General Policies

- Standard event-based funding requests must be submitted during the semester prior to when the event will occur.
- One-time and emergency funding requests may be submitted at any time during the semester.
- Each event may submit one change request, up to 20 days prior to the event date:
    - Change requests may not exceed $2,000 in additional funds.
    - Requests up to $1,000 may be approved by the Treasurer.
    - Requests over $1,000 require approval by the Finance Board.
- The SGA Treasurer will publish funding deadlines and procedures each semester.

Subsection 2.2: Funding Categories

- **Standard Event-Based Funding**
  - Submitted in the semester prior to the event.
  - No limit on the number of events per semester; each event must be submitted as an individual request.
- **Operational Funding**
  - Up to $500 per semester.
  - Intended for organizations with open membership and consistent, accessible programming.
  - May be used for general meeting supplies, printing, promotional materials, recruitment supplies and minor recurring costs that support the day-to-day function of the organization.
  - Operational funding may not be used for food, speaker fees, or large-scale events.
  - A request for operational funding must be submitted during the semester prior to when the funds will be used.
  - All operational funds must be spent within the semester for which they are approved.
  - One-time requests may be submitted to support operational needs, but cannot exceed the $500 semester cap. If a one-time request is used for operational purposes, no further operational or one-time requests will be allowed for that organization that semester.
- **One-Time Requests**
  - One request per semester, up to $2,000.
  - Reviewed and approved by the Finance Board.
  - May be submitted to cover operational expenses, but the total combined operational funding (standard and one-time) may not exceed $500 per semester.

    - If a one-time request is used for operational expenses, the organization forfeits eligibility for any additional operational funding or additional one-time requests during that semester.
- **Emergency Requests**
    - Maximum of $1,000.
    - Reviewed by the President and Treasurer.
    - Must include advisor statement confirming urgency.
    - Senate is notified within one week.

Section 3. Unallowable Expenses SGA funds may not be used for:

- Off-campus travel or lodging (except when supported through the Student Development Travel Grant)
- Gifts, gift cards, or personal items
- Alcohol, tobacco, or controlled substances
- Apparel unless central to the event and pre-approved
- Fundraising or donations
- Academic materials including textbooks or course-required resources
- Salaries, stipends, or compensation to student organization members
- Services or goods without pre-approval or necessary documentation
- Events that charge BSU students an admission fee
- Events held off-campus without written approval from the Center for Student Engagement
- Food or catering that exceeds cost-per-person guidelines set by the Finance Board
- Reimbursement of any kind — all purchases must be made through university purchasing procedures
- Events submitted without a confirmed space reservation
- Late submissions after the published deadlines

Section 4. Submission Process

All funding requests must be submitted through the EngageBSU platform using the designated SGA budget request form.

Funding requests must:

- Be submitted through the official SGA funding portal/form
- Include an itemized budget and program description
- Be approved by the group's advisor in advance
- Include confirmed BSU room reservation prior to submission
- Attach all vendor/performer quotes as PDFs
- Follow deadlines set by the Finance Board. The EngageBSU platform will provide step-by-step instructions to guide organizations through the request process, including uploading required quotes and reservation confirmations.

Events requiring contracts must begin the process early and adhere to university procurement timelines.

Late or incomplete submissions may be denied at the discretion of the Finance Board.

Section 5. Post-Event Reporting All funded ESOs must:

- Submit a post-event report within two (2) weeks
- Include attendance, evaluation, and actual spending
- Return unspent funds as directed
- Meet with the CSE Administrative Assistant within 7 days of the event to reconcile receipts and close the budget

Failure to report or reconcile may result in:

- Temporary ineligibility for future funding
- Review by the Finance Board
- Escalation to the Senate for possible sanctions

Section 6. Finance Board and Treasurer Roles The Finance Board shall:

- Review all funding requests and provide recommendations
- Conduct an annual review of this policy
- Ensure transparency and alignment with the SGA mission

The SGA Treasurer shall:

- Publish funding deadlines and formsMaintain financial records
- Report spending trends to the Senate each semester

Section 7. Annual Review and Amendments This policy shall be reviewed annually by the Finance Board and presented to the Senate for approval prior to the start of the fall funding cycle. Amendments may be proposed by any senator in writing to the Treasurer.

Appendix: Sample Budget Templates, FAQs, and Timeline Charts

A. Annual Budget Request Timeline (Generic Template)

- 6 weeks prior to final Senate meeting: Funding requests open in EngageBSU
- 2 weeks prior to final Senate meeting: All funding requests due
- 1 week prior to final Senate meeting: Required meetings with Finance Board begin
- Final Senate meeting: Senate votes to confirm submitted budgets
- Day after final Senate meeting: Approved event planning may begin
- 1 day after planning opens: One-time request phase opens (must be submitted at least 30 days prior to the event; capped at $2,000)

B. Frequently Asked Questions (FAQ)

1. **Who can apply for SGA funding?**
    - Only officially recognized student organizations in good standing with the Center for Student Engagement (CSE) may apply.
2. **Can I submit a change to an already-approved event?**

- Yes. Each event is allowed one change request up to 20 days prior to the event. Change requests up to $1,000 may be approved by the Treasurer. Requests exceeding $1,000 require Finance Board approval.

3. **When are funding requests due?**
   - Standard event funding must be submitted the semester before the event. Exact dates are published each semester.
4. **Can I change vendors after my event is approved?**
   - Yes, as long as the new vendor provides a similar service and is approved through proper procedures.
5. **How do I access and spend approved funds?**
   - Approved funds are accessed through the EngageBSU platform. Once approved, use the "Request Payment" button linked to the appropriate budget line.
6. **Can I submit more than one funding request per semester?**
   - Yes, you may submit multiple standard event requests per semester; there is no limit on the number of events, plus one one-time request if eligible.
7. **What happens if I don't submit a post-event report?**
   - Failure to submit a report may result in temporary ineligibility for future funding and potential review by the Finance Board.
8. **Can I use SGA funds for off-campus travel?**
   - Only through the Student Development Travel Grant, which is a separate funding process.
9. **Can I be reimbursed if I pay for something out of pocket?**
   - No. Reimbursements are not permitted under SGA policy. All purchases must be made through university procurement processes.
10. **What if my request includes a contract or speaker?**

- You must contact the Center for Student Engagement as early as possible. Contracts often require 4–6 weeks for approval and must follow BSU procurement rules.