



Student Government Association

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HOW TO OBTAIN RSO, INDIVIDUAL, OR CAMPUS PROGRAM SUPPORT FROM THE STUDENT GOVERNMENT ASSOCIATION

FINANCIAL SUPPORT OPTIONS

The Georgia College Student Government Association has three distinct options to obtain financial support with distinct eligibility requirements, processes, and availability associated with them.

OPTION ONE – STUDENT SENATE BILL

Description: Bills are documents passed through the Student Senate to allocate funds to approved Recognized Student Organizations (RSOs) usually for special events, travel, or one time purchases – generally small in nature (below \$1,000). The allocation timeframe, due to legislative process, will take a minimum of two full weeks.

Eligibility: Only RSOs with current credentials on file with the Department of Campus Life are eligible. You will be required to provide documentation and support for your bill in the Senate Committee on Appropriations and at the 2nd reading before the Student Senate. It takes a minimum of two weeks or two senate sessions to approve funds, please allow adequate time for the legislative process. Food will not be funded.

Restrictions: Food will not be funded. Bills are capped at \$650 for organizations or participant lists under 12 (But cap may be suspended by a 2/3 majority vote of the Senate). The Student Government Association allocates money strictly on a reimbursement basis only. No money will be compensated beforehand.

Process: Begin by either contacting a Student Senator personally or completing the Application for Student Senate Bill to start the process. With the Senator's assistance a bill will be written and submitted to the Secretary of the Senate, they will add it to the docket of the next Senate Meeting under New Business. At the first reading of the Bill, the President of the Senate will defer it to the Appropriations Committee. Between the first reading and the next Senate Meeting, the Appropriations Committee will meet and discuss the Bill. After the committee has met and voted on the bill, the bill will appear on the docket of the Senate under Old Business. The bill will be read again, the Chair of the Appropriations Committee will make a recommendation to the Senate and the Senate will vote on the Bill. If voted down, the bill dies. If approved (possibly in an amended form), you have been awarded the funds.

Collection of Funds: The Treasurer of the Student Government Association must receive the original itemized receipts within 5 business days for non-event usage and 10 business days for event usage. Failure to do so will result in the forfeit of your allocation. A completed "Allocated Funds Usage Form" must be completed and attached when returning your receipts. Please allow up to 8 weeks for complete reimbursement.

More Information: <http://www.gcsu.edu/sga/documents/bills.htm>

Contact Information: SGA Secretary, sga.secretary@gcsu.edu

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Forms to Complete:

Allocated Funds Usage Form found at <http://www.gcsu.edu/sga/documents/applications.htm>

Application for Student Senate Bill found at <http://www.gcsu.edu/sga/documents/applications.htm>

OPTION TWO – ACADEMIC TRAVEL FUND COMMITTEE (ATFC)

Description: the Academic Travel Fund provides limited financial support (80% but only up to \$400) to students who are presenting scholarly research or a project presentation at an academic conference or workshop. A group of individuals can apply for support at the same time, but each must submit an application.

Eligibility: Applications must be submitted before student attends the conference. Items may not be substituted for reimbursement and is only awarded based upon what you originally ask in your application. A student must have proof of presentation for the conference. A student must be able to present a brief synopsis of their research for the ATFC board. (If it is a group presentation, each member must show what he or she is doing within the presentation during this synopsis.)

Restrictions: An individual student cannot ask for funds more than once per semester. No student will receive an amount that exceeds \$400.00 per trip, or more than 80% of expenses spent on conference trip. The Student Government Association allocates money strictly on a reimbursement basis only. No money will be compensated beforehand.

Process: Complete the application and submit to the SGA Office in 105 in the Student Activities Center. The SGA Treasurer will be in contact to setup a meeting time. You will meet with the Committee and they will render a vote and amount to allocate, if any. A travel form will need to be completed if funds are allocated.

Collection of Funds: The Treasurer of the Student Government Association must receive original receipts indicating all approved expenditures within fifteen business days after the day of the event and a completed Personal Expense Form. All receipts must be itemized, and must include the name of the establishment. If any qualifications are not met or are deemed unsatisfactory, ATFC chairman reserves the right to decline reimbursement.

More Information: <http://www.gcsu.edu/sga/legislative/standingcommittees.htm>

Contact Information: SGA Treasurer, sga.treasurer@gcsu.edu

Forms to Complete:

ATFC Conference Reimbursement Packet found at

<http://www.gcsu.edu/sga/documents/applications.htm>

OPTION THREE – STUDENT ACTIVITIES BUDGET COMMITTEE (SABC)

Description: The Student Activities Budget Committee allocates and distributes the total amount collected by the Student Activity Fee. The fee is usually allocated to student organizations and other organizations in the Spring semester, although special allocations throughout the year are considered. SABC maintains specific eligibility requirements, but can range from special events, one time purchases, or annual operating budgets for organizations.

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Eligibility: To be a candidate for funding, an organization must meet the following eligibility requirements:

1. The group or activity must be officially registered or be able to show proof of campus involvement for at least the past two consecutive years.
2. The group or activity must have a faculty or staff adviser. The organization must exist purely to serve or represent the student body as a whole.
3. Programs and participation in the organization must be open to all students.
4. The organization must not discriminate on the basis of race, sex, or national origin.
5. The organization may require certain abilities or talents of its participants. However, the right to apply for membership in such an organization must be available to all interested students. Moreover, the organization must present a program which satisfies the following two requirements:
 - a. Participation in the program must be open to all interested students.
 - b. The program must be one which the sponsoring organization is clearly better able to present than any other campus organization that is already being funded.
6. Only activities, services, physical items, or programs that are necessary for the organization's basic functions and goals should be funded. Any physical item, service, or activity bought or funded by student funds must be available to all members of the organization.
7. Areas currently funded by the SABC shall have access to equipment purchased by student activities fees unless specific equipment is necessary for the daily operation of an area's business. Such equipment use is restricted, except in extenuating circumstances as determined by the Associate Vice President of Student Affairs.
8. Operators of technical equipment (projectors, amplifiers, various PA systems) purchased with student activity funds must be certified by the Department of Campus Life.

Process: Usually awarded annually in Spring Semester, but it varies, please reference the Student Activity Budget Committee Guidelines.

Collection of Funds: Varies, please contact the SGA President.

More Information: <http://www.gcsu.edu/sga/documents/sabcminutes.htm>

Contact Information: SGA President, sga.President@gcsu.edu

Forms to Complete:

Varies, please reference the Student Activity Budget Committee Guidelines at <http://www.gcsu.edu/sga/documents/sabcminutes.htm>