

Important SGA Information

SGA Website

www.ecu.edu/sga

Funding Process

Funding applications will be accepted on a rolling basis throughout the year. Applications should be submitted no later than four weeks prior to the necessity of the funds.

***Existing organizations not registered with the Student Organization Center will not be eligible to apply for funds.**

Funding

- All submitted applications must be completed in full
- Incomplete applications **WILL NOT** be considered
- There will be a one week turn-around for all submitted applications that are completed in full
- A decision/recommendation will be made by the appropriations committee, pending approval of University Officials
- Upon the final decision of the application, organizations will be notified of their allotment amount
- Organizations who are dissatisfied with the final decision of their application are entitled to appeal the decision in the SGA Senate, by contacting the SGA Vice-President (SGAVicePresident@ecu.edu)

Deadline to Spend all Allotted Funds:
Last Day of Spring Semester Classes

Eligibility Information on Funding

To be eligible for funding from the SGA, you must do all of the following:

- ✓ Read carefully all materials in this manual related to funding, and ask questions! (SGATreasurer@ecu.edu)
- ✓ In your funding request, include specific details of the items needed and an explanation for the requested money.
- ✓ Provide detailed back-up documentation to support your funding request.
- ✓ It is highly recommended that you contact the SGA Treasurer if any questions arise during the application process (SGATreasurer@ecu.edu).
- ✓ It is the responsibility of the organization to ensure **ALL MEMBERS** associated within, understand the funding process and are aware of the guidelines.

After submitting your funding application ...

- ✓ Attend weekly scheduled SGA Appropriations Committee meeting to justify your funding request. The Appropriations Committee meets every Tuesday at 6:30PM in Mendenhall Student Center room 212. In the event of cancellation, there will be a notification posted on the SGA Website in addition to a personal email notifying you of the cancellation. (www.ecu.edu/sga).

After your funding is approved ...

- ✓ It will take one week for your funds to be available for use (Please plan accordingly when applying for funding).
- ✓ Throughout the year, keep up with information sent to you regarding SGA policies and procedures as things could change during the year. It is your responsibility to know the information and regulations. SGA will communicate with your organization via your mailbox in the Student Organization Center (Room 114 Mendenhall Student Center) or most commonly, through email. Changes will also be posted on the funding section of the SGA Website (www.ecu.edu/sga).

What SGA Can Fund

SGA provides partial operational funding to registered student organizations for approved uses.

- ✓ Examples of approved uses for SGA Funds:
 - Student Travel
 - Printing and Binding
 - Postage
 - Advertising in *The East Carolinian*
 - Contracted Services
 - Office Supplies/Educational Supplies
 - Rental of ECU Facilities/Equipment use
 - Fees associated with student led events (Homecoming and Barefoot on the Mall)

Note: Funds allocated for student organization use, can only be spent for pre-approved uses. Also, money allocated for specific purposes must be spent as intended.

What SGA Cannot Fund

- ✓ Examples of denied requests for SGA funds:
 - Food for per diem (travel)
 - Items for personal gain (trophies, crowns, plaques, medals, gifts, cards, etc.)
 - Accommodations/transportation for contracted services
 - Expenses associated with serving as an advisor of a student organization
 - Rental of non-University facilities
 - Technical equipment (camera, audio/video, computers, etc.)
 - SGA does not fund for charities/donations or community service events and projects. Student fee money can **ONLY** fund activities that benefit the students of ECU.

Travel

What to Know, Before You Go!

- ✓ Prior to departure, a “Banner Authorization/Reimbursement for Travel Form,” must be signed by **ALL** travelers. (www.ecu.edu/sao)
- ✓ SGA does not fund for non-student activities. In order to use money for travel purposes, students must currently be enrolled for the semester in which they are traveling. **Note: Class registration is verified by the university. SGA does not fund for travel expenses for any faculty or staff members serving as organization advisors.**
- ✓ SGA cannot allocate money for gasoline used in personal vehicle travel; however, mileage can be reimbursed to the driver(s). In order to receive mileage reimbursement, accurate address information must be provided. SGA calculates mileage at \$0.33 per mile, if a driver/passenger list is submitted. **Carpooling is strongly advised.**
- ✓ In order to receive a rental vehicle reimbursement check, confirmation is required. It must be detailed showing the cost per day, number of days, tax rate (including all tax breakdowns), and the total cost.
 - **Policy: SGA is not responsible for additional insurance coverage of rental vehicles. If travelers wish to purchase such coverage, they will do so at their own expense.**
- ✓ In order to receive funding towards lodging, a reservation confirmation is required. It must be detailed, showing the cost per room, per night, number of nights reserved, number of rooms reserved, tax rate, and the total cost.
 - **Policy: SGA only authorizes payment of room cost and related taxes. No personal telephone calls, movies, room service, or any other charges will be covered. Payments of these charges must be made to the lodging facility by the responsible party, as ECU is not liable.**
 - **Policy: ECU does not allow males and females to stay in the same room**
- ✓ For airfare, there are two options (both must be pre-approved). Option 1, SGA will directly pay for airfare contingent upon ample notice given for processing. Option 2, students can make their own arrangements by paying personally, once travel has been approved. Reimbursement can occur only after the travel is complete and has been approved. Proper documentation must be submitted, such as flight itinerary, plane ticket stubs, and proof of method of payment.

Note: Each organization is allowed only one funding request packet per trip/event. Any additional travelers wishing to attend the scheduled trip/event will be responsible for their own expenses.

What to Know When you Return!

- ✓ Again, all expenses must have been previously approved in order for reimbursement to occur.
- ✓ All **Original Receipts** for all expenses funded, must be submitted within **TWO WEEKS** of returning.
- ✓ All original receipts must show “paid in full” and have a zero balance.
- ✓ **Examples of original receipts include:**
 - Hotel bill
 - Airfare boarding passes and flight itinerary
 - Baggage fee receipt
 - Rental vehicle receipt and signed agreement
 - Airport parking receipt (including name, location, date, and time)
 - Taxi fare (including company name, address, phone number, and signature of driver)
 - Registration receipt (including name of conference, location, and date)
- ✓ SGA can reimburse students for their own travel expenses. The organization advisor can also be reimbursed if he/she chooses to pay for any part of the students travel (including hotel, airfare, registration, rental vehicle, taxi, etc.). The same guidelines must be followed as listed above. The organization advisor will have to submit reimbursement paper work or themselves. This cannot include expenses for the advisor to attend the trip.
- ✓ SGA cannot directly reimburse relatives of the student. Reimbursement will be made in the student’s name, if proper documentation is received from the relative. However, SGA requires the student to sign a waiver stating that it is their responsibility to reimburse the outside party to ensure the university is not held liable.

Travel Forms Needed Per Trip

- ✓ Only one “Request to Travel” form needs to be completed by your organization for each trip. (This form can be found on www.orgsync.com under the forms section.)
- ✓ **Each student traveling will need to complete one of each of the following forms:** (All of the following forms can be found on www.orgsync.com under the files section.)
 - Banner Authorization/Reimbursement for Travel Form
 - Student Travel Procedure Agreement Form
 - Travel Code of Conduct

Note: Your travel request application will only be considered complete when all necessary forms have been completed by the necessary parties.

Contracts

STEPS ON HOW TO CREATE A CONTRACT USING STUDENT GOVERNMENT ASSOCIATION FUNDING AND FINE ARTS FUNDING

1. Schedule an appointment with Ms. Tracy DeMar, Assistant Director for Student Organizations, in Mendenhall Room 214A. Ms. Parrish's telephone is 328-2902 and her email address is demart@ecu.edu. She oversees all Student Organization's financial spending. Ms. Parrish will be able to tell you if there is sufficient funding in the budget to cover the cost for contractual services. After reviewing the budget, she will notify Ms. Kay Boyd by email that there is sufficient funding and to proceed with the contract. Ms. Parrish will then inform the student that they will need to see Ms. Kay Boyd, Contract Specialist.
2. Ms. Boyd's office is located in Mendenhall Room 218. Her telephone number is 328-4058 and her email address is boyds@ecu.edu. Ms. Boyd will explain the procedures in details. Each student will be given the following forms that are needed for a contract:
 - A. Pre-Approval Form (See Attachment A). There are two forms: one for SGA accounts and another one for Fine Arts Funding Board. These forms are very important and need to be completed and signed **BEFORE** anything else can be further done.

Also, when this form is completed and turned in, backup should be included (i.e. flyer, announcement, and agenda – anything that advertises the event).
 - B. Information needed for the contracts (See Attachment B).
3. Ms. Boyd will then compile all the information and prepare the contract with all the necessary signatures. The contract will then be mailed to the artist for their signature.
4. When the signed original contract is received from the artist, Ms. Boyd will prepare and send the contract to Accounts Payable to have the check processed.
5. When the check is ready, Accounts Payable will contact Ms. Boyd. She will then notify the student that the check is ready.

PLEASE NOTE THAT THREE WEEKS ARE NEEDED TO HAVE A CHECK PROCESSED.

ALSO, REMEMBER THAT ALL THESE STEPS SHOULD BE DONE THREE WEEKS PRIOR TO THE EVENT.