Funding and Budgeting

Students should review Section 5 of the Student Organization Policies document to understand our Finance Policy. Students should also refer to Appendix 2, the SBA Student Organization Funding Policies and Procedures for information about how to request funding and receive reimbursements from the SBA.

Student organizations should create an itemized budget of expected expenses and an itemized accounting to demonstrate the funding sources that will be used to pay the cost of the event. Students should consider the following when creating their budgets:

- Catering
- Facilities
- Decorations
- Advertisements
- Invitations
- Parking passes (if more than three are required or you would like to request no-cite parking for the Kendrick parking garage)

Available sources of funding includes the SBA (if the event is open to all law students), the Office of Career Planning (if the event is career-related where attendees will have the opportunity to network with alumni or other practicing lawyers, or otherwise learn from practitioners about their practice areas), the Office of Development and Alumni Relations (if the event contemplates attendance by a significant number of alums), and the Office of Student Affairs (if the event is related to the law school’s mission to promote social justice, health and wellness, or diversity and inclusion).

For funds that are being collected for ticket sales, student organizations may use Cvent, an online platform that allows people to pay by credit card. If your student organization would like to use Cvent, please contact Mark Johnson at mtjohnson2@usfca.edu to inquire about the availability of this service for your event. This service is only available if your event is more than three weeks away.