



**University of San Francisco**

**School of Law**

**Student Bar Association**

**2019-2020**

**Student Organization Funding  
Policies and Procedures**

## OVERVIEW OF STUDENT ORGANIZATION FUNDING

Each semester every student at the University of San Francisco School of Law (USF Law) pays a \$35 Student Activity Fee. The fees collected form the basis of the Student Bar Association (SBA) Budget and provide funding for student organization events. The SBA does not fund organizations per se, but rather their respective programs and events. Accordingly, the SBA maintains the discretion for all awards of event funding and the number of events it chooses to sponsor.

The Student Bar Association will continue to support the ability of student organizations to create, promote, and host outstanding programming that enhances the quality of the social and educational experience of all members of the USF Law Community. Nevertheless, because of the number of officially registered student organizations, the SBA should NOT be considered an organization's sole source of funding, but merely a supplement to the group's other resources. For example, the USF Law Office of Career Planning provides one-time funding for career-focused student events, and the American Bar Association (ABA) can provide up to \$500 (per event) for student activities throughout the academic year. For additional information about ABA Funding, please contact our ABA Representative, Alice Chuang at [achuang4@usfca.edu](mailto:achuang4@usfca.edu).

The 2019-2020 Funding Policies and Procedures have been designed to do the following:

- ❖❖ Establish a transparent and equitable funding process for student organizations seeking SBA Funding
- ❖❖ Support outstanding social, cultural, and educational programming
- ❖❖ Ensure that funding allocated to student organizations is spent on events and activities that benefit the USF Law Community
- ❖❖ Provide student organizations with the flexibility to host timely events
- ❖❖ Encourage innovative and collaborative programming that benefits diverse segments of the USF Law community

### **Budget Committee**

The Student Bar Association Budget Committee includes the SBA President (Zach McCoy) SBA Treasurer (Nancy Avila Villatoro), Budget Committee Chair (Natalie Del Cid), and Budget Committee (Daniel Martinez). This four-member committee determines the amount of funds available to the SBA from the student activity fees paid by USF Law students and determines the amount of funds that are to be distributed to student organizations. The Budget Committee will treat SBA Committee funding requests the same as student organization requests and must follow the same policies and procedures. The Budget Committee meets weekly during the semester and funding decisions are determined by a majority vote.

## 2019-2020 BUDGET ALLOCATION PROCESS

### I. Guaranteed Funding

Every officially registered student organization at the University of San Francisco School of Law will be allocated up to \$200 per semester for the purpose of conducting General Meetings. This is guaranteed funding so there is no need to submit any funding request forms before your meeting. The standard reimbursement process must be followed, and student organizations must submit itemized receipts to receive reimbursements. See Section IX for funding prohibitions.

### II. Supplemental Budget Funding and Request Process

In order to receive funding in addition to the aforementioned guaranteed funds from the Student Bar Association, student organizations must submit a budget proposal (Supplemental Budget Request) outlining the organization's anticipated activities and events for the semester. *student organizations need only include those events and activities for which they are seeking funding from the Student Bar Association.* The details of each event, including the prospective date, estimated attendance, and overall cost, should be submitted on the *Supplemental Budget Request Form* (Attachment 1). Student organizations should use as many Supplemental Budget Request Forms as are necessary to capture anticipated Fall events and activities.

The Budget Committee will review each organization's Supplemental Budget Request during Funding Weekend (September 7, 2016), at which time student organizations may, but are not required to, make a brief presentation about their Supplemental Budget Request. The Budget Committee will then make decisions, by majority vote, on each request submitted. All student organizations will be informed of the Committee's decision within three business days of Funding Weekend and funding allocations for student organizations will be made available online when the process has concluded. Please note that most events receive \$100 - \$300 in funding. The actual amount approved will depend on multiple factors, including anticipated number of attendees, the format of the event, etc. The factors to be considered are similar to those listed in Section IV.

Supplemental Budget Requests for the Fall 2019 semester are due no later than **Wednesday, September 4, 2019 at 5:00 pm** and must be emailed to the SBA Treasurer at [usflawtreasurer@gmail.com](mailto:usflawtreasurer@gmail.com). The Budget Committee will not consider Supplemental Budget Requests received after September 4, 2019 at 5:00 pm. The Budget Committee will meet to review Supplemental Budget Requests the following weekend. A sign-up sheet with available time slots for those student organizations interested in making a presentation to the Budget Committee will be available in the SBA Office beginning September 3, 2019. Each student organization will be given a maximum of 10 minutes to speak about their Supplemental Budget Request.

### III. Special Event Funding (SEF) and Request Process

After funding allocations have been made during Funding Weekend, student organizations will be allowed to make two *Special Event Funding* (SEF) requests per semester for unexpected/unplanned events or activities. The OTS funding process should not be utilized in lieu of the Supplemental Budget Request process. The SEF process is designed to provide student organizations with the flexibility to host unanticipated events that were unforeseen and not included in the Supplemental budget schedule. To request SEF Funding, student organizations must use the *Special Event Funding (SEF) Request Form* (Attachment 2). All SEF requests **MUST** be submitted prior to incurring any expenses. Reimbursements will not be considered for expenses incurred prior to budget committee approval.

All SEF requests will be considered during the Budget Committee's weekly meetings. Only those requests emailed subject line: SEF Request ("event date") to the SBA Treasurer at [usflawtreasurer@gmail.com](mailto:usflawtreasurer@gmail.com) by 5:00 pm the day before the Budget Committee's weekly meeting will be considered during that meeting. Requests for funding will not be considered at other times. Student organizations are welcome, but not required, to make short presentations about their SEF request. Student organizations will be notified of the committee's decision within two (2) business days.

#### **IV. Event Funding Criteria (Supplemental Funding and Special Event Funding)**

The Budget Committee will base its funding decisions on the criteria listed below. No single criterion is dispositive, but the Budget Committee will look to the criteria listed below to determine which events should be funded and the amount of funds to be allocated per event.

- Overall benefit to the USF Law Community
- Anticipated attendance
- Past attendance (if the event has been held before)
- Participation of USF Law Faculty Members
- Participation of outside speakers and/or guests
- Size of the student organization (as reported to the Dean's Office)
- Utilization of additional funding sources
- Number of student organization co-sponsors
- Accessibility to all students, including part-time and LLM students
- Appeal to diverse segments of the USF Law Community
- Event's innovation and creativity
- Relevance to current legal, social, cultural or political topic(s)
- Relevance to the student organization's Mission

#### **V. Co-Sponsored Events**

Student organizations are strongly encouraged to co-sponsor events and co-sponsored events will be given preference during the budgeting process. For internal Law School co-sponsorship, student organizations should designate a "lead student organization." Only the "Lead" student organization should submit a Supplemental Budget Request or *Special Event Funding (SEF) Request Form* and all other co-sponsors should be listed in the section provided. Remember that co-sponsored events will not necessarily receive more funding, as it is the event that is funded and not the student organizations participating.

#### **VI. Community Service Requirement**

All registered student organizations seeking funding from the Student Bar Association during the 2019-2020 academic year must participate in community service efforts. Each student organization is required to host one community service event per semester and is encouraged to complete *at least four (4) hours* of community service per member during the academic year. Each organization may determine the manner in which it will satisfy this requirement.

The Community Service Committee will be available to assist any student organizations that have questions on how to plan, coordinate, or execute a successful community service event. The Community Service Committee works closely with Law in Motion to provide many opportunities to complete community service. The primary contact for the Community Service Committee is Leighton Lee, and she can be reached at lmlee5@usfca.edu. The Student Bar Association encourages student organizations to identify and participate in community service projects that align with the organization's mission. Completion of each student organization's Community Service requirement will be taken into consideration when requesting SBA Funding.

## **VII. Funding Appeals Process**

Any student organization wishing to appeal a funding decision made by the Budget Committee may do so by making a 5-minute presentation to the SBA Executive Board at the beginning of its bi-weekly meetings. The SBA Executive Board will then render a decision by majority vote and the student organization will be notified via email within two business days. Please note that funds expended while a funding decision is under consideration **will not** be eligible for reimbursement unless the SBA Executive Board invalidates the Budget Committee's original decision.

## **VIII. Carryover of Unused Funds Allocated**

Each student organization will be awarded \$200 for the purposes of conducting general meetings. Any guaranteed funding not allocated towards a student organizations' first general meeting can be carried-over **only** for the purposes of conducting a second general meeting within the same semester. The \$200 allotment **will not** carry over to the next semester if it goes unused.

## **IX. Funding Prohibitions**

*Alcohol:* Student organizations may not request or spend allocated funds on alcohol. Student organizations interested in receiving an exemption from this school-wide policy should contact Assistant Dean for Student Affairs, Stephanie Carlos.

*Speaker Fees:* Student organizations are prohibited from paying speaker fees/honoraria. However, if a student organization wishes to provide a speaker with some form of compensation, the organization can pay for a speaker's travel and accommodations costs. Best Practice: It is always better for the speaker to front their travel/accommodation costs and then send their itemized receipts so that the University can reimburse them personally. This practice prevents organizations from having to assume large costs up-front and protects the organization from any costs associated with an event change or cancellation.

*\*Note: The University cannot reimburse travel or accommodation costs that are paid for by using frequent flier miles or rewards points.*

*Member Dues:* SBA Funds will not be allocated for Membership Dues.

*Fundraisers:* SBA Funds will not be allocated for Student Organization Fundraisers.

## X. Reimbursement Process

At the beginning of the semester each student organization shall designate either the treasurer or another board member to submit reimbursement requests directly to the SBA Treasurer via email or in-person.

Once a student organization's event has occurred or costs have been incurred, the organization must submit a *Reimbursement Form* (Attachment 3) to be reimbursed. This form now requires organizations to submit a 3-5 sentence description of their event. Reimbursement Forms must be emailed to Nancy Avila Villatoro, SBA Treasurer, at [usflawtreasurer@gmail.com](mailto:usflawtreasurer@gmail.com). The following items **MUST** be attached or may be included with an electronic version of the form as a .jpg or .pdf format:

- An itemized receipt – detailing how much of what was purchased
  - If a vendor does not generally give an itemized receipt, ASK for one.
  - If a vendor is incapable of giving you an itemized receipt, ASK them to fill out an *Itemized Receipt Form* (Attachment 4).
- A separate credit card receipt (if applicable)
  - Some vendors will give you two receipts, one itemized and the other one showing paid for by a credit card without the itemization
  - Student organizations **MUST** provide both proof of itemization and proof of payment to be reimbursed i.e. you need to provide **BOTH** receipts
- Attached receipts can be scanned through the free scanner in Zief Library and emailed.

All reimbursements go through a three-step process of input and approval. First, the SBA Treasurer inputs the reimbursement information and receipts into an accounting system called CONCUR. Next, the Dean's Office must approve the request after checking for any problems or issues. Finally, once approved, that information is submitted to the Main Campus for final approval and issuance of payment.

Once approved, the student requesting to be reimbursed will receive an email from the SBA Treasurer letting them know that their request has been approved and that their payment will be forthcoming. Students can receive payment either by direct deposit or by mailed check. Direct deposit generally has a two-week processing time after approval before the money will be deposited. Checks can take up to a month to process and be mailed out.

The Student Bar Association strongly recommends that all students submitting reimbursement requests who do not already have direct deposit sign up for direct deposit by filling out the *University's Direct Deposit Form* (Attachment 5) and submitting that form to the SBA Treasurer in the SBA Office. Completed forms may be left in the SBA Treasurer's mailbox.

If students do not want to sign up for direct deposit, the Student Bar Association strongly recommends that students verify that the University has their UP-TO-DATE and CURRENT mailing address on USFConnect. An out-of-date address will delay reimbursements.

## **XI. Events with More Than One Payer**

Student organizations with events where more than one person has contributed funds or has purchased different things should submit SEPARATE reimbursement requests for each person that needs to be reimbursed. The SBA cannot reimburse cash or check payments between students that jointly cover costs unless there is an official itemized receipt. One, and only one, person can be reimbursed per receipt. Therefore, the person who is named as the party to be reimbursed will receive the full amount of the reimbursement and will be responsible for dividing the reimbursement.

Examples:

- Multiple Payers, One Group: If group Z's member X gives \$50 cash to member Y to cover costs that member Y put on her credit card, then member Y will be reimbursed the FULL amount of the receipt and it will be member Y's responsibility to reimburse member X.
- Co-Sponsored: If groups X and Y co-host an event and a group X member gives a group Y member
- \$50 in cash to cover costs that group Y member placed on his credit card, then group member Y will be reimbursed for the entire amount of the receipt and it will be his responsibility to reimburse group X member for their \$50.

### **STUDENT ORGANIZATION FUNDING TIMELINE**

<b>August 17, 2019</b>	Student Senate Orientation 10:00 a.m. – 3:00 p.m.
<b>September 4, 2019</b>	Supplemental Budget Requests DUE @ 5PM
<b>September 7, 2019</b>	Funding Weekend (Budget Request Hearings)
<b>September 9, 2016 - September 11, 2016</b>	Funding decisions emailed to student organizations
<b>November 3, 2019</b>	Last day to submit Special Event Funding (SEF) Requests
<b>November 17, 2019</b>	Last day to submit funding reimbursement requests

## Supplemental Budget Request

EMAIL FORM TO [USFLAWTREASURER@GMAIL.COM](mailto:USFLAWTREASURER@GMAIL.COM) BEFORE 5PM ON 9/4/2019. REQUESTS WILL BE VOTED ON DURING FUNDING WEEKEND ON 9/7/2019.

<b>Student Organization</b>		<b># of Members</b>		<b>Organization Contact</b>	Name: Email:
<b>EVENT INFO #1</b>	<b>Event Name</b>		<b>Held Before?</b> <i>(If so previous attendance, If not anticipated attendance)</i>		
	<b>Date &amp; Time</b>		<b>Co-Sponsors?</b>		
	<b>Speaker Info</b>		<b>Other Funding?</b>		
	<b>Event Description:</b>				
<b>Total anticipated cost</b>			<b>Total Amount Requested</b>		

EMAIL FORM TO [USFLAWTREASURER@GMAIL.COM](mailto:USFLAWTREASURER@GMAIL.COM) BEFORE 5PM ON 9/4/2019. REQUESTS WILL BE VOTED ON DURING FUNDING WEEKEND ON 9/7/2019.

<b>Student Organization</b>		<b># of Members</b>		<b>Organization Contact</b>	Name: Email:
<b>EVENT INFO #2</b>	<b>Event Name</b>		<b>Held Before?</b> <i>(If so previous attendance, If not anticipated attendance)</i>		
	<b>Date &amp; Time</b>		<b>Co-Sponsors?</b>		
	<b>Speaker Info</b>		<b>Other Funding?</b>		
	<b>Event Description:</b>				
<b>Total anticipated cost</b>			<b>Total Amount Requested</b>		

## Special Event Funding (SEF) Request

EMAIL FORM TO [USFLAWTREASURER@GMAIL.COM](mailto:USFLAWTREASURER@GMAIL.COM) BEFORE 5PM ON THURSDAY. SEF FUNDING REQUESTS WILL BE REVIEWED TBH AT THE BUDGET COMMITTEE'S WEEKLY MEETING.

<b>Student Organization</b>		<b># of Members</b>		<b>Organization Contact</b>	Name: Email:
<b>EVENT INFO</b>	<b>Event Name</b>		<b>Held Before?</b> <i>(If so previous attendance, If not anticipated attendance)</i>		
	<b>Date &amp; Time</b>		<b>Co-Sponsors?</b>		
	<b>Speaker Info</b>		<b>Other Funding?</b>		
	<b>Event Description:</b>				
<b>Detailed Event Cost Itemization</b>		<b>Expense/Item</b>	<b>Cost</b>	<b>Approval (SBA USE)</b>	
		1.			
		2.			
		3.			
		4.			
		5.			

## Reimbursement Request Form (must include itemized receipts)

EMAIL THIS COMPLETED FORM ALONG WITH **ITEMIZED RECEIPTS** TO [USFLAWTREASURER@GMAIL.COM](mailto:USFLAWTREASURER@GMAIL.COM)  
FORMS WITHOUT ITEMIZED RECEIPTS CANNOT BE PROCESSED

<b>Student organization</b>		<b>Contact info</b>	Name: Email:
<b>Event Date</b>		<b>Event Name</b>	
<b>EVENT INFO</b>			
<b>Person to be Reimbursed</b>	<b>Name</b>		<b>USF ID #</b>
	<b>Mailing Address</b>		<b>Direct Deposit? (Y/N)</b>
<b># of Attendees?</b> (Names must only be provided if less than 10 people attended)	<b>Names:</b>		
<b>Detailed Event Cost Itemization</b>  <i>(please continue on separate sheet if necessary)</i>	<b>Expense/Item</b>	<b>Cost</b>	<b>Approval (SBA USE)</b>
	1.		
	2.		
	3.		
	4.		
	5.		

## Itemized Receipt Form

Company: \_\_\_\_\_

Date of Transaction: \_\_\_\_\_

### Details of Products Purchased

Product	Quantity	Price	Total
		Subtotal	
		Tax Rate: %	
		Grand Total	

Method of Payment (check one):

\_\_\_\_\_ Check

\_\_\_\_\_ Cash

\_\_\_\_\_ Money Order

Business Authorization Signature: \_\_\_\_\_

Business Contact Info: \_\_\_\_\_



# Direct Deposit Form

Personal Information	
Name (Last/First) <i>Please Print</i>	Department
Id# (8-digit)	Phone
Mailing Address <i>*Required for Disbursement Purposes</i>	
City/State/Zip	
Bank Information	
Check One:      ___ Checking      ___ Savings	
Account Holder's Name	Financial Institution Name
Bank Account Number	Routing Number
Bank Address	
City/State/Zip	
Authorization	
<p>I authorize the University of San Francisco to automatically deposit to the above bank account. I agree to notify Accounts Payable of any changes in my bank or mailing address information.* I further agree to hold USF harmless if I fail to notify Accounts Payable changes to my information.</p>	
X _____ Signature	_____ Date
* Failure to provide above authorization information may result in a delay of payment and/or payment via paper check.	
Office Use Only	
Staff: _____	Date Received: _____ Date Coded: _____

