**2023/2024 Student Government Association**

**Student Organization Funding Process Quick Guide**

**SGA Hearing Timeline**

**Fall 2023**

● Hearing 1 – Application Start date September 11th. Due Sept 18th. Hearing September 21st. Approvals by September 25th.

● Hearing 2 – Application Start date October 9th. Due October 20th. Hearing October 26th. Approvals by October 30th.

● Hearing 3 - Application opens November 6th. Due November 17th. Hearing November 22nd. Approval November 27th.

**Spring 2024**

● Hearing 4 - Application opens January 16th. Due January 26th. Hearing February 1st. Approval February 5th.

● Hearing 5 – Application opens February 26th. Due March 1st. Hearing March 7th. Approval March 11th.

● Hearing 6 - Application opens March 25th. Due April 5th. Hearing April 11th. Approval April 15th.

*The hearing dates are subject to change.

*Organizations need to ensure that all officers have completed RSO training, if they have not completed training it can affect the funding process

**Funding Eligibility: The guiding philosophy of the SGA Finance Committee is that funds**

**should go towards current CSU students.**

1. Only recognized and active student organizations may receive funding.

2. No organization shall receive more than $4,000 for the academic year. No more than

$1,000 may be used for off-campus events.

3. Organizations receiving funding for events are limited to spending $500 on food. Additional funding above the $500 for an event may be considered on a case-by-case basis.

4. Each organization is entitled to a one-time, no questions asked, allocation of $150

(subject to $4,000 funding cap). No hearing is required.

5. Organizations must review the Events Classifications Timelines from Conference Services (https://www.csuohio.edu/sites/default/files/Event%20Classifications.pdf) to determine which class their event is classified as, as the deadlines vary depending on the type of event.

6. Complete travel request form (https://csuohio.presence.io/form/student-organization-travel-request-form) when you submit your allocation request. Travel requests must be submitted 45 days prior to travel.

7. Virtual events/conferences instead of travel requests can be funded by the SGA (use 'SGA other funding' budget for this purpose on vikes connect).

8. Organizations requesting funding are responsible for ensuring their advisor approves their allocation request by the deadline. If it is not approved by their advisor during the open allocation period, it will be denied.

9. Orgs will not be funded for events that have already happened. Left over funds cannot be carried over and by can only be used for the event that they were approved for.

**Ineligible Expenditures**

1. The purchase of alcohol

2. Payment to organization members as compensation for performing or speaking

3. Scholarships of any sort to organizational members or local schools

4. Supporting political candidates in public elections

5. Donations to charitable organizations (though allocated funds can be used to sponsor

fundraisers for such organizations, they cannot be directly donated).

6. Any event that may poorly represent CSU, i.e. an event that promotes violence

7. Support to only organization members i.e., food for non-recruitment meetings, t-shirts

for group members only, events that would only allow attendance of a specific student population,

induction ceremonies where all students are not invited, etc.

8. Events that charge students to make a profit. Events that charge entrance fees for profit for the organization is ineligible.

9. Student orgs may not front costs for any events on the behalf of a university department (For more information see Fronting in the RSO manual)


Important Links

Videos on how to make a request in vikes connect: (1402) Cleveland State University Student Life - YouTube

RSO manual: https://www.csuohio.edu/sites/default/files/RSO_Resource_Manual_22-23%28updated%203-24-23%29.pdf

Page with all the important links: Links | Cleveland State University (csuohio.edu)


**Contacts:**

Maureen Spreng: studentorgfinance@csuohio.edu (Questions about submitted requests and requirements)

Dan Lenhart: d.lenhart@csuohio.edu (Issues with vikes connect or submitting requests)

Aleena Babar: sgatreasurer@csuohio.edu (Any questions regarding the allocations process)

Kimberly Springer: k.s.springer@csuohio.edu

*Rules are subject to change.