

**2022/2023 Student Government Association**  
**Student Organization Funding Process Quick Guide**

**SGA Hearing Timeline**

**Fall 2022**

- Hearing 1 – Application Start date September 16th. Due Sept 26th. Hearing September 30th. Approval October 6th.
- Hearing 2 – Application Start date October 17th. Due October 28th. Hearing November 4th. Approval November 11th.

**Spring 2023**

- Hearing 3 - Application opens January 23<sup>rd</sup>. Due January 30<sup>th</sup>. Hearing February 3<sup>rd</sup>. Approval February 6<sup>th</sup>.
- Hearing 4 - Application opens February 20<sup>th</sup>. Due February 27<sup>th</sup>. Hearing March 3<sup>rd</sup>. Approval March 6<sup>th</sup>.
- Hearing 5 – Application opens March 27<sup>th</sup>. Due April 3<sup>rd</sup>. Hearing April 7<sup>th</sup>. Approval April 10<sup>th</sup>.
- Hearing 6 - Application opens April 17th. Due April 24th. Hearing April 28th. Approval May 1st.

**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. Depending on the funds SGA will increase the limits.
3. \$500 will be used for food (It is negotiable depends on the events)
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. When the organization is submitting the Application for funds the events date must be no later the next hearing date.
6. Travel requests should be submitted ahead of time as travel forms should be filled in at least 45 days prior to travel.
7. Virtual events/conferences instead of travel requests will be funded by the SGA.
8. Organizations requesting funding are in-charge of ensuring that their advisors approve their application during the allocation period, if the allocation is not approved it will be automatically denied.

9. Any allocation request that is being submitted needs to be approved at least 5-7 days prior to the event. Organizations should not be holding the event if the allocation has not been approved or is pending,

### **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. Cash payments including but not limited to stipends, prizes, or gifts to speakers.
5. Supporting political candidates in public elections
6. Donations to charitable organizations (though allocated funds can be used to sponsor fundraisers for such organizations, they cannot be directly donated)
7. Any event that may poorly represent CSU
8. Events at locations deemed unacceptable by University Standards
09. 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.
10. Events that charge students to make a profit.
11. Departmental Events put on by student groups. Student organizations should not be fronting for departmental purposes.