

# Finance Committee Guidelines 2020-2021

## **Allocation Request Timeline:**

- All Garnet Gate requests must be submitted at fifteen (15) university days prior to an event.
- All dialogue requests must be submitted by Wednesday at 2:30 PM to be considered during the scheduled Finance Committee meeting of that week.
- Post Event Evaluation forms must be submitted no later than fifteen (15) university days following an event.
- For the end of the semester, Garnet Gate request must be submitted at least fifteen (15) university days prior to the University's scheduled reading day.
- Events occurring between March 1st-March 27th, 2021 should be submitted no later than February 10th, 2021 to be considered on February 19th, 2021 by The Student Senate Finance Committee due to Student Government elections and inauguration.

## **Organization Allocation Guidelines:**

1. Current documentation is required for consideration of funding of any category.
2. The Student Senate Finance Committee reserves the right to comprehensively review and consider all allocation requests, as well as any past allocation requests involving the respective organization.
3. The Student Senate Finance Committee/GSA Finance Committee will not approve funding for any event, conference, or tournament that occurred prior to the Student Senate Finance Committee's/GSA Finance Committee's reviewal.

## **Program Guidelines:**

1. Funding for food in accordance with the Student Government Codes will be \$8.00 per person.
2. Cutlery, as defined by disposable plates, cups, napkins, and utensils, will be funded at \$00.50 per person.
3. Recruitment events will not be funded for any organization.
4. Regularly scheduled meetings will not be funded for any organization.
5. All events funded through the Student Activity Fee must be open to the entire Student Body.
6. All events funded through the Student Activity Fee must be in accordance with current university COVID-19 policies.

## **Special Guest Guidelines:**

7. The Student Senate Finance committee will allocate up to \$1000.00 for a virtual artist/speaker

## **Conference Travel Guidelines:**

1. The Student Senate Finance Committee is currently unable to fund any fees associated with travel.
2. The Student Senate Finance Committee will fund virtual conference fees.

## **Tournament Travel Guidelines:**

1. The Student Senate Finance Committee is currently unable to fund any fees associated with travel.
2. The Student Senate Finance Committee will fund virtual tournament fees.