

Fund Request Policy

Students



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AUTHORITY: Board of Directors

RATIFIED BY: Board of Directors

RELATED DOCUMENTS:

-Fund Request Procedure Policy

The purpose of this policy is to provide students with the information necessary to successfully complete a fund request from UFVSUS. This policy outlines who can apply for funding and the types of events for which funding is available. Please refer to the Fund Request Procedure for the specific steps to take in order to successfully submit a Fund Request.

Definitions

“Campus Community” refers to creating accessible opportunities for social connection with members of the UFV community within and outside of your RSO.

“Extraordinary Circumstances” refers to an event or set of external circumstances that significantly impede or prohibit the possibility of a planned meeting or event from occurring;

“Executive Committee” refers to all elected SUS executives, which contains the Vice Presidents Internal, External, and Students, as well as the President;

“Fiscal Year” refers to the fiscal year of UFVSUS, which runs from March 31st to April 1st

“Fund Requests” refers to the process of an RSO requesting SUS funds for the purpose of an event that falls with the parameters defined within this policy.

“Itemized Receipts” refers to an original document identifying the date and amount of each expense item paid by the RSO.

“Merchandise” refers to materials or non-perishable goods purchased to either be sold or given away outside the immediate dates or theme of the event.

“Recognized Student Organizations - RSO” refers to any UFV student-run group that is currently registered, including clubs and associations;

“Students” refers to current Members of the University of the Fraser Valley’s Student Union Society, as defined in SUS Bylaw 3;

“UFVSUS” refers to the University of the Fraser Valley’s Student Union Society;

“UFVSUS Board” refers to the UFVSUS Board of Directors

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“UFVSUS Members” refers to all registrants in a UFV program, course, or other offering who have paid Membership Fees to UFVSUS in the current semester.

“VPI” refers to the SUS Vice President Internal;

“VPS” refers to the SUS Vice President Students;

Part 1: Funding Decisions

1. Qualifications

1.1. In order to qualify for funding, events must:

1.1.1. Build campus community;

1.1.2. Clearly state the intent and purpose of their event;

1.1.2.1. Guest speakers and the topic of their discussion must be discussed in the fund request, as well as a bio.

1.1.3. Be open to all current UFV students;

1.1.3.1. All events must be published on the UFVSUS events calendar and advertised to the general student body.

1.1.4. Be organized by current UFVSUS members.

1.2. Funding must be used for hosting the event itself; funding will not be released to:

1.2.1. Purchase merchandise not related to the specific event;

1.2.1.1. In the event of a surplus of merchandise following an event, the merchandise must be held until the next relevant event.

1.2.1.1.1. In the event that there will be no future events for the relevant merchandise, the RSO may reach out to the VPS to discuss options.

1.2.2. Pay organizers for labour/time;

1.2.3. Donate to a cause;

1.2.4. Run regular operations of a student group;

1.2.5. Pay for alcohol;

1.2.6. Benefit one specific individual or group over other RSO members;

1.2.7. Prizes given for attending the event;

1.3. In the event that you are preparing or serving food:

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- 1.3.1. Funding will not be released for food prepared by individuals in a non-commercial kitchen, or by individuals without a FoodSafe Level 1 license;
- 1.3.2. Funding will only be released for food prepared by individuals with a FoodSafe Level 1 license in a commercial kitchen;
 - 1.3.2.1. E.x. Acceptable circumstances include, but are not limited to: ordering food from a restaurant or bakery, buying prepackaged snacks from the grocery store, etc.
- 1.3.3. Proof of preparation by an individual with a FoodSafe Level 1 license and within a commercial kitchen must be submitted to UFVSUS.
 - 1.3.3.1. This proof may be submitted via appropriate receipts during the Expense Claim phase.
- 1.4. Requests related to fundraising will be evaluated on a case-by-case basis following preliminary discussions with the VPS.
- 1.5. Approval of UFVSUS Fund Requests lies at the sole discretion of the Executive Committee
 - 1.5.1. Rejections of Fund Requests by the Executive Committee will be accompanied by an explanation for the choice not to approve, as well as a referral to the Fund Request Policy and Procedure.

2. Funding Model

- 2.1. RSOs are given half of the requested amount (50%) upfront, and will receive the other 50% as per the expense claim procedure.
 - 2.1.1. UFVSUS funding is not intended to be the main source of a RSOs resources.
- 2.2. Each group is eligible for up to \$500 per event.
 - 2.2.1. Events organized collaboratively with other RSOs are eligible for additional funding, providing it does not exceed each RSO's maximum yearly allocated funding.
 - 2.2.1.1. RSOs which organize events collaboratively must each submit their own fund request, and specify what they will be contributing to the event.
 - 2.2.1.2. RSOs may organize events in collaboration with non-RSOs, provided that the RSO is primarily responsible for organizing the event.
- 2.3. Requesters may submit unlimited requests, but will only be approved for each RSO's maximum yearly allocated funding.
 - 2.3.1. The total amount of funding approved within a fiscal year cannot exceed \$1000.

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2.3.1.1. Funding requested for events planned collaboratively by RSOs still subtracts from the RSO's maximum yearly allotted funding.

3. Guidelines

3.1. Fund Requests must be submitted to the VPS a minimum of fifteen (15) business days prior to the event date.

3.1.1. Submissions made within fifteen (15) business days prior to the date of the event may be automatically denied.

3.2. Expense claims with original itemized receipts must be submitted within five (5) business days after the event date.

3.2.1. Receipts may be scanned and uploaded as a PDF, or taken as a picture and uploaded as a JPG or PNG file.

3.2.2. Secondary payment may be denied for the following reasons:

3.2.2.1. The event was not held for any reason (fire, flood, natural disaster, campus closure, etc.);

3.2.2.2. No receipts were provided;

3.2.2.3. Receipts were provided, but for items not in line with the specified event or initial claim; or

3.2.2.4. UFVSUS received the expense claims after the five (5) business days period;

3.2.2.5. RSO did not spend the entirety of the first payment.

3.2.3. If the secondary payment is denied due to sections 3.2.1.2 or 3.2.1.4, RSOs may be required to return funds to the Society.

3.2.3.1. Money must be remitted to the UFVSUS Finance Department, via e-Transfer.

3.2.3.2. Refusal to remit unused funding may result in a ban from Funding Requests for the remainder of the fiscal year (April to March).

3.2.4. If proof of FoodSafe and commercial preparation is not submitted with receipts, the RSO will be required to return funds to the Society, as well as be prohibited from submitting any future Fund Request items related to food.

3.2.5. Debit receipts are not an acceptable substitution and submission of these in place of an itemized receipt may be grounds for denial of payment.

3.3. Forms must be completed in full before submitting to SUS to avoid processing delays.

3.3.1. If the VPS or Executive Committee requires clarification from the RSO to process the package, maximum processing can be extended up to one week per issue.

4. Administrative

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- 4.1. If a funding request is denied, the process terminates. The decision may be appealed once to the UFVSUS Board through contacting the VPI and requesting that the matter be heard at the soonest available public board meeting.
- 4.2. Any questions regarding documentation, events, or clubs and associations can be directed to the current VPS.
- 4.3. Any questions regarding policy or payment can be directed to the current VPI.

5. Extraordinary Circumstances

- 5.1. In the event of extraordinary circumstances or the residual impacts of such circumstances, RSOs may reach out to the VPS to work out accommodations within reason for their event or payment procedures.
- 5.2. In the case that SUS is aware of campus closures in the event of an extraordinary circumstance, the VPS will communicate to RSOs that the event will need to be rescheduled.
 - 5.2.1. In all cases, the Executive Committee will take all necessary steps to keep RSOs informed and aware of the situation.
- 5.3. Regular funding timelines may be suspended at the discretion of the Executive Committee in extraordinary circumstances.