

Fund Request Procedure

STUDENTS

EFFECTIVE: March 31st, 2022

REVIEW DATE: March 2025

AUTHORITY: Board of Directors

RATIFIED BY: Board of Directors

RELATED DOCUMENTS:

- Fund Request Policy
- Internal Fund Request Procedure

Purpose: The purpose of this document is to provide RSO's with the information necessary to successfully complete the UFVSUS Fund Request Procedure. Refer to the Fund Request Policy for information regarding who can apply for funding and the types of events for which funding is available.

Definitions

“Board” refers to the SUS Board of Directors as defined in SUS Bylaw 21

“RSO” refers to a club or association registered with the Student Union Society (UFVSUS);

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

“Fund Request” refers to the initial submission of a fund request form and initial payment;

“Expense Claim” refers to the submission of the expense claim in order to cover any remaining reimbursement;

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

“Public Board Meeting” refers to

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

“VPI” refers to the SUS Vice President Internal;

“VPS” refers to the SUS Vice President Students.

Part 1: Submitting a Fund Request

1. Event Development

- 1.1. Your RSO must develop a clear event idea to build campus community that requires event funding from UFVSUS.

Fund Request Procedure

STUDENTS

- 1.1.1. If you require assistance with event development, you can reach out to UFV Studentlife or UFVSUS' Programs and Services department.
- 1.2. RSO's must read and have a clear understanding of the Fund Request Policy prior to the submission of a Fund Request.
- 1.3. Confirm that your RSO's idea meets the qualification requirements as per with the Fund Request Policy.
- 1.4. If you have any questions regarding the Fund Request Policy, you can reach out to the VPI.
- 1.5. Events organized in collaboration with other RSO's require separate fund requests from each RSO participating.
 - 1.5.1. Please refer to the Fund Request Policy for more details on events organized collaboratively.

2. Fund Request Form

- 2.1. The Fund Request Form can be located on the UFVSUS website.
- 2.2. The Fund Request Form must be filled out in its entirety, with enough detail to fulfill the qualification requirements specified in the Fund Request Policy.
- 2.3. Completed Fund Request Forms must be emailed to the VPS at least fifteen (15) business days prior to the proposed event date, as specified in the Fund Request Policy.
- 2.4. If you have any questions regarding the Fund Request Procedure, you can reach out to the VPS.

Part 2: Receiving Funding

3. Processing

- 3.1. You will be notified within five (5) business days from the time of submission on the approval status of your Fund Request.
- 3.2. If the VPS or Executive Committee requires clarification from the RSO to process the package, maximum processing can be extended up to five (5) business days per issue.
- 3.3. 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.
- 3.4. If rejected, you may appeal the decision once to the Board through contacting the VPI and requesting that the matter be put on the agenda of the next upcoming Public Board Meeting.
 - 3.4.1. You must initiate the appeal process within five (5) business days from the time notified of the decision.
 - 3.4.2. The decision of the Board is final.

Fund Request Procedure

STUDENTS

- 3.5. If approved, you will receive an initial payment of 50% of the amount requested upfront.
- 3.6. You will receive the initial payment as requested in the Fund Request Form within five (5) business days of being notified of your approval.
 - 3.6.1. If a cheque is indicated on the Fund Request form as the preferred payment, the VPI will notify the student group when it is available to be picked up.

Part 3: Expense Claims

4. Expense Claim Period

- 4.1. To receive the secondary payment of 50%, you must submit both copies of your Itemized Receipts and an Event Impact Report.
- 4.2. You have five (5) business days following the completion of the event to submit your Itemized Receipts.
 - 4.2.1. Itemized Receipts can be submitted electronically via email to the VPI.
 - 4.2.1.1. Photos, screenshots, or scanned copies are all accepted.
 - 4.2.1.2. If the VPI requires further clarification on expenses, original copies of receipts may be requested.
- 4.3. You have five (5) business days following the completion of the event to submit an Event Impact Report.
 - 4.3.1. Event Impact Reports can be found on the SUS website.
- 4.4. Secondary payments may be denied for a number of reasons as outlined in the Fund Request Policy.

5. Remittance of Funds

- 5.1. In the case that not all funds from the initial payment were used, or deemed to have been used incorrectly, you will be required to remit the difference.
- 5.2. The VPI will inform the your RSO of the amount to be returned.
- 5.3. You must confirm via email to the VPI that you are returning funds and the correct amount.
- 5.4. Fees must be remitted to the UFVSUS Finance Department via e-Transfer.
 - 5.4.1. You will be provided an email address to remit the funds to by the VPI.

Part 4: Extraordinary Circumstances

6. Extraordinary Circumstances

Fund Request Procedure

STUDENTS

- 6.1. In the event your RSO encounters non-campus related extraordinary circumstances in the form of loss of venue space or other prohibiting factors, reach out to the VPS and communicate your intention to reschedule your event to another date.
 - 6.1.1. If you fail to hold your event due to non-campus related extraordinary circumstances and fail to notify the VPS within a reasonable timeframe, your RSO will receive a documented warning.
- 6.2. In the event that any of the UFV Campuses are closed due to an extraordinary circumstance, the VPS will communicate to RSOs that the event will need to be rescheduled.