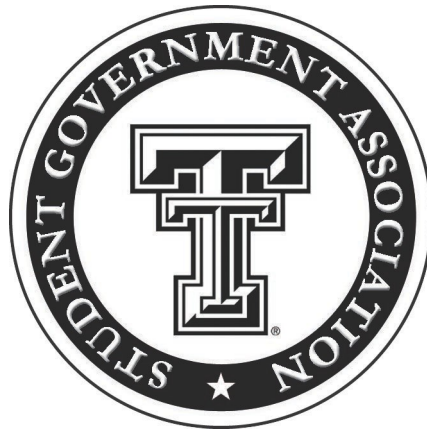


FUNDING PROCESS HANDBOOK



**Funds for the
2022-2023
Academic Year**



TEXAS TECH UNIVERSITY

Student Government Association™

A WORD FROM THE COMMITTEE ON BUDGET AND FINANCE

Texas Tech Student Organizations -

Each year the Student Senate Committee on Budget and Finance is tasked with allocating a portion of the Student Service Fees to eligible Texas Tech University student organizations. We allocate monies according to the guidelines and processes outlined in the Funding Process Handbook. To receive funding, your organization must do the following:

- ❖ Update TechConnect to include current organization and officer contact information
- ❖ Make certain your group is registered as a student organization with the Center of Campus Life, and that Risk Management training requirements have been met
- ❖ Check the SGA Website (Funding Overview page), TechConnect and TechAnnounce as often as possible for reminders on upcoming dates and deadlines
- ❖ Remember to not only submit an online copy of your funding application through TechConnect, but also a signed copy to the Student Government Association office

Funding Process:

After the application time period concludes, the committee will conduct interviews for each organization that has applied. Following interviews, the Budget and Finance Committee will meet to allocate funds to each organization based on criteria dictated in the Funding Process Handbook. The allocation will then be drafted into a Senate Bill entitled the *2022-2023 Student Organization Appropriations Bill* and will undergo three separate readings in the Student Senate. A “reading” simply opens up the funding bill to discussion and edits. Formal changes will only be permitted on the dates for second and third reading. All Student Senate meetings are open to the public.

Upon passage of the bill, the included organizations will officially be funded for the 2022-2023 fiscal year. All information, dates, and deadlines for the funding process will be communicated through TechConnect, TechAnnounce and SORC Meetings. Each Student Organization is responsible for staying up to date with respective deadlines.

We, the Committee on Budget and Finance, are excited to serve your organization this upcoming year and look forward to another successful year. If you have any questions, stop by the SGA office, SUB Room 302, give us a call at 806-742-3631, or email the Chairman and Vice-Chairman of the Budget and Finance Committee. We are here to help your organization grow and succeed!

Sincerely,

Austin Phillips
Chairman
Budget & Finance Committee
austin.phillips@ttu.edu

Kaitlyn Charette
Vice-Chairman
Budget & Finance Committee
kcharett@ttu.edu

FUNDING CALENDAR

Process Deadlines

Funding Request Process Begins Monday, September 20, 2021
Refer to Step by Step Instructions on SGA Website ~ Student Org Funding ~ FY23 Funding App 8:00 AM

Budget Application due **(without penalty)** December 3, 2021
Online at <https://ttu.campuslabs.com/engage/actioncenter/organization/student-government-association/forms> by 5:00 PM

Funding Contract due **(without penalty)** December 3, 2021
Online at <https://ttu.campuslabs.com/engage/actioncenter/organization/student-government-association/forms> by 5:00 PM

Funding Interview Sign up due **(without penalty)** December 3, 2021
Online at <https://ttu.campuslabs.com/engage/actioncenter/organization/student-government-association/forms> by 5:00 PM

Budget Application & Funding Contract submitted 12-4-2021 **(with 20% penalty)** January 14, 2022
*****NO APPLICATIONS WILL BE ACCEPTED AFTER JANUARY 14, 2022***** by 5:00 PM

Funding Interview Sign up submitted 12-4-2021 **(with 20% penalty)** January 14, 2022
by 5:00 PM

*****NO ORGANIZATION MAY SIGN UP AFTER JANUARY 14, 2022*****

Attend Funding Interview (January 24 – February 4, 2022) *Your Assigned Date*
SGA Office Conference Room, Room 302, Student Union Building *Your Assigned Time*

Senate Readings of Appropriations Bill

First Reading of Appropriations Bill Thursday, February 17, 2022
Room 353, Media & Communications College 6:00 PM

Second Reading of Appropriations Bill Thursday, February 24, 2022
Room 353, Media & Communications College 6:00 PM

Third Reading/Final Passage of Appropriations Bill Thursday, March 24, 2022
Room 353, Media & Communications College 6:00 PM

SORC Meetings

Information regarding the funding process for the 2022-2023 fiscal year will be distributed online at <http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/FundingProcess.php> and through individual SORC meetings. Please be sure your SORC Representative or another officer is in attendance at every scheduled SORC meeting. SORC meetings are one of the best ways to stay informed with allocations and the overall funding process. Attendance will be taken at each SORC meeting to be considered during allocations, and if funding permits, can be used to apply various bonuses to your organization's allocation.

FUNDING PROCESS

Please read all the following material carefully!

Required Steps to Receive Funding

1. Attend a FY23 SGA Funding Training Session, and make certain your group is registered as a student organization and is in good standing with the Center of Campus Life, and that Risk Management training requirements have been met.
2. Fill out and submit application packet by following the step-by-step instructions on the SGA website ([FundingProcessHandbookFY20.pdf](#)) by the respective deadlines.
3. Schedule **AND** attend a Funding Interview with the Budget & Finance Committee

Budget & Finance Committee

The Budget & Finance Committee is tasked with conducting the funding process and ensuring that funding is distributed fairly. The committee composed of 13-15 Student Senators from various colleges and classifications. The SGA business coordinator for Student Government also sits on this committee in an ex-officio capacity to serve as an advisor.

Organization Eligibility

An organization is eligible to receive funding if it meets the following criteria:

- Membership is open to TTU students and not restricted based on anything other than GPA, college and classification (i.e. race, religion, gender, sexual orientation, physical or mental disability, national origin, or Vietnam era or special disabled veteran status).
- Currently registered and in good standing with the Center for Campus Life by Wednesday, December 3, 2021 at 5:00 p.m.

Organizations **NOT** eligible for funding include, but are not limited to the following:

1. Any organization not registered with the Center for Campus Life.
2. Any organization that can be, by virtue of its purpose, funded by other Student Affairs Department (e.g. Center for Campus Life, Rec Center, Student Media, etc.)
 - a. Club Sports/Teams
 - b. Intramural Sports
 - c. Publications (e.g. newspapers, magazines, etc.)
3. Organizations receiving funding directly from Student Service Fees

Special consideration will be given to organizations that:

- Bring recognition to Texas Tech University
- Involve recruiting activities
- Promote diversity on campus
- Provide support for continuing projects, speakers, conventions, cultural events, etc
- Enhance the image of Texas Tech University

These priorities are to be construed broadly in scope and may overlap. Funding for an organization may be denied due to a lack of educational merit and benefit to the community.

FUNDING REQUEST PACKET

The Funding Request Packet is the packet that student organizations will submit to Teresa Davis and the Committee of Budget and Finance for review. Organizations must submit the completed Funding Request Packet as instructed in the instructions provided on the SGA website ([Instructions-for-the-SGA- Funding-Request-process.pdf](#)) by **5:00 PM on Friday, December 3, 2021.**

Organization's Funding Request Packet must include

Follow the step-by-step instructions for this process.

1. Budget Application and Funding Contract form in TechConnect.
2. Submit application and contract in TechConnect. You will receive a confirmation.
3. **Signed Funding Contract must be turned in to SGA office.** Can be digitally or manually signed. *(MUST be signed by president, treasure, and advisor)*
4. Expense spreadsheet REQUIRED.
5. Sign-up for Funding Interview in TechConnect.

Funding Process Assistance

If you require any assistance in preparing the Budget Application and/or Funding Contract, feel free to stop by the Student Government Association office in room 302 of the Student Union Building for help. Additionally, feel free to email the Chairman or Vice-Chairman of the Budget & Finance Committee with questions or set up a one- on-one preparation meeting.

SGA Calculations that Effect Funding

1. The amount of the allocation cannot be doubled OR reduced by more than half the amount of the previous year's allocation.
2. The amount of allocation cannot exceed 30% of the organization's total fundraising and external funding (combined).
3. If the organization does not utilize the funds allocated from the previous three years, the organization can be penalized at the discretion of the Budget & Finance Committee. NOTE: If any of these rules overlap, the Budget & Finance Committee will use their discretion to calculate the final allocation.

4. A 20% penalty (or to the discretion of the committee) will be deducted from the allocation amount for failure to turn in the application and funding contract on TechConnect by December 3, 2021. After January 14, 2022, no applications or funding contracts will be accepted, and the organization will be disqualified from receiving funding from Student Government Association.
5. A 40% penalty (or to the discretion of the committee) will be deducted from the allocation amount for failure to schedule and/or attend a funding interview by January 14, 2022. After January 14, 2022, no organization may sign up for a funding interview and the organization will be disqualified from receiving funding from Student Government Association.

Effective September 1, 2016:

*Organizations who fail to turn in a Budget Application and Funding Contract by 5:00 p.m. on Friday, December 3, 2021 will receive a 20% deduction (at the discretion of the committee) from the Budget & Finance Committee's recommended allocation. Failure to turn in a Budget Application and Funding Contract by 5:00 p.m. on Friday, January 14, 2022, **will disqualify the organization from receiving funding from the Student Government Association for the upcoming fiscal year.** Organizations who do not comply with the deadlines provided **WILL NOT** qualify for an appeal.*

FUNDING INTERVIEW

Interviews provide an opportunity for the Committee to visit with organizations to discuss the budget application in detail.

The Committee suggests that the president and the treasurer attend the interview and strongly recommend that the advisor be in attendance as well. Any other officers or members of the organization are welcome to attend. The Funding Interview will take approximately 15-30 minutes. Please bring a copy of your organization's Budget Request as well as any other aids (budgets, posters, event plans, etc) with you for your own reference.

All funding interviews shall be open for public attendance. Questions will be asked to organization representatives by members of the Committee on Budget and Finance or Student Senate. Interviewers will have a list of standard questions but are allowed to and frequently do ask follow-up questions that may not be scripted but still pertain to the budget process. Members of the media may attend funding interviews, but recordings (written or taped) will not be allowed. The Committee will not permit individuals and/or organizations to televise or broadcast by radio (either live or recorded, including film) from the SGA Conference Room while the funding interview is in session.

All organizations must submit their Funding Interview request via TechConnect by 5:00pm, December 3, 2021. Failure to do so will result in an automatic 20% penalty (at the discretion of the committee). **Any organization that does not submit their Funding Interview Request via TechConnect by 5:00 p.m., January 14, 2022 will be disqualified from receiving funding from the Student Government Association.** All organizations must attend their scheduled Funding Interviews. *Failure to attend a Funding Interview will result in an automatic 40% penalty from the Budget & Finance Committee's recommended allocation and **may disqualify an organization from consideration by the Committee of Budget and Finance for a funding allocation.***

*If you need to reschedule your interview after January 14, 2022, you must **CALL the SGA office AT LEAST 24 HOURS PRIOR TO YOUR SCHEDULED INTERVIEW TIME**, otherwise you will be considered a "No Show" to the interview and will be subject to the 40% penalty.* If the interview time is missed for *valid reasons*, it is the responsibility of the organization to reschedule the interview time. If no time slots are available or if an organization fails to reschedule the interview time, the organization will receive an automatic 40% penalty from the Budget & Finance Committee's recommended allocation and may disqualify an organization from consideration by the Committee of Budget and Finance for a funding allocation.

What to Expect During the Interview

Questions will be asked to determine the organization's:

- Financial status
- Fundraising efforts
- How the organization has enhanced and brought recognition to Texas Tech
- Membership and growth
- Investment in the university (projects benefiting the university, involvement in campus activities)

****Failure to attend the scheduled Funding Interview will require the organization to go through the appeals process and will result in an automatic 40% deduction from the Budget & Finance Committee's recommended allocation**

NOTIFICATION of ALLOCATION of FUNDS

Each Funding Request Packet application submitted will be updated with the allocated amount prior to the 1st Reading of the Appropriations Bill. Allocated amount is located on SGA web site under "[Funding Application Process Tracking](#)". Within (1) month after *Final passage* each budget application will be updated to reflect the final allocation. The status of the application will be changed to "approved". Should the Budget and Finance Committee decide to deny an application, the status will be "denied".

APPEALS PROCESS

The Appeals Process is a chance to have your questions answered face-to-face with the people present during the initial allocation. It is also an opportunity to state your case before a fresh set of committee members and with a different set of questions. If your organization does not appear or do not feel that you have been allocated the correct amount on the Appropriations Bill that the Committee on Budget and Finance presents before the Student Senate, don't panic. **First, you should schedule and attend an Appeals Interview with members of the Budget and Finance Committee.** Sometimes, it is a simple clerical error on the part of the Budget & Finance Committee that can be fixed before the bill is passed.

Reasons an organization would want to appeal:

- Did not appear on the Appropriations Bill
- Feels that they did not receive enough funds

To appeal, the organization should:

1. **Schedule an Appeals Interview** by email or call Teresa.y.davis@ttu.edu; 806-742-3631. Then attend the Appeals Interview with members of the Budget & Finance committee.
2. **If, after the amounts have been reallocated following appeals, the organization does not feel they have received enough funds, they should contact a Student Senator who is not a member of the Committee on Budget and Finance.** Typically, it is suggested that organizations wishing to appeal a decision of the Committee should contact a Student Senator representing its respective college. In addition, Senators-At- Large may be contacted by any organization. If you plan to appeal on the floor of the Senate, the Student Senate is not allowed to consider an appeal unless it is argued by a member of the Senate. You may be advised on who should represent your appeal by calling the Student Government Association Office at (806)742-3631.
3. ***Plan a time to meet and discuss your case with the Senator.*** When meeting with the senator, you should discuss the following:
 - a. Why you did not appear on the bill
 - b. Your history as a Funded/Registered Student Organization
 - c. The amount that you are asking to be funded and why
 - d. Other means your organization has of raising money
 - e. Awards or recognitions bestowed upon your organization
4. ***Attend a Mediation Hearing before the Budget & Finance Committee.*** The organization must attend a mediation hearing with the committee to negotiate an allocation for the organization. At this hearing, the organization should expect from the Committee on Budget & Finance:
 - a. To explain the reason, they were left off the bill
 - b. Discuss an appropriate allocation based on the reasons they were initially omitted from the bill and funding criteria
 - c. Questions regarding their Budget Application and use of funds. The Budget & Finance Committee may vote to amend the Bill for an agreed amount.

5. ***A Student Senator may present your case to the entire Student Senate.***

If the organization is still unhappy with the allocation after the results from the Mediation Hearing, their Senator may appeal to the entire Student Senate on their behalf. Once a Student Senator decides to present an organization's appeal to the Student Senate for consideration, the matter is in the jurisdiction of the Student Senate. The Student Senate at large shall be responsible for deciding and considering appeals that are presented by a Student Senator. It is important to note, a Student Senator is not obligated to present an appeal, although, the senator will likely present an organization's appeal if the appeal holds merit. It is also recommended that representatives from the student organization attend the Senate Meeting where their appeal will be made. The Student Senate has the final authority on all allocations. Organizations who are not included on the final bill are eligible for a limited amount of contingency funding, determined by the SGA President.

Student Organization Appropriations Bill

The Student Organization Appropriations Bill is the piece of legislation presented to the Student Senate for its consideration concerning SGA funding for a specific fiscal year.

The Budget and Finance Committee will meet to determine allocations and author the Student Organization Appropriations Bill. The Committee will recommend approval of the Student Organization Appropriations Bill to the Student Senate. Senate meetings begin at 6:00 p.m. in *Room 353 of the Media & Communications College* and are open for public attendance. The Student Organizations Appropriation Bill will be presented on three separate readings:

- First Reading on Thursday, February 17, 2022
- Second Reading on Thursday, February 24, 2022*
- Third Reading and Final Passage on Thursday, March 24, 2022*

*NOTE: The Senate will debate and amend the Student Organization Appropriations Bill only during Second Reading and Third Reading.

Once the Appropriations Bill is approved in the Senate, the Bill will be submitted to the Student Government Association President. The President's signature will indicate approval of the appropriation.

FUNDING TRAINING

After an organization has been allocated funding, they will need to attend a Funding Training which will be held in the fall semester. This training is designed to inform organizations of how to spend their allocation. (Please keep in mind organizations apply for funding a year in advance. The funds allocated to an org during the spring semester will not be available for use until after September 1st of the fall semester AND the three requirements have been met.) It is required that at least two (2) officers of the organization be in attendance. Any new advisors are also *strongly encouraged* to attend. Also, if the organization travels the attendance of the advisor is *highly recommended*. Attendance by the treasurer is highly recommended. These workshops/trainings are scheduled during the first week of September. If the organization fails to attend one of the scheduled training sessions, they will have to schedule a time to meet with the SGA business coordinator for one-on-one training. **Organizations cannot begin utilizing their funding until this training is complete (in addition to being registered and meeting risk management requirement).** Organizations will be notified of dates and times for these workshops via TechAnnounce (Tuesdays ONLY) and the SGA website (<http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/FundingTraining.php>).

Uses and Limitations of SGA Funds

**As passed by Student Senate in SB 44.01 on September 4, 2008 **Amended on November 6, 2009*

Activities which may be funded include, but are not limited to:

1. Travel Expenses (hotel, transportation, meals, registration e.g.)
2. Speaker's fees & expenses (reimbursed to speaker only, cannot be reimbursed to the organization; we can pay for certain expenses ahead of time – airline, hotel)
3. General office supplies
4. Postage
5. Copying and printing (**Copy of what was printed/copied required**)
6. Event Room Rental
7. Organization Banners and Signs (including vinyl banners and organization displays) – **Copy of the design required**
8. Advertising (**Tear sheet required**)
9. Equipment Rentals
10. La Ventana Pages
11. Internal Publications (organization newsletter e.g.)
12. 100% of Recruiting Items (t-shirts, pens/pencils, mugs, koozies e.g.) – **All recruitment items, including t-shirts, must solely be for the purpose of recruiting students to the organization; therefore, may only have the organization's name and/or logo. No other material, either expressly stated or implied, will be allowed on shirts paid for by SGA funds. (Request for Expense Approval Form and copy of the design required) Effective September 1, 2015, if SGA funding is being utilized for promotional/recruiting items then "Sponsored by Student Government Association" or SGA's official logo must be included at a reasonable size on the product. If it is not, then SGA will not provide funding for the expense.**

Activities which CANNOT BE FUNDED include, but are not limited to:

1. Research Presentation/Poster or Paper Competition Travel or Advisor Travel Expenses
2. Scholarships, awards, gifts, or prizes
3. Fundraising projects solely beneficial to the organization
4. Operating expenses (telephone, subscriptions, salaries, copier rental, e.g.).
5. Fixtures, or furniture to decorate offices
6. Computers, printers, scanners, digital cameras, or hardware
7. Tents, tables, canopies, or camping equipment
8. Equipment of any kind
9. Club sports or any intramural expenses
10. Hotel room service/In room movies/DVD or VCR rentals/videos/tapes
11. Texas state sales tax
12. National or State Organizational Membership Dues
13. Donations of any kind
14. Publication subscriptions
15. Books, Handbooks, or Textbooks, including digital textbooks, unless authorized by SGA President (**Request for Expense Approval Form Required**)
16. Food, drink, decorations, or entertainment for banquets, receptions, meetings, buffets, parties, or other events.

Please Note: These lists are not all-inclusive. Other items may or may not be funded at the discretion of the Budget & Finance Committee and/or the President of SGA, and/or TTU

Accounts Payables. Graduate Organizations are now eligible for special funding through the Graduate Vice-President for an individual member's research presentation related expenses. Contact the SGA Office for more information. A link to the Individual Student Travel Application is located on the SGA website (<https://ttu.campuslabs.com/engage/submitter/form/start/164320>).

THE RIGHT STEPS TO TAKE

- _____1. Update all information pertaining to your organization and officers on TechConnect.
- _____2. Gather financial documentation and receipts necessary to complete the Funding Request Packet.
- _____3. If desired attend a one-on-one preparation time with the Committee on Budget and Finance.
- _____4. **Submit your Budget Application, Funding Contract and sign up for Funding Interview by 5:00 p.m. December 3, 2021**
Use the step-by-step instructions provided on the Funding Process page of the SGA website

If for some reason your organization does not complete forms by the deadline of December 3, 2021, there will be a 20% penalty.

After January 14, 2022, NO APPLICATIONS WILL BE ACCEPTED****

- _____5. Promptly attend your Funding Interview. **If you need to reschedule your interview, you must CALL the SGA office at (806)742-3631 at least 24 hours in advance of your interview time. DO NOT reschedule via email.**
- _____6. Attend (if you wish) the First, Second, and Third Reading & Final Passage of the Organization Funding Bill during the Senate meetings on the dates indicated.

******Review the tracking of your application process by checking the “Funding. Application Process Tracking” spreadsheet on the FY23 Funding Application Process page of the SGA website. As allocations are set, appealed and approved they will be reflected on this same spreadsheet.***

******Review the interview schedule by checking the “Funding Interview Schedule” spreadsheet on the FY23 Funding Application Process page of the SGA website. This will reflect the available times as well as those scheduled.***