



# **Student Government Association Supplemental Funding Manual**

## **SGA Supplemental Funding:**

RSOs can request supplemental funding from SGA to hold virtual or in-person events, purchase items for their organization, host speakers, participate in professional engagement opportunities (e.g., an RSO's leadership conference), and more. When creating their budget each fiscal year, SGA designates a certain amount of funds for RSO supplemental funding requests.

Supplemental Funding is provided subject to: a viewpoint and content neutral process; availability on a first-come-first-served basis until funding is exhausted; SGA funding policies; and, WCU's financial guidelines, procedures and policies.

### ***SGA Funding Policies are Subject to Change***

#### **What does 'Supplemental' mean?**

- ◇ Supplemental means an **additional means** for funding. It is not meant to pay for the entirety of the event. Therefore, when reviewing all requests, SGA inquires what your organization has done to help fund the event/item. More importantly, SGA wants you to demonstrate your organization's attempts to raise monies first through dues, fundraisers, etc.

#### **How do I request Supplemental Funding?**

- ◇ The Supplemental Funding Request form is in the SGA portal on Engage within Forms. Please read the instructions & this packet before completing the form.

*\*All entries to the Supplemental Funding Request form need to be entered in 25 business days prior to the event/trip (holiday breaks are not factored into this time). \**

## **SGA Supplemental Funding Checklist:**

Below you will see all the details SGA requires before submitting a supplemental funding request. If you have any questions or concerns about completing the checklist, please do not hesitate to email the current **Director of Finance: Jared Pressley**

[jhpressley1@catamount.wcu.edu](mailto:jhpressley1@catamount.wcu.edu)

- ◇ My student organization is recognized through the Department of Campus Activities/Club Sports/Greek Student Engagement and Development
  - For any questions, please do not hesitate to email the current **Director of CORE: Erin Daley** [erdaley1@catamount.wcu.edu](mailto:erdaley1@catamount.wcu.edu)
- ◇ My student organization has a detailed document with the following:
  - Total expense list
  - Total amount of self-fundraised funds
  - Total requested amount of funding from SGA
- ◇ My supplemental funding requests fall under one of the following Funding Categories.

- **Club Marketing & Supplies**
- **Travel**
- **Miscellaneous**
- **Under \$1000**

**SGA Supplemental Funding Categories:**

Supplemental Funding is *viewpoint and content neutral*, available on a first-come-first-served basis until funding is exhausted. Each category has a maximum amount of rewardable funds.

**Supplemental is an additional means for funding. It is not meant to pay for the entirety of the event/material.**

Recognized Student Organizations have a maximum amount of requestable funds, capping at \$6,000 for the academic year, these funds can be requested in smaller portions throughout the year or at one time with one request.

*Example: Paw's Club can request the maximum from the Clubs Marketing & Supplies category (max. \$3,000) twice throughout the academic year, totaling \$6,000.*

For any questions on how much funding your organization is eligible for, please do not hesitate to email the current **Director of Finance: Jared Pressley**  
[jhpressley1@catamount.wcu.edu](mailto:jhpressley1@catamount.wcu.edu)

An organization must raise a minimum of 30% of their total expenses to request money from the Club Marketing & Supplies, Travel & Miscellaneous categories, up to the specified cap per category.

Fundraising includes organizational dues, monies from fundraisers or grants given to the organization.

*Example: Paw's Club wants to go to a conference totaling \$10,000. They have raised \$3,000 (30% of the total cost). Paw's Club is eligible for at least \$6,000 of supplemental funding from the travel category.*

An organization must raise a minimum of \$100 to request money from the Under \$1,000 category.

Fundraising includes organizational dues, monies from fundraisers or grants given to the organization.

*Example: Paw's Club wants to host an event. They have raised \$150 to go towards decorations and materials, however they would like to provide catering. Paw's Club is now eligible for up to \$1,000 from the Under \$1,000 category to provide catering.*

### **Club Marketing & Supplies**

This category starts at \$1000, with the maximum rewardable amount being \$3,000. These expenses would be for any promotional materials needed for an event such as stickers, flyers, buttons, or other promotional merchandise.

### **Travel**

This category starts at \$1000, with the maximum rewardable amount being \$6,000. These are expenses relating to travel, such as housing and conference fees.

### **Miscellaneous**

This category starts at \$1000, with the maximum grantable amount being \$2,000. These expenses do not fall under the previous categories, such as catering, guest speakers or other services.

### **Under \$1000**

This category starts at \$1, with the maximum rewardable amount being \$1,000. These would be expenses that total to or under \$1,000.