



**Student Government Association
Supplemental Funding Manual
Revised January 2023**

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.

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

****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.

For applications Under Club Marketing and Supplies and Miscellaneous: All Supplemental Funding Requests from these categories **MUST** be entered in at least 15 business days prior to the event (holiday breaks are not factored into this time).

****All requests entered less than 15 business days prior to the event can be denied****

Please contact Director of Finance, Jared Pressley for any questions or concerns

For applications Under Travel: All Supplemental Funding Requests from this category **MUST** be entered in at least 30 business days prior to the event (holiday breaks are not factored into this time).

****All requests entered less than 30 business days prior to the trip can be denied****

Please contact Director of Finance, Jared Pressley for any questions or concerns

Multiple organizations with similar rosters cannot request money for the same event. For example, 2 similar organizations requesting money to go to the same conference.

SGA Supplemental Funding Checklist:

Below you will see all the details SGA requires RSOs to complete for 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

- ❑ 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
- ❑ My student organization has a detailed document with the following:
 - Total expense list for the event
 - Total amount of self-fundraised funds: **These funds must be raised for the cost of the event in the application.**
 - These funds include: organization dues, monies raised through fundraising (on-campus & off), monies raised through grants, monies contributed from a WCU department.
 - Total requested amount of funding from SGA
 - 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. The following is an example on how this is calculated:
 - *Example: Paw's Club wants to go to a conference totaling \$3,000. They have raised \$900 (30% of the total cost). Paw's Club is eligible for a maximum of \$2,100 of supplemental funding from the travel category.*
 - **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
- ❑ My supplemental funding requests fall under one of the following Funding Categories.
 - **Travel:** This category has a maximum of \$3,000 **per academic year**. These are expenses relating to travel, such as housing and conference fees.
 - **Club Marketing & Supplies:** This category has a maximum amount of \$2,000 **per academic year**. These expenses would be for any promotional materials needed for an event such as stickers, flyers, buttons, or other promotional merchandise. **All identified as reusable supplies such as white boards, shredders, electronic equipment will not be replaced or reimbursed if lost or damaged.**
 - **Miscellaneous:** This category has a maximum of \$2,000 **per academic year**. These expenses do not fall under the previous categories, such as catering, guest speakers or other services.

As an attempt to make sure all RSOs can request funding throughout the academic year, organizations can only request up to \$3,000 per academic year

- ❑ My student organization will meet with the current **Director of Finance: Jared Pressley** jhpressley1@catamount.wcu.edu after the submission of an application

Post Application Checklist

Below you will find details that SGA requires RSO's to complete after the approval of a Supplemental funding request and meeting with the Director of Finance. These details will be discussed during the meeting with the Director of Finance. 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

- ❑ Create a detailed list of purchases and where purchases will be made from
- ❑ Contact Department of Campus Activities Administrative Support: **Catherine MacCallum** (cmaccallum@email.wcu.edu) or **Matt Buck** (buckm@email.wcu.edu) to discuss transaction steps for your purchases.

No purchases will be made until the meeting with Department of Campus Activities Administrative Support

Additional Supplemental Funding Information

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.

Money that is unused from the initial approval after 30 days will go back into the SGA supplemental funding pool. The following is an example:

Example: Paw's Club requested \$1,000 for a catering order. The order came out to \$800, therefore the remaining \$200 go back into the SGA supplemental funding pool.

Please note that any items purchased that are lost or damaged cannot be reimbursed

Automatic Application Denial

SGA reserves the right to deny supplemental funding applications. The following are reasons for an automatic denial:

- Lack of information of what the funds are going towards
- Utilizing funding for purchasing electronics
- Items that go against campus purchasing policies:
 - Please keep in mind that Western Carolina University has contracts with certain vendors & certain things must be ordered through specific vendors:
 - Office supplies must be ordered through FSI.

- Batteries must be ordered through Grainger.
 - Catering must go through Aramark.
- Applications made 10 business days before the event/when funds are needed **WILL** be denied (holidays are not factored into this time)
 - **Please contact Director of Finance: Jared Pressley for any concerns**
jhpressley1@catamount.wcu.edu
- SGA cannot provide reimbursements for purchases after the event has passed