

SBA BUDGET REQUEST INFORMATION AND GUIDELINES

Direct all questions to SBA Treasurers, Kyle Davis (kyle.davis@wustl.edu) or Bob Neel (rneel@wustl.edu).

PREFACE

SBA funding is available for events that benefit the student body of Washington University School of Law. SBA will follow these guidelines when it determines the funding to allocate to student groups. The SBA Treasurer and general body have sole authority to disperse SBA funding, and any proposed event must be presented to the Treasurer prior to going to the SBA General Body. SBA Funding is obtained through the budget approval process, which occurs at the beginning of each semester.

The SBA treasurer may discretionary pre-approve proposed events prior to completion of the budget approval process. To do so, those events **MUST** be in strict adherence to these guidelines, and requests for funding beyond the normal amounts listed in these guidelines will be strictly scrutinized.

Extenuating circumstances may arise that warrant departure from these guidelines, in those rare cases, the decision will always be the discretion of the SBA Treasurer, SBA General Body must approve every budget allocation decision made by the Treasurer before becoming final.

REQUIREMENTS FOR FUNDING

- Attendance sheets must be received by the SBA Treasurer before reimbursements will be signed.
- Student organizations must complete at least one community service event each semester. Failure to do so will result in a 50% reduction in the total budget allocation for the semester.

PROHIBITIONS

- SBA will not fund tangible items that student groups keep, like organizational flags, koozies, or supplies.

- SBA will not allow reimbursement if a student group does not include the event on their initial budget. The student group must submit an addendum to the budget in order to receive funding requests for events that have not been approved through the budget approval process
- SBA will not fund food for general body meetings. The only exception to this rule is for introductory meetings, which are the first meeting held by established groups at the beginning of the fall semester or the first meeting held by groups newly approved by SBA.

FUNDING

COMMUNITY SERVICE *(one (1) per semester)*

SBA provides up to \$50 for student groups to help facilitate their mandated community service. SBA does not allow for an outright donation of supplies to an organization UNLESS it is accompanied by active service with said organization. To give a monetary or supply donation, please contact Erik Leggio for the donation authorization form. The funding allows for reimbursement of registration costs or supplies to complete community service.

MAXIMUM FUNDING: \$50

PUBLICITY *(one (1) per semester maximum)* Publicity funding allows student groups reimbursement to print flyers and other promotional items/materials.

MAXIMUM FUNDING: \$30

MOVIE NIGHT *(one (1) per semester maximum)* Movie night funding allows for reimbursement for student groups to cover some movie licensing fees, snacks, and beverages.

MAXIMUM FUNDING: \$40

INTRODUCTORY MEETING *(one (1) per year)* All groups are guaranteed the base amount, additional funding is granted based on attendance. The first meeting of the fall semester for established groups or the first meeting held by groups newly approved by SBA. Introductory meeting funding allows for reimbursement for food, unlike general body meetings *(2018 Funding Cap: \$125)*.

Base Amount: \$120

If 25-70 people attend: \$160

If >70 people attend: \$190

SPEAKER, PANEL, OR SIMILAR EVENTS All groups are guaranteed the base amount, additional funding is granted based on attendance *(2018 Funding Cap: 80)*.

Base Amount: \$75

If 25-60 people attend: \$100

If >60 people attend: \$120

CO-SPONSORED SPEAKER, PANEL, OR SIMILAR EVENTS

All groups are guaranteed the base amount, additional funding is granted based on attendance (2018 Funding Cap: 160).

Base Amount: \$150

If 35-70 people attend: \$200

If >70 people attend: \$240

CONFERENCE TRAVEL *(one (1) per year) SBA allows for the reimbursement for current student organization leaders to travel to national conferences. The funding is designated to help with the cost of flight and hotel. Requests must be submitted at least one month (1) prior to the conference. Approval of conference funding will be through the SBA Executive Board.*

MAXIMUM FUNDING: \$500

SIGNATURE EVENT *(one (1) per academic year) Each student group may request funding to host an event that is accessible and encourages the entire law school community to participate with something fundamentally related to the group. Funding depends on the submission of the signature event form and will be scrutinized to ensure that the requested funding is necessary. Groups must present the proposal to the SBA General Body. Having a co-sponsor will not increase the maximum funding cap. The maximum funding cap will only be allocated in rare and exceptional cases. Allocations are final and reapplication will not be allowed!*

MAXIMUM FUNDING: \$2,500

APPEALS

- A student group may appeal a funding decision to the SBA general body. All appeals must be submitted to the Treasurer within ten (10) days of notice. A vote on the appeal will be held at the next SBA meeting.
- A decision on the appeal will be given to the student within two (2) days.