

Student Group Funding

1. The Graduate Activity Fee

- 1.1. The Graduate Student Government (GSG) has a fiduciary duty to the graduate students of Northeastern University to ensure that the Graduate Activity Fee (“Fee”) is spent ethically and to the benefit of the greater graduate-student community.
- 1.2. The fee is assessed each semester to all graduate students within the nine colleges governed by GSG.
- 1.3. GSG strives to promote an environment of collaboration amongst graduate students through the funding of a diverse range of groups and events. GSG takes pride in funding Northeastern graduate student groups and events, however to the extent to which any funding request, particularly if excessive, limits the ability of GSG to achieve its overall mission, it may be determined that the request is inappropriate for funding via the Fee, and thus GSG.
- 1.4. Recognized graduate student groups are eligible for funding to support activities and events that promote graduate student life at Northeastern University.
 - 1.4.1 Tentatively recognized groups would be eligible to request funds up to \$500 during their trial period. This amount will be deducted from the maximum amount that the group can avail in that academic year once they receive official recognition.
 - 1.4.2 Funding amount for tentatively recognized groups shall be at the discretion of GSG Finance Committee and shall be communicated to the groups at the beginning of the trial period.
- 1.5. Recognized student groups must apply to the GSG Finance Board to receive funding for each proposed event.
- 1.6. If approved, funds will be granted to the recognized group and deposited into their student group account.
- 1.7. The student group will be responsible for making all payments to vendors and all reimbursements to individuals for expenses related to approved programs,

events, or activities.

1.8. After the date of the event, the student group must submit a detailed spending report verifying expenses to GSG according to the timeline established in this policy.

2. Application Process

2.1. Each application must be reviewed and approved by the student group's program manager and faculty advisor.

2.1.1. Applications should not be submitted prior to authorization from the Center for Student Involvement (CSI) and from the group's faculty advisor.

2.2. Once approved by the CSI program manager and faculty advisor, the group may submit a funding application to the GSG Finance Committee.

2.3. Applications must be submitted online via Engage

2.4. Applications must be submitted no less than 4 weeks prior to the date of the event unless approved by the CSI program manager.

3. Funding Criteria

3.1. The GSG Finance Committee will review applications and evaluate based on the following criteria:

3.1.1. Benefit to the graduate student community

3.1.1.1. Student appeal

3.1.1.2. Experiential value

3.1.1.3. Anticipated attendance

3.1.2. Qualitative elements

3.1.2.1. Correlation to the university's mission statement

3.1.2.2. Correlation to the student group's mission statement

3.1.2.3. The quality of the application

3.1.2.4. Strength of promotional plan

3.1.2.5. Completeness of program request

3.1.2.6. Submitted in accordance with submission deadlines

- 3.1.2.7. Spending report history
- 3.1.2.8. Overall cost of the event
- 3.1.2.9. Cost per student
- 3.1.2.10. Availability of funds
- 3.1.2.11. Co-Sponsorship

4. Funding Decision

- 4.1. The decision of the finance committee will consist of either:
 - 4.1.1. No funding approval
 - 4.1.1.1. The reason for the denial will be explained via email
 - 4.1.2. Full funding approval
 - 4.1.3. Partial funding approval
 - 4.1.3.1. An itemization of approvals will be returned to the student group along with an explanation for each partially funded item.
- 4.2. The funding approval may also contain additional conditions, which include, but are not limited to:
 - 4.2.1. Stipulate conditions on admitted audience
 - 4.2.2. Restrict the collection of ticketing fees
 - 4.2.3. Require proofs of event marketing material
- 4.3. GSG may post the event on their website, in their newsletters, and distribute promotional materials as deemed appropriate.
- 4.4. GSG makes no promise to provide funding to applicants or to reimburse awardees. Awards to student groups are based on the merits of the proposed activity, event, or program.

5. Funding Guidelines

5.1. General Funding Guidelines

- 5.1.1. Each graduate student group may request up to \$5,000 per academic year for programs or events. An additional funding amount may be permitted for large scale events, subject to approval from GSG.
 - 5.1.1.1. An academic year runs July 1 through June 30.

- 5.1.2. All granted funding must be spent according to the approved budget submitted to GSG.
- 5.1.3. The student group must be in good standing with the Center for Student Involvement (CSI).
- 5.1.4. The student group must be in compliance with all other policies that affect the activity or event being funded.
- 5.1.5. Exceptions to any funding guideline may be made on an individual basis at the discretion of the GSG Finance Board.

5.2. Audience Guidelines

5.2.1. GSG may require an event to limit the audience of an event. These audience limitations include, but are not restricted to, the following:

- 5.2.1.1. NEU Graduate Students only
- 5.2.1.2. NEU Graduate Student + 1
- 5.2.1.3. Northeastern students only
- 5.2.1.4. Northeastern Student +2

5.3. Marketing Guidelines

- 5.3.1. Marketing is critical to the success and openness of fee-funded events. All events funded by the fee must be marketed and advertised to NEU graduate students.
- 5.3.2. All marketing materials must name GSG as a sponsor of the event.

5.4 Gift Card Guidelines

5.4.1 For purposes of this policy, "gift card" is defined as a stored-value or similar instrument issued in lieu of cash or check, including, without limitation, a gift certificate, prizes.

5.4.2 The total value of gift cards:

- 5.4.2.1 Maximum total value for research or competition-based events to not exceed more than \$400 with face value of each gift card not exceeding \$150.

5.4.2.2 Maximum total value for small scale meet up based events to not exceed more than \$150 with face value of each gift card not exceeding \$20.

5.4.2.3 The Finance committee will decide which category does an event fall into.

5.4.3 Gift card log

In order to exercise good internal controls, documentation showing the date; description/value of gift card; the recipient's name, NUID, and a form acknowledging receipt of the award by the winner should be included with in a log and attached with the Spending report.

5.4.4. Once approved, the gift cards shall only be purchased by officials from CSI or SABO

5.4.5 No participant of the event shall be eligible to receive more than one gift card for the same event.

5.4.6 Members of the executive board would not be eligible to receive gift cards

5.4.7 No participating member of the group shall be eligible to receive more than three gift card awards in one academic term.

5.4.8 Preferred Gift card vendors for small scale events – Grubhub

5.5. Non-Fundable Items

5.5.1. Expenses paid for prior to approval by the Finance Committee

5.5.2. Alcohol, drugs, and tobacco products

5.5.3. Charitable contributions/donations

5.5.4. Class projects

5.5.5. Cleaning and/or alterations of any costume or prop

5.5.6. Deposits/security fees

5.5.7. Designers/design fees

5.5.8. Film and photo development/photographers/videographers

5.5.9. Jewelry, uniforms, any other type of clothing or body decorations

- 5.5.10. Personal items for the organizers of the event
- 5.5.11. Late fees/expediting charges/penalties of any types
- 5.5.12. Payments for services provided by Northeastern students
- 5.5.13. Plaques, trophies
- 5.5.14. Scholarships/awards

5.6. Event Restrictions

- 5.6.1. Community service events may only be funded if the event is held on campus, relates to the sponsoring organization's mission, and includes NU graduate students as the primary participants.
- 5.6.2. Political events and activities may only be funded when they are educational in nature. Events that support, in whole or in part, the campaign of an individual candidate or party for political office cannot be funded.
- 5.6.3. Religious-themed events and activities may only be funded when they are educational in nature. Events that are exclusive in attendance to one religion cannot be funded.

5.7. Food Restriction

- 5.7.1 A maximum of one off-campus event with food per semester may be funded.

5.8. Ticket/Entry Fees

- 5.8.1. All established ticket/entry pricing must be approved by the GSG.

6. Spending Report

- 6.1. Following the conclusion of an event or activity, the student group must submit a spending report to GSG within thirty (30) days from the date of the event.
- 6.2. The spending report must include:
 - 6.2.1. Copies of any Direct Pay Requests
 - 6.2.2. Copies of any Reimbursement Vouchers
 - 6.2.3. Copies of any Journal Vouchers or budget transfer
 - 6.2.4. Any other proof of payment necessary to reconcile the expenses incurred by the student group

6.3. The Spending Report must be signed by the groups' faculty advisor and submitted to the GSG Vice President for Finance (VPF).

6.4. Any unused funds will be returned to GSG.

6.5. Failure to adhere to the spending report deadlines may result in sections to your organization.

7. Sanctions & Appeals

7.1. Sanction Overview

7.1.1. Funds are to be used for the activities, events, and programs for which the student group was awarded. Use of funds for non-approved activities, programs, or events may result in disciplinary action.

7.2. Imposing Sanctions

7.2.1. GSG reserves the right to impose sanctions to assist in regulating the funds awarded to groups. Sanctions may be imposed for the following reasons:

7.2.1.1. Failure to submit a spending report within the designated deadline

7.2.1.2. Unauthorized spending of granted funds

7.2.1.3. Failure to submit a funding request according to the appropriate deadline

7.2.2. Possible sanctions include, but are not limited to, the following:

7.2.2.1. Require monthly spending reports

7.2.2.2. Require a co-sponsorship for future programming

7.2.2.3. Require a GSG liaison to review all program requests prior to submission

7.2.2.4. Return monies deemed to have been spent inappropriately

7.2.2.5. Required weekly meeting with a GSG liaison or with the VPF

7.2.2.6. Freezing of student account(s)

7.2.2.7. Referral to the Office for Student Conduct and Conflict Resolution

7.3. Appeals

7.3.1. Groups may appeal a funding decision rendered by the GSG Finance Board.

7.3.2. All appeals must be submitted in writing and received by the VPF within five (5) business days from the funding decision.

7.3.3. An appeal must include the following information:

7.3.3.1. The group name and program title

7.3.3.2. Copies of the original request, including the proposed budget

7.3.3.3. A detailed explanation of the criteria on which the appeal is based,

including specific policies within this manual.

7.3.4. An appeal must be based on one of the following criteria:

7.3.4.1. Established policies and procedures were not followed, and/or

7.3.4.2. The funding decision was arbitrary or capricious

7.3.5. The fact that a request was not funded in its entirety does not constitute grounds for an appeal.

7.4. Finding Merit in an Appeal

7.4.1. The GSG advisor, budget advisor, CSI program manager, and GSG VPF will consider all appeals and determine the merit based on the criteria set forth in the appeal. If found to have merit, the funding request will be reconsidered. A new funding decision will be sent to the group requesting the appeal.

8. Revision Process

8.1. Revisions to these policies can be made on an annual basis upon the recommendations by the Finance Committee.

8.2. The GSG Budget Advisor may submit recommendations to the Finance Committee and Senate.

8.3. All policy should be presented to the Senate.