Appropriations Bylaws: Quick Guide to Funding

Who’s in the Appropriations Committee?

- The VCU SGA Appropriations Committee is composed of the Appropriations Chair and eight other members: four undergraduate students, two graduate students, and two professional students.
- All members of the Appropriations Committee can vote on a funding request, however the Appropriations Chair will only vote to break a tie.

Funding/Funding Requests

VCU Student Government Association
Funding Request Calendar

<table>
<thead>
<tr>
<th>Funding Period</th>
<th>For Programming Events, Operational, or Travel Dates in:</th>
<th>Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Fall Semester</td>
<td>October 1, 11:59 PM</td>
</tr>
<tr>
<td>Spring</td>
<td>Spring Semester</td>
<td>April 1, 11:59 PM</td>
</tr>
<tr>
<td>Summer</td>
<td>Summer Semester</td>
<td>March 1, 11:59 PM</td>
</tr>
</tbody>
</table>

What won’t the Appropriations Committee fund?

- The purchase of alcohol, tobacco, or other intoxicants
- Direct philanthropic contributions or direct financial contributions to any enterprise
- Direct academic scholarships
- Gifts for volunteers and non-VCU students
- Monetary rewards of any type such as gift cards
- Gifts exclusive to organization members

Funding requests must encompass one of three funding categories: Travel, Operational, and Programming

Operational funds (refer to Article IV, Section 1 in Bylaws)
- Undergraduate student organizations may request up to $500.00 for operational funds each academic year.
- Graduate and professional student organizations may request up to $100.00 for operational funds each academic year.

Travel Funds (refer to Article IV, Section 2 in Bylaws)
Undergraduate student organizations may request up to $2,500.00 for travel each academic year.
  - $500.00 max per traveling student
- Graduate and professional student organizations may request up to $2,000.00 for travel each academic year.
  - $500.00 max per traveling student

**Programming Funds (refer to Article IV, Section 3 in Bylaws)**
- Undergraduate student organizations may request up to $10,000.00 for programming each academic year.
  - $5,000 max per funding period
- Graduate and professional student organizations may request up to $4,000.00 for programming each academic year

How to use funds for programming APPROPRIATELY
1. Must be open and accessible to any member of the student body
2. Must support the entertainment, educational, cultural and social mission of the Student Activity Fee
3. Funds are limited to rental equipment, food, facilities, skilled or contracted personnel and/or services, publicity, supplies, miscellaneous
4. Food items must follow a per diem limit of $10 for breakfast, $15 for lunch, and $25 for dinner
5. Student organizations that receive funding for events are NOT allowed to charge members of the student body at the event.
   a. Optional donations can be made at the event, so long as all proceeds are donated to a third-party non-profit organization.

**APPEALS (refer to Article IV, Section 5)**
**The purpose of the appeal process is to acknowledge discrepancies that may have occurred on the Appropriations Committee’s end**

- Appeals must be sent to the SGA Advisor in written form no later than one week after funding allocations are made. After the Appeal is received by the SGA Advisor the Advisor will send the Appeal to the Chief Justice of SGA. The SGA’s Chief Justice and SGA’s Judicial Branch will then convene to come to a decision on the appeal.
  - SGA Advisor: LaDarius Thompson, ldthompson@vcu.edu
- If the organization is not satisfied with the initial appeal the organization is able to appeal a second and final time to the University Student Commons and Activities Finance office.

**FREEZING OF FUNDS (refer to Article VII, Section 1)**
- Organizations and committees receiving funding should be aware that the University Accounting Office may freeze funds if improper use is discovered without the knowledge of the appropriations committee.
**refer to this specific article section for examples of improper use of funds**