
SANDRA DAY O'CONNOR COLLEGE *of* LAW

STUDENT BAR ASSOCIATION

2022-2023 SBA Funding Process Information Sheet

Each academic year, the College of Law allocates funds for the Student Bar Association (“SBA”) to disburse to Student Organizations and Pro Bono Groups. The SBA uses the Funding Process to fairly and responsibly distribute these funds among the organizations. This sheet details the Funding Process.

A. Eligibility

All Student Organizations and Pro Bono Groups at the College of Law are eligible to submit funding requests to the SBA. To be granted funding, organizations must meet certain criteria:

- 1) The funding must benefit the general student body at the College of Law;
- 2) All students at the College of Law must be eligible to participate in the event or funding purpose and must be notified a) via Daily Disclosure, b) e-mail, or c) other mass-communication channel such as social media;
- 3) Funding requests must be for events or purposes that have yet to occur (no retroactive funding requests will be accepted); **and**
- 4) The amount requested may not exceed a percentage of the yearly SBA annual budget, which is to be determined on a semester-to-semester basis.

B. Fund Availability

The SBA reserves the right to reduce or deny funding requests based on fund availability. To help with efficient allocation, the SBA Executive Board will give preference to organizations that submit a Projected Semester Calendar of Events and Budget at the beginning of each semester. **Because funds will be available on a first come, first serve basis, the SBA highly encourages organizations to apply early in the semester.**

SBA encourages organizations to fundraise independently for their events, and organizations are reminded that they can host events without SBA’s funding.

C. Process for Applying

- 1) Organizations shall submit funding requests using the Funding Request form, which is available from the VP of Finance or the ASU Law website. Once completed, the Funding Request form must be submitted via e-mail to the VP of Finance by Noon on the Friday preceding the Funding meeting.

Funding Meetings will be held at least once per month (dates to be announced at the Council of Leaders meeting prior to the start of each semester).

- 2) The requesting organization is required to send at least one member to the Funding Request Meeting to discuss the funding request. Funding Request Meetings will be an open forum discussion between the organization's representative and the SBA Funding Board. The representative will be asked to present the funding request in an informal manner and answer any questions; therefore, please *send a representative who is informed and prepared*.

D. The Decision-Making Process

Voting will occur during the Funding Request Meeting. The Funding Board will discuss and decide whether to approve, deny or reduce funding when the requesting group is present. The SBA may use its discretion and consider the constraints of its budget, guidelines regarding effective use of funds, involvement of the legal community, benefit to the student body, the number of events receiving funding on a particular day, and any other criteria the Funding Board sees fit when evaluating a request. A majority of the Funding Board will be needed to approve Funding Requests.

If a member of the Funding Board is an officer of the student organization that is requesting funding, that member will recuse him or herself from making motions or voting on that funding request. However, that member is not prohibited from contributing to any discussion about the funding request until a motion is made.

Please note: All decisions will be guided by 1) the eligibility criteria and 2) available funds. Even if the funding request is completely meritorious, the SBA may have to reduce or deny the request based on the constraints of its budget.

E. Appeals and Reapplication

Although no appeals are available, organizations may re-apply for funding for the same event or funding purpose later in the semester even if a previous request was denied. The SBA will work with organizations to explain the reasoning for reduction or denial of funding and, if possible, assist in other potential funding sources, within and outside of the College of Law.

F. Approved Requests; Purchasing Card; Reimbursement System

The SBA will notify the Business Office of all approved amounts.

SBA Funds are disbursed by using the Student Services Coordinator's Purchasing Card (or P-Card). Student Organizations Leaders must make an appointment with the Student Services Coordinator to use the P-Card, and must provide the following paperwork at or before the P-Card Appointment: Event Announcement, Completed Business Meals Form, Delegation Sheet (provided at P-Card appointment). ***Within 5 business days***, the Student Organization must submit to the Student Services Coordinator the final itemized receipt and event sign-in sheet.

If choosing the reimbursement option for a maximum of \$100, Group Leaders must arrange payment for their event and then be reimbursed by bringing the event receipt along with the approved Funding Request Form and a completed Reimbursement Request Form to the Business Office within 30 days of the expenditure. The Business Office will then issue a check for the previously approved amount. Be aware, the reimbursement period may take a couple of weeks.

G. \$50 Discretionary Fund

Distinct from the aforementioned Funding Process, each organization will be allotted \$50 for the school year from the Dean's discretionary fund. This money is not subject to the criteria outlined in Section A; it may be used for any organizational purpose, including T-shirts or meals during meetings. The discretionary funds will, however, work on the reimbursement system and also requires a completed Reimbursement Request Form.

H. Off-Campus Events

Student organizations hosting events off-campus are usually **not covered under ASU Insurance**. Although, insurance is not required in order to receive funding, the funding board may take this factor into consideration in its funding decisions. SBA advises that the person(s) or board in charge of any off-campus student organization events perform a sufficient risk assessment of the event to determine if there is a need for event insurance coverage. For additional information or questions, contact ASU Insurance Services by telephone (480) 965-7700 or e-mail insuranceservices@asu.edu

I. Alcohol

Under ASU funding policies, student groups **CAN NOT** use ASU funding for events where alcohol will be served. If you plan on serving alcohol, you **MUST** fund the event on your own.

**For all questions and inquiries;
E-mail Kelsey Fischer, SBA Vice President of Finance, at kgfische@asu.edu**