
SANDRA DAY O'CONNOR COLLEGE *of* LAW

STUDENT BAR ASSOCIATION

2024-2025 SBA Funding Process Information Sheet

Each academic year, the Sandra Day O'Connor 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 student organizations. This sheet details the Funding Process.

A. Eligibility

All Student Organizations and Pro Bono Groups at the College of Law—except for journals—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 via (a) Daily Disclosure, (b) e-mail, or (c) another 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 (1) a percentage of the yearly SBA annual budget, and (2) a preset dollar amount limit set for the event (note that there are different limits for lunch and evening events). Both the percentage limit and dollar limit are set each semester by the SBA in light of funding availability.

B. Funding Availability

The SBA reserves the right to reduce or deny funding requests based on fund availability. **Funds are available on a first-come, first-serve basis, so the SBA highly encourages organizations to apply early in the semester.** The SBA also 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 Student Organizations Resource website, which can be found [here](#). 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. Late submissions with no proactive communication justifying tardiness will not be accepted.

- 2) ***Funding Meetings are held at least once per month*** (dates to be announced at the Council of Leaders meeting prior to the start of each semester). The requesting organization is required to send at least one member to the Funding Request Meeting to discuss the funding request. Funding Request Meetings are open forum discussions 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**. Requests that are not accompanied by an organizational representative at a Funding Meeting will be denied.

D. SBA's Funding 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, among other things, 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 must be present and vote in approval of a request for the request to be approved.

If a member of the Funding Board is an officer of the student organization that is requesting funding, that member must 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 funding decisions are 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 other constraints.

E. Funding 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

After each Funding Meeting, the SBA will notify the Student Services Coordinator of all approved amounts. There are two routes a Student Organization can take when applying for SBA-allocated funds: (1) the Purchasing Card (the "P-Card"), or (2) reimbursement. Notably, the application process pre-funding meeting is the same for both options (i.e., leaders fill out the

same request form and attend the funding meeting); however, the process after request approval varies between the two paths.

(i) P-Card Option

The P-Card allows student organizations to use a money card that resides with the Student Services Coordinator. Rather than spending their own funds and retroactively seeking reimbursement, once their funding request has been approved, student organization leaders can make an appointment with the Student Services Coordinator to use the P-Card. The student organization leader **must** provide the following paperwork before the P-Card Appointment: (1) Event Announcement/Flyer, (2) Completed Business Meals Form, and (3) Delegation Sheet. Then, ***within four (4) business days of the event occurring***, the Student Organization must submit to the Student Services Coordinator the final itemized receipt and event sign-in sheet. Failure to provide these two items may result in forfeiture of future funds at the discretion of both the SBA and the Student Services Coordinator.

(ii) Reimbursement Option

Alternatively, students can choose to pay for items associated with an event and seek retroactive reimbursement. If choosing the reimbursement option (which only allows for a maximum of \$100 in reimbursed funds), Group Leaders must arrange payment for their event and then be reimbursed by bringing the event credit card receipt along with the approved Funding Request Form and a completed Reimbursement Request Form to the Business Office within thirty (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. And, to reiterate, the Business Office will NOT reimburse more than \$100. There are no exceptions.

G. Dean's Discretionary Fund

Distinct and wholly separate from the aforementioned Funding Process, each organization is allotted \$50 for each 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, but excluding alcoholic purchases. The discretionary funds will, however, work on the reimbursement system and also require 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 to receive funding, the Funding Board may take this factor into consideration when making 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](tel:(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 Lia Therrien, SBA Vice President of Finance, at lmtherri@asu.edu**