

Internal Fund Request Procedure

STUDENTS



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AUTHORITY: Board of Directors

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RELATED DOCUMENTS:

- Fund Request Policy
- Fund Request Procedure

Purpose: The purpose of this document is to provide RSO's with the information necessary to successfully complete the UFVSUS Fund Request Procedure. Refer to the Fund Request Policy for information regarding who can apply for funding and the types of events for which funding is available.

Definitions

“Board” refers to the SUS Board of Directors as defined in SUS Bylaw 21

“RSO” refers to a club or association registered with the Student Union Society (UFVSUS);

“Executive Committee” refers to all elected UFVSUS executives, which contains the Vice Presidents Internal, External, and Students, as well as the President;

“Extraordinary Circumstances” refers to an event or set of external circumstances that significantly impede or prohibit the possibility of a planned meeting or event from occurring;

“Fund Request” refers to the initial submission of a fund request form and initial payment;

“Expense Claim” refers to the submission of the expense claim in order to cover any remaining reimbursement;

“Itemized Receipts” refers to an original document identifying the date and amount of each expense item paid by the RSO.

“Public Board Meeting” refers to

“Society” or “UFVSUS” refers to the University of the Fraser Valley’s Student Union Society;

“VPI” refers to the SUS Vice President Internal;

“VPS” refers to the SUS Vice President Students.

“WEM” refers to the Weekly Executive Meeting of the Executive Committee.

Part 1: Fund Requests

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1. Event Development

- 1.1. RSOs may reach out to UFV Studentlife or the UFVSUS Programs and Services department for assistance in event development.
 - 1.1.1. Programs and Services must relay the information on the RSO and the assistance provided to the Executive Committee.
- 1.2. The VPI must make themselves available for any requests for information concerning the Fund Request Policy, Fund Request Procedure, or any related policy items.

2. Fund Request Form

- 2.1. The VPS must make themselves available for any requests for information concerning the Fund Request Form.
- 2.2. If the VPS receives a completed Fund Request Form, they must ensure that it is brought to the next WEM and a decision made and communicated to the RSO within five (5) business days.
- 2.3. If the VPS receives an incomplete Fund Request, they must respond to the submitting RSO in a timely manner with an explanation that the Form must be completed in full, as well as a referral to the Fund Request Policy and Procedure.

Part 2: Allocating & Distributing Funding

3. Decision-Making

- 3.1. Prior to bringing a Fund Request to WEM, the VPS must check the RSO Funding Allocation Form to ensure that RSOs are not receiving more funding than permitted.
 - 3.1.1. The VPI will ensure that this form is up-to-date at all times.
- 3.2. After confirming that the RSO is permitted to potentially receive as much funding as requested, the VPS will attach the Fund Request to the WEM agenda.
- 3.3. All Fund Requests must be decided at WEM.
 - 3.3.1. In the event that WEM cannot occur or members of the Executive Committee are absent from a meeting, Fund Requests may be decided outside of WEM at the discretion of the Executive Committee.
- 3.4. Minutes from WEM must include decisions and discussion regarding the approval or rejection of Fund Requests.
 - 3.4.1. All WEM Minutes and Fund Requests must be filed in the SUS Shared Drive.

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- 3.5. All decisions regarding the approval or rejection of Fund Requests must be made in accordance with the Fund Request Procedure.
- 3.6. Rejections of Fund Requests by the Executive Committee will be accompanied by an explanation for the choice not to approve, as well as a referral to the Fund Request Policy and Procedure.
- 3.7. If rejected, RSOs may appeal the decision once to the Board through contacting the VPI and requesting that the matter be put on the agenda of the next upcoming Public Board Meeting.
 - 3.7.1. RSOs must initiate the appeal process within five (5) business days from the time notified of the decision.
 - 3.7.2. The decision of the Board is final.

4. Processing

- 4.1. The VPS must notify the relevant RSO within five (5) business days from the time of submission on the approval status of the submitted Fund Request.
- 4.2. If the VPS or Executive Committee requires clarification from the RSO to process the package, maximum processing can be extended up to five (5) business days per issue.
- 4.3. If approved, the VPI will prepare an internal funding requisition form for an initial payment of 50% of the amount requested upfront and submit the form to the SUS Finance Department.
 - 4.3.1. All funding requisitions must be filed in the SUS Shared Drive.
 - 4.3.2. All funding decisions and allocations must be recorded by the VPI on the RSO Funding Allocation form.
- 4.4. The SUS Finance Department will then process and prepare a payment to be distributed to the relevant RSO within five (5) business days.
 - 4.4.1. If a cheque is indicated on the Fund Request form as the preferred payment, the SUS Finance Department will notify the student group when it is available to be picked up.

Part 3: Expense Claims

5. Expense Claim Period

- 5.1. RSOs have five (5) business days following the completion of the event to submit their Itemized Receipts.
 - 5.1.1. Itemized Receipts can be submitted electronically via email to the VPI.
 - 5.1.1.1. Photos, screenshots, or scanned copies are all accepted.
 - 5.1.1.2. If the VPI requires further clarification on expenses, original copies of receipts may be requested.
 - 5.1.1.3. All Itemized Receipts must be filed in the SUS Shared Drive.

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5.2. RSOs have five (5) business days following the completion of the event to submit an Event Impact Report.

5.2.1. All Event Impact Reports must be filed in the SUS Shared Drive.

5.3. Secondary payments may be denied for a number of reasons as outlined in the Fund Request Policy.

6. Remittance of Funds

6.1. In the case that not all funds from the initial payment were used, or deemed to have been used incorrectly, RSOs will be required to remit the difference.

6.1.1. In the case of extraordinary circumstances, the Executive Committee may choose to waive this requirement

6.2. The VPI will reach out the RSO to inform them of the amount to be returned following confirmation with the VPS.

6.3. The VPI will receive confirmation via email from the RSO that they are returning funds and the correct amount.

6.3.1. The VPI must file record of the RSO's remittance of funds in the SUS Shared Drive.

6.4. Fees must be remitted to the UFVSUS Finance Department via e-Transfer.

6.4.1. The VPI will provide an email address to remit the funds to.

6.5. In the case that RSOs refuse to remit unused funds

7. Extraordinary Circumstances

7.1. If the UFV Campus is closed due to an extraordinary circumstance, it is the responsibility of the VPS to communicate to RSOs that the event will need to be rescheduled.

7.1.1. In all cases, the Executive Committee will take all necessary steps to keep RSOs informed and aware of the situation.

7.2. If the UFV Campus is open despite the ongoing presence of an extraordinary circumstance, it is the responsibility of the RSO to communicate to the VPS that they will be unable to conduct the event on the planned date/time and reschedule another date.

7.2.1. In the case that an RSO does not communicate to the VPS their situation, the RSO will receive a warning on their record for failing to follow-up.