

FUND REQUEST PROCEDURE

APPROVAL AUTHORITY	Board of Directors
RATIFIED BY	Board of Directors
RELATED DOCUMENTS	Fund Request Policy

PURPOSE

The purpose of this document is to provide RSOs with the information necessary to successfully navigate the Society's funding system. Please 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 Society's Board of Directors.

"Campus Community" refers to the creation of accessible opportunities for social connection with members of the UFV community within and outside of your recognized student organization.

"Executive Committee" refers to the SUS President, Vice President Internal, Vice President External and Vice President Students.

"Expense Claim" refers to the submission of an expense claim in order to be eligible for reimbursement for any remaining expenses.

"Fund Request" refers to the initial submission of a fund request application and initial payment if approved.

"Itemized Receipts" refers to an original document identifying the date and amount of each expense incurred by the RSO in the organization of an event.

"Members" refers to any student who has paid fees to the Student Union Society and are enrolled in at least one course, or the applied and technical studies program, in the current semester.

"Merchandise" refers to materials or non-perishable goods purchased by the RSO to either be sold or given away outside the immediate dates, or theme, of an event.

"Public Board Meeting" refers to the public sessions of the Board.

"Recognized Student Organization" or "RSO" refers to any UFV student-run group that is currently registered, including clubs and associations.

"Society" or "SUS" 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.

PART I: SUBMITTING A FUND REQUEST

1. Event Development

- 1.1. Your RSO must develop a clear event idea to build campus community that requires event funding from the Society.
 - 1.1.1. If you require assistance with event development, you can contact the VPS.
- 1.2. RSOs must read and have a clear understanding of the *Fund Request Policy* prior to the submission of a fund request application.
 - 1.2.1. Confirm that your RSO's idea meets the criteria stipulated in the aforementioned policy. If in doubt, contact the VPI.
 - 1.2.2. Events organized in collaboration with other RSOs require separate fund request applications from each.

2. Fund Request Application

- 2.1. Fund request applications can only be accessed on the platform Qpay, and Qpay sign-up information for RSOs can be found under the *Student Funding* section of the Society's website.
- 2.2. The fund request application on Qpay must be filled out in its entirety, with enough detail to fulfill the criteria stipulated in the *Fund Request Policy*.
 - 2.2.1. Completed fund request applications must be emailed to the VPS at least fifteen (15) business days prior to the proposed event date, as stipulated in the aforementioned policy. Submissions made within fifteen (15) business days prior to the date of the event may be automatically denied.
 - 2.2.1.1. A digital copy, shall it be necessary, may be requested by contacting either the VPI or VPS.
- 2.3. Fund request applications for events external to UFV campuses may be automatically rejected.

PART II: RECEIVING FUNDING

3. Processing

- 3.1. You will be notified on the status of your fund request application within fifteen (15) business days, either by an email from Qpay and/or the VPS.
- 3.2. If the VPS or the Executive Committee require clarification from the RSO to process the fund request application, it may take up to another five (5) business days to process it.
- 3.3. Rejection of fund request by the Executive Committee will be accompanied by an explanation of why it was not approved, as well as a referral to the *Fund Request Policy*.
 - 3.3.1. If rejected, the decision may be appealed once to the Board by contacting the VPI and requesting that the matter be heard at the soonest available public Board meeting.
 - 3.3.1.1. You must initiate the appeal process within five (5) business days from the time notified of the decision.
 - 3.3.1.2. The decision of the Board is final.
- 3.4. If your fund request application is approved, you will receive 50% of the amount requested upfront. This should take place within five (5) days from being notified of the approval.
 - 3.4.1. If a cheque is indicated on the fund request application form as the preferred method, the VPI will notify

the RSO when it is available for pick-up.

PART III: EXPENSE CLAIMS

4. Expense Claim Period

- 4.1. To be reimbursed the remainder of funds requested, you must submit an expense claim on Qpay, along with a copy of your itemized receipts and an *Event Evaluation Report*.
 - 4.1.1. The purpose of the Event Evaluation Report is to provide the Society with:
 - 4.1.1.1. Information about how the event was carried;
 - 4.1.1.2. Number of attendees;
 - 4.1.1.3. Feedback from students; and
 - 4.1.1.4. How the event could have been improved.
- 4.2. You have fourteen (14) calendar days following the completion of the event to submit your expense claim, along with itemized receipts and an Event Evaluation Report as stipulated under section 4.1. Submission is done through the platform Qpay, or by email to the VPI.
 - 4.2.1. For itemized receipts:
 - 4.2.1.1. Photos, screenshots scanned and/or physical copies are all accepted.
 - 4.2.1.2. If the VPI requires further clarification on expenses, original copies of the receipts may be requested.
 - 4.2.1.3. Debit receipts are not an acceptable substitution and submission of these in place of itemized receipts may be grounds for denial of reimbursement.
- 4.3. Reimbursement may be denied for a variety of reasons as stipulated in the *Fund Request Policy*.

5. Remittance of Funds

- 5.1. In the case that funds from the fund request application were not entirely used, or are deemed to have been used incorrectly, your RSO will be required to remit the difference.
- 5.2. The VPI will inform your RSO of the amount to be returned.
 - 5.2.1. You must confirm via email to the VPI that you are returning funds and the correct amount.
 - 5.2.2. The difference to be remitted will be done by e-transfer.
 - 5.2.2.1. You will be provided with an email address to remit the funds to by the VPI.

PART IV: EXTRAORDINARY CIRCUMSTANCES

6. Remittance of Funds

- 6.1. In the event that your RSO encounters non-campus related extraordinary circumstances or other prohibiting factors, contact the VPS and communicate your intention to reschedule the event to another date.
 - 6.1.1. If you fail to hold your event due to non-campus related extraordinary circumstances and fail to notify the VPS within a reasonable timeframe, your RSO will receive a warning.
- 6.2. In the event that any of the UFV campuses are closed due to an extraordinary circumstance, the VPS will

communicate to RSOs that the event will need to be rescheduled.

Contact

If you have any concerns about this document, please email the following:

- For questions about policy, appeals, fund request application status, expense claims or the remittance of funds back to the Society: vpinternal@ufvsus.ca
- For questions about events and the organization thereof, the fund request procedure or extraordinary circumstances: vpstudents@ufvsus.ca