

FUND REQUEST POLICY

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

PURPOSE

The purpose of this policy is to provide students with the information necessary to successfully complete a fund request from the Society. This policy outlines who can apply for funding and the types of events for which funding is available. Please refer to the *Fund Request Procedure* for the specific steps to take in order to successfully submit a fund request.

DEFINITIONS

“Academic Year” refers to that the period of time beginning on September 1 in one year and ending on August 31 the following year.

“Board” refers to the SUS Board of Directors.

“Board Representative” refers to members of the Board who are voted in to represent the Society.

“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.

“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 Requests” refers to the process of an RSO requesting funds from the Society for the purposes of an event that falls within the parameters established in this policy.

“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.

“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: FUNDING DECISIONS

1. Qualifications

1.1. In order to qualify for funding, events must:

1.1.1. Build campus community;

1.1.2. Clearly state the intent and purpose of their event;

1.1.2.1. Guest speakers and the topic of their discussion must be described in the fund request and a short biography included.

1.1.3. Be open to all current UFV students;

1.1.3.1. All events must be published on the SUS events calendar and advertised to the general student body.

1.1.4. Be organized by current SUS members.

1.2. Funding must be used for hosting the event itself. Funding will not be released to:

1.2.1. Purchase merchandise not related to the purposes or subject of the RSO, with the exception of fundraisers;

1.2.1.1. A surplus of merchandise can be sold to raise funds for the RSO.

1.2.2. Pay organizers for labour or time;

1.2.3. Donate to a cause;

1.2.4. Run regular operations of the RSO;

1.2.5. Pay for liquor and/or cannabis;

1.2.6. Pay for tips;

1.2.7. Benefit a specific individual and/or group over other members of the RSO;

1.2.8. Prizes given for attending the event, including gift cards.

1.3. In the event that you are preparing or serving food:

1.3.1. Funding will not be released for food prepared by individuals in a non-commercial kitchen, or by individual without a *FOODSAFE Level 1* certification.

1.3.1.1. Acceptable exceptions include, but are not limited to ordering food from a restaurant or bakery, or buying pre-packaged snacks from a grocer, etc.

1.3.2. Proof of preparation by an individual with a *FOODSAFE Level 1* certification and within a commercial kitchen must be submitted to the Society shall it be deemed necessary.

1.4. Requests related to fundraising will be evaluated on a case-by-case basis following preliminary discussions with the VPS.

1.5. Approval of fund requests lies at the sole discretion of the Executive Committee.

1.5.1. 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 and Procedure*, unless if not in accordance with sections 3.1. and 3.1.1. of this policy.

2. Funding Model

- 2.1. RSOs are given half of the requested amount (50%), and will receive the remainder of funds after the submission of an expense claim and itemized receipts.
 - 2.1.1. The Society is not intended to be the main source of funding for RSOs.
- 2.2. Each RSO is eligible for up to \$500 in funding per event.
 - 2.2.1. Events organized collaboratively with other RSOs are eligible for additional funding, provided that it does not exceed each RSO's maximum yearly allocated funding.
 - 2.2.2. RSOs that organize events collaboratively must each submit their own fund request, and specify what they will be contributing to the event.
 - 2.2.3. RSOs may organize events in collaboration with non-RSOs, provided that the RSO is primarily responsible for organizing the event.
 - 2.2.3.1. Non-RSOs are either individual students or a group of students who are members of the Society but not affiliated with, or members, of an RSO. This also includes third parties external to UFV, who may or may not be students and current members of the Society, and/or organization(s) that are not recognized by the Society for the purposes of funding.
- 2.3. Requesters may submit unlimited requests, but they will only be approved in accordance with each RSO's maximum allocated funding per year.
 - 2.3.1. The total amount of funding approved within the academic year cannot exceed \$1,000.
 - 2.3.1.1. Funding requested for events planned collaboratively by and/or with RSOs is still subtracted from the RSO's funding allocated for the academic year.

3. Guidelines

- 3.1. Fund requests must be submitted to the platform Qpay or to the VPS a minimum of fifteen (15) business days prior to the event date.
 - 3.1.1. Submissions made within fifteen (15) business days prior to the date of the event may be automatically denied.
- 3.2. Expense claims with original itemized receipts must be submitted within fourteen (14) calendar days after the event date.
 - 3.2.1. Receipts may be scanned and submitted as a PDF, or taken as a picture and uploaded as a JPG or PNG file.
 - 3.2.2. Reimbursement may be denied for the following reasons:
 - 3.2.2.1. The event was not held for any reason (fire, flood, natural disaster, campus closure, etc.);
 - 3.2.2.2. No receipts were provided;
 - 3.2.2.3. Receipts were provided, but for items not in line with the specified event or initial claim unless the Executive Committee decides otherwise;
 - 3.2.2.4. The Society receives an expense claim after the fourteen (14) calendar days period;
 - 3.2.2.5. The RSO did not spend the entirety of the first half provided by the Society.

- 3.2.3. If the transfer of remaining funds is denied as per sections 3.2.2.2. or 3.2.2.5., RSOs may be required to return funds to the Society.
 - 3.2.3.1. Money must be remitted to the Society's Finance department, via e-transfer, to an email address that will be provided by the VPI.
 - 3.2.3.2. Refusal to remit unused funding may result in a ban from receiving funding for the remainder of the academic year.
- 3.2.4. If proof of *FOODSAFE Level 1* certification and commercial preparation is not submitted with receipts along the expense claim, the RSO will be required to return funds to the Society, and will be ineligible for funding for any food-related items for the rest of the academic year.
- 3.2.5. Debit receipts are not an acceptable substitution and submission of these in place of itemized receipts may be grounds for denial of reimbursement.
- 3.3. Expense claim forms must be completed in full on Qpay, or sent to the VPS, before submitting to SUS to avoid processing delays.
 - 3.3.1. If the VPS or the Executive Committee require clarification from the RSO to process a fund request or expense claim, the processing time may be extended.
4. Administrative
 - 4.1. If a fund request is denied, the process is terminated. 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.
 - 4.2. Any questions regarding documentation, events and RSOs can be directed to the VPS.
 - 4.3. Any questions regarding policy, funding and expense claims can be directed to the VPI.
5. Extraordinary Circumstances
 - 5.1. In the event of extraordinary circumstances of the residual impacts of such circumstances, RSOs may contact the VPS to work out accommodations within reason for their event, or reimbursement for expenses incurred.
 - 5.2. In the case that the Society is aware of campus closures due to an extraordinary circumstance, the VPS will communicate to the RSOs that the event will need to be rescheduled.
 - 5.2.1. In all cases, the Executive Committee will take all necessary steps to keep RSOs informed and aware of the situation.
 - 5.3. Regular funding timelines may be suspended at the discretion of the Executive Committee in extraordinary circumstances.

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