Virginia Tech
Graduate Student Budget Board
Registered Student Organizations (RSO) and University Student Life Programs (USLP)

Funding Policies & Procedures

Approved by Graduate and Professional Student Senate (GPSS) April 2023

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Section I

<u>MISSION</u>

The Graduate Student Budget Board (**GSBB**) manages the allocation process of the funds appropriated to graduate and professional student organizations from student activity fees. GSBB strives to provide funds for graduate and professional student organizations in a fair and equitable manner, consistent with the votes of the representative board of GSBB. The purpose of funds allocated by GSBB is to enrich the graduate and professional student experience at Virginia Tech both socially and professionally.

Section II
<u>SUPPORTING STATEMENTS</u>

The views and opinions expressed by organizations that are funded through the Graduate Student Budget Board do not reflect any official policy, stance, or position of the Board or Graduate and Professional Student Senate and are solely the opinions, viewpoints, or reflections of that specific organization.

Graduate Student Budget Board (GSBB) funding is available to student organizations with a majority graduate student membership. The membership of the organization must also pay the student activity fee. Student organizations whose membership is evenly split between graduate and professional students and undergraduate students will also be considered based on an organization's mission and purpose and intended audience.

All requests should align with the organization's mission and strive to improve the graduate student experience through student organization.

Article II
Section I
<u>GSBB STRUCTURE AND MEMBERSHIP POLICIES</u>

All board members will serve during the academic year. There will be a total of eleven (11) board members. There will be 1 member from each of the following colleges at Virginia Tech for a maximum of 2 representatives from any given college.
- College of Agriculture and Life Sciences (CALS)
- College of Natural Resources and Environment (CNRE)
- Pamplin College of Business
- College of Literature and Human Studies (CLAHS)
- College of Engineering (COE)
- College of Architecture and Urban Studies (CAUS)
- College of Science (COS)
- Extended Campus

Responsibilities

The roles of the members of GSBB are listed as follows:
- Attend and actively participate in all GSBB meetings.
- Review and present on any assigned budget requests ahead of the meeting.
- Respond to all eVotes.
- Accept and complete delegated tasks from the Chair.
- Communicate decisions quickly and efficiently to relevant organizations (Chair)
- Abstain from voting if there is a conflict of interest (i.e., member of the organization whose request is being voted on by GSBB)
- Member Absences
  - Each member is allowed two (2) absences per semester
  - All absences need to be submitted to the Chair and Vice Chair prior to the meeting (whenever possible)

Section II

<u>GSBB CHAIR</u>

The Chair of the GSBB is the Director of Finance of the GPSS. The chair is a non-voting member of the GSBB, unless to break a tie vote. The responsibilities of the chair include:
- Set agendas for the GSBB meetings
- Facilitate and attend all meetings
- Maintain a GSBB Chair email account
- Guide the GSBB without bias in the application of policy and precedent when reviewing budget requests and funding related decisions
- Hold regular office hours to meet with organizations for questions and clarifications on GSBB policy and procedure
- Attend university meetings as necessary
- Coordinate appropriations strategy with Advisor and Chair of USS Appropriations Committee
- Act as a liaison between SECL and the GSBB
- Delegate tasks to the Vice Chair and/or other GSBB board members
- Represent the Board's interests at Appeals meetings
- Coordinate with Chair of USS Appropriations Committee eligibility for organizations
- Serve as the Vice Chair on the Student Activity Fee Allocation Board
- Vote to break a tie vote
- Update status of requests including rationales
- Contact organizations on behalf of GSBB regarding any questions and updates on requests

Section III

<u>GSBB VICE CHAIR</u>

The Vice Chair is a voting member of the GSBB nominated by the Chair of the GSBB and confirmed by a vote of the GSBB. The responsibilities of the chair include:
- Attend all meetings

- Support and take delegation from the Chair
- Take the place of Chair at meetings, if needed
- Coordinate meetings with the board members and take meeting minutes during the GSBB meetings
- Lead policy and procedure review and updates
- The Vice Chair will be the voting member of the board

Section IV

<u>GSBB ADVISOR</u>

The advisor for the Graduate Student Budget Board is a full-time staff member appointed through the Student Engagement and Campus Life (SECL).
- The advisor is a non-voting member who works closely with the students as well as the Student Organization Budget Office managers.

Article III
Section 1

<u>FUNDING CATEGORIES AND MAXIMUM</u>

Below are the types of funding available to each eligible graduate organization. All maximums outlined are per organization and per academic year (August to August). Details for maximums within line items can be found later under FUNDING GUIDELINES, RESTRICTED ITEMS, AND LINE-ITEM MIN. & MAX.
Please note that you may not apply for more than one funding category per event.

All events funded by GSBB must be open to the entire graduate student community. Organizational due-diligence must be exercised to ensure GSBB-funded events are broadcast to the entire student population, as funds come from student activity fees and should be equitably available/accessible to VT students. To ensure this, all events funded by GSBB are **<u>REQUIRED</u>** to be publicly listed on GobblerConnect. Additional advertising efforts are also encouraged.

General Program Funding
Organization's programs and events that are open to the campus community.
- This category will be funded up to $6,000.
- Funding may be spent on multiple events by the organization, but each event must be applied for/requested individually. This includes reoccurring events or events that are part of a series.
- Contract fees for this funding category are funded up to $4,999
  - Funding for this category includes contract fees, travel, and lodging for contracted guests (performers, speakers, artists, etc.).
  - All-inclusive contracts are strongly recommended.
- Requests must be submitted at least 30 calendar days prior to the event

Major Event Funding
Organization's programs and events that are open to the campus community, are

booked in a major venue on campus, AND meet one or both of the two criteria.
1. One or more contracted guests (performer, speaker, artist, etc.) whose contract fees sum to more than $5,000
    a. Funding for this category includes contract fees, travel, and lodging for contracted guests (performers, speakers, artists, etc.).
    b. All-inclusive contracts are strongly recommended.
2. Proven attendance of 1,000 or more at the event.
- Major venues are the GLC Auditorium, GLC Multipurpose Room, Squires Commonwealth Ballroom, Haymarket Theatre, Colonial Hall, Burruss Hall, and the Drillfield, Moss Arts Center, and the Lyric Theater.
- This funding category will be funded up to $7,500.
- If an organization requests Major Event Funding and fails to meet any of the criteria stated above to be classified as a Major Event, (such as $5000 minimum in contract fees) they shall be capped for reimbursement at the General Program max of $6000 if any funds remain for the organization.
- Requests must be submitted at least 60 calendar days prior to the event

Outreach Event Funding
- Outreach events are limited to events pertaining to the local community, for example, events with the target audience of middle or high school students in the geographic area (within 50 miles of Blacksburg or Roanoke Campus)
- Outreach events do not have to be solely hosted by the organization. It may be part of a larger event (such as tabling at a larger venue), but must still be for the local community at large and not specifically targeted towards the student population. For example, tabling at a local farmers market may be appropriate, whereas tabling in Gobblerfest would not be.
- This category will be funded up to two outreach events and a total of $500 per organization per year
- This funding category includes logistics required for outreach events, including but not limited to travel accommodations, registration fees, lodging, etc.
- Food or beverage cannot be included in this outreach category
- Outreach events are limited to 50 miles surrounding the campus of the applicant organization, for example, a graduate student organization located at the Roanoke satellite campus could apply for outreach funds if the event is located within 50 miles of the HS&T Campus
- Requests must be submitted at least 30 calendar days prior to the event

Fundraising Event Funding
- The costs associated with charitable events may be fundable.
    o If any organization is hosting a philanthropy, benefit, or similar type of event, costs associated with the event, may be funded.
    o The event must be an activity open to the Blacksburg campus community that is participatory in nature.
    o Allocated funds from GSBB cannot go directly to charities, benefits, third parties, etc.
- Organizations can host events that may result in generating money.

- o Fundraising events are capped at $200 per year, plus additional costs for marketing and advertising expenses.
  - ▪ Marketing and advertising costs are not included in the $200 cap.
- Food or beverage cannot be included in this fundraising category
- Requests must be submitted at least 30 calendar days prior to the event

Conference and Competition Funding
- Costs associated with organizations attending conferences and competitions.
  - o Competition Funding will apply to organizations when competitions are an integral part of the organization's functions (sport clubs, debate teams, etc.)
- This funding category will be funded up to $3000 per organization per academic year
- Organizations must demonstrate how conference and competition attendance:
  - o Meets the organization's mission; and
  - o Benefits the organization and members of the organization as a whole
  - o Benefits the larger campus community
- To provide a clear benefit to the organization as a whole and the larger campus community, **GSBB strongly encourages the organization to hold an event after the conference/competition at which the members who attended the conference disseminate information learned at the conference/competition.**
- Conference and Competition Funding is limited to travel accommodations (airfare, bus tickets, gas, train, car rental, parking, shuttle), lodging, and registration fees only.
- This funding category will be eligible for either virtual or in person conference and competition registration
- Requests must be submitted at least 30 calendar days prior to the conference or competition start date or when payment is due, whichever is first.
  - o Conference and competition schedules must also be submitted 30 calendar days prior to the conference start date.
- Given that conferences and competitions allow for a meaningful experience for students, but do not have a wide reach, overall funding for conferences and competitions will not exceed 40% of the overall Graduate Student Budget Board RSO/USLP budget allocation.
  - o Once 40% of the budget is allocated, organizations can continue to apply, and requests will be given consideration based on their application date and if funding is returned from other organizations.
  - o This 40% portion of the budget will be split into allocations for conferences and competitions happening in the Fall and Spring semesters equally.

Operational Funding
- Consists of non-event specific expenses which helps an organization function.
- Operational funding includes insurance, equipment, and professionally made banners.
- Requests must be submitted 30 days in advance of needing to purchase the equipment or when needing to spend the funds.

Section IV

FUNDING GUIDELINES, RESTRICTED ITEMS, AND LINE-ITEM MIN. & MAX.

Awards
- Awards, plaques, certificates, trophies, and prizes will not be funded. Examples include but are not limited to gift cards.

Banners
- Banners (professionally made) will be funded up to the following amounts:
    - $100 per year
    - $25 for reprinting per year
    - Banners will only be funded for general organization logos/information and may not be event or date specific.

Contract/Honoraria
- **It is strongly encouraged that before an RSO/USLP enters any sort of agreement or contract, they consult with Student Legal Services in Squires 143.**
    - **Student Legal Services is also available to help draft and review all contracts that an RSO/USLP may enter into.**
    - **Student Legal Services Website: https://legal.uss.vt.edu/**
    - **Student Legal Services Email: studentlegalservices@vt.edu**
- **GSBB strongly recommends all inclusive contracts**
    - **GSBB strongly encourages that an RSO/USLP consults with Student Legal Services about the advantages of an all inclusive contract. These contracts are significantly easier for GSBB to consider, and for payment to be awarded, often resulting in a quicker payout time to the contracted individual.**
    - **If an all inclusive contract is not possible by the student organizations, the following may be considered as contract fees for each contracted guest:**
        - **Travel**
        - **Lodging**
        - **Meals (alcohol not included)**
        - **Performer fee or Honorarium**
    - **GSBB in general does NOT fund auxiliary guests but may do so in special circumstances. Auxiliary guest are NOT the contracted guest, but may include:**
        - **Managers, Agents, Entourage, Etc.**
        - **Middle agent fees may be funded, however the travel expenses for the middle agent will not be funded.**
- Payment of honoraria and contractual services from GSBB funds may be subject

to hiring and payroll regulations of the University.
  - o GSBB will not fund contract payments or honoraria to students or employees of Virginia Tech.
- The board must know who the contracted guest is before funds will be allocated.
- GSBB does not judge the content, we only verify that bringing the guest aligns with the mission of the organization.
- GSBB will not fund contract payments, honoraria, or any costs related to the travel and lodging of students from other universities to come to Virginia Tech.
- If the organization enters into a verbal or written contract without the appropriate funding approval, the organization will be responsible for payment.
- Please note that contracts or agreements entered into on behalf of an RSO/USLP are the sole responsibility of the individual or the organization. Virginia Tech holds no responsibility with RSO/USLP contracts or agreements.
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Costumes/Competition Based Uniforms
Funding of wearing apparel will be considered under the following conditions:
- All items funded must remain with the organization, may not become the property of individuals, and must have a storage location. (See requirements under Equipment)
- All items funded must be used in organizational programs and activity and not used for private wear.
- Wearing apparel intended for purposes of advertising the organization, such as T-shirts, will not be funded.
- Rentals are strongly encouraged for cultural shows and performance organizations.
- Requests for uniforms will be funded only for competition-based organizations if required to compete.
  - ○ If it is for a specific event, please apply under the General Program category.
  - ○ If the uniforms are for general use for the year, please apply as Equipment under the Operational Funding category.
- GSBB will only fund one set of costumes per organization per year.
  - Costumes are defined as clothes worn by an individual in an attempt to appear as a different person, period, place, or thing. Costumes are not considered items that may be worn in a casual, everyday settings (examples, jeans, t-shirts, athletic wear, sweatshirts, undergarments, leggings, etc.).
  - Supplies related to the creation of a costume will only be considered if the premade costume is not available. Additional justification must be provided as to why the supplies are needed to create the costume
  - If it is for a specific event, please apply under the General Program category.

If the costumes are for general use for the year, please apply under Operational Funding category, as these items will be considered equipment. **Decorations**
- Decorations are defined as single-use, non-reusable items specific to an organization event or program.
- Decorations are capped at 20% of the total amount requested, up to a maximum

of $300 per event. The maximum is increased to $500 for Major Event Funding budget requests.
- Supplies related to the creation of a decoration will only be considered if the premade decoration is not available. Additional justification must be provided as to why the supplies are needed to create the decoration.

Departmental Funding
- Any requests that are co-sponsored or primarily organized by academic departments will not be funded

Dues
- Individual or organizational membership dues are not funded

Employment
- Costs of employment will not be funded.
- Student employment will not be funded unless they are being paid as part of a department within the university.
   - For example: A student working as a Production Technician can be paid. A student working as a DJ or a private contractor cannot be paid.
- Payment of services for performances to other students and/or organizations will not be funded.

Equipment
- Requests for funding of equipment will be closely examined.
- Equipment is any reusable item with the potential to be used more than once, with an expected lifespan of more than three years, and are critical to supporting the organization's mission and/or programming.
   - Rentals will not be considered under this category.
- Equipment is property of the organization and for the exclusive use of the organization. Equipment is not owned by any individual, member, or representative of the organization.
- Requests must be well-developed and supported by the following documentation:
   - Justification, with a convincing argument for the necessity of the purchase.
   - Detailed understanding of what equipment will be used for and how it will be utilized by the organization.
   - Price quotations are required by at least three (3) vendors for any single item
   - $150 or more
- A storage location for the equipment must exist.
   - Organizations are expected to keep their equipment from year to year.
   - Requests for items funded within the past three years will not be funded without significant justification, such as safety concerns, equipment malfunction, etc.
   - Costs associated with storage of equipment will not be funded.
- Items must be necessary for the organization and not accessible for rental through the university's vendors .

- o If an item is accessible through the university's vendors, but purchasing is still desired, a cost-benefit analysis and significant justification must be presented for funding consideration.
  - o Examples of university vendors include event and production services. The Source is not considered a university vendor.
- If an organization is funded for purchasing equipment, it cannot be funded for the same, or similar piece of equipment, for 3 years following.
  - o Items can be requested within a three year lifespan if the item becomes unsafe, or is no longer functional, or there are significant changes in the size of the organization membership.
    - ▪ Additional justification is required when submitting this request and will be considered by GSBB with a detailed explanation as to why an item is being requested.
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Fines and Penalties
- Costs incurred from violations of, or failure to comply with, federal, state, local, or foreign laws or restrictions will not be funded
- Fines and penalties incurred by late payments or other acts of non-compliance with contractors and others will not be funded

Food and Beverage
- The maximum amount of funding for the food category per organization per academic year is $2,000
- The maximum per person cost of food requested cannot exceed $15 per person per event
- Food service charges, delivery charges, supplies, food, and beverages will only be funded for meetings and events specific to the organization's mission
- The purpose of the meeting or event and justification of how it aligns with the mission of the organization must be outlined in the request for funding
- Meetings or events may include weekly, monthly, quarterly, or annual gatherings hosted by the organization
- If requesting GSBB to pay an invoice for food, organizations must go through America To Go (ATG) to purchase food. Please refer to the student organization funding website (https://campuslife.vt.edu/Student_Orgs/Student_Budget_Board.html) for additional information to place an order through ATG.
  - o In order to use ATG, organizations must submit ATG Food order requests no less than 15 business days in advance.
    - ▪ Organization must have budget request approval before submitting ATG Food order request.
  - o However, organizations are eligible to be reimbursed if they pay the food vendor out of pocket.
- The meeting or event must be held on the Virginia Tech campus or at a space subject to the approval of the Board, based on justification by the organization

- Alcoholic beverages may be served for organization meetings/events, but will not be funded by the GSBB
- Funding will not be provided for events occurring at a location whose primary purpose is serving alcohol (bars, etc.)
- Submit requests minimum 30 calendar days prior to meeting/event date
- Mileage for traveling to get food will not be reimbursed.

Giveaways
- Promotional items that are event or organization specific will not be funded.

Installment Funding
- GSBB will not consider a funding scenario that would incrementally set aside funds over several consecutive payments to fund a single program
- Funding for security deposits/refundable charges will not be allocated through GSBB

Insurance
- GSBB will fund general liability insurance for organizations.
  - GLI is defined as a policy that comprehensively covers an organization for activities they are hosting which fit within the parameters of SBB funding.
  - Insurance coverage for individual members of the organization will not be funded (such as medical payments and accident coverage).
  - Insurance coverage for terrorism coverage will not be funded.
- One quote must be provided for insurance funding requests.
  - Insurance requests are exempt from the "Equipment" stipulation of 3 quotes.
- If the Board feels that the quote is higher than average, they may ask for a second quote to be provided before rendering a decision.
- Costs associated with additional insured individuals/entities outside of those required by the university will not be funded.
- General liability insurance requests are made under the Operational Funding Category unless the policy is limited to a singular event.
  - Policies for a single event must be requested in combination of all other requested items under either the appropriate General Program or Major Event Funding Categories.
  - GSBB recommends if you are hosting more than one event per year, your organization considers securing an annual general liability policy.
- Vehicle insurance will not be funded.

Intramural Fees
- Registration fees for intramurals will not be funded

Marketing and Advertising
- The Board will consider the percentage of costs related to publicity and advertising

- o Funding for this line item cannot exceed more than 20% of the total event budget
- For social media-related advertising (Facebook, Instagram, Snapchat), organizations will be funded up to $100 per event.
- Publicity funding will be considered for media that directly focuses on currently enrolled students at the Blacksburg/Roanoke campuses.
- For print-related advertising (flyers, posters, table cards) organizations will be funded up to $100 per event (please see "Publicity and Advertising" below).
    - o GSBB may examine the type/size of an event when awarding print-related funding
    - o GSBB will not fund any item that can be obtained through The Source
    - o Due to the travel distance, for RSOs at the Roanoke campus, GSBB will fund up to $35 for materials which are available at the Source per semester.
- Printing or publishing organization-specific material (agendas, minutes, recruiting, newsletters, etc.) will not be funded
- Any event funded by GSBB must include an accommodation statement on all marketing and advertising materials

Programming Supplies
- GSBB will fund items which are event specific. These items may include:
    - Items which are critical for participation in the event and are necessary to the mission of the organization.
    - Items which are available for free from the Source (do not require any points), can not be funded under Programming Supplies.
        - Source Website: https://campuslife.vt.edu/Student_Orgs/the_source.html
    - These items may be single use or reusable, but can not be considered equipment (See Equipment).
    - Items which are considered reusable but are not considered equipment (See Equipment) can only be funded once in the same funding cycle.
- Programming supplies must be requested under the general program funding category with the overall event request.

Practice and Rehearsal Rentals
- Rental fees for on-campus practice rooms and other spaces reservable through Rec Sports (ex. McComas, War Memorial, Rec Fields, Field House) for organizations that are performance or competition based, will be funded up to $600 per year.
    - o 25% of practice hours must be open to the campus community and posted as an event on GobblerConnect.
- Costs associated with Dress Rehearsals, including room rental fees, production and/or event services, will not be funded.

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Student Travel and Lodging for Conferences and Competitions
- Expenses incurred by students engaged in travel for conferences and competitions will be limited to costs of transportation, lodging, and registration fees.
- University guidelines and policies will be followed related to funding of travel
- Costs of meals will not be funded.
- International travel is not funded.
- Expenses incurred by faculty/staff will not be funded.
- Expenses incurred by an individual who is not a VT student will not be funded.
- GSBB funding decisions will follow university travel guidelines regarding the funding of travel.

Transportation
- The travel location must be known before the Graduate Student Budget Board will approve funding.
- GSBB will fund vehicle rental costs and gas mileage reimbursement.
  - A maximum of 7 days will be funded for vehicle rental costs
- The use of private vehicle fuel may be reimbursed at $0.655 per mile. This is set to the privately owned vehicle mileage reimbursement rate (https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates). The use of rented vehicle fuel may be reimbursed at $0.22 per mile. This is set to the government furnished automobile mileage reimbursement rate.
  - One vehicle may be reimbursed per 4 students traveling. For example:
    - 1-4 students traveling: only one vehicle may be reimbursed
    - 5-8 students traveling: up to two vehicles may be reimbursed
    - 9-12 students traveling:up to three vehicles may be reimbursed.

- Fees for rental vehicles will be maxed at $69 per day, with vehicles to be used by up to four students. This is set to the non-federal rate through Fleet Services (https://parking.vt.edu/fleet-services/rates.html). For example:
  - 1-4 students traveling: one rental vehicle at a maximum cost of $69 per day will be reimbursed.
  - 5-8 students traveling: up to two rental vehicles at a maximum cost of $138 total per day will be reimbursed.
  - 9-12 students traveling: up to three rental vehicles at a maximum cost of $207 total per day will be reimbursed.
- Commercial travel (airfare, train fare, and bus tickets)may be funded up to $300 per student and at no more than $1000 per year per organization.
- Parking costs will be funded up to $10 per day per 4 students traveling. For example:
  - 1-4 students traveling: up to $10 per day may be reimbursed

- o 5-8 students traveling: up to $20 per day may be reimbursed
- o 9-12 students traveling: up to $30 per day may be reimbursed
- Shuttle (including ride-share) costs will be funded up to $30 per day per 4 students traveling. For example:
  - o 1-4 students traveling: up to $30 per day may be reimbursed
  - o 5-8 students traveling: up to $60 per day may be reimbursed
  - o 9-12 students traveling: up to $90 per day may be reimbursed

Lodging
- Lodging for student travel will be funded up to $72 per student per night.
- Lodging requests per organization must not exceed a maximum of six nights per year.This is set to 75% of the nightly lodging rate for an unknown destination based on the university controller Procedure 20335r: Rates for Lodging and M&IE (https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/travel/20335r.pdf).
- Organizations are encouraged to make reasonable requests based on comparative lodging costs or alternative lodging options.

Registration Fees
- Conference and Competition registration fees will be funded up to $250 per student per conference or competition.
- Costs associated with submitting program proposals, abstracts, or association memberships will not be funded.

Taxes
- GSBB will fund sales tax as needed, but this must be included in the original request for funds as part of the line item costs for the requested items
- GSBB will not fund sales tax if it is requested after approval, more than the amount the group was approved for

Subscription Services
- Not funded as this is considered Installment funding.

Website Services
- Registration and maintenance of domain names for organization websites or webmaster services will not be funded.

PART II: PROCEDURE

Article I
Section I

GSBB MEETING PROCEDURES

Frequency of Meetings
- The board will meet bi-weekly when classes are in session during the Fall and Spring semesters (does not meet during breaks)
- Extra meetings may be scheduled if needed and can be called by the Chair of GSBB
- The GSBB typically meets beginning the third week of the Fall semester and the second week of the Spring semester.
- If a meeting is not needed, it can be canceled by the Chair of GSBB

Quorum
- Quorum is needed for each GSBB meeting to vote on requests
- Quorum is any number of members above 50% of voting members

Urgent Summer Decisions
- The GSBB will appoint three members from the previous year to a summer committee, along with the Chair for the following year, in order to make decisions on questions presented by organizations over the summer.
- All four of these members are "on call" for the entire summer.
- Any summer meetings will be called by the Chair as needed. The Advisor can not call for any meetings.
- The three members are the primary voters.

Section II

EXPECTATIONS FOR ORGANIZATIONS

GSBB has the following expectations for student organizations that apply for funds:
- Requests are adequately described, reasonable, and justified.
- Programs, events, and travel aligns with the organization's mission.
- Programming and events are diverse, engaging, and educational for the graduate community
- Organizations practice fiscal integrity and prudent use of funds
- Eligible organizations will participate in a Funding Workshop about the budget request application process, policy, and procedure for GSBB
- Organizations abide by GSBB deadlines

If a request does not meet these expectations, it may be denied funding.

Section III

GUIDELINES FOR STUDENT ORGANIZATION ADVISORS

- Graduate Student Budget Board acknowledges that student organization advisors play a crucial role in the support/advisement of student organizations

and their leaders. However, that role should be focused on supporting, not completing work on behalf of the organization.
- Student organization advisors may **not** do the following:
    - o   Submit budget requests on behalf of the organization.
    - o   Serve as the primary contact for an organization on a request.

    - o   Complete reimbursement paperwork on behalf of the organization.
    - o   Communicate with GSBB about the organization's request without involvement from a student leader.
- Advisors may help student leaders navigate these processes, but they are unable to complete the processes themselves.

Section IV
BUDGET REQUEST APPLICATION REQUIREMENTS

The following criteria must be met to apply for funding with the GSBB:
- Be fully registered as an organization with Student Engagement and Campus Life (SECL)
- Have a majority graduate/professional student membership
    - o   Organizations with an even split of graduate and professional students and undergraduate students may still be considered by GSBB based on the organization's mission and intended audience
- Complete the GSBB Funding Workshop and receive a score of 100% on the quiz before applying for funds
    - o   Each individual who is submitting a budget request on behalf of your organization must fully complete the GSBB Funding Workshop and Quiz prior to submitting a budget request.
    - o   Any budget request submitted prior to completing the funding workshop and receiving a 100% on the quiz will be automatically denied.
- Meet the established application deadline set by GSBB with forms filled out correctly
- Only student organization members listed on the organization's GobblerConnect roster who completed the GSBB Funding Workshop with a score of 100% on the quiz can apply for funding
- All costs associated with a single event, expenditure, or conference/competition must be included in one request.
    - o   Multiple requests submitted related to a single event, expenditure, or conference/competition will be denied.
- If your organization falls out of good standing with the university, your funds will be revoked and/or you will not be eligible for reimbursement
    - o   Good standing is defined as meeting registration and on-going student organization requirements through SECL

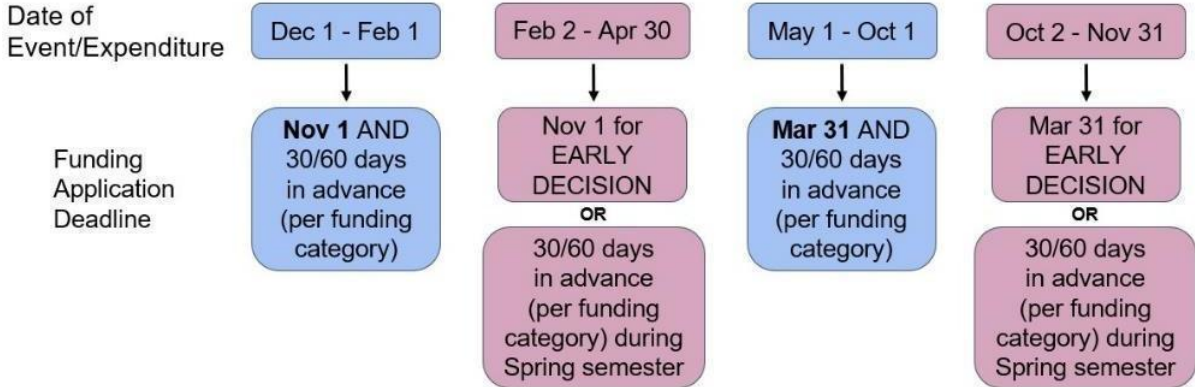### Section V
DEADLINES FOR SUBMISSION

- Each funding category has a submission deadline requirement:
  - Conference and Competition Funding, Fundraising Events, General Program, Outreach Events,
    - 30 calendar days from the date of the event or the date that the money needs to be spent.
  - Major Event Funding
    - 60 calendar days from the date of the event.
- Any budget request submitted after these deadlines, will not be considered for funding, and will be automatically denied.
- If you do not have the exact cost ready for submission by the deadline, you may use estimated costs based on past years or reasonable expectations.

TYPE	DEADLINE
Deadline to Submit Budget Request	
Conference and Competition Funding	30 calendar days
General Program Funding	30 calendar days
Operational Funding	30 calendar days
Outreach Event Funding	30 calendar days
Fundraising Event Funding	30 calendar days
Major Event Funding	60 calendar days
Deadline to Submit Payment Processing Documentation and Appeals	
Submission of Payment Documentation (event specific)	15 days following the event date or expenditure. For bills/invoices you haven't received within 15 days following the event (i.e., Event Services/Production Services), you must submit the bills/invoices within 5 days upon receiving the bill/invoice.
Accommodations Invoice/Bill	Within 7 calendar days of receiving invoice/bill
Purchase and Submission of Payment Documentation of Non-Event Specific Equipment	Prior to 45 calendar days after receiving award notification
Appeals	14 calendar days from the date of award notification

- Calendar Dates for Budget Request Application Deadlines
  - See the flowchart below for calendar dates deadlines throughout the year.
- GSBB does not meet during breaks. Organizations are required to request funding for events/expenditures taking place during breaks in advance to ensure approval from the Board. No exceptions will be made.

- Break Periods
  - o GSBB does not meet over Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Summer Break.
  - o Please know that this affects requests that will be heard (especially winter break, as the budget request application will be closed during winter break).
- Early Decision
  - o These deadlines must be met in order for a request to be heard during the semester it is submitted.
  - o If your organization misses the early decision deadline your request will not be heard until the following semester.
    - ▪ If you are planning an event or expenditure at the beginning of the spring semester (prior to 2/16/2024), you must submit your budget request by Nov 1, 2023, otherwise it will not be heard by GSBB in time for your event.

Date of Event/Expenditure	Dec 1 - Feb 1	Feb 2 - Apr 30	May 1 - Oct 1	Oct 2 - Nov 31
Funding Application Deadline	**Nov 1** AND 30/60 days in advance (per funding category)	Nov 1 for EARLY DECISION OR 30/60 days in advance (per funding category) during Spring semester	**Mar 31** AND 30/60 days in advance (per funding category)	Mar 31 for EARLY DECISION OR 30/60 days in advance (per funding category) during Spring semester

** Note: You cannot submit a budget request from 11/2/2023-1/16/2024.

Section VI

HEARING REQUESTS

- Requests will be heard on a first come first served basis in the order submitted by the student organizations
  - o Semester-in-Advance Requests are held, and all heard at the same time. They will be heard in the order they are submitted.
- GSBB meets bi-weekly, and every effort is made to hear funding requests as quickly as possible.
  - o Please note there are a significant number of organizations on campus. The earlier an organization submits its budget request, the more time the organization will have to plan their event.
- GSBB makes their funding decision based on:
  - o How the budget request helps the organization meet its mission
  - o If the request follows funding policies and precedents
  - o Target audience for events and programs (not including outreach events) is currently enrolled VT students

- How well justified and estimated the budget request is with appropriate supporting documentation
- GSBB reserves the right to a) ask for additional clarity if needed or b) meet with organizations before awarding funding
    - If the organization is sent correspondence seeking clarity on a request (through email and/or directly through GobblerConnect), they have one week (7 calendar days) from the date the correspondence is sent, to respond
        - If a response is not given within 7 calendar days, the request will be voted on with the information, or lack thereof, provided
    - If the organization is asked to meet with the Board, the organization will be notified of the date and time
        - If a representative of the organization is not present, the request will be voted on with information, or lack thereof, provided

Section VII
<u>APPROVED FUNDS</u>

- Once a request is approved, the organization will be notified of what GSBB approved in their request
- The organization is approved for ONLY what is on the request and award letter.
    - The specific items requested in the line-items, not just the overall amount.
- If requesting funds for an event/program, organizations must put their program/event on their GobblerConnect page a minimum of 15 days prior to the event, with a request for accommodations statement.
    - If 15 days does not exist between approval and the event, the organization must create the GobblerConnect event ASAP.
    - If this does not happen, the organization is eligible to lose funding for that event.
    - This does not apply to conference/competition or operational funding.
- If funds are spent outside of what was approved (the specific line-items) and/or the amount approved, the organization will be solely responsible for paying those expenditures.
- Refer to the reallocation process for additional information if changes need to be made for specific line items.

Retroactive Funding
- Organizations cannot be reimbursed for payments made prior to funding approval.
- All payments must take place after approval from GSBB.
- If payments are made prior to GSBB approval, the organization is solely responsible for paying those expenditures.

Section VIII
<u>CHANGE OF EVENT INFORMATION AND REALLOCATIONS</u>

- Organizations are required to seek GSBB approval for reallocation of funds if there is a change in previously approved funds (i.e., line-items) and/or events and/or dates.
- Reallocation requests must be submitted no less than 7 calendar days prior to
- the event or expense. The approval of the reallocation must be received prior to the expenditure of the requested funds or prior to the event, whichever is first.
- This request to reallocate is done by emailing gsbb@vt.edu, with the following information:
    - o Organization Name Requesting Reallocation
    - o Budget Request Number
    - o Budget Request Name
    - o Line Item(s) of where money is moving from and the specific amounts of each line item to be reallocated
    - o Line Items with descriptions of where money is requested to be moved to and the specific amounts of each line item
    - o Statement explaining the reason for the Reallocation
- Reallocation may only occur within the singular event originally requested. Funds cannot be reallocated between separate events, nor can they be reallocated to a new event.
- Reallocation examples that can be approved:
    - o Your organization is approved for a speaker and that individual is no longer available, so you are requesting a reallocation to bring a different speaker.
    - o Organization was approved for sandwiches, and your organization determined pizza is a better option.

Hearing Reallocations

- Once a reallocation request is received, the chair will determine if the request meets any of the following criteria. If so, the reallocation can be made at the discretion of the Chair.
    - o Change of date/time.
    - o Change of location if being held on campus.
- All other reallocations will require review and vote from the entirety of the GSBB. Examples may include:
    - o Reallocation of funds of food and beverage line items as long as the total line item cost does not increase.
    - o Reallocation of funds from line items to already approved or new line items.
    - o Significant changes to the content/programming of the request.
    - o Any additional change that may come forward, not previously outlined in policy.

Article II

Section I

PAYMENTS AND REIMBURSEMENTS

- There are several documents that must be completed and submitted on Gobbler Connect, before a check request can be forwarded to the Controller's Office
- Approved funds are only dispersed through Direct Pay/invoice or reimbursement.
- Submitting an invoice and/or contract for a direct payment is the preferred method of utilizing the funding.
- If the invoice or charge is more than what was approved through GSBB, the graduate organization is responsible for paying the remainder of the costs
- Contracted speakers, guests and artists must be paid directly through the university, not through student organizations or their members. Other purchases from outside vendors (such as supplies, equipment, etc.) may be purchased by the student organization, provided they have received pre-approval to purchase and submit proper receipts and documentation for the purchase in order to receive reimbursement.

Deadline for Payment

- Organizations are required to submit the payment documentation, direct pay vendor invoice, contract, or reimbursement receipts and payment verification electronically through GobblerConnect no later than 15 days after the date of event.
  - If the organization has not received an invoice/bill from the vendor within 15 days following the event, the organization has 5 days to submit the bill/receipt after receiving the document.
- If the payment documentation is not turned in within 15 days (or after 5 days for invoices/bills not received by the organization within 15 days following the event), the organization forfeits the right to be reimbursed and those funds will return to GSBB.
- All payment processing paperwork for the same event, expenditure, conference, or competition must be turned in at the same time (excluding invoices/bills not yet received within 15 days following the event).
  - For example - If your organization is being reimbursed for a conference, reimbursement paperwork for all individuals who need to be reimbursed, and any additional payments made, must be turned in together to GobblerConnect.
  - This does not include payments for contracts and vendors that are needed ahead of time.
  - All necessary signatures must be completed on the Payment Processing Forms.

Date Non-Specific Funding

- If the approved funding is not for a specific event date, (i.e., equipment), the organization has 45 days after they are sent award notification to make the purchase and turn in all paperwork for reimbursement or payment.
- Failure to meet this deadline will result in the organization forfeiting access to the

funding and the funds will revert back to GSBB.

Payment for Contracts/Honoria
- Before an organization enters into a contract, it is **strongly encouraged** that the organization meets with Student Legal Services in Squires 143 to create or review any agreement.
  - o Student Legal Services Website: https://legal.uss.vt.edu/
  - o Student Legal Services Email: studentlegalservices@vt.edu
- Payment Processing Forms, completed and signed contracts, W-9 form, and 20 questions form must all be turned in 4-6 weeks prior to your event.
  - o Failure to turn in forms 4-6 weeks prior to your event will result in a check not being ready for payment to the contracted guest on the day of your event.
  - o The University must pay the contracted guest directly and the organization cannot be reimbursed for prior payments.
    - ▪ Payment made by an organization to a contracted guest, no matter the cost of the contract, and turned in for reimbursement, cannot be processed, and will be denied by GSBB.
- Failure to submit the appropriate forms and/or to have these forms completed will delay the ability to have a check made. If a payee has a US Taxpayer ID or Federal ID number, the W-9 form will need to be submitted and signed by the person the check is being made out to (or an agency representative, if applicable). This process can take 30 days to complete once all material is submitted to the Controller's Office.

Reimbursement for Personal Purchases
- The organization must submit the original detailed (itemized) receipts along with any appropriate backup documentation and the Student Payment Processing Form, via the [RSO/USLP Payment and Reimbursement Submission Form](#) through GobblerConnect.
  - o This link can be found on the [Student Organization Funding Website.](#)
- If paying with cash, check, or card, only the original detailed receipt, along with the Payment Processing Form is needed.
  - o If the purchase is for food or groceries, an event attendance list must also be submitted.

Payment for University Services
- Invoices from University Services/Departments should be submitted via the [RSO/USLP Payment and Reimbursement Submission Form](#) through GobblerConnect.
- These invoices should be paid directly from the invoice and not through a reimbursement

Section II

APPEALS

- Appeals may only be based on the following criteria:
  1. Established policies and procedures were not followed.
  2. The decision was not made within parameters with previous decisions of GSBB, in the same academic year.
- The fact that the Board did not fund an item at the requested level does not constitute grounds for appeal.

Hearing Appeals
- Registered Student Organization appeals will be heard by the GSBB Appeals Committee.
- The GSBB Appeals Committee
  ○ Consists of an independent commission of 3 Graduate delegates nominated by GPSS
  ○ The chosen members to sit on any appeal, must not have been present and/or voted on the original request.
- An appeals schedule will be created one month after the appeal committee has been selected
  ○ If an appeal needs to be heard that week, Appeals committee members will hear the appeal.

Filing an Appeal
- All appeals must be submitted by the organization and filed in accordance with the following appeal criteria.
  ○ All appeals of the GSBB allocation decisions must be submitted, no later than 5 PM on the date two (2) weeks from the date on the award letter.
  ○ The appeal will be delivered to the GSBB Advisor to begin the appeal process.
  ○ The GSBB Advisor will review the appeal and determine if it meets the appeal criteria.
  ○ If it does, the GSBB Advisor will convene the GSBB Appeals Committee for the upcoming week.

Hearing an Appeal
- The convened panel will review the request and meet with members of the organization who filed the appeal and the Chair or Vice Chair of the GSBB.
- The GSBB Advisor will be present to take minutes and to ensure that both sides are being presented.
- Once both sides are presented, and the panel feels they have enough information to make a decision, they will privately deliberate.
- The decision of the panel is final.