

# Additional Funding Request Cheat Sheet

EBC: Executive Budgetary Committee

VPFA: Vice President of Financial Affairs

AVPFA: Assistant Vice President of Financial Affairs

GSS: General Student Senate

UMSG: University of Maine Student Government

## General Rules

1. In order for clubs to apply for funding, they must have gone through the recognition process of the General Student Senate and received Final Recognition.
2. All clubs and groups requesting funding must send their president or treasurer to attend the Executive Budgetary Committee and may meet with the VPFA for help filling out a budget request form.
  - a. Requests under \$1,000 must only attend Executive Budgetary Committee
  - b. Requests over \$1,000 must attend Executive Budgetary Committee and, if their request passes, a General Student Senate meeting
3. Funding and lodging will only be considered for undergraduate students
4. All organizations funded by UMSG must keep an accurate record of their expenses and may be subjected to an audit.
5. All clubs that are associated with a department at the University of Maine are required to seek funds from that department before asking UMSG for funding.
  - a. Proof may be asked for by the Executive Budgetary Committee
6. Any club or group that is found using UMSG funding for something besides its purpose as funded by the Executive Budgetary Committee and Student Senate will lose all remaining money for the fiscal year.
7. No money will be used to purchase gifts, trophies, prizes, or alcohol.
8. No money will be used to fund events that have already happened.
9. All requests for photocopying, printing, or advertising will be accompanied by an example of the item.
10. Money will only be allocated for apparel for active members, and apparel must display a UMSG logo. Apparel funding will only be considered for reasonably priced items. The VPFA and EBC retain the right to reject any and all apparel designs at their discretion.
11. No money will be allocated to cover salaries.
12. UMSG will not cover late fees or costs for damages.
13. All groups/clubs that apply to receive money from UMSG must have a University Credit Union account.
14. All requests for funding must be submitted no later than noon on Friday to be considered for the Executive Budgetary Committee on Monday.



15. All money requests must be signed for by either the club's President or Treasurer.
16. All receipts and unused money must be submitted to AVPFA Pam Alden no later than 15 days after the event. If receipts are not received, money will be returned to UMSG in full.
17. No equipment purchased with UMSG funds may be sold or given away without prior approval of the VPFA and the Executive Budgetary Committee. The Executive Budgetary Committee will decide the allocation of profit from any sales.
18. Anyone who is allocated money from UMSG is required to sign, agree to, and comply with the Student Activity and Travel Contract.

### On-Campus Events

19. Refreshments at on-campus events shall not exceed \$12.50 a person.
20. No money shall be spent at on-campus events held over University breaks.
21. All groups/clubs are required to use UMSG engagement agreement/rider addendum for their approved artist performances, in the case that the performer does not have an acceptable form of contract.
  - a. All contracts related to speakers, bands, or other performers funded by UMSG must be reviewed by the Legal Services attorney, the VPFA, and the Director of Campus Activities and Student Engagement prior to the artist or performer receiving money.
22. No undergraduate may be charged admission for an on-campus event funded by UMSG.
23. If an event includes a performer, artist, or speaker that elects to sell merchandise at the event, the performer must give 20% of all sales to UMSG as long as the amount exceeds \$200.

### Off-Campus Events

24. No money may be given for food at an event that takes place more than 50 miles off campus.
25. Money approved for transportation may be reimbursed with receipts, as long as the amount of vehicles is less than the number of students attending the event.
26. University of Maine Vehicle-Use Policies and Regulations must be adhered to. UMSG will not pay for additional charges because the vehicles were returned late or damaged.
27. \$250 per undergraduate student per event may be considered for airfare with the approval of the Executive Budgetary Committee
28. \$200 per undergraduate student per event may be considered for registration fees or entrance fees with the approval of the Executive Budgetary Committee
29. If a group or club plans to travel using UMaine Motor Pool, the group must do the following:
  - a. Every driver must complete a background check



- b. The group must purchase Liability Protection and Uninsured Motorist Protection for all drivers and vehicles
  - c. The group must provide documentation that the personal car insurance of all drivers covers rental cars
30. If an event is canceled that has received additional funds from UMSG, the funds will be returned to UMSG.

