

SUSA Funding Policies Spring 2012:

1. Funding requests for events must be submitted **2 weeks** in advance of the date of the event. There is a 10% reduction in funding each time a submission is late. This 10% is cumulative (ie: first time late = 10% reduction, second time late = 20% reduction, etc.).
2. No consideration of funding requests submitted less than 1 week before an event.
3. Funding requests for signature event must be submitted **6 weeks** in advance of the date of the event.
4. Clubs will be notified within **24 hours** of the funding allocation as to the amount which their requests have been funded. (Funding allocations will be conducted each week at the Finance committee meetings, held Mondays at 5:00).
5. SUSA will fund up to **5 general body meetings** per semester. (These are meetings that do not include speakers, specific events/activities, etc.)
6. Maximum Food funding:
 - a. Pizza reimbursement - \$1/person
 - b. Other food request reimbursement (sandwiches, etc.) - \$2/person
 - c. Drinks reimbursement - \$0.50/person
 - d. Other Items reimbursed upon discretion of Finance committee
7. Reimbursement for food is based upon attendance so it is important that attendance estimates are reasonably accurate. To ensure accuracy, SUSA finance committee reserves The right to request sign in sheets as proof of attendance at an event. If a club is found to have overestimated attendance more than 3 times, they will not be funded for their next meeting.
8. Other Item Reimbursement:
 - a. Speaker gifts - \$10
 - b. Paper copies/flyers – no reimbursement
 - c. Banners – reimbursed at discretion of committee
 - d. Apparel – Subsidy of \$1 per item of apparel up to 50 items
 - e. Other Items reimbursed upon discretion of Finance committee
9. Clubs should use the SUSA funding request form that can be found on the SUSA website under the “resources” tab or a similar form that includes all relevant details requested on the SUSA form to submit their funding requests.
10. Clubs should submit funding requests via their financial advisors.