CAMPUS COUNCIL FUNDING PROCESS 2012-13

Campus Council conducts the entire funding process for chartered student organizations using the money collected through the student activity fee. Campus Council has seven "umbrella" groups that review budgets from the various categories of student organizations. Each umbrella will schedule interviews as needed with each student organization applying for funds. These interviews will be to seek clarity and gather additional information about a request. The umbrella will determine the details of the interview. An organization may request an interview to highlight its request. In its recommendations and final approved allocations, each umbrella will indicate the items that were funded and a short explanation for those that were not funded.

Organizations are to submit their requests with items in priority order and the funding process strives to approve items in their entirety rather than impose across-the-board reductions. History indicates that requests generally exceed the available funding so reductions of some kind are almost always necessary. Campus Council reviews the recommendations and approves allocation amounts for each umbrella and/or organization. It is possible that the umbrella will need to adjust its recommendations to match the Campus Council allocation. Campus Council funding is open to all chartered student organizations that are eligible for funding (refer to budget guidelines for eligibility).

The seven umbrella organizations are as follows:

Student Government Association

1. Reviews academic organizations, special interest groups and all organizations that do not fall under other umbrellas.
2. The Funding Allocation Committee (FAC) composed of members of the SGA Senate; FAC is chaired by the SGA Treasurer.
3. The Budget Committee will review the SGA budget.

Publications Committee

1. Reviews publications (Voice, Goliard, and Sapre Aude)
2. The Publications Committee functions as both a chartered student organization and a Faculty Committee. The Committee is chaired by a faculty member.

Wooster Volunteer Network

1. Reviews requests from volunteer organizations, especially groups approved to live in program houses under WVN's auspices.
2. WVN creates its own review committee. The committee is chaired by the WVN Treasurer.
3. The Budget Committee will review the WVN budget.

Cultural Activities Committee (CAC)

1. Reviews requests from cultural, ethnic, multi-ethnic, religious, performing, and similar organizations.
2. The membership of CAC consists of either the Black Student Association or International Student Association representative to Campus Council (rotating annually), a faculty member and student member of Campus Council (excluding the non-serving representative named above), a member of the Dean of Students' staff appointed by the

Dean, and a student from one of the organizations falling under the CAC umbrella appointed by Campus Council. The CAC selects its own chair.

Sports Club Council

1. Reviews requests from sports clubs and athletic organizations.
2. Sports Club Council consists of a faculty and student representative from Campus Council, a representative from the athletic department appointed by the athletic director, a representative from the Dean of Students' office appointed by the Dean, and a student from one of the sports clubs appointed by Campus Council.

Wooster Activities Crew (WAC)

1. Develops its request for the Wooster Activities Crew. The Campus Council Budget Committee reviews this request.
2. WAC consists of student chairs for programming areas, each of whom develops a budget proposal. The WAC reviews and edits the request.

Inter Greek Council (IGC)

1. Reviews requests from clubs and sections.
2. IGC umbrella consists of the advisor of IGC (the Director of Greek Affairs), the IGC treasurer, the IGC representative to Campus Council, and one independent student who is appointed by council to both IGC and CSO.
3. The Budget Committee will review the IGC budget.

Co-Sponsored Events

1. Council has created an additional category of allocations for co-sponsored projects of student organizations.
2. Groups that intend to plan an event together can apply for specific funds for that project. Follow the guidelines as you would for other allocations and just indicate that the request is for a cooperative project.
3. A co-sponsored request must be separate from the individual organizational request and must also include all expenses and sources of revenue.

<u>Duties of Umbrellas:</u>

- Review budget requests.
- Interview groups as needed to obtain clarity and gather information about the request. Groups can request an interview to highlight and explain their request.
- Evaluate and prioritize budget requests of each group. Umbrellas are not to increase submitted requests.
- Prepare recommendations with explanations for Campus Council with a recommended amount for each specific activity. This can be done efficiently by simply crossing off the individual allocations, adding comments, and making adjustments on the original paperwork.
- If requested, make an oral presentation to the Budget Committee and/or Council.
- Submit final allocations to Campus Council Budget Committee. Budget Committee will notify groups.

2012-2013 ALLOCATION TIMELINE:

No later than February 2	Campus Council approves the funding guidelines
Week of February 6	Announcement of the timeline to student organizations
Week of February 6	Mandatory Information Sessions
Week of February 20	Umbrella groups meet with Budget Committee
March 6 by 4pm	Budget requests due to Student Activities Office **Note:** Late submissions will not be accepted. Organizations that miss the submission deadline must appeal in the fall and may face budget consequences.
March 8	Requests out to Umbrellas
Weeks of March 12 & 19	Umbrellas review requests
Week of March 26 & April 2	Umbrellas conduct interviews and develop recommendations
April 10	Umbrellas submit recommendations to Council
April 12	Umbrella representatives attend Council meeting
May 3	Final recommendation approved by Council

Approved 01/26/2012