

## **Policy Guidelines for Requests Submitted to the Funding Committee**

Funds based on the anticipated budget are to be allocated in roughly equal halves in the fall and spring semesters. Unless authorized by the passing of a motion in the Senate, no more than half of the funds available in a given school year are to be distributed in the fall. Funds remaining at the end of the fall semester will be carried over into the spring semester. Any funds remaining at the end of the spring semester will be re-allocated where needed by the passing of a motion in the Senate.

All registered student organizations at the School of Pharmacy, as well as all DPH and Pharm/Tox classes, are eligible to submit funding requests. Funding requests may be submitted one month prior to the start of each semester for use of funds during the respective semester and should be submitted at minimum five days prior to the event. Requests will be reviewed and the funding committee will make a decision within forty-eight hours. The decisions may range from full funding, to partial funding, to no funding for any given request.

The funding request shall explain why it meets three of the following four criteria through completion of a funding request form. Completion of the form and valid explanations for these criteria will grant a review by the Senate Funding Committee for approval:

- I. The request supports outreach programs that benefit the community rather than merely benefiting students. The funding request line supports serving the community and enhancing the School of Pharmacy reputation.
- II. The request benefits a large number of students rather than members of a sole organization.
- III. The event is interdisciplinary in nature. Student Senate supports interdisciplinary networking among educational programs, both professional and social.
- IV. The event is professional rather than predominately social in nature.

The Funding Committee is charged with debating the value of the request and forming subjective judgments in the ultimate allocation of funding. In the interest of maximizing the utility of allocated funds, consideration will be given to the uniqueness of the event and to whether reasonable alternative funding sources, such as the sale of tickets, ASM, or additional grants, are available to cover some portion of a program or event's expenses. Funding may not be utilized for events that are predominately fundraising in nature or for the purchase of alcoholic beverages.

In order to provide fair access to funding, requests from organizations that have not received previous funding will be given stronger consideration than those from organizations already granted funding requests from a given year's budget. Additionally, any request exceeding 20% of the annual allocation will be more heavily scrutinized to ascertain whether the value of the program or event in question warrants such a sizable portion of the Senate's funding.

Finally, the distribution of funds is conditional on expenses for which receipts must be provided to the Student Senate Treasurer.