

Student Development Funding Committee Survey

In response to the Student Development Funding Committee Survey that was conducted in May 2008 through the Division of Student Life, the Student Development Funding Committee (SDFC) would like to share information regarding areas that were raised as concerns based on many of the themes that were identified and highlighted. Maybe say something about the fact that positive feedback was given about the process, but areas of concern that were raised will be addressed in this document.

All information regarding the SDFC can be found at <http://funding.iupui.edu>.

1. **No knowledge of the availability of funding sources.**

Information regarding the funding process can be found in several locations on-line, including StudentLink and <http://funding.iupui.edu>. The Student Organization Leadership Development (SOLD) program offered through Lead IUPUI also offers the following session during the Fall and Spring semester:

Securing Funding for Your Event:

Would you like to learn the steps to receiving university funding for your organization's programs or learn some helpful tips on how to fundraise on your own? If so, this is the workshop for you! Presented by Student Development Funding Committee members.

Dates for the Fall and Spring:

September 9th from 1:00 p.m. – 2:30 p.m., CE 307
September 22nd from 7:00 p.m. – 8:30 p.m., CE 305
October 14th from 6:00 p.m. – 7:30 p.m. CE 305
November 6th from 3:00 p.m. – 4:30 p.m., CE 305
January 20th from 12:00 p.m. – 1:30 p.m., CE 305
April 14th from 7:00 p.m. – 8:30 p.m., CE 305

It was also presented through the Nuts and Bolts sessions which each student organization is required to send a student representative to in order to fully registered with Campus and Community Life.

Nuts and Bolts:

Come and learn news and events that are important to the success of your organization in the 2008-2009 academic year. All organizations are required to send a representative to maintain registered student organization status and benefits. Presented by Diana

Sims-Harris and Andy Prinsen

Dates for the Fall and Spring:

September 4th from 11:00 a.m.-12:30 p.m., CE 409
September 10th from 2:00 p.m. – 3:30 p.m., CE 409
September 12th from 2:00 p.m. – 3:30 p.m., CE 309
October 8th from 7:00 p.m. – 8:30 p.m., CE 309
November 11th from 12:00 p.m. – 1:30 p.m., CE 305
January 22nd from 2:00 p.m. – 3:30 p.m., CE 309
February 18th from 7:00 p.m. – 8:30 p.m., CE 305
March 17th from 10:00 a.m. – 11:30 a.m., CE 305

These sessions, along with all the programs of Lead IUPUI, are sent out via listservs, JagNews, flyers, banners in the CE food court, and the Lead U booklet.

2. The website was either not functioning properly or was out of date.

The funding process was moved this year to Student Link. Student Link is a database that all Registered Student Organizations must use for many purposes, including advertising for events, posting documents, survey assessment and elections. For this reason, the process was moved to this database. It has proved to be an effective way for students to submit their proposals and for the SDFC to review proposals, as well.

3. The process was either too complex or too difficult to follow.

The submission process was simplified in many ways this year. No longer are students and organizations required to submit invoices for their items. They must just submit an itemized list of items, vendors, and costs. Students also do not need to send an email with their marketing materials, but can upload a flyer or submit another form of advertising (e.g., email announcement) on Student Link under their student organization profile.

4. Some complained about not hearing a response in a timely manner, that it was a slow process, and no communication from the committee.

Proposals are reviewed on a weekly basis except over breaks and holidays and are always posted on the funding website and Student Link. Providing an outlet for students to submit proposals over the summer is currently being reviewed. The deadline for submitting proposals each week is Wednesday by 5pm. Proposals are reviewed by the SDFC and a response will be sent to the student who submitted the proposal by the following Wednesday by 5pm. A message is sent through the Student Link system that gives them the decision with comments. The comments include, if approved, a congratulations and the guidelines for reimbursement, or, if denied, reasons for denial and options for resubmission and/or appeal. The process is completed within a week.

5. Inconsistent or confusing information and did not fully understand the guidelines. Wanted more clarity in process and supporting documents.

The role of the SDFC is not to base judgment on the content or value of the program (barring harm or threat to others), but to make sure the proposal fits the guidelines that are set for the grant. The students meet weekly to come to a consensus on the approval/denial of the proposal. The role of the advisor is to provide different perspectives and to ensure university policies are followed. As a team, they challenge each other's thoughts to find the best overall outcome for the student and/or organization.

The funding guidelines are located on the website (<http://funding.iupui.edu>) as well as a document outlining frequently asked questions. In order to provide more clarity and answer questions student may have the funding process has been included in the Student Organization Leadership Development (SOLD) program offered through Lead IUPUI. This session has been offered:

Securing Funding for Your Event: Student Development Funding Committee members
Would you like to learn the steps to receiving university funding for your organization's programs or learn some helpful tips on how to fundraise on your own? If so, this is the workshop for you!

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The students of the SDFC are always willing to meet with a student in person or answer questions via email. The email addresses for the committee members are posted on the funding website (<http://funding.iupui.edu>). Also, Tina Samuel Powellson, answers questions and meets with students regularly to review proposals as the group's advisor. In this role, the advisor never makes decisions on behalf of the SDFC, but advises the student on the best way to submit a proposal, see if anything is missing from the proposal, and provides insight on the potential outcome based on the content of the proposal.

6. Wanted more clarity in supporting documents.

The only supporting documents that are needed in the process are marketing materials (e.g., flyer, email announcement?). Invoices are no longer needed. It is a requirement of the grant to market events to the entire campus as it is using Student Activity Fee. A phrase that states that this event is funded by Student Activity Fees does need to be put on the marketing. A sample of the advertising materials must be posted on the documents section of the Student Link profile (similarly to how an RSO posted their constitution).

7. Wanted a simple, more streamlined explanation of procedures. Unclear procedures.

Steps for grant submission are posted on the funding website and Student Link.

Steps for submitting a Student Organization Grant (SOG):

1. After you register your organization with Campus and Community Life, click on your student organization page through [Student Link](#).
2. On the right tool bar, click on the link for Financial Requests (you must be given the role to manage financial requests from the primary contact of the organization).
3. On the top of the page, there is a link for Create a New Request.
4. Fill out the form completely and hit submit!
5. You will receive a response within one week of review.

Steps for submitting an EEG, it is in 3 steps!

1. Visit [Student Link](#) (you must log in to Student Link using your IUPUI login). At the top right corner, you will see a link that says My Profile. Since this grant is only for undergraduates, you will need to change your affiliation to Undergraduate in your profile.)
2. Fill out the form completely and hit submit!
3. You will receive a response within one week of review.

8. Perceptions of inconsistent and changing rules.

Any major changes to the guidelines and proposal form are made on an annual basis. The SDFC keeps a running list of issues that are being encountered and suggestions they have received throughout the year. These are included in the annual review (around April) for updates and changes for the new academic year.

9. Confusion with understanding the limits for funding.

There are guidelines for each grant which should be reviewed by the students prior to submission. The guidelines are posted on the funding website and within the proposal form. The guidelines specifically related to funding limits include:

The SOG budget is \$125,000 for the year.

- #9. No organization may receive more than 8% of the total SOG budget in a given academic year.
- #12. New organizations are only eligible for a first semester allowance (\$500) until their second consecutive semester of operation.

The EEG budget for undergraduates is \$35,000.

- #10. If traveling individually, in-state travel is limited to \$300.00 per person (and is limited to registration costs?). Out-of-State travel is limited to \$500.00 per person. A maximum of five (5) students may receive funding for the same event in a given semester.
- #11. If traveling as an organization with more than 5 students attending, the group can receive up to \$1500 for in-state travel and \$2500 for out-of-state travel.

10. Including all students at SDFC-funded events.

The below guideline is in place for events funded by the SOG (and is outlined in the use of student activity fee guidelines):

#2. The proposed event/purchase must be open/available to all IUPUI students, or if it is not open, membership must be open to all IUPUI students.

The rationale behind this guideline is that this grant is funded by Student Activity fees. Since all students contribute to this fund, the SDFC (and the University, as this is a part of the IUPUI Student Activity Fee Guidelines) feels that the events should be available to all students in some way, whether that is by having the opportunity to join the organization or attending the event.

This can be shown by the student organization through their marketing plan (i.e., posting flyers across campus, using JagNews, JagTV, etc.)

11. Incurred debt/had to pay out of pocket

Students are never expected to pay out of pocket. Two options are available to students when paying for items:

1. Students can pay out of pocket and be reimbursed based on receipts and invoices (pending approval).
2. If a proposal is approved, students can work with the business manager of Campus and Community Life for pre-payment of items.