

## SBA FINANCE REGULATIONS

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### I. Base Disbursement & Return of Funds

- (a) **Base Disbursement.** Per SBA Bylaws Section III(3)(A) all Student Organizations that complete the Student Leadership Training by the specified date, established by Student Affairs and the SBA, will receive a base disbursement of \$300.
- (b) **New Student Organizations.** New Student Organizations that are approved by SBA will receive \$300 upon timely completion of Student Leadership Training.
- (c) **Limitations.** Disbursement will occur at the beginning or end of the academic year dependent on the SBA budget.
- (d) **Return of Funds.** Per SBA Bylaws Section III(1)(H), all remaining funds within Student Organizations' accounts at the end of the academic year will revert to the SBA Student Organization Returned Fund account.

### II. Requirements for All Requests

(a) **Form of Request.** All requests must be as a Microsoft Word (.doc or .docx) or PDF (.pdf) document.

(b) **Naming Conventions for Request Documents.** All request documents must be named with the following conventions:

(i) Special Event Funding Requests. SEFR\_[Request Date in YYYY-MM-DD format]\_[Account No.]\_[Organization Name].[docx or pdf]. E.g.: SEFR\_2017-04-05\_90100\_Tort Law Society.docx.

(ii) Travel Funding Requests. TFR\_[Request Date in YYYY-MM-DD format]\_[Account No. if organization]\_[Organization Name or Individual Name].[docx or pdf]. E.g.: TFR\_2017-04-05\_90100\_Tort Law Society.docx or TRF\_2017-04-05\_Jane Doe.docx.

(c) **Completion.** Incomplete requests will not be considered.

(d) **Submission.** All requests shall be submitted to the SBA Treasurer via email at [sbatreasurer@law.du.edu](mailto:sbatreasurer@law.du.edu). Travel and Special Event requests must be submitted at least two (2) weeks prior to the event or scheduled travel. However, if a Travel or Special Event Funding request is not submitted two (2) weeks prior to the event, the organization or individual may submit a written or in-person statement providing a reasonable excuse to why the request is late. SBA shall review the statement provided and the Travel or Special Event Funding request and vote accordingly. Any request submitted after the event or travel will not be considered.

(e) **Signatures Required.** In the case of a request by an organization, such request must be signed by the organization's treasurer and president. For requests by an individual, such request must be signed by the individual.

### **III. Information Required for All Requests by Organizations**

**(a) Organization Information.** All requests on behalf of a student organization must clearly state:

- (i) Name of the organization;
- (ii) Name of the individual submitting the request;
- (iii) Email of Individual submitting the request;
- (iv) Organization's account number;
- (v) Organization's account balance at the time of filing;
- (vi) Number of members in the organization; and
- (vii) A list of the organization's board members, including but not limited to the president, vice president, secretary, and treasurer.

**(b) Individual Information.** All requests on behalf of an individual student must clearly state:

- (i) Name of requestor;
- (ii) Email of the requestor;
- (iii) Pioneer ID number.

### **IV. Travel Funding Request**

A SBA-recognized student organization or individual student may submit a request for travel funding. All requests must include:

**(a) Requestor Information.** All requests must include information required under Section II except II(a)(vi)-(vii). Requests on behalf of SBA-recognized student organization must also state the names and Pioneer ID numbers of all students traveling for whom the request would provide funding.

**(b) Travel Information.** All requests must clearly state:

- (i) Destination;
- (ii) Date(s) of travel;
- (iii) The name of the event;

(iv) The type of event (e.g. conference, training, competition, ceremony, or other);

(vi) Whether students traveling have previously received SBA travel funding during the current academic year and, if so, in what amounts; and

The name of any cosponsor and amounts contributed.

**(c) Eligible Costs.** SBA may only provide funding for (1) transportation, (2) lodging, and (3) registration fees. For each category for which the requestor is seeking funding, state the total amount of cost in each category. Also state the total combined cost of all categories.

**(d) Miscellaneous Questions.** Provide responses to the following:

(i) How will this trip benefit the organization (or you if an individual request);

(ii) How will this trip benefit the Sturm College of Law;

(iii) Will any costs of the trip be recovered and how much;

(iv) What other sources of revenue and what fundraising have you done and how much have you raised.

**(e) Limitations.** All requests are subject to funding availability and limitations outlined in the SBA by-laws, SBA constitution, and University of Denver and Sturm College of Law policies and regulations. Requests are also subject to the following limitations:

(i) Only 2/3 of total eligible costs may be funded;

(ii) Individual students may only receive a maximum of \$500 in travel funding per academic year;

(iii) SBA-recognized student organizations may only receive a maximum of \$1,500 in travel funding per academic year; and

(iv) No more than \$1,500 in funding may be provided for travel to any event or competition.

## **V. Special Event Funding Request**

**(a) Organization Information.** All requests on behalf of a student organization must clearly state:

a. Name of the organization;

b. Name of the individual submitting the request;

- c. Email of Individual submitting the request;
- d. Organization's account number;
- e. Organization's account balance at the time of filing; and
- f. Number of members in the organization.

**(b) Funding Information.** All requests must include a list of the following:

- a. The name or title of the event;
- b. Location of the event;
- c. The date or dates on which the event will be held;
- d. The expected number of attendees at the event;
- e. The costs of food and beverages for the event;
- f. The cost of items/services other than food and beverages for the event;
- g. The cost per person for the event;
- h. The total amount requested from the SBA to fund the event;
- i. If other organizations are invited to the event;
- j. How the event will benefit your organization and the Sturm College of Law;
- k. If any costs will be recovered;
- l. If applicable, the total amount funded by a source other than SBA, including the amount;
- m. Explanation of other sources of revenue; and
- n. The names and signatures of the organization's President and Treasurer.

**(c) Limitations.** All requests are subject to funding availability and limitations outlined in the SBA by-laws, SBA constitution, and University of Denver and Sturm College of Law policies and regulations. Requests are also subject to the following limitations:

- a. As a general guideline, SBA considers \$3–\$8 per person to be a reasonable range for food costs for single events. SBA reserves the right to reduce or increase the requested amount per person.

- b. As a reminder, the University of Denver cannot reimburse for sales tax, so be sure to notify the food provider of tax exemption. The form is available on the student organization page.