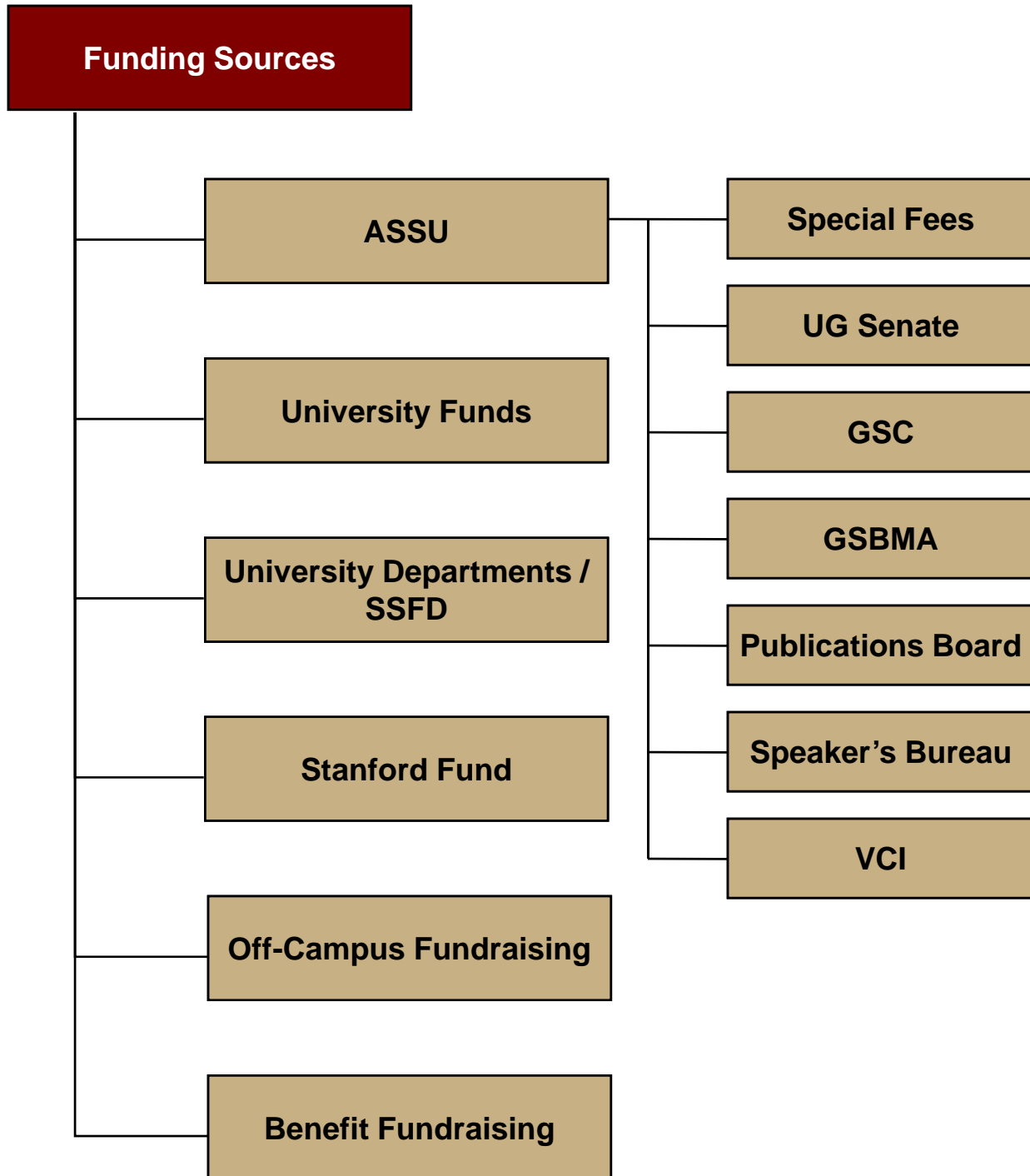


SSE Capital Group

Funding Sources



OVERVIEW

Special Fees Funds are given to VSOs that provide services that have a broad mission and wide-reaching impact on the Stanford community. Special Fees VSOs receive funding once a year, even though Special Fees are collected every quarter. Special Fees VSOs apply for funding in Winter Quarter, are interviewed by the Appropriations Committee, and have their fees voted on in the Spring.

TYPES OF FUNDING

ASSU Special Fees are an important funding source for registered student groups. It is a source geared toward requests that cannot be met (either due to policy or amount) by the General Fees appropriated by the Undergraduate Senate and Graduate Student Council throughout the year. Groups apply for Special Fees and are considered for placement on the Spring Election ballot to be voted upon by the student body. If a request receives enough votes, the funding is collected from students quarterly through the ASSU Fee on their University Bill and distributed to the group for their operation expenses in accordance with the reviewed budget.

CONTACT INFORMATION

For questions about funding policy, email:

Stephanie Chan and Stephanie Epps - approp@assu.stanford.edu

Christina Nguyen - capgroup-fc@sse.stanford.edu

For questions about applying through funding.stanford.edu, email:

Christina Nguyen - capgroup-fc@sse.stanford.edu

Websites:

[elections.stanford.edu/specialfees/
funding.stanford.edu](http://elections.stanford.edu/specialfees/funding.stanford.edu)

ELIGIBILITY

See Campaign Policies (PDF) at the special fees website.

OVERVIEW

Every student pays an ASSU fee on his or her University Bill. The majority of this fee goes into supporting the Special Fee system, although part of it supports the General Fee as well.

Special Fees provide funding for student organizations, individual and umbrella, for an entire fiscal year. Special Fee VSOs have to be approved by the student body in the Spring Election, and these organizations typically have high levels of activity and a large, recurring operating budget. Special Fee groups are not permitted to apply for General Fee funds.

The other portion, called the General Fee, is allocated by the Undergraduate Senate, via the Appropriations Committee, Publications Board, and/or by the Graduate Student Council, via the Funding Committee, to smaller student organizations. VSOs can apply for funds from the General Fee throughout the academic year, as the Undergraduate Senate and Graduate Student Council meet every week. The maximum amount of funding that a VSO can receive from the General Fee is \$7,500 (or \$9,500 only if it is a community service VSO) in a fiscal year. Both legislative bodies have policies (listed on their web pages) that govern what will and will not be funded; these policies were formed to ensure the most efficient use of student fees.

To be eligible for ASSU funding, student groups must be a registered VSO with the OSA and must complete the application as specified on each legislative body's webpage. Applications must include an itemized budget, broken down by line-item. ASSU funds are then allocated to specific line-items and may only be spent on items appropriate to their respective line items. If a group wishes to transfer funds between line-items, a Budget Modification must be completed and approved by the appropriate legislative bodies.

For more information regarding application policies and procedures, please see:

Special Fees:	Stephanie Chan and Stephanie Epps - approp@assu.stanford.edu Christina Nguyen - capgroup-fc@sse.stanford.edu specialfees.stanford.edu/
UG Senate:	Stephanie Chan and Stephanie Epps - approp@assu.stanford.edu appropriations.stanford.edu
GSC:	Addy Satija - gsc-fcc-0809@assu.stanford.edu gsc.stanford.edu
Publications Board:	Luukas Ilves - publications@assu.stanford.edu assu.stanford.edu/publications/pub.htm
Speaker's Bureau:	Greg Gaskin - speakers-bureau@assu.stanford.edu speakers.stanford.edu/cosponsorship.htm
VCI:	Fagan Harris and Jonny Dorsey - prez@assu.stanford.edu

For questions about submitting an application through funding.stanford.edu, email:
capgroup-fc@sse.stanford.edu

OVERVIEW

Undergraduate and joint-membership groups registered with the Office of Student Activities (OSA) are eligible to receive funds from the ASSU Undergraduate Senate. Undergraduates should make up a substantial amount of the population served by groups wishing to receive Senate funds.

TYPES OF FUNDING

Regular Discretionary Funding

Discretionary Funds are paid for by the student general fee every quarter. These funds are available to undergraduate VSOs registered with the Office of Student Activities. There are two types of groups that receive discretionary funding: Programming and Community Service. Programming VSOs generally engage in hosting cultural activities, speakers, or other types of programs of interest to students. Community Service VSOs usually participate in some sort of service to members of the Stanford and surrounding community. Each year, Programming VSOs are eligible to receive \$7,500 in Discretionary Funding. Community Service VSOs are eligible to receive \$9,500. There are also some differences in funding policies for different types of groups.

Early Discretionary Funding

Early Discretionary Funds are given to VSOs at the end of Spring Quarter so that they will have money in their accounts for use at the beginning of fall quarter. Early Discretionary Funds are taken from the General Fee funding pool. Therefore, Special Fee VSOs cannot receive Early Discretionary Funds. VSOs can apply for up to \$1,500, which counts toward their \$7,500 (for Programming VSOs) or \$9,500 (for Community Service VSOs) UG senate yearly funding limits. Applications for Early Discretionary Funding will be available in the Spring.

CONTACT INFORMATION

For questions about funding policy, email:

Stephanie Chan and Stephanie Epps - approp@assu.stanford.edu

For questions about applying through funding.stanford.edu, email:

Christina Nguyen - capgroup-fc@sse.stanford.edu

Websites:

appropriations.stanford.edu

funding.stanford.edu

ELIGIBILITY

- In order to apply for funding, VSOs must fulfill the following requirements:
 - Be currently registered with the Office of Student Activities
 - Have submitted itemization, budget, and funding agreement forms through funding.stanford.edu
- Additional guidelines:
 - All groups must attend interviews to discuss and receive a recommendation for their funding requests.
 - Hard cap – the ASSU will fund up to \$7,500/a year for programming groups and up to \$9,500/a year for community service groups.
 - Soft cap – All programming groups have a recommended soft-cap maximum of \$50 per member actively involved in your group. All community service groups have a recommended soft-cap maximum of \$60 per member actively involved in your group. The Appropriations committee will use the Soft Cap to reduce funding if necessary.
 - Retroactive funding – Discouraged and will be filled under special circumstances only.
 - Groups requesting over \$500 must submit their application at least 2 weeks in advance of planned event to ensure funding

PERFORMANCE VSOs AND SOCIAL SORORITIES/FRATERNITIES UNDER THE OSA

- Events funded by the General Fee should be free for Stanford students. Exceptions are granted on a limited, case-by-case basis. Single event VSOs are VSOs which exist primarily to put on one event per year. Single event VSOs will undergo greater scrutiny when formulating a recommendation.
- The Appropriations Committee may flex your VSO'S soft-cap to take into account attendance at your events. Due to this policy, the Committee asks that you try to put on events that are open to large numbers of Stanford students and/or try to collaborate with other VSOs of your type to split facilities costs and increase all of your soft-caps because of large attendance numbers.
- VSOs that are found to be intentionally inflating their expected attendance numbers by significant amounts may be charged with violations of the Fundamental Standard and may have their accounts frozen or removed from the ASSU.
- The ASSU logo must be included in all advertising for events funded fully or in part by the General Fee.
- VSOs are encouraged to apply for funding at least 30 days prior to the time when the money is needed. Though the Committee does allow for retroactive funding, it is not recommended, as the Committee cannot guarantee funding for a VSO's full request.

IMPORTANT NOTES

- The General Fee may not be used to fund the following:
 - Miscellaneous line item (7010)
 - Newspaper/Daily Ads (7240)
 - Air Travel not associated with honorarium (7710)
 - Accommodations not associated with honorarium (7740)
 - Alcohol or other California controlled substances
 - Expenses for individuals who are not Stanford Students
 - Events with closed or restricted attendance
 - Groups that receive special fee funding (including groups funded by umbrella Special Fee Groups)
 - Partisan political groups or activities
 - T-Shirts
 - Prizes/Awards/Souvenirs of any kind

GL	Description	Funding Policy
6110	Office Salary	Will not be funded
6210	Regular Staff	Will not be funded
6240	Casual Labor	Please specify price quotes (i.e. from Events and Services).
6310	Honoraria	At the committee's discretion. If honoraria require travel expenses or lodging, please include these costs in the travel and accommodations line items. For amounts over \$1000, matching funds from another source are required. Will fund gift in lieu of honoraria.
6320	Technical Services	Will fund website development at the committee's discretion. Will not fund website hosting.
6340	Security Expenses	Please itemize all expenses in detail.
6500	Training Materials	Please itemize all expenses in detail. \$75 is available for retreats for the new leadership of a group at the committee's discretion.
6510	Regular Meeting Food	Meeting food is not funded.
6560	Event Food	Campus Events defined: events in an open space, thoroughly advertised on campus and on events.stanford.edu, to which all Stanford students are welcome. An honest attempt to attract students who are not members of your group must be made. Campus Event Lunches (whole meals) will be subsidized up to \$5.50* per Stanford student attending per event. Campus Event Dinners will be subsidized up to \$9* per Stanford student attending. Campus Event Snacks will be subsidized up to \$2* per Stanford student attending. *Specific amounts will be subject to Appropriation Committee discretion.
7010	Miscellaneous	Will not be funded (use other line items instead).
7080	Event Supplies	Please itemize all expenses in detail. Gifts for students are not funded.
7120	Phone	Strict scrutiny will be applied.
7130	Postage/Courier	First class prices only.
7140	Copies (Not Marketing)	\$.10/page. Limit of funded copies at the committee's discretion.
7150	Office Supplies	Please itemize all expenses in detail. Will subsidize general group (not event specific) banners at \$50.
7200	General Marketing	Please itemize all expenses in detail.

7220	Marketing Copies and Printing	\$0.10/page. Limit of 400 copies per event.
7240	Newspaper Ads	Will not be funded. (Note: Facebook ads will be funded on a case by case basis with an absolute max of \$40 per quarter).
7310	Computer Hardware	Will not be funded.
7320	Computer Software	Will not be funded.
7410	Equipment	Please itemize all expenses in detail.
7420	Equipment Rental	Please itemize all expenses in detail.
7430	Equipment Maintenance	Please itemize all expenses in detail.
7460	Costumes / Uniforms	Will fund \$150 or 100% of costume costs, whatever is lower, if they are vital and necessary to the purpose of the group. T-shirts will not be funded, unless they are the uniform.
7510	Facilities Rental	Groups are expected to make every effort to use one of the many venues available for free to student groups (such as Tresidder Oak, Toyon Lounge, Dining Halls, etc). If this is not possible, specify exact price quotes (from Events and Services), and consult with E&S on how to minimize costs.
7520	Facilities Janitorial	Groups are expected to make every effort to use venues that do not charge janitorial fees. If this is not possible, please specify exact price quotes (from ABM or E&S), and consult with E&S on how to minimize costs.
7710	Travel Fares	Will be funded for honoraria; will be funded for up to two officers to attend a national conference if attendance at the national conference is necessary to maintain group status; will be funded under other extraordinary circumstances at the committee's discretion. Will subsidize travel fares at \$400 or 75% of costs, whatever is lower. Will not retroactively fund.
7730	Car/Van Rental	Will fund Community Service groups and Programming groups in extreme need.
7740	Accommodations	Will not be funded, except if accommodations are for honoraria.
7810	Royalties	Will fund performing arts groups at committee's discretion.
7820	Registration Fees	Will fund 50% of registration fees up to \$400/year.
7840	Admission Fees	All students must have equal opportunity to obtain tickets, with a fair distribution method. No tickets can be used solely for group members.

PROCESS

STEP 1:

Before requesting funding, all VSOs should:

- Register with the Office of Student Activities.
- Acquire reasonable estimates for event and operating costs.
- Make sure that their VSO has not already received the maximum amount of allowed funds from the ASSU.
- Review their budget to ensure that all expenditures are necessary.

STEP 2:

To request new funds, or request a transfer of funds, VSOs should:

- Fill out a budget at funding.stanford.edu.
- Fill out an application at funding.stanford.edu.
- For new funds, set up an interview with the Appropriations Committee at funding.stanford.edu.
- Attend their interviews to discuss your application.

STEP 3:

Next:

- The Appropriations Committee decides on a funding recommendation.
- The Senate votes on the recommendation at its weekly meeting.
- Your VSO receives the funding allocated by the Senate within the next few business days.

You are welcome to attend the Senate meeting to see the vote on your budget recommendation.

TIMELINE

- Anytime: VSOs request funding and set up an interview.
- Saturday at 3:00 PM: VSOs with interviews on Sunday MUST submit their budgets.
- Sunday at 3:00 – 4:00 PM: Appropriations Committee interviews VSOs to review budgets.
Old Union, Linda Whitcomb Conference Room
- Tuesday at 7:00PM Senate votes on Funding Bills.
Old Union, Nitery

POSTING SCHEDULE

Following Senate approval, it generally takes up to 5 business days for funding to be posted into the accounts.

Please apply for funding at least 2 weeks before it is needed.

OVERVIEW

The GSGF provides funding to student groups which pursue at least one (and hopefully more) of the following goals:

- Provide a broader educational and cultural experience for graduate students.
- Enhance interdepartmental social interaction among graduate students.
- Strengthen the campus-wide sense of community among graduate students.
- Make the graduate school experience more valuable and enjoyable for all graduate students.

TYPES OF FUNDING:

Applications can be submitted for either annual or single-event funding. With either type of funding, the maximum cumulative annual funding possible (not guaranteed) for a VSO is \$8,000 per year. Due to extremely limited resources, most groups request and receive substantially less.

Co-sponsorship by the GSC is another possibility for an event. Questions about this can be directed to the funding committee.

CONTACT INFORMATION:

For questions about funding policy, email:

Addy Satija - gsc-fcc-0809@assu.stanford.edu

For questions about applying through funding.stanford.edu, email:

Christina Nguyen - capgroup-fc@sse.stanford.edu

Websites:

gsc.stanford.edu

funding.stanford.edu

ELIGIBILITY

- The group must be a Voluntary Student Organization (VSO) registered with the Office of Student Activities.
- The VSO must fit the definition of a Graduate Student Organization (GSO). This is defined as any student organization whose membership and/or audience is drawn substantially from the graduate population.
- The VSO must NOT receive any funds from a special fee that is levied, in whole or in part, on the graduate population.
- The event in question must not be wholly funded by the ASSU Undergraduate Senate Appropriations Committee.
- Any event with multiple VSOs organizing/running the event must apply together during a single Funding Committee meeting.
- Any series of events must be proposed during a single Funding Committee meeting.

ELIGIBLE LINE-ITEMS

- 6240 Casual Labor
- 6310 Honoraria, Hotel, Food
- 6320 Technical Services
- 6330 Janitorial Services
- 6500 Training Materials
- 6560 Event Food
- 7060 Programming Expenses
- 7100 General Office Expenses
- 7200 General Marketing
- 7410 Equipment Purchase (non-cap)
- 7420 Equipment Rental
- 7510 Facilities Rental
- 7720 Gas (FC use only)
- 7730 Car/Van Rental
- 7820 Registration Fees

FUNDING CRITERIA

While not comprehensive, the following list should give you some idea of what criteria the Funding Committee will use when making their recommendation to the rest of the GSC.

- What is the target population for the VSO and its activities?
- How will the VSO's activities be advertised?
- How realistic and specific are the activities and budget figures?
- Is the allocation a fair and efficient use of the GSO Partition?
- If applicable, have the VSO's previous funded and non-funded events been successful?
- Do the VSO's activities provide sufficient value for the amount of money allocated?
- Do the VSO's activities make a unique contribution to the community?
- Has the VSO been active in seeking outside funding?

MISCELLANEOUS

In addition to the criteria listed on the previous page, the GSC has set the following guidelines for funding requests:

Courses Offered For Credit: Courses offered for credit in a department should, in general, be funded by that department. The GSC realizes, however, that departments are sometimes reluctant to fund a new course. Because of this the GSC may partially fund a new course for up to 2 academic years. After that time, the department is responsible for funding the course.

Conferences: The GSC may help subsidize conference registrations for academic conferences if such a conference is significantly related to a VSO's activities. This will be limited to \$50 per person for up to 6 people per conference.

Travel: The GSC has set a standard mileage rate of \$0.25 per mile, and up to \$10 per person. For conferences, a 6 person limit applies.

Space For Regular VSO Activities: The GSC understands the importance of having regular, consistent meeting space for VSOs. The GSC also understands the difficulty in obtaining such space without paying for it. However, the GSC will not provide money for such space. The GSC will work with VSOs to help them obtain space through alternate means, and the GSC is working with the University to help alleviate the problem.

Honoraria: The GSC Funding Committee is not overly-enthusiastic about funding honoraria. As a maximum (not a guaranteed amount), the GSCFC would at most recommend funding the first \$100, and after that would fund up to \$750 only if there are matching funds from another source. For example, if the cost of an honorarium was \$400, the GSCFC would recommend at most \$250 of that (\$100 + half of the remaining \$300).

UNLIKELY FUNDING ALLOCATIONS

- Events held a significant distance from campus (e.g. a trip to Lake Tahoe).
- Events that are by nature limited in appeal and scope and which do not appear to be intended for the greater campus community.
- Gifts for volunteers (e.g. t-shirts).
- Capital expenditures.
- If the GSC funds the purchase of capital equipment, it will usually be for something which other VSOs would also have an interest in, and must be essential for the event. The GSC will take possession of the equipment after the event so that other VSOs, including the applying VSO, are able to use the equipment in the future.
- Date-specific banners.
- DJ equipment.
- The GSPB owns DJ equipment which is loaned out to groups on a first-come, first-serve basis.
- The GSC does not believe that it should fund the rental of something which is available for free.
- Newspaper ads - newspaper ads are largely an ineffective way of reaching graduate students.
- Instead, VSOs are encouraged to use other ways of advertising events. VSOs are also required to advertise their GSC-funded event on the weekly GSC Grad Events E-mail Bulletin. Events must be posted on the form by 6 p.m. on the Sunday before the event.

PROCESS

STEP 1:

Before requesting funding, all VSOs should:

- Register with the Office of Student Activities.
 - Acquire reasonable estimates for event and operating costs.
 - Review their budget to ensure that all expenditures are necessary.

STEP 2:

To request new funds, or request a transfer of funds, VSOs should:

- Fill out a budget at funding.stanford.edu.
- Fill out an application at funding.stanford.edu.
- Attend the Funding Committee meeting to discuss your application.

STEP 3:

Next:

- The Funding Committee decides on a funding recommendation.
- The Student Council votes on the recommendation at its weekly meeting.
- Your VSO receives the funding allocated by the Student Council within the next few business days.

You are welcome to attend the Student Council meeting to see the vote on your budget recommendation.

SSE Capital Group

GSC: Weekly Funding Schedule

TIMELINE

Anytime:	VSOs request funding and set up an interview.
Sunday at 6:00 PM:	VSOs who will meet on Monday MUST submit their budgets.
Monday at TBA: Old Union, TBA	Funding Committee meets with VSOs to review budgets.
Wednesday at 7:00PM Graduate Community Center, Nairobi Room	Graduate population votes on Funding Bills.

POSTING SCHEDULE

Following Senate approval, it generally takes up to 5 business days for funding to be posted into the accounts.

Please note: once the funding decision has been made by consensus, for one week the GSC can override a funding decision by majority vote. Because of this, VSOs receiving GSC funds may not draw on those funds until one week (2 weeks in the summer) after the funding has been posted to their accounts.

Please apply for funding at least 3 weeks before it is needed.

SSE Capital Group

Publications Board: Overview

OVERVIEW

The publications board works with the ASSU Undergraduate Senate to fund new publications for their first three years. It also acts as a resource for new publications as a group of experienced members of the publications community at Stanford. In addition, it maintains infrastructure and advocates on behalf of publications on campus.

TYPES OF FUNDING

Funding from the publications board is meant to relieve printing costs which is the greatest hindrance to starting a new publication.

CONTACT INFORMATION

For questions about funding policy, email:

Luukas Ilves - publications@assu.stanford.edu

For questions about applying through funding.stanford.edu, email:

Christina Nguyen - capgroup-fc@sse.stanford.edu

Websites:

assu.stanford.edu/publications/pub_start.htm

funding.stanford.edu

ELIGIBILITY

New publications are eligible for pub board funding for printing costs for three years with some exceptions. The pub board will then work with publications to find other sources of funding.

PROCESS

- Arrange a meeting with the Publications Director to talk about your idea. He will help you answer the questions listed above, and give you advice pertinent to your publication. He can also answer your questions about funding and help you put together a preliminary budget.
- Apply at the Office of Student Activities to be a new Volunteer Student Organization (VSO). The application will require you to describe your organization, establish a constitution, and prove that you have given thought to budgetary considerations for the coming year. On your application, be sure to classify your VSO as a “publication.” The application process usually takes several weeks, and will require an interview with the OSA Publications Advisor. If you are having difficulty getting approval, you may again contact the Publications Director for assistance.
- Fill out a budget and an application and set up an interview with the Publications Board at funding.stanford.edu.
- The Publications Board should be able to answer questions on anything from technical specifications to budgetary concerns to stylistic recommendations. If you like, they should also be able to refer you to experienced members of the publications community who would be willing to help your publication get off the ground. At this meeting, be prepared to talk about your publication and specifically its budget.
- Based on the recommendation of the Publications Board, the Undergraduate Senate votes on your funding request. Your VSO receives the funding allocated by the Student Council within the next few business days.

TIMELINE

See UG Senate Timeline.

SSE Capital Group

Speaker's Bureau: Overview

OVERVIEW

The Speakers Bureau budgets a portion of its funds to cosponsor speakers brought by other campus groups.

TYPES OF FUNDING

CONTACT INFORMATION

For questions about funding policy, email:

Greg Gaskin - speakers-bureau@assu.stanford.edu

For questions about applying through funding.stanford.edu, email:

Christina Nguyen - capgroup-fc@sse.stanford.edu

Websites:

speakers.stanford.edu/cosponsorship.htm

funding.stanford.edu

ELIGIBILITY

PROCESS

TIMELINE

SSE Capital Group

VCI: Overview

OVERVIEW

TYPES OF FUNDING

CONTACT INFORMATION

ELIGIBILITY

PROCESS

TIMELINE

University Sources: Overview

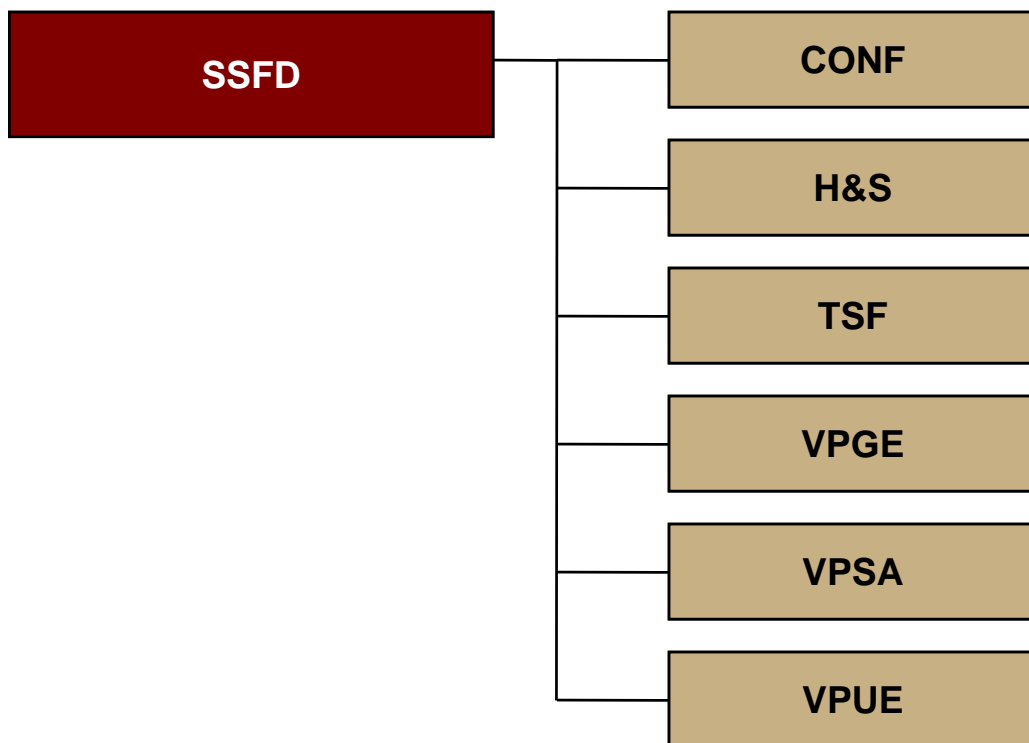
Some University departments will contribute funds to student-initiated programs, particularly if the proposal is related to the department's activities. Funds are limited and evaluated on a case-by-case basis. Remember to allow for sufficient lead time when contacting various departments since many have specific requirements (including submission of written proposals and budgets) to fulfill. Some departments that have provided funding in the past include the Haas Center for Public Service, the Office of Religious Life, the Cowell Student Health Center, the Bechtel International Center, the Dean of Students, the Institute for Research on Women and Gender, as well as many academic departments and professional schools. Although each department has its own procedures for reviewing and evaluating proposals, the following tips may be helpful:

- Projects should not duplicate existing programs. Instead, they should complement and enrich existing opportunities and make good use of Stanford's resources.
- Projects should have an impact on a sizable number of people. Those who donate funds want to put their money where it is likely to do the most good.
- Funds should be used only for the basic production expenses or supplies needed by students to carry out their projects, not for salaries.
- Proposals should demonstrate commitment from other University sources. Your proposal will be stronger if you are working cooperatively with other organizations.

When a department agrees to support your program, ask to have the funds transferred to the ASSU (0ZZZ103-58103) with your VSO name and ASSU account number. Ask the department administrator to give you a copy of the transfer and to route the transfer for approval to Linda Whitcomb, the ASSU Office Supervisor. You may contact Linda Whitcomb at the ASSU office (650-723-4331), for further information.

STUDENT SPONSORED PROGRAMS FUNDING REQUEST FORMS

Stanford student organizations usually fund events and programs from organizational budgets or from ASSU. Sometimes the organizers of larger programs and events also seek funding from administrative offices on campus. The SSFD website, ssfd.stanford.edu provides a simple way to apply for funding from one or more of these offices. This is also a mechanism for offices to coordinate their responses.



OVERVIEW

- Registered VSOs may obtain funds for their VSO in exchange for services that their members perform for The Stanford Fund, Stanford's annual alumni fund. During the course of the year, VSOs may obtain up to \$13,500 (or \$4,500 per quarter).
- The activities for which funds are sought are expected to be:
 - 1) consistent with the academic goals and mission of the University
 - 2) beneficial to the general University community
 - 3) planned at least one quarter in advance
- The Stanford Fund Partnership aims to fund on-campus programs open to all students, newsletters and publications available to the entire campus, U.S. travel (with several restrictions), and capital equipment that remains the property of the VSO. The Stanford Fund Partnership will not fund items for personal use, debt, or events with alcohol. Only limited funds can be devoted to food.
- All VSOs wishing to apply for Stanford Fund Partnership funds must send a representative to attend an OSA Stanford Fund Partnership workshop before submitting an application. New representatives must attend an OSA Stanford Fund Partnership workshop, even if someone from the same VSO has already attended. See the Activities Planning Calendar or the OSA website for details.

TYPES OF FUNDING

CONTACT INFORMATION

For questions about funding policy, email:
Troy Steinmetz - tstein32@stanford.edu

Website:
tsfpartnership.stanford.edu

Fundraising Events for On-Campus Beneficiaries Fundraising events can be extremely effective in raising funds for VSOs, especially if these programs become annual fundraising endeavors. A fundraising event is a program or event that generates revenue for a registered VSO.

(Guidelines for fundraising for third-party, non-profit entities is described under Benefit Fundraisers.) University approval is not required for VSOs conducting a fundraising event for their own activities, but there are a number of state laws and campus policies that impact these events. Contact the VSO before proceeding with any fundraising activities.

Raffles/Lotteries: the distribution of prizes or gifts by chance, where money is exchanged, is against University policy (see Important Considerations: Lotteries, Raffles and Free Drawings under Event Planning).

Concessions and Sales: some VSOs have been quite successful in conducting regular concession sales for items such as T-shirts, flowers, etc. There are a number of state laws and campus policies that impact concessions and other sales.

Sales Tax: all VSOs must collect and pay state sales tax on goods sold including food, beverages, T-shirts, CDs, flowers, and other retail products.

Food Sales: all food and beverage sales on campus must have a pre-obtained Santa Clara County Health Permit and are only allowed occasionally. State sales tax must be collected and paid (see Important Considerations: Sales Tax under Event Planning)

Ticket Sales/Admission: ticket sales are one of the most effective ways of raising funds to support student programs. If you already charge admission, remember to increase the charge by the annual CPI (consumer price index) rate each year so that your income earned will keep pace with your expenses.

Membership Fees: membership fees are useful for raising basic operational funds for your VSO. They are particularly well suited to athletic VSOs, recreational VSOs, and other VSOs that travel or purchase personal items, such as uniforms.

Items with the Stanford Name or Logos: selling items, such as T-shirts, bearing the Stanford name is permissible as long as the vendor providing the product is licensed by Stanford. As a purchaser of such products, you must ensure that the proper license has been obtained. The Office of Technology Licensing (723-0651) has a list of 180 licensed vendors who provide a variety of products (see Stanford Name under Critical Policies).

SSE Capital Group

Off-Campus Fundraising

Permission to raise funds for your VSO from off-campus entities is a privilege granted to those VSOs that have a successful history at Stanford, are well-organized, have realistic funding goals, and have already exhausted on-campus funding sources. VSOs are eligible to seek University approval for off-campus fundraising after they successfully complete a thoughtful and detailed funding proposal that is submitted by the required deadlines. OSA proposal deadlines range from 10 weeks to six months. University approval is required for any solicitation of alumni, parents, local businesses, corporations, foundations, or individuals not affiliated with the University.

New VSOs have limited ability to raise significant funds from off-campus sources. This University policy ensures that VSOs have well-formulated plans, realistic goals, solid organization, and that they represent Stanford appropriately. It also ensures coordinated fundraising throughout the University, which complies with state and federal tax laws. Specific limitations for the solicitation of alumni include the following:

- VSOs may only solicit alumni that have given money to the VSO in the past five years or that have a previous relationship with the VSO.
- Solicitations may only be mailed through the Office of Development between March 15 and July 1 of each year.
- Letters must recognize that the alumnus may already have made a gift to Stanford in the current fiscal year.

SSE Capital Group

Benefit Fundraising

Some VSOs may wish to support an off-campus charitable entity. In order to protect its nonprofit status, Stanford must closely monitor uses of facilities and resources that raise money for charitable organizations. Stanford's name, facilities, and resources cannot be used in profit-making ventures for individuals or organizations that do not have legal nonprofit status. All benefit projects must receive prior University approval before speakers are arranged, sponsors are sought, or advertising is conducted. Students planning a benefit activity for an off-campus charity should first consult a staff advisor in the OSA and fill out an application at least five weeks prior to the event. The University requires that VSOs meet a number of important expectations before approval is given and plans can be made. The following factors will be among those considered:

- Benefit activities should be student-led and represent the initiative of students acting independently of off-campus entities.
- There must be a clear link between the mission of the sponsoring VSO, the off-campus entity, and the planned benefit activity.
- The event must be targeted primarily to organizational members and other Stanford students. It should usually occur during the regular academic year when students are present.
- Student leaders must make all arrangements with the University and clearly oversee all advertising on and off-campus.
- Partisan political activities, legislative, and lobbying efforts or support of sectarian religious organizations are prohibited (see Partisan Political Activities under Critical Policies).
- For large-scale or otherwise unique events, availability of University staff (e.g. public safety, facilities, advisor, etc.) will be an important factor for approval.
- A realistic and well-considered budget will be required for approval.
- All funds generated through the benefit activity must be deposited with the ASSU to ensure proper accountability for all funds received and spent.
- Benefit events should generate reasonable funds for the off-campus charity relative to the event costs.

SSE Capital Group

Applying for Funding

REQUIREMENTS

Your organization must be a VSO that is registered with the OSA.

Only the VSO's Financial Officer has the ability to create funding applications.

The Financial Officer must have attended a banking/funding workshop.

CREATING A BUDGET

(1) Go to funding.stanford.edu, log-in, and select your VSO.

The screenshot shows the myGroups@Stanford website. At the top, there is a navigation bar with links for Stanford University, OSA, ASSU, SSE, Public VSO Listing, and Login. The main header features the myGroups@Stanford logo and a notice dated [9/4/2007] regarding check printing days for Financial Officers. Below the header, a welcome message states that myGroups serves the VSO community. A central 'Login' button is present. The page is divided into four informational sections: Registration, Banking, Funding, and Event Planning. The Registration section explains the process administered by the Office of Student Activities. The Banking section describes services offered by SSE Capital Group. The Funding section lists various sources like the Special Fees System and ASSU. The Event Planning section mentions interaction with Stanford departments. On the right side, a 'Getting Started...' box contains a critical instruction: 'All student groups must register with the OSA on an annual basis.' This is followed by a five-step list detailing the registration process, including logging in, creating new applications, and submitting them in person at the OSA office.

Stanford University | OSA | ASSU | SSE Public VSO Listing | Login

myGroups@Stanford

[9/4/2007] Check Printing Days
Financial Officers: Please be advised that checks will only be printed on Mondays, Wednesdays, and Fridays until the beginning of fall quarter.
SSE Capital Group - Banking

Welcome to myGroups@Stanford.
myGroups seeks to serve the VSO community by providing a central webspace for group operations:

Login

Registration
The registration process, administered by the Office of Student Activities, is the starting point for VSOs. If you're the President or Financial Officer of an existing group, click 'Register Your Group' above. If you're a new group, or the link above fails to find your affiliation with a group, contact the OSA. All VSO's are required to register with the OSA annually. Additional operations listed below require registration with the OSA. For more information, see the [Office of Student Activities](#).

Banking
Banking services, offered by SSE Capital Group, are available to all Registered VSOs. Once registered, access to your account information and financial transactions are available to the group's Financial Officer online through the myGroups system.

Funding
There a number of funding sources available to VSOs. The Special Fees System and it's Programming, Community Service, Publications funding boards (undergrad) and GSC Fund (graduate) make the ASSU the largest source of funds. ASSU's undergraduate funding operations are administered by SSE Capital Group which offers additional information and an online application process at [SSE Capital Group](#). Graduate groups can find more information about GSC funding at [GSC](#).

Event Planning
Planning an event may require interaction with a number of Stanford departments. More information about event planning and space reservation can be found at the OSA's [Event Planning Tips](#) page.

Getting Started...

All student groups must register with the OSA on an annual basis.

1. To re-register an existing group, the current president or financial officer should login and follow the instructions to create a new application. **To do this, each group must have at least 6 separate and currently registered students representing their group.** If the president or financial officer cannot login, the OSA staff must create your new registration. You must do this in person at the OSA office, M-F, 8am - 5pm.
2. To start a new group, please following the instructions at: <http://osa.stanford.edu/studentgroups/newgroup.shtml>.
3. Once your re-registered application has been created, all newly assigned members must login to the myGroups@Stanford system and follow the instructions to complete and submit the application.
4. To re-register an existing group, the current president or financial officer should login and follow the instructions to create a new application. **To do this, each group must have at least 6 separate and currently registered students representing their group.** If the president or financial officer cannot login, the OSA staff must create your new registration. You must do this in person at the OSA office, M-F, 8am - 5pm.
5. Pick up a copy of the Student Organization Handbook at the OSA.

SSE Capital Group

Applying for Funding

(2) Click on 'Budgeting' to create a budget

Budgeting Funding Sources Funding Applications

Use budgets to organize and plan your group's finances. If, after creating your budget, you lack the necessary resources to cover your expenses, you can submit an application for more funding. Review the Funding Sources tab above for more information.

[Add New Budget](#)

Budget Summary View All Budgets Choose a budget to add or edit line items.

Line Item	2006-07 Academic Year	2007-08 Academic Year
6210 - Regular Staff	--	(\$100.00)
6310 - Honoraria Fees	--	(\$7,000.00)
6320 - Technical Services	--	(\$100,800.00)
6330 - Janitorial Services	--	(\$21,200.00)
6340 - Security Services	--	(\$500.00)
6410 - Health Insurance	--	(\$100,000.00)
6500 - Training Mat	--	(\$500.00)
6510 - Regular Meeting Food	--	(\$1,000.00)
6560 - Event Food	--	(\$36,200.00)
7020 - Co-Sponsorship Expenses	--	--
7060 - Programming Expenses	--	--
7080 - Event Supplies Expenses	--	(\$500.00)
7100 - General Office Expenses	--	--
7130 - Postage/Courier	--	(\$100.00)
7140 - Copies (Not Marketing)	--	(\$20,500.00)
7200 - General Marketing Expenses	--	--
7220 - Marketing Copies / Print Expenses	--	(\$650.00)
7310 - Computer Hardware Expenses	--	(\$100,021.00)
7420 - Equipment Rental	--	(\$100.00)
7510 - Facilities Rental	--	(\$1,750.00)
7520 - Facilities Janitorial	--	(\$850.00)
7720 - Gas	--	--
7820 - Registration Expense	--	--
1000 - Ticket Sales	--	\$1,000.00
1000 - Donations	--	\$100.00
2840 - SBSSA	--	(\$10.00)

(3) Type in a name for your budget and click 'Add Budget'

Budgeting Funding Sources Funding Applications

Use budgets to organize and plan your group's finances. If, after creating your budget, you lack the necessary resources to cover your expenses, you can submit an application for more funding. Review the Funding Sources tab above for more information.

Example [Add Budget](#) [Cancel](#)

SSE Capital Group

Applying for Funding

(4) Click on 'Add Budget Line Item'. A window will pop-up. In the 'Event' section, select 'Add New Event' and fill in the relevant information. Click "Submit". Do this for all of your VSO's events.

Budgeting Funding Sources Funding Applications

Use budgets to organize and plan your group's finances. If, after creating your budget, you lack the necessary resources to cover your expenses, you can submit an application for more funding. Review the Funding Sources tab above for more information.

Add Budget Line Item Add New Budget Delete Budget Rename Budget

Budget Summary View Example 2007-08 Academic Year

Budget Line Item Revenue Expense Balance Description

There are no line items in this budget.

Budget Item Detail

Budget: Example

Line Type: Expense Line

Category: 6510 - Regular Meeting Fnoon

Event: Some Random Event

Budgeted Amount: 100

Description: Example I Description # of Attendees

Submit Cancel

(5) Select 'Funding'

Stanford University OSA ASSU SSE

myGroups@Stanford

Home myRoles

Registration Banking Funding eGroups

CapGroup VSO Test Group

myGroups Home

Hi Jeffrey, Welcome to myGroups!

REGISTRATION

Period: 2007-08 Academic Year

Registration Status: Approved

Period Status: Active

Group Type: ASSU/SSE

More registration functions.

BANKING

Current Assets: \$0.00

What services does banking provide?

Submit new request.

Current Account Statement.

Monitor request status.

More banking functions.

FUNDING

Where can I find funding?

Manage my budgets.

Monitor application status.

More funding functions.

EGROUPTS

What can I sell on eGroups?

How does it work?

EVENTS

Events are currently used for budgeting and funding. Further development is planned for more extensive Events functionality.

GROUP MANAGEMNET

Check back for new features allowing you to manage your membership, your group's history, and perform various other group management tasks.

Recent Activity

Date	Record	Activity	Detail
8/30/2007	[#754] Application	Your application has been Recommended with Modifications.	
5/18/2007	[#18602] Account Transfer	Your request has been approved.	Payee: CapGroup VSO Test Group
5/18/2007	[#18602] Account Transfer	Your request has been PROCESSED, but is awaiting APPROVAL.	Payee: CapGroup VSO Test Group
3/23/2007	[#13919] Reimbursement	Your request has been rejected.	Payee: KERRIE MCCARTHY
3/19/2007	[#13919] Reimbursement	Your request has been PROCESSED, but is awaiting APPROVAL.	Payee: KERRIE MCCARTHY

Copyright © 2006 Stanford University
Terms of Use Privacy Statement

SSE Capital Group

Applying for Funding

(6) Select Funding Applications

Stanford University | OSA | ASSU | SSE

Home myRoles

Registration Banking Funding eGroups Events Help

myGroups - SSE Funding ▸ Funding Home

Funding Menu [5000]

- Funding Home
- Budgeting
- Funding Sources
- Applications
- Master GL List
- About Us
- Contact Us
- Policies
- Services
- FAQs

Budgeting Funding Sources **Funding Applications**

Use budgets to organize and plan your group's finances. If, after creating your budget, you lack the necessary resources to cover your expenses, you can submit an application for more funding. Review the Funding Sources tab above for more information.

+ Add New Budget

Budget Summary View All Budgets Choose a budget to add or edit line items.

Line Item	2006-07 Academic Year	2007-08 Academic Year
6311 - Honoraria Fees	--	(\$6,000.00)
6323 - Technical Services	--	(\$700.00)
6343 - Security Services	--	(\$500.00)
6501 - Training Mtg	--	(\$500.00)
6513 - Regular Meeting Food	--	(\$1,000.00)
6563 - Event Food	--	(\$1,200.00)
7083 - Event Supplies Expense	--	(\$500.00)
7143 - Copies (No: Marketing)	--	(\$500.00)
7223 - Marketing Copies / Print Expenses	--	(\$650.00)
7423 - Equipment Rental	--	(\$100.00)
7513 - Facilities Rental	--	(\$1,750.00)
7523 - Facilities Janitorial	--	(\$850.00)

Copyright © 2006 Stanford University
Terms of Use Privacy Statement

(7) Select 'Start New Application'

Stanford University | OSA | ASSU | SSE

Home myRoles

Registration Banking Funding eGroups Events

myGroups - SSE Funding ▸ Funding Home

Funding Menu [5000]

- Funding Home
- Budgeting
- Funding Sources
- Applications
- Master GL List
- About Us
- Contact Us
- Policies
- Services
- FAQs

Budgeting Funding Sources **Funding Applications**

+ Start New Application

ID	ASSU	Group Name	AS	CS	LS	ES	LD	AD	Source
[#754]	5000	CapGroup VSO Test Group	✓						University Administrative Offices

Copyright © 2006 Stanford University
Terms of Use Privacy Statement

SSE Capital Group

Applying for Funding

(8) Select the budget you created.

The screenshot shows the 'Funding Application [#1503]' interface. At the top, there's a 'Save' button and a toolbar with icons for Budget, Questions, Agreement, and Submission. Below the toolbar are buttons for 'Add Budget Line Item', 'Add New Budget', 'Delete Budget', and 'Rename Budget'. The main area displays a table of budget items. A dropdown menu is open over the 'Request' button for line item 6310, showing a list of budget options including 'Fall Events', 'Winter Events', 'Example', 'GSB Test Budget', 'Annual Budget', 'GSB', 'Matt's Test Budget', 'North Korean Nuclear Reactor Construction', and 'linus'. The table columns include 'Line Item / Funding Source', 'App', and numerical values for 'Recommend', 'Approve', 'Petition', and 'Election'.

Line Item / Funding Source	App	Recommend	Approve	Petition	Election
Fall Party					
6510 - Regular Meeting Food	[Request]				
6340 - Security Services	[Request]				
6320 - Technical Services	[Request]				
6310 - Honoraria Fees	[Request]				
2-5000-4-5-6560	[#1488]				
6560 - Event Food	[Request]				
ASSU Undergraduate Senate	[#1493]	\$12,000.00	--	--	
Graduate Student Council	[#1493]	\$22,000.00	--	--	
Event Subtotal		(\$37,600.00)	\$34,300.00		
Fall Recruiting					
7080 - Event Supplies Expenses	[Request]	(\$500.00)			
7420 - Equipment Rental	[Request]	(\$100.00)			
6560 - Event Food	[Request]	(\$100.00)			
University Administrative Offices	[#754]		\$100.00	\$100.00	
7220 - Marketing Copies / Print Expenses	[Request]	(\$200.00)			
University Administrative Offices	[#754]		\$200.00	\$200.00	
7510 - Facilities Rental	[Request]	(\$250.00)			
University Administrative Offices	[#754]		\$250.00	\$200.00	
7520 - Facilities Janitorial	[Request]	(\$200.00)			
University Administrative Offices	[#754]		\$200.00	\$200.00	
Event Subtotal		(\$1,350.00)	\$750.00	\$700.00	
Some Random Event					
6210 - Regular Staff	[Request]	(\$100.00)			
Event Subtotal		(\$100.00)			

(9) To the right of the line-items will be a 'Request' button. Click it.

6310 - Honoraria Fees	[Request]
Graduate Student Council	[#750]
6560 - Event Food	[Request]
Graduate Student Council	[#750]
7060 - Programming Expenses	[Request]
Graduate Student Council	[#750]
7200 - General Marketing Expenses	[Request]
Graduate Student Council	[#750]
7420 - Equipment Rental	[Request]
Graduate Student Council	[#750]
7510 - Facilities Rental	[Request]
Graduate Student Council	[#750]
Event Subtotal	

SSE Capital Group

Applying for Funding

- (10) A pop-up window will appear. For the 'Funding Source', select the relevant funding source. For 'Funding Pool', select the appropriate time-frame. You have now completed the creation of your VSO's budget.

Funding Line Item Detail

Budget Line Item: 6310 - Honoraria Fees [Fall 2007-2008]
Event Name: Manipuri Dance Recital

Budgeted Amount: \$1,500.00	Recommended Sum: \$0.00
Requested Sum: \$1,500.00	Approved Sum: \$0.00

How would you like to fund this expense?

Funding for this line item is available from the following funding source(s):

! This is only a list of funding sources currently funding this line item through the myGroups system. Consult the [Funding Source Information](#) page for more info.

Which funding pool would you like to apply to?

How much would you like to request?

Please supplement the description as required by the funding source.
! Funding Source Note: Limitations - \$750 max with matching of funds required after \$100. Can be used for honoraria and expenses for a speaker including transportation, food and lodging.

SUBMITTING THE APPLICATION

- (1) Now click the 'Questions' tab and answer the questions.
- (2) Next, click the 'Agreement' tab. Read and sign the agreement.
- (3) Click the 'Submission' tab and submit the application.

CREATING AN INTERVIEW APPOINTMENT

On the application page, there is a box for you to pick an appointment time to meet with the respective committees. If an appointment is required, please create an appointment.

Budget Modifications & Reserve Transfers

In order to create a budget modification or reserve transfer application, follow the same steps as before. When you come to the step 10, pick 'My Own Accounts' in response to 'How would you like to fund this expense?', and continue from there.

Funding Line Item Detail

Budget Line Item: 6560 - Event Food [Stanford India Association]
Event Name: Independence Day Celebration

Budgeted Amount: \$ **Recommended Sum:** \$
Requested Sum: \$ **Approved Sum:** \$

③ How would you like to fund this expense?
 ▼

③ Which of your accounts would you like to use?
 ▼

③ How much would you like to request?

③ Please supplement the description as required by the funding source.

ⓘ **Funding Source Note:** None