

**MICHIGAN STATE UNIVERSITY COLLEGE OF LAW  
STUDENT BAR ASSOCIATION  
FINANCE COMMITTEE FUNDING GUIDELINES**

For Distribution of SBA Funds to Registered Student Organizations (RSOs)

*The following funding guidelines, established through a collaborative effort between the SBA and the Office of Student Engagement, shall serve as a framework within which the SBA Finance Committee may approve funds to RSOs.*

IMPORTANT: As a reminder, due to a change in the Michigan State University College of Law funding policies effective as of the 2014-15 fiscal year, the SBA may only approve up to **two** RSO internal food meeting funding requests. The Finance Committee will not accept requests to fund food for an internal meeting once an RSO has met its limit.

**SECTION I: SUBMISSION, PRESENTATION OF BUDGETS, & APPEALS**

1. An RSO must submit a completed funding request form and an itemized budget for its event via e-mail to the Finance Director at [msusbafinance@gmail.com](mailto:msusbafinance@gmail.com).
2. The completed funding request form **and** itemized budget must be submitted at least **twelve days** in advance of the event. If the completed funding request form and itemized budget is not submitted within twelve days of the event, the Finance Committee may choose not to accept the request.
3. The Finance Committee requires that all budgets be complete, itemized, and include all pertinent information relevant to the request including, but not limited to, the event's purpose, date, location, proposed speaker (if any), food and drink requirements, estimated attendance, and specific price quotes on all requested items.
4. The Finance Committee reserves the right to request that an RSO representative attend a Finance Committee meeting to provide a detailed explanation of the event. The Finance Director will send an agenda to the RSO representative indicating the appointment time and location.
5. An RSO representative is expected to attend the Finance Committee meeting at the RSO's assigned appointment time.
6. As required by the Finance Committee, when an event is co-sponsored, a representative from all co-sponsoring RSOs should attend the Finance Committee meeting.
  - If the Career Services Office, Diversity and Equity Services Office, Office of Admissions, the Alumni Association, or any other administrative office co-sponsors an event with an RSO, a representative from those entities does not need to attend the Finance Committee meeting.
7. The Finance Committee may refuse to hear a detailed explanation of a funding request by an RSO representative if an RSO representative does not appear before the Finance Committee within ten minutes of the representative's scheduled appointment time.

**SBA Contact Information**

Finance Director: Katelynn Watkins  
Email: [msusbafinance@gmail.com](mailto:msusbafinance@gmail.com)  
[www.msulawsba.org](http://www.msulawsba.org)

8. RSOs will receive notice of the Finance Committee's funding decision within **48 hours** of the Finance Committee's meeting.
9. An RSO may appeal the Finance Committee's funding decision by sending a detailed email to the Finance Director within **48 hours** of receipt of the Finance Committee's funding decision. The email must specify the reasons for the appeal and why the funding guidelines should be interpreted differently. All appeals should be submitted to the Finance Director (msusbafinance@gmail.com).
  - An appeal for an amount equal to or less than \$1500 will be subject to an Executive Board vote.
  - An appeal for an amount in excess of \$1500 will be subject to a General Board vote.
  - The vote will be conducted at the next scheduled Executive Board meeting or General Board meeting.
  - An RSO representative may choose to speak before the Board at the scheduled board meeting.
  - All appeals must be based on the original budget. Any deviation from the original budget requires the RSO to resubmit its funding request to the Finance Committee.
10. The Finance Director will provide a budget update at each SBA General Board Meeting.

## **SECTION II: SPECIFIC FUNDING PRINCIPLES**

1. All SBA-funded events must be open to all students, regardless of whether they are members of the requesting RSO.
  - The Finance Committee will not consider an RSO's funding request unless the conference, convention, event, or seminar is available to **all** students. The SBA will not entertain exceptions to this standard.
2. The SBA will not fund for discretionary funds, non-specific miscellaneous expenses, emergency cash, petty cash, or non-specific maintenance requests.
3. The SBA will not fund retroactively nor will the Finance Committee fund events that take place before the Finance Committee can reasonably make a funding decision (see section I, subsection 2).
4. The SBA will not approve a budget if it requests funds for an event that harbors little to no programmatic value.
5. The SBA requires that RSOs spend or earmark any SBA-allocated funds in its account before coming to the SBA for additional funding. The SBA may request that the RSO reallocate any remaining balance as necessary.
6. The SBA will not fund events that take place in private residences.
7. The SBA will not fund clothing.

### **SBA Contact Information**

Finance Director: Katelynn Watkins  
Email: msusbafinance@gmail.com  
www.msulawsba.org

8. The SBA will not fund donations made to outside organizations.

### **SECTION III: GENERAL FUNDING PRINCIPLES**

1. The SBA will consider the thoroughness of an RSO's request when reviewing a budget (the more detailed the request, the better).
  - Example: If the RSO submits a funding request for an event it has held in the past and has a "playbook" that details the steps necessary to execute the event, the SBA is more inclined to fund the event.
2. The SBA will generally not fund events that have been previously funded by the initial disbursement. However, the Finance Committee may consider additional funding if new items are required for an event that the RSO was unable to predict at the time of the initial request.
3. The SBA highly recommends co-sponsorship, fundraising, corporate support, or other forms of subsidies. In addition, the SBA encourages multiple RSOs to organize an event, whereby each RSO involved will contribute to the overall cost of the event.
4. The SBA will generally consider funding a room rental charge provided that the RSO could not reserve an appropriate room free of charge.
5. The SBA will generally consider funding food and drink for all events if it is not the sole draw of the event and/or if it relates to, enhances, or reflects the specific format and/or theme of the event (subject to the two internal food meeting limitation).
  - The SBA will consider funding other necessary supplies (paper products, cups, etc.) provided that the RSO submits a detailed estimate of expenses.
6. The SBA will consider reasonable costs associated with bringing a speaker to campus:
  - The SBA will generally not fund accommodations, meals, or transportation for speakers who live in the Greater Lansing Area.
  - The SBA will consider funding the speaker's set fee.
  - The SBA will consider funding an accurate, current estimate of the speaker's airfare.
  - The SBA will consider funding a speaker's hotel accommodations.
  - The SBA will generally consider funding fees to MSU College of Law alumni.
    - However, the SBA encourages RSOs to request MSU College of Law alumni to provide programming at MSU College of Law without charge.
  - The SBA will consider funding speaker transportation fees.
    - The RSO must submit a printed and itemized price quote for all transportation expenses including, but not limited to, airline tickets.

#### **SBA Contact Information**

Finance Director: Katelynn Watkins  
Email: [msusbafinance@gmail.com](mailto:msusbafinance@gmail.com)  
[www.msulawsba.org](http://www.msulawsba.org)