



# Finance Board FAQ

## How can I request money for my club or organization?

The Finance Board reviews two different applications on a service called SurveyMonkey. The two applications are Semester Budgets and the Secondary Ad-Hoc Allocation System (SAHAS). The Semester Budget system allows student orgs and clubs to request money for events in the upcoming semester, e.g. if you were planning an event for Spring 2025, you would submit an application in Fall 2024. The SAHAS application is for spontaneous events and requests and functions on a first-come, first-served rolling basis throughout the year.

## How do I access the SurveyMonkey applications?

In order to submit an application to the Finance Board, your club treasurer must have completed the Treasurer Training as hosted by the SGA Treasurer and their support team.

## I need help with my SurveyMonkey application. Who do I go to?

The Finance Board representatives each have a group of clubs that they liaison for. Through the liaison system, the Finance Board reps communicate with their assigned clubs about changes the Finance Board is currently working on as well as offering office hours and help to student clubs and organizations with their applications and questions regarding the Finance Board allocation process.

## How can I get funding in a virtual environment?

For the 2020-2021 school year, the Finance Board decided only to review SAHAS applications on a first-come, first-served rolling basis due to the uncertainty of the capacity for student clubs and orgs to meet on campus. You still need to complete the Treasurer Training in order to access the SurveyMonkey application.

## What resources are available to my student organization and club in a virtual setting?

There are many services available to student organizations. Events and Conference Services (ECS) are still providing contract confirmation services to student orgs who may have guest speakers attending their virtual events. Commonvision materials are still available for purchase per their online packages. DoIT provides vetting services for subscription services, such as Gather.Town and StageTen.

## What will the Finance Board fund in a virtual environment?

The Finance Board will fund registration fees for virtual competitions and conferences, subscription services if they have been cleared by DoIT and the university, as well as contracts for guest speakers if they have been discussed with ECS prior to coming to the board. The Finance Board will not fund website domain requests, contract requests without proper documentation from ECS, and any requests that do not follow the SAHAS guidelines as set in the Budgetary Statutes.

## What are the SAHAS guidelines I should follow when submitting my request?

In order to receive funding for your virtual event, you must follow the SAHAS guidelines as outlined in our Budgetary Statutes. The guidelines are as follows: if you are requesting **up to \$1,000**, you must submit your request at **least 30 days prior to the scheduled event**. If you are requesting from **\$1,000-\$3,000**, you must submit your request **at least 45 days prior to the scheduled event**. If you are requesting **more than \$3,000**, you must submit your request **at least 60 days prior to the scheduled event**. If you do submit your request within these specified timeframes, the Finance Board will not fund your request.

