

How to BAC

This will include a step by step of how to fill out the SGA funding form, and what next steps include.

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SGA Funding Proposal

- Timeline
 - Funding proposals are due ____

- Clubs must request funds for events *at least* 3 weeks in advance of the event, or 4 weeks in advance for travel
 - Clubs are able to submit for funds two ways:
 - One proposal for each individual event
 - One proposal for the whole year
- BAC meetings are held every week on Tuesday at 5:30pm. The email from BAC will include the date and time for you to present at BAC
- **After the fact funding**
 - After the fact funding is when the event has already occurred or the expense has already been purchased
 - BAC does not do reimbursements for purchases already made!
- **What will BAC fund?**
 - All student fee-funded events must be open to and advertised to the whole campus
 - Student fee allocated funds *cannot* be used for the purchase of alcohol, tobacco, controlled substances, or firearms, or things for non-students
- **How much funding can a club receive?**
 - Funds will be limited to \$4,000 per club per fiscal year
 - Clubs may not request more than \$3,000 per year for events, programming, and durable goods, and no more than \$1,000 for travel out of the \$4,000 budget or vice versa (\$3,000 travel \$1,000 events)
- **What should be in a quote?**
 - The price of the item you are requesting
 - Quantity of items
 - Name of the vendor (ie- Amazon, Walmart, etc)
 - Shipping fees
 - Mileage
 - <https://www.cu.edu/psc/calculating-reimbursable-mileage-and-ground-transportation>
 - The current mileage rate is \$0.70 per mile
 - We do not reimburse gas, we reimburse mileage
 - Be sure to include to/from each destination

- Please *only* include the funds you are requesting. For example, if your items will cost \$3,125, please only include the items up to \$3,000

- **Information needed for the funding form**

- Registration
 - Have you (re)registered for the year and completed orientation?
 - How many members on MLC?
 - How many active members?
- Club information
 - Club name
 - Contact info
- Funding proposal
 - What is the proposal for? (event, travel, club sport, durable goods, other)

- **Event Proposal**

- Event name
- Date/ time
- Event location
- Is event open to all students?
- Screenshot of MLC event submission (does not need to be approved yet)
- Does your event require food?
 - If yes, have you contacted UCCS Catering?
- Projected attendance
 - Number of UCCS students, staff, faculty
 - Number of other attendees
- Will you be charging admission for the event? (if yes, note that you are charge for the space reservation)

- **Travel Proposal**

- Destination
- Departure/return date
- Purpose of travel (ie- conference, competition, etc)
- Have you filled out the intent to travel form?
- Cost of transportation

- Motor pool, rentals, mileage, airfare (must go through Christopherson Business Travel with Student Life)
 - Meal per diem (<https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem>)
- Club Sports
 - Can be requested for:
 - Facilities (ie- ice rinks, fields, etc)
 - Officials (ie- referees, umpires, etc),
 - Team league participation fees
 - Equipment
 - Uniforms
- Budget Breakdown
 - Include the quotes for the items you are requesting
 - See section above to see what needs to be included in a quote
- SGA Impact
 - Intended benefit to the campus community
 - How will SGA funding affect your ability to hold this event?
 - Educational, civic, and cultural impact this will have on the campus and community

BAC Meeting

- Whoever submitted the funding proposal will receive an email from the BAC Director of Finance
 - There are 3 possible responses:
 - Your funding request is approved, please attend the next BAC meeting
 - Your funding request needs more clarification, please submit those by the date/time requested by the Director of Finance
 - Your funding request is denied, here is why
- BAC Meetings are held on Tuesdays at 5:30pm
- If you cannot attend the BAC meeting that you were invited to attend, please email the Director of Finance as soon as possible so they can get you on the next agenda

- What happens at a BAC meeting?
 - “Presentation”
 - Director of Finance opens BAC meeting
 - Clubs present in order of the agenda (published 24 hours prior, first come first served based on MLC, unless others outstanding)
 - You will be asked to present your funding proposal
 - You do NOT need to create a presentation
 - Talk about the *why*
 - What is the item/ event/ travel and why does it matter?
 - How it will be used
 - Cost breakdown
 - Campus impact
 - Questions
 - BAC will then have a time to ask questions. Here are some commonly asked questions:
 - Will these supplies/ this event be accessible to all students?
 - If no (ie- it’s just for club members), do all students have the availability to join your club?
 - A requirement!
 - How will you store these items?
 - How long will these items last?
 - Have you looked at other vendors for their costs?
 - Vote
 - BAC will then vote on the funding proposal
 - They will either vote yes, yes with revisions and then vote on those revisions, or vote no (based on inability to fund it or incomplete status)

What’s Next?

- You will receive an approval letter from BAC (sgafunds@uccs.edu)
- After you receive that letter you are then able to purchase your items
 - Please see document “Club Funding” for how to spend BAC funds