

GUIDELINES FOR ACTIVITIES FUNDING BOARD REQUESTS

Check for updates at:

<http://clubs.lasalle.edu/information-manual-for-student-organizations/financial/>

Listed below are several points to assist students requesting funds through the Activities Contingency Fund. The Activities Funding Board will be fair and flexible when considering requests and may digress from the guidelines when individual requests warrant an exception. Please read and follow these directions as they are designed to make the process easy for all involved. If you have any questions, please contact the Community Coordinator for Leadership Development or the Director of the Student Programming Center, who serve as co-chairs for the Funding Board.

The following impact Funding Board decisions:

- La Salle University Mission & Policies, Procedures, & Guidelines along with the Funding Board Guidelines
- The amount of money Funding Board is allotted through the Student Activities Fee
- The individual Funding Board proposal submitted to the Funding Board
- Available resources to insure a successful program
- Programs that complement the University Calendar of Events and Academic Calendar

Submitting a Funding Board Proposal:

- Student organizations **MUST** submit a roster of current members to Peter Lafferty, the Coordinator for Leadership Development, prior to attending a Funding Board Meeting: **lafferty@lasalle.edu**.
- Student organizations **MUST** submit **2 copies** of the Funding Board proposal with a copy of the correct Checklist Coversheet attached to **both** FB proposal copies.
- The Checklist Coversheet **MUST** be **signed** the student organization advisor.
- The Checklist Coversheet is available at the website above and in the Student Programming Center, 307 Union Building.
- Funding Board Proposals are due in the Student Programming Center (307 Union Building) by 4:30 p.m. on the due date of the proposal. See the FB Schedule for meeting dates and proposal deadlines.

Funding Board Fall 2014 - Spring 2015 Schedule

Proposals Due	Meeting Date- 301 Union Building- 12:30 p.m.	Program Can Occur After
Thursday, September 11	Thursday, September 25	Friday, October 10
Thursday, September 25	Thursday, October 9	Friday, October 24
Thursday, October 9	Thursday, October 23	Friday, November 14
Thursday, October 23	Thursday, November 6	Monday, November 24
Thursday, November 6	Thursday, November 20	Friday, January 16
Thursday, January 15	Thursday, January 29	Friday, February 20
Thursday, January 29	Thursday, February 12	Friday, March 6
Thursday, February 12	Thursday, February 26	Friday, March 20
Thursday, February 26	Thursday, March 19	Friday, April 3
***Thursday, March 19	Thursday, April 2	Friday, April 24

- Please contact the Co-Chairperson of the Funding for discussion if the program date deadlines conflict with your proposed program date.
- You **MUST** add at least one additional month of program planning in addition to the date specified in the section labeled "Program Can Occur After" if the program requires the following:
 - Contract/Legal Document Signing
 - Ticket Sales/Program Sign-Up
 - For example, if the program being proposed requires ticket sales or the signing of a legal document (i.e., a contract) and the program is scheduled for after **Friday, November 14th**, the meeting you should attend is the **Thursday, October 9th** Funding Board Meeting (or a prior meeting).
- Please make a meeting appointment with the Director of the Student Programming Center to discuss your program idea (even if your organization has done the same program in the past) prior to planning your program and writing the FB proposal.
- If you are planning programs for early January-early March please start discussion and planning early and submit Funding Board proposals during the Fall semester. If you are planning programs for late August-mid-October please start discussion and planning early and discuss with the Director of the Student Programming Center prior to leaving campus for the summer break.
- The deadline to submit Student Activities based FB Proposal is **Thursday, February 26, 2015 (for the Thursday, March 19, 2015 FB Meeting)**.