Student Senate Funding Application

General Information and Application Process

The Student Government Senate is a source of supplemental funding for active student organizations at LSU. In order to receive funding from the Student Senate you will need to complete this application and have a Student Senator write a finance bill on your organization’s behalf. If you need any assistance with finding a Bill sponsor or have any questions please contact the Speaker of the Senate at lsusenate@lsu.edu.

I. Official Application and Process Defined

The Senate Funding Application Packet is due in the Student Senate office located in room 256 of the Student Union no later than 4:30pm on the Monday prior to the Senate meeting in which the corresponding Finance Bill will be introduced. Only Finance Bills with a completed application and all required attachments will be introduced to the Senate. All Finance Bills are subject to all Student Government By-Laws, Senate Rules of Order and University Policies.

A. Documents Required by the Student Senate

An Application will only be deemed complete if all of the following documents are provided upon submission: (Section 16 – C Student Government By-Laws)

1. Proof of Charter as student organization of LSU
2. Event approval from appropriate university officials or departments
3. Financial account records for the past year (Bank Statements)
4. Organizational Budget for the Fiscal Year
5. Documentation of funds acquired thus far and required for the event
6. A complete itemized budget for the total cost for the event as well as a detailed breakdown of how requested contingency funds would be spent. Please make this budget as specific and detailed as possible. This document shall be prepared by the respective student organization and amended as deemed appropriate by the LSU Student Senate Budget and Appropriations Committee during 7:30pm Tuesday Committee Meeting
B. University Required Attachments (if applicable)

1. If travel occurs, (1) an approved AS292 (Request to Travel) with all travelers and social security numbers listed and (2) proof of trip travel insurance.

2. If professional services will be funded (i.e. speakers, entertainment) appropriate forms must be supplied as warranted (compliance IRS W-9, PUR-CR, PUR-CB, PUR-SS). The actual forms required are defined by the Office of Purchasing’s guidelines and object codes for personal, professional, consulting and social services based on the actual cost of services provided (contracts may be required).

3. If food will be served, an approved AS499 (Request for Special Meal) from Accounting Services must be submitted.

4. Dependent upon cost of items to be rented or purchased, the organization may have to participate in the bid process as defined by the Office of Purchasing.

C. Finance Bill Process & Schedule

Once the Senate Application and Finance Bill is introduced the funding allocation process will take an average of two weeks. A representative of the organization is required to attend the 7:30pm Tuesday Committee Meeting in order to answer additional questions.

4:30pm Monday - Finance Bill and Senate Application Funding Packet is submitted to the Senate Secretary in the Student Senate Office located on the third floor of the Student Union.

6:30pm Wednesday - The Finance Bill is first introduced to the Student Senate and immediately referred to the Committee on Budget and Appropriations*

7:30pm Following Tuesday - The Finance Bill is heard and debated before the Committee on Budget and Appropriations where it shall either pass favorably to the full Senate floor or fail by majority vote* (Student Representative of Organizations’ attendance required)

6:30pm Wednesday - The Bill is heard, questioned and debated in detail before the full Student Senate and a final vote is taken* (Student Representative of Organizations’ attendance required)

*Finance bills may be amended.
Fill out the Student Senate Funding application that can be found online at students.lsu.edu/sg/funding

Once you turn in the application, you will be contacted by a representative of PSIF about appearing for a meeting for potential funding.

After appearing before PSIF, you will either be offered or denied funding. You may choose to accept or refuse the offer.

If you are denied funding or you choose not to accept PSIF's funding, your application will then be passed to the Student Senate.

A senator will author a finance bill after communicating with you and the chair of the Senate Budget and Appropriations committee.

After your finance bill is read in the Senate's new business, it will be heard in the Budget and Appropriations committee meeting that following week.

In the committee meeting, you and senator authoring your finance bill will answer questions on the bill, and it will be debated by the committee.

If your finance bill passes favorably to the floor, it will be heard on the Senate floor, where you and the finance bill author will answer question again, and the bill will be debated on.

If your finance bill passes by a two-thirds majority in Senate, then you have been awarded funding and reached the end of the funding request process.
Contact Information

Organization Information
Name of Organization: ________________________________
Number of Active Members in Organization: ______________

Student Representative Information
Name: ________________________________________________
Phone Number: _______________________________________
LSU E-mail: __________________________________________
Member of Organization requesting Funding? (Y/N)

University Advisor Information
Name: ________________________________________________
Department: __________________________________________
Phone Number: _______________________________________
LSU E-mail: __________________________________________
Signature: ____________________________________________
Date: ____________________

Event Information
(You are required to fill out a Travel or Programming Section, but not both)

Travel Information
Name of Event: _______________________________________
Location of Event: _____________________________________
Dates: ________________________________________________
Mode of Travel: ________________________________________
Number of Students Attending: _________________________
Minimum number of students required to attend: ________________

**Programming Information**

Name of Event: ________________________________________________

Date(s) of Event: ______________________________________________

Time of Event: _________________________________________________

Location: ______________________________________________________

Planned Attendance: _________________

Previous Year’s Attendance (if applicable): _________________

**Financial Information**

Total Amount Requested: ________________________________

**IMPORTANT:** Please attach a detailed event budget with an outline of all expenditures and as well as any outside funding awarded

Has your organization requested funding from either ORF or PSIF prior to requesting funding from the Student Senate? If yes, was any funding awarded and how much was awarded?

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Has this organization been previously funded by the Student Senate? If yes, how much was awarded? When? And for what event?

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Do the members of this organization pay dues? If yes, how much? How often? And how
are those dues allocated?

What outside fundraising has this organization taken part in to acquire the needed funds for this event? And does your organization have future fundraisers scheduled for this event? (Please include all related details and dollar totals)

How do you plan on publicizing or recognizing Student Government for their aid if awarded funding?

ADDITIONAL INFORMATION

For Office Use Only

Date Submitted: ____________________________

Corresponding Bill Number: ________________

Author(s): ___________________________________________