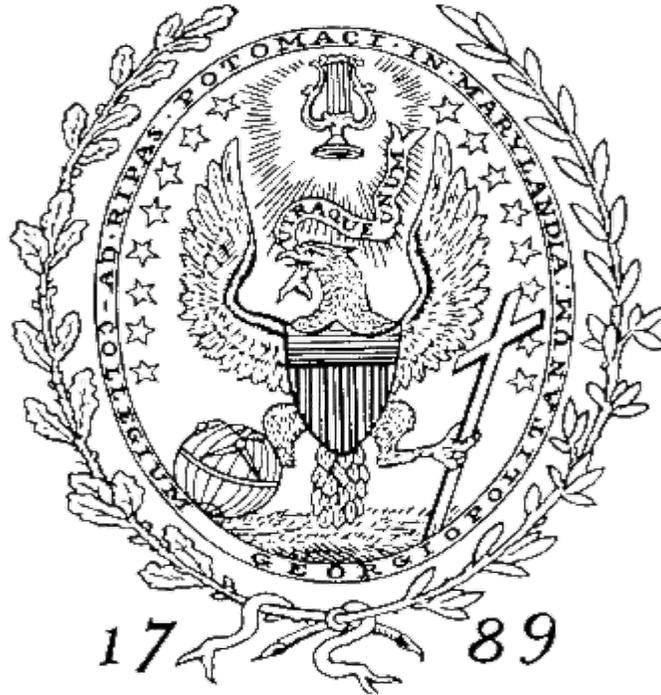


*Georgetown Law Student Bar Association
Appropriations Committee Funding Guidelines*



Appropriations Committee 2017-2018

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ARTICLE I: GENERAL CONSIDERATIONS

Section I – Funding Philosophy:

1. The Student Organization Fund is drawn from contributions by Georgetown Law students, therefore funding is strictly intended to directly enhance the quality of the law school experience at Georgetown. The Student Bar Association (SBA) aims to fund events and organizations consistent with Georgetown’s values, and will consider the benefit to the Georgetown community when evaluating funding requests.
2. The Appropriations Committee has adopted the following guidelines to facilitate with the dual purpose of maintaining fiscal responsibility and providing flexibility for students and their organizations. With dual goals of transparency and fairness, these guidelines are derived from a broad survey of student organizations. The SBA values continued feedback from student organizations, and shall update this guide from time to time in consultation with them.
3. Given the limited resources with which the SBA has to operate each year and the unforeseen events which may arise, the Appropriations Committee and House of Delegates maintain final discretion over the application of these policies to each funding request.

Section II – Contacts:

1. If you have any questions about these guidelines or any funding requests you are interested in submitting, please email sbatreasurer@georgetown.edu.
2. For general guidance on resources available to student groups for event planning, please visit the Office of Student Life.

Section III – Amendments:

1. Article V of this guide may be amended by a simple majority vote of the Appropriations Committee.
2. All other Articles of this guide may be altered by the Treasurer for administrative purposes or clarification.
3. When funding requests arise on issues to which this document does not provide guidance, the Appropriations Committee shall treat its regular committee votes as precedential and shall amend this document accordingly.

Section IV – Funds:

1. The Treasurer and Appropriations Committee oversee the Student Organizations Fund, from which student group funding shall be allocated.
2. These guidelines govern submissions for Fall Semester Budgets, Spring Semester Budgets, and Supplemental Funding Grants.

Section V – Audits, Recoupment & Rollover:

1. Audits

- (a) At end of each semester, the Treasurer, in consultation with the Office of Student Life, will audit the remaining funds in each student organization account.
- (b) The Committee may request an audit of student organization spending if flagrant abuse is suspected at any time.
- (c) Per Article VII, Section 4 of the Student Bar Association Constitution, a majority of the House of Delegates shall have the authority to rescind, reallocate, or reappropriate any unspent monies in any Association account, fund, or appropriation. This provision applies to abuse of funds under this Article.

2. Recoupment of Funds

- (a) All funds allocated by the Student Bar Association that remain in organization accounts at the end of each semester will be recouped to replenish the Student Organization Fund.

3. Rollover of Funds

- (a) It is a goal of the Committee to encourage outside fundraising. To that end, the Committee will roll over funds raised from outside sources in the form of a spring semester credit, which will ensure that groups are not penalized for their efforts.
- (b) The Committee will also maintain a rollover account from the spring to the fall semester for funds raised through outside sources such as firm and alumni donations, Bar Review or Wednesday Wind Down fundraising, or sales from group initiatives that remain unspent at the end of the year.

ARTICLE II: ELIGIBILITY & FUNDRAISING

Section I – Eligibility:

1. *Official Student Organizations*

(a) Those student organizations approved by the Student-Faculty Committee on Student Life, Diversity, and Wellness and in good standing with the Office of Student Life shall be considered Official Student Organizations for the purpose of these funding guidelines.¹

(b) Official Student Organizations are eligible for semesterly budgets and Supplemental Funding.

2. *Provisional Student Organizations*

(a) Student organizations that are newly established or which have been re-established after a period of inactivity are held to be on “provisional” status and shall be considered Provisional Student Organizations.

(b) Provisional Student Organizations are only eligible for Supplemental Funding.

(c) During their semester of “provisional” status, Provisional Student Organizations must hold at least one significant event, subject to Section 3(b) of this Article, in order to be eligible to submit a budget request for the next semester.

(d) The Appropriations Committee shall reevaluate the provisional status of each group in consultation with the Office of Student Life and communicate any status changes with group leaders.

3. *Inactive Student Organizations*

(a) Any student organization that has been previously recognized as Official or Provisional but which has failed to host at least one significant event, subject to the reasonable discretion of the committee, during the previous semester shall be considered inactive for the purposes of these guidelines.

¹ For more information regarding forming a new student organization or hosting an event, please consult the Student Organization Manual 2017-2018 and contact the Office of Student Life at studentlife@law.georgetown.edu.

(b) The following events shall not satisfy the significant event requirement:

- i. Participating in the Student Organization Fair
- ii. Holding a General Body Meeting
- iii. Members-only Happy Hours

(c) The Appropriations Committee shall take into consideration demonstrated planning of a significant event for the following semester in determining whether a student organization shall be classified as inactive.

4. *Ineligible Funding Dates*

(a) Generally, student organizations may not receive funding for events held during:

- i. Final Examination Periods
- ii. Winter Break
- iii. Summer Break

(b) In highly exceptional cases, the Committee may consider, but is not obligated to fund, unique events which fall during these periods.

(c) Other blackout dates not covered in this section may be included after consultation with the Office of Student Life.

Section II – Fundraising Policies:

1. Prior to soliciting funds from any entity within or outside of the Law Center, student organizations must obtain Fundraising Approval from the Office of Student Life and the Law Center's Development Office.

2. To request fundraising approval, organizations will need to submit a [Fundraising Approval Request Form](#) to the Director of Student Life. Please submit request forms at least four weeks in advance of your event to allow sufficient time for the documents to be reviewed by Student Life and the Law Center's Development Office. If approved, you will receive further directions on how to proceed with planning a successful fundraiser.

3. Organizations wishing to fundraise through the Student Bar Association's regular Wednesday Wind Down or Bar Review programming should also contact the Social Committee Chair.

ARTICLE III: BUDGET REQUESTS

Section I – Access, Budget Documents, and Submissions:

1. Access

(a) To access the budget documents and submission portal, you must first add yourself to the Student Bar Association [Orgsync page](#).

2. Budget Request Documents

(a) Organizations eligible to receive a Fall or Spring Semester Budget must submit the following documents for evaluation:

i. Budget Request Cover Letter – Cover letters are required as part of every budget request. The cover letter is your chance to tell us what your group did this semester and what you plan on doing next semester. You should include any plans your group may have to spend money remaining in your account as of the deadline for submitting the request. Please do not try to spend remaining funds just for the sake of reducing your account balance. Good reasons for leftover funds (e.g. an event falling through or a speaker canceling) are perfectly fine if explained.

ii. Previous Semester's Actual Expenditures – In this part of the budget request, you will tell us how money has been spent in the most recent semester. If you are requesting funds for the Spring Semester, please focus your report on the last Spring Semester's events and spending. List the expenditures for the events held point-by-point, in as much detail as possible. Although leftover funds allocated by the SBA do not roll over into future semesters, simply not spending funds will not be used as a basis for punishing a group. Please use the *Past Expenditures Template* located in the **Budget Submissions** folder.

If any organization is unable to locate their old budget submission documents, the Treasurer has maintained all of the documents submitted by organizations going back to the Fall 2014 budget cycle. Feel free to email sbatreasurer@georgetown.edu to request a copy of your group's files.

iii. Proposed Budget for the Upcoming Semester – This should be the most detailed of the three submissions. Using the funding guidelines below, please provide line item projections for each event. Be as specific as possible about expected attendance, dates, and costs. Please use the *Budget Request Template* located in the **Budget Submissions** folder.

(b) The necessary templates, the Treasurer’s letter, and a copy of these guidelines can be found in the “[SBA Budget Request Documents](#)” folder on Orgsync.

3. *Interest Areas*

(a) When preparing the Proposed Budget spreadsheet, please categorize each type of event using the list below. The Association is committed to encouraging collaboration and assisting the efforts of student organizations by proposing connections based on interest area.

Administrative and Regulatory Law	Human Rights Law
Alternative Dispute Resolution	Intellectual Property
Antitrust Law	International Trade
Appellate	Legal History
Commercial and Contract Law	Legal Theory
Communications Law	Military & National Security
Constitutional Law	Political & Election Law
Corporate Law	Professional Responsibility & Ethics
Criminal Law and Procedure	Real Estate
Education Law and Policy	Securities
Employment and Labor Law	Taxation
Entertainment Law	Torts
Environmental Law	Trusts and Estates
Family Law	Urban Development & Land Use
Health Law, Policy, and Bioethics	Other (please describe)

4. *Orgsync Submissions*

(a) Required documents must be submitted on the Student Bar Association’s Orgsync page using the [SBA Budget Request Form](#).

Section II – Budget Timeline:

1. Submission Deadline

- (a) Fall 2017 Budget Requests are due by 5:00pm on Friday May 19, 2017.
- (b) Spring 2018 Budget Requests are due by 5:00pm on Friday December 22, 2017.
- (c) Budget requests submitted after the deadline, but before the release of the Proposed Student Organization Budget, shall be evaluated under these guidelines; however, any organization submitting a late budget will forfeit its right to a budget conference and initial appeal.
- (d) Incomplete budget request submissions will not be evaluated.

2. Budget Conferences

- (a) Conferences are no longer a required part of the budget cycle. Each eligible organization that submits the required documents by the deadline is entitled to a budget conference if they so choose.
- (b) Conferences will be conducted by the Treasurer and/or members of the Appropriations Committee and will typically be scheduled within two weeks of the submission deadline.

3. Proposed Student Organization Budgets

- (a) Following any requested budget conferences, the Treasurer and Appropriations Committee will evaluate each budget request individually and, by majority vote, adopt a Proposed Student Organization Budget.
- (b) The Treasurer will provide a copy of the Proposed Student Organization Budget to each student group which has applied for upfront funding.

4. *Appeals*

- (a) Upon reviewing the Proposed Student Organization Budget, any group which is not satisfied with its initial funding level shall have the opportunity to submit a formal, written appeal explaining the grounds upon which its funding should be altered.
- (b) If you wish to submit an appeal, you must email the written appeal to the Treasurer at sbatreasurer@georgetown.edu.
- (c) In addition to the required written appeal, a group may submit any materials which could aid the Committee in evaluating the request.
- (d) The Committee will reevaluate the proposed budget and the materials submitted with the appeal, and, by majority vote, will adopt a final funding level for the organization.

5. *Final Student Organization Budget*

- (a) The Treasurer shall submit a Student Organization Budget to the House of Delegates for approval by majority vote.
- (b) Any group which is not satisfied with its final allocation may make a final appeal to the House of Delegates by requesting that an amendment be proposed by an Association Officer or Delegate.

6. *Student Organization Transitions*

- (a) It is vitally important that each organization prepare and maintain an internal folder with a copy of these Funding Guidelines, the documents submitted for previous budget submission requests, past budget spreadsheets, and any other important information that will be necessary for a smooth transition from one leadership cohort to the next.
- (b) Each student organization's outgoing board should make sure to train and assist the incoming board—particularly the President and Treasurer—on how best to maintain these documents and how to submit a proper budget request based on archived documents maintained by your organization.
- (c) The Student Bar Association Treasurer has access to budget submission documents for most organizations going back to the Fall 2014 budget cycle, which began in Spring 2014.

ARTICLE IV: SUPPLEMENTAL FUNDING REQUESTS

Section I – Purpose:

1. The purpose of supplemental funding is to:
 - i. Preserve money for groups with interesting and timely ideas for events that they did not propose in their initial budget request;
 - ii. Provide full funding for events which may have been proposed in a group's initial funding request, but which were not sufficiently developed to merit full funding; and
 - iii. Allow newly established groups to seek program funding while they are on probationary status.

Section II – Submissions:

1. *Orgsync Form*

- (a) To access the supplemental request form, you must first add yourself to the Student Bar Association Orgsync page.
- (b) Once you have added yourself to the SBA Orgsync page, you can access the Supplemental Funding Request submission form by following these steps:
 - i. Access the [Student Bar Association's homepage](#) on Orgsync.
 - ii. Select [Forms](#).
 - iii. Find the [Supplemental Funding Request](#) link.

2. *Requested Information*

- (a) Submissions will be required to provide the following information:
 - i. Organization Name
 - ii. Date of Event
 - iii. Location of Event
 - iv. Estimated Attendance

- Please differentiate expected attendance by Georgetown Law students and all other attendees.

v. Amount Requested

vi. Fundraising & Commitments:

- Please indicate how much, if any, of the following resources have been made available to you for this event:
 - (1) Donations from firms, alums, or other private sources;
 - (2) Donations from Georgetown student groups or administrative departments;
 - (3) Funds raised through ticket sales for this event.

vi. Description of Supplemental Funding Request

(b) Under the Description of Supplemental Funding Request, organizations should provide answers to the following questions:

(1) What type of event are you planning? See Article V of the Funding Guidelines for event categories.

(2) Are you collaborating with other organizations? Include groups at other schools, administrative departments, clinics, centers, etc.

(3) What is the goal of the event?

If you received an upfront budget from SBA, please answer the following:

(4) What is the current balance on the account? Note: The final amount will be reduced by the remaining balance. This conforms to our policy of spending down the upfront allocation before approving supplemental requests.

(5) Was this event proposed in your upfront budget?

(5A) If yes, is there a particular need for the supplemental request?

(5B) If no, has your group done this event in the past?

Finally:

(6) Include an itemized list of costs for the event. The more detailed the description, the easier it will be to evaluate the request in a timely manner.

Section III – Timeline:

1. **All Requests.** All supplemental requests should be submitted as early as possible before an event is held. The Appropriations Committee recommends that requests be submitted at least three weeks prior to the event to allow enough time for deliberation.
2. **Greater than \$1,000.** Requests larger than \$1,000 must be presented to the House of Delegates for approval after the Appropriations Committee makes a recommendation for funding. The House of Delegates typically meets once every two weeks, therefore a request for funding in an amount larger than \$1,000 must be submitted at least three weeks prior to the event in order for funding to be approved in time.
3. **\$1,000 and Under.** The Treasurer will review requests as they come in and will prepare recommendations for the Appropriations Committee’s approval, rejection, or revision. Common practice has been for the Committee to receive the Treasurer’s recommendations each Sunday, with final votes submitted within 24 to 48 hours. Organizations should expect notifications via Orgsync and email, within 10 days of a submission. The Office of Student Life will be made aware of the results, and funds will be transferred to student organization accounts accordingly.
4. **Urgent Requests.** Please contact the Treasurer with any questions you may have before submitting a request, particularly with any urgent requests. While the Committee does not generally approve of last minute requests, we understand that circumstances may arise necessitating late submissions. Regular use of this urgent request flexibility will be considered an abuse; therefore groups are urged to plan accordingly.

Section IV – Account Balance & Retroactive Requests:

1. *Account Balance*

- (a) Student organizations must spend down their upfront allocation or the balance of their previously approved supplemental requests before requesting supplemental funds. Organizations may submit supplemental requests for events where the balance in the account is not enough to fully cover the event.
- (b) The final recommended funding level for each supplemental request will be reduced by the amount remaining in a student organization’s Orgsync checkbook.
- (c) If there is any reason why the balance shown on the Orgsync checkbook is not accurate, such as outstanding receipts or submitted yet unrecorded reimbursements, please provide that information in your request.

2. Retroactive Supplemental Requests

(a) A Retroactive Supplemental Request is a request for reimbursement for purchases made prior to seeking funding from the Committee. Given the scarcity of resources and the possible level of funding the Committee may approve for any purchase, we advise against making purchases with the expectation that they will be retroactively funded in full through the supplemental process. Please notify the SBA Treasurer if you expect the need to incur expenses for an event beyond the amount currently available in your account.

Section V – Reimbursement Requirements

1. Deadlines

(a) Student organizations should inform any members who incur event costs to submit reimbursement requests to the Office of Student Life as quickly as possible at the conclusion of an event. Speedy reimbursement submissions will be reflected in more accurate account balances and faster supplemental approvals. Please do not wait until the end of the semester to submit your receipts. This should be done on a weekly basis.

(b) Receipts must be submitted by these deadlines in order to be reimbursed:

- i. Fall Semester 2017: Friday, December 1, 2017 by 5pm.
- ii. Spring Semester 2018: Friday April 27, 2018 by 5pm.

2. Reimbursement Form

(a) Students must complete a Student Reimbursement Form and submit it to the Office of Student Life along with all eligible, itemized receipts. The form can be found on the Student Bar Association's Orgsync page, under the file titled [Student Reimbursement Form](#).

(b) Students must fill in the following sections for each receipt submitted, at most two receipts per form: Transaction Date; Amount; Precise Explanation of Business Expense; Total Amount; Payment Options (choose one); Requester – Print Name; Signature; GoCard UID#; and Date.

(c) The Office of Student Life will assist with the completion of the form by providing the proper accounts, codes, and spending categories once you have filled in the sections for which you are responsible.

ARTICLE V: FUNDING GUIDELINES

Section I – Calculating Funding

- 1. First, using the funding ranges in the sections below, initial funding levels will be based on a per-person calculation for each of the requested line items.
- 2. Second, the funding level may be adjusted to account for any historical price points for similar events in the past or common vendors.
- 3. Third, the Committee will consider the location of events, past event attendance levels, organization membership, and the timing of events vis-à-vis other university scheduled events when calculating funding.

Section II – Funding Levels

1. *Event Type*

(a) Please categorize each event request using the chart below. Where an event does not fall within one of these categories, please propose an alternate category.

Event Type	Low Range	High Range
Conferences & Symposia	\$15	\$25
Film Screenings	\$3	\$5
General Meetings	\$3	\$8
Guest Speakers	\$7	\$10
Networking (Alumni)	\$10	\$15
Networking (Career & Issue)	\$10	\$15
Panel Discussions	\$7	\$10
Performances	\$5	\$10
Pro Bono	\$5	\$10
Social Events (Small)	\$5	\$8
Social Events (Medium)	\$8	\$10
Social Events (Large)	\$10	\$12

- (b) **Social Events.** Social events will be characterized as follows based on attendance:
- i. Small: 1 – 50 attendees.
 - ii. Medium: 51 – 100 attendees.
 - iii. Large: 101 attendees and larger.

2. Food and Drink

(a) Please consider the range of funding for food and drink in tandem with the Event Type in Section 1. Although the two may not perfectly overlap, the goal is to minimize food and drink costs for events that are more exclusive and member-focused, but to provide greater flexibility where events bring outside guests or target larger sections of the student body.

Event Type	Low Range	High Range
Coffee, Soda, Tea, Water	\$1	\$2
Drinks & Snacks	\$2	\$3
Fast Food & Pizza	\$3	\$5
Happy Hour	\$5	\$7
Sandwiches	\$5	\$8
Informal Meal Replacement	\$7	\$10
Catered Heavy Appetizers	\$7	\$10
Catered Alcohol & Refreshments	\$7	\$10
Catered Appetizers, Alcohol & Refreshments	\$12	\$15
Full Catered Dinner	\$15	\$20

(b) For the purposes of these funding ranges:

i. **Meal Replacement Subsidy.** Where the primary purpose of an event is to serve as a meal replacement for group members, the Committee expects that some portion of the food and drink costs will be covered by the members personally benefiting from the event. This comports with our rationale that, with limited resources, our goal is to subsidize, but not fully fund, exclusive events with a focus on eating and drinking.

ii. **Full Catered Dinners.** The Committee will fund a full catered dinner for an organization at a maximum of one per semester. These dinners should be reserved for significant occasions, holidays, or celebrations key to the purpose of the organization. Given the limited resources with which every group has to operate, requests for full catered dinners must be evaluated by the Committee at least one month before the event is to take place, and funding approval is not guaranteed.

iii. **Recurring Food-Focused Events.** Where an organization hosts recurring food-focused events, the Committee will fund at most three such events per semester.

iv. **Informal Meal Replacement.** This category is meant to cover all non-catered food that is not also covered by one of the other general categories.

Section III – Funding by Category

1. Apparel & Sports Jerseys

i. The Committee may pay up to 50% of the costs of club sport jerseys and apparel that is integral to the purpose of the student organization, within reason.

ii. If the club sports jerseys or apparel remain the property of the organization and not the individual student and will be retained for future use by said organization, then the club sports jerseys or apparel shall be designated as “Capital Expenses and Equipment.” Before disposing of or replacing these club sports jerseys or apparel, student organizations must consult with the Treasurer and the Appropriations Committee.

2. Bar Review & Wednesday Wind Down

i. Although the Committee does not provide direct funding for student organizations wishing to host a Bar Review or Wednesday Wind Down, we do encourage groups to contact the Chair of the Social Committee to learn more about hosting and opportunities for fundraising.

ii. The Committee will take a group’s acceptance and subsequent failure to host one of the events into account when determining future funding.

3. Bartending

i. The Committee will cover required bartending fees based on common vendor costs.

ii. Tips are not included in the required bartending fee coverage.

iii. Mixology bartenders typically cost between \$120 and \$189 for two bartenders for a 4 hour event, but allow you to provide your own alcohol for serving.

iv. Bon Appétit bartending services are roughly \$104 for one bartender for a 4 hour event in addition to a \$26 deliver fee, but require you to purchase beer and wine in house, which can be more expensive than alcohol obtained from a private vendor.

4. Capital Expenses and Equipment

i. Student Organizations must consult with the Treasurer and the Office of Student Life before incurring capital expenses and equipment costs. Reimbursements for costs incurred without prior consultation will not be approved.

ii. Every effort must be made to share reusable equipment – such as coolers, electronics, games, glasses, grills, serving ware, sports gear, etc. – with other student groups.

5. Conference Fees

i. The Committee may pay for conference fees up to 50% of the per-person cost of attendance, but not to exceed \$250 in total for the group.

ii. The Committee will consider exceptions to this policy, taking into consideration the proximity of the conference to the Law Center, the level of involvement of students in the conference, and the relationship of the student organization to the group hosting the conference.

iii. The Committee will not fund conference transportation or accommodations. An exception may be available for transportation to conferences within 50 miles of the law center.

6. Decorations

i. Necessary event decorations will be covered up to \$50. Requests for decoration costs in excess of \$50 may be funded if they are integral to the purpose of the event.

7. Delivery Fees, Taxes & Tips

i. Delivery fees, taxes, and tips are included in the per-person costs for food and drink.

ii. Fees, taxes, and tips in excess of 20% of the bill will not be covered.

8. Dues

i. National dues for student organizations will generally be covered in order for that student organization to remain in good standing with the national organization.

9. Executive Board Only Events

i. The Committee will generally fund one executive board only event per semester if that event is necessary for training, transition, or organizational purposes.

10. Film Rights

i. Film rights will be covered, within reason, if the film is integral to the purpose of the event or organization.

ii. Film rights will be covered once each semester, although exceptions may be made for unique events.

11. Gifts & Honoraria

i. Requests for funds to cover gifts for student organization members or guest speakers will generally not be approved. Honoraria will not be covered by SBA funds.

ii. If an honoraria is necessary for securing a speaker the organization must contact the Treasurer and the Office of Student Life before taking any action, including offering an honoraria or paying any amount.

12. Instructor Fees

i. Instructor fees may be covered up to \$250 per event. Fees in excess of this amount may be covered within reason if the instructor and instruction are indispensable to the event and organization.

13. Lodging & Transportation

i. **Students.** Lodging fees for students will not be covered. Reasonable local transportation costs, not otherwise discussed in this Article, may be covered by the Committee.

ii. **Guests.** Requests for lodging and transportation fees for guests of organizations must first be evaluated by the Treasurer and the Office of Student Life. Only costs that are indispensable to securing a speaker may be covered. Organizations should not extend promises to guests that their lodging and transportation will be covered through group funds until they have confirmed that funding has been approved by the Committee.

14. Paper & Plastic Products

i. The costs for paper and plastic products used for events with food and beverages are included in the per-person calculation for each event. Necessary costs in excess of this per-person amount may be considered by the Committee.

ii. The Committee shall make an effort to secure bulk pricing for paper and plastic products for all student organizations; therefore this section may be abrogated in the future.

15. Postage

i. Reasonable postage fees integral to the purpose of an event or organization may be covered.

16. Posters & Printing

i. The Office of Student Life should be contacted for updated poster and printing costs.

ii. Generally, the Committee has funded a maximum of 3 posters totaling \$18, per event, if posters are necessary for publicizing the event.

iii. Reasonable printing costs for an event may be covered. Printing costs are generally charged directly to the SBA account, therefore funds will not typically be transferred to group accounts to cover these costs.

17. Venue Fees

i. **On-Campus.** Generally, on-campus venues are available free of charge for students and organizations. In the rare situations where venue costs may be incurred for on-campus space, the organization must consult with the Treasurer and Office of Student Life before incurring on-campus venue costs.

ii. **Off-Campus.** Off-campus venues will not be covered where a suitable on-campus alternative is available. Where an off-campus venue is necessary for the purpose of the event, the Committee may cover up to \$100 of the venue fee. Reasonable exceptions may be considered, provided that the organization first consults the Treasurer and Office of Student Life before incurring off-campus venue costs.

Section IV – Requests for Advisory Opinions

(a) Any student or organization may request an advisory opinion by the Appropriations Committee regarding any funding category not covered by these guidelines.

(b) Requests for advisory opinions should be submitted to the Treasurer, who will forward the request to the Committee for speedy consideration.