

---

# FUNDING POLICY

OF THE

# WASHBURN UNIVERSITY

# STUDENT GOVERNMENT

# ASSOCIATION

This document in its most updated form shall be available online and a physical copy stored in the office.

Last updated on February 23, 2026.



# TABLE OF CONTENTS

Chapter 1. Purpose.....	4
Chapter 2. Student Organization Funding .....	4
Section 1. Eligible Organizations.....	4
Section 2. Categories of Requests .....	4
Subsection 2.1: Apparel .....	4
Subsection 2.2: Food and Drink.....	5
Subsection 2.3: Off-Campus Events .....	5
Subsection 2.4: General Goods and Services .....	5
Chapter 3. Grant Funding .....	6
Section 1. Eligibility .....	6
Section 2. Categories of Grants .....	6
Subsection 2.1: Student Development Grants .....	6
Subsection 2.2: Campus Project Grants .....	6
Chapter 4. Approval.....	7
Section 1. Student Organization Request Approval .....	8
Section 2. Grant Request Approval.....	9
Subsection 2.1: Grant Evaluation Statements .....	9
Chapter 5. Funding Process .....	7
Section 1. Reimbursement Process .....	7
Section 2. Direct Funding Process .....	12
Subsection 2.1: Direct Reimbursement Process.....	8
Subsection 2.2: Tax Exempt Responsibilities .....	9
Subsection 2.3: Return Process.....	9
Chapter 6. Reserved Rights.....	10
Section 1. Penalties .....	10
Section 2. Organization Reviews.....	10
Chapter 7. Amendments.....	11

## **CHAPTER 1. PURPOSE**

The Student Activity Fee has been authorized by the Washburn Board of Regents to be used to “provide an academic, cultural and sound environment in which every student may attain the highest possible level of growth and development.” WSGA funding should offer the greatest benefit to the largest number of students possible. WSGA will not fund any activities and projects that discriminate based on race, sex, religion, creed, age, national origin, sexual orientation, academic major, or level of undergraduate study.

## **CHAPTER 2. STUDENT ORGANIZATION FUNDING**

### **SECTION 1. ELIGIBLE ORGANIZATIONS**

Any student organization is eligible to request funding if the following guidelines are met:

- a. The Student Organization is officially recognized by the Office of Student Involvement and Development (OSID) for the academic year in which the student organization is applying for funding.
- b. The Student Organization's Chief Executive Officer, or an appointed representative, attended a meeting with the WSGA Budget Director to review and discuss WSGA funding policies and processes.
- c. The Student Organization's Chief Executive Officer, or another appointed representative, has signed a Funding Policy Compliance Form.
- d. The Student Organization has an active Agency Account with Washburn University's Finance Department.
- e. All requested monies are spent exclusively on students at Washburn University.

### **SECTION 2. CATEGORIES OF REQUESTS**

Student organizations may request monies for any goods or services, though certain categories of goods and services will come with restrictions. If a student organization is hosting an event with the involvement of WSGA monies, the event must be open to the public and not unnecessarily exclusive. No more than \$8,000 shall be allocated for any specific event, regardless of how many funding and/or grant requests are submitted. Student organizations shall be eligible to receive no more than \$5,000 per academic year in WSGA funds.

#### *SUBSECTION 2.1: APPAREL*

Student organizations may only make one apparel request per academic semester. Any apparel or clothing requested must meet the following criteria:

- a. The apparel must have the Student Activity Fee Logo in a visible location.
- b. The apparel must be purchased from a vendor licensed by Washburn University to use the Washburn name and logo according to university guidelines.
- c. The total cost of the apparel is no more than \$1,500.
- d. A design of the apparel, prior to production and in its actualized form, must be submitted to the Allocations Committee to ensure that no alterations have been made to the apparel.
  - a. WSGA reserves the right to withhold reimbursement for apparel altered between approval and production.

### *SUBSECTION 2.2: FOOD AND DRINK*

Student organizations may not purchase alcohol with WSGA monies. Student organizations requesting food and drink for events must purchase these items from Chartwells Catering Services. Exceptions to this rule are as follows:

- a. Students organizations purchasing food for off-campus events are not required to purchase through Chartwells Catering Services.
- b. Students requesting 'snack foods' are not required to purchase through Chartwells Catering Services- if the restrictions below are met.
  1. Snack Food requests cannot have a total food cost greater than \$100.
  2. Snack Foods cannot require any kind of temperature control.
  3. Snack Foods purchased in this way are prohibited from being served in the Memorial Union and the Bradburry Thompson Alumni Center.
    - i. Memorial Union Offices are an exception to this rule.

### *SUBSECTION 2.3: OFF-CAMPUS EVENTS*

Student Organizations holding off-campus events that require transportation, lodging, and daily meals must request those funds based off the US General Services Administration's per diem rate.

### *SUBSECTION 2.4: GENERAL GOODS AND SERVICES*

Any goods or services that do not fit the definition of apparel, food and drink, or off-campus events are to be considered 'general goods and services.' There shall be no restrictions on what general goods and services student organizations may request, however the Allocations Committee reserves the right to deny requests if the general goods and services are found to:

- a. Be unnecessary to forwarding the strategic goals and purposes of the requesting Student Organization.
- b. Be to the strictly exclusive, non-academic benefit of the members of the requesting Student Organization.
- c. Set a problematic precedent for the requests of other student organizations.

## **CHAPTER 3. GRANT FUNDING**

### **SECTION 1. ELIGIBILITY**

Any student(s) at Washburn University is eligible to request a grant from WSGA provided that the following guidelines are met:

- a. The student(s) will not and has not received any monies from any other WSGA grants for the academic year in which the grant event will be taking place.
- b. The student(s) has attended a meeting with the WSGA Budget Director to review and discuss WSGA funding policies and processes.
- c. The student(s) has signed a *Funding Policy Compliance Form*.
- d. All requested monies are spent exclusively on students at Washburn University.

### **SECTION 2. CATEGORIES OF GRANTS**

Students may request one of two kinds of grants, each with a specific set of restrictions and requirements. Any projects that do not fall within the descriptions of these grants are not eligible for grant monies.

#### *SUBSECTION 2.1: STUDENT DEVELOPMENT GRANTS*

Student Development Grants exist to enable students to travel for academic purposes. This travel may be to present academic content, take part in a conference, or study abroad. Student Development Grants shall have the following restrictions:

- a. No more than \$4,000 shall be allocated for any specific Student Development Grant event.
- b. No more than \$1,000 shall be allocated to a single student for any specific Student Development Grant.
- c. Every student is eligible for one Student Development Grant per year.

#### *SUBSECTION 2.2: CAMPUS PROJECT GRANTS*

Campus Project Grants exist to enable students to make changes to or host events on Washburn's Campus, with the clearly expressed and planned goal of making the Washburn University campus a better place. These changes could be small-scale capital changes, while the events could be larger-scale conferences or exhibitions.

- a. No more than \$4,000 shall be allocated for any specific Campus Project Grant event.
- b. No more than \$1,000 shall be allocated to a single student for any specific Campus Project Grant.

## **CHAPTER 4. APPROVAL**

No two or more funding/grant requests for a single event may have an overlap of 75% or greater. In a case where two or more funding/grant requests have an overlap of 75% or greater and request funding for a single event, only one of the funding/grant requests shall be eligible to receive funding and shall be held to the standard policies of such a request. All students requesting funding will be required to proceed through the process outlined below:

- a. Funding requests are completed and submitted to the WSGA Budget Director two weeks prior to the date of the event the goods are being purchased for. Requests should always include but are not limited to: clearly stated details about the subject of the request, a spending breakdown, and the dates and times pertinent to the request.
- b. The Budget Director shall immediately deliver the paperwork to the Allocations Committee Chairperson, who will present it in the form of a bill to the next Allocations Committee and Full Senate Meetings, unless consent is granted by the requesting organization to delay the process.
- c. The legislation will be required to proceed through the process outlined below:
  1. The requesting student or a representative from the requesting organization will be required to attend to speak on the bill in The Allocations Committee and Full Senate Meeting immediately following their request submission. This student or organization representative cannot be a sworn-in member of the WSGA.
    - i. The Student Organization representatives will not be required to attend to speak on the bill in The Allocations Committee and Full Senate meeting if:
      1. Prior to the submission of funding request paperwork to the Budget Director, a representative for the organization meets with the Budget Director to review the details of their request.
        - a. In this meeting, the Budget Director will aid the Student Organization representative in ensuring the request follows the Funding Policy and includes all pertinent details to the subject of the request. The Budget Director should also address any concerns they could anticipate the committee having with the nature of the request.

2. Following this meeting, the organization representative shall include a written statement addressing these concerns and/or other information they wish to disclose to the Allocations Committee with the required funding request paperwork they submit to the Budget Director.
  3. This request will be subject to the same process as other funding requests, and the Allocations Committee reserves the right to summon the Student Organization representative to the next Allocations Committee if they find the written statement is not sufficient.
2. The Committee will then give status to the funding requests in bill form. The Committee may grant one of three statuses: Favorable, Unfavorable, or Neutral.
    - i. To give any status to a funding request bill, a 2/3 majority is required.
    - ii. The requesting student or organization representative will not be required to speak on their request in the Full Senate meeting if their bill is given Favorable status by the Allocations Committee.
      1. Any requesting student or organization representative is permitted to speak on their request in Full Senate Meetings, regardless of the status given to their funding request bill.
  3. After a funding request bill has been given status in the Allocations Committee, it will be presented in the Full Senate meeting directly following its consideration in committee.
  4. For discussion in Full Senate relating to funding requests given Favorable status in committee, the Chairperson of the Allocations Committee may speak on behalf of the requesting student or organization.

The Allocations Committee shall not be allowed to allocate more than half of the total monies allocated to Student Organization Requests or Grant Requests each semester.

## **SECTION 1. STUDENT ORGANIZATION REQUEST APPROVAL**

Student Organization Requests shall be approved on a first come, first served basis. Organizations requesting funds cannot purchase more than \$500 in prizes per fiscal year with student activity fee sourced funds.

- a. The total amount of prizes that are gift cards or certificates cannot exceed one hundred dollars (\$100) per request.
- b. Members of the organization that are requesting the funds will not be eligible to receive, or win, any prizes or giveaways that are partially or fully funded by the Washburn Student Government Association.
- c. The organization requesting funds for prizes will submit to the Budget Director, the names of the winners or recipients, upon request.

- a. The Budget Director's right to this request can no longer be exercised three months after the event.

## **SECTION 2. GRANT REQUEST APPROVAL**

Grant requests shall be held by the Chairperson of the Allocations Committee and not presented to the Committee until either:

- a. Five grant requests have been received, or
- b. One of the held grant requests is for an event four or less weeks away.

### *SUBSECTION 2.1: GRANT EVALUATION STATEMENTS*

All grant requests shall be approved based on the following qualifications relative to other grant requests being considered:

- a. The amount of students who will benefit from the grant, and
- b. The impact of the experience on the students that the grant is funding, and
- c. The significance of the students' contribution to the experience the grant is funding, and
- d. The grant's ability to increase a student's access to an experience like the one the grant is funding.

## **Chapter 5. Funding Process**

### **SECTION 1. REIMBURSEMENT PROCESS**

If the legislation is approved, the student organization must first purchase the requested goods before reimbursement can begin. The reimbursement process is as outlined below:

- a. All receipts for goods and services the student organization would like reimbursed are returned to the Budget Director, along with a completed *Event Debrief Form*.
  1. These documents must be submitted to the Budget Director within four weeks of the purchase(s).
  2. Upon receipt of a valid Chartwells invoice, the WSGA Budget Director may process direct payment to Chartwells on behalf of the requesting student organization. Such payment shall be made from the WSGA General Account, subject to the approved funding legislation.

- b. The Budget Director will then have two working weeks after receiving all paperwork to process the reimbursement and transfer monies from the WSGA General Account to the Student Organization's Account.
- c. No group will be funded more than \$5,000 per year. The Allocations Committee reserves the right to reduce or increase funding to any organization's request as long as the modifications do not violate the funding cap.
  1. This can occur through an amendment of the request through a majority vote of committee members.

## **SECTION 2. DIRECT FUNDING PROCESS**

Student organizations may choose to go through the direct funding process. If student organizations wish to go through the direct funding process, they must notify the Budget Director while filing request paperwork, and must meet the following restrictions:

1. The request must not exceed \$1,500.
  - a. The request must be for goods purchasable online.
  - b. The request must detail each individual item to be purchased.
  - c. The items must be returnable to the vendor.
2. The request must be for an on campus event.
3. Each student organization may only be eligible for two Direct Funding requests per semester.

### ***SUBSECTION 2.1: DIRECT REIMBURSEMENT PROCESS***

1. Upon approval of the legislation by the Senate, the Budget Director shall send necessary documents to the Office of Student Involvement and Development (OSID) for purchasing.
  - a. For Chartwells Invoices, the requesting student organization shall forward the Chartwells Invoice to the Budget Director.

2. For all other purchases besides Chartwells Invoices, the student contact for the funding request will be responsible for meeting with OSID to purchase the approved goods within ten business days after the requests approval by Senate.
  - a. OSID will only be available for purchasing during Tuesdays and Thursdays between 2:00-4:00pm, by appointment only.
3. After the goods are shipped to OSID, the student contact for the funding request will be notified and shall have three business days to retrieve the purchased goods.
  - a. OSID will only be available for retrieval during Tuesdays and Thursdays between 2:00-4:00pm, by appointment only.
  - b. If the ordered goods are not picked up in this timeframe, the goods may be returned to the vendor at the discretion of OSID.
    - i. The Direct Funding request will still count toward the student organization's request limit. Repeated failure to meet deadlines may result in temporary suspension from the Direct Funding process at the discretion of the Budget Director.

#### *SUBSECTION 2.2: TAX EXEMPT RESPONSIBILITIES*

1. All purchases made through the Direct Funding process must utilize the university's tax-exempt status.
2. If the student organization chooses to purchase from a vendor that is not prepared to utilize the university's tax-exempt status, the student organization is responsible for providing the necessary tax-exempt documentation to the vendor.
  - a. OSID shall provide the tax-exempt form for purchases made through Walmart or Amazon

#### *SUBSECTION 2.2: RETURN PROCESS*

1. If any item is received damaged, incorrect, or unusable, the student organization must notify OSID within two business days of receipt to be eligible for return, replacement, or reimbursement.
2. All return shipping costs and vendor communications are the responsibility of the student organization unless otherwise arranged with OSID.

## **CHAPTER 6. RESERVED RIGHTS**

### **SECTION 1. PENALTIES**

The Allocations Committee reserves the right to issue penalties to disbursed funds if any requirements are not met by the individual(s) or group(s) requesting assistance. If the Committee seeks to discuss the matter of penalties, the representative(s) of the request may be sequestered for internal discussion.

- a. The penalties will strictly be:
  - a. A 10% reduction in the amount requested.
  - b. A 30% reduction in the amount requested.
  - c. A 50% reduction in the amount requested.
  - d. A 75% reduction in the amount requested.
  - e. A 100% reduction in the amount requested.

### **SECTION 2. ORGANIZATION REVIEWS**

The Allocations Committee and the Budget Director reserve the right to jointly review any organization receiving funding from WSGA at any time. A WSGA funding review should consist, but is not limited to, a thorough examination of all monies allocated to organization in question for the last three fiscal years.

- a. The student organization's sponsor and representative shall be contacted during the initial stages of the review
- b. The review will be held during the Allocation Committee's regular meeting time. An organization leader should be present with all pertinent documents, and the organization's advisor is encouraged to attend.
  - a. The time and location of the review meeting can move to an alternate meeting time with the consent of the Budget Director, the Allocations Committee Chairperson, and the organization leader.
- c. If inconsistencies or incidents of misconduct are found in the review process, the organization will become a Frozen Organization until the situation is rectified.

## **CHAPTER 7. AMENDMENTS**

Amendments to this document shall be considered by the Allocations Committee before being approved by a simple majority vote in the WSGA Senate.