

STUDENT BAR ASSOCIATION FUNDING APPLICATION

A. General

1. Each academic year, Registered Student Organizations can receive up to \$250 dollars and individuals can receive up to \$50 from the Student Bar Association Finance Board.
2. Every organization or individual must submit the attached event description form to the Student Bar Association detailing the amount of funding requested, the nature of the event, and all other information requested on the application for funding.
3. All organizations or individuals requesting funding must be officially recognized by the Office of Student Affairs and be in academic good standing with the law school.
4. All funding requests must be approved by a 2/3 vote of a quorum of the Student Bar Association.
5. RSOs or individuals requesting funds to be used in May or June shall request those funds before the end of the Spring term.
6. Organizations may only seek funds for programming and events that are open to or benefit the entire law school.
7. Individual funding is limited to academic conferences, seminars, lectures and competitions and will be considered a portion of the representative RSO's yearly funding allotment of \$250 if that RSO intends to send members to that event on its behalf.
8. Intentional or negligent misrepresentations on this funding application will be considered personal misconduct, which is reportable to the Dean's Office. Such misrepresentations may also result in the disqualification of the individual or RSO applying for the remainder of the current academic year and for all of the following academic year.

B. Types of Funding

1. The Student Bar Association shall only fund academic/professional travel, programming, and conference registration.

Travel

2. RSOs must submit additional material including quotes (airline ticket quotes, rental quotes, hotel quotes, etc.) a letter of explanation regarding the travel, a list of students traveling with explanations on when the students were individually selected, a breakdown of all costs, and justification of the benefit to the student body in general.
3. No organization or person shall travel more than once per academic year with SBA funding.

4. Travel that will solely benefit the individual traveling will not be permitted.

Programming

5. Funding for events that include food must turn in an event flyer, plan for advertising and an estimate of the number of IU students who may consume the food. The committee shall not fund events that are likely to only have group members attend and have no general benefit to the student body.

C. Procedure

1. All submissions must be made prior to 12:00 p.m. on Friday each week. You may submit funding applications via email at maurerlawsba@gmail.com or by handing them to an SBA representative. Funding requests will be heard at the weekly SBA meeting the following week.

2. RSOs can only request funding for events that are occurring within 90 days of the application. A 2/3 vote of SBA can override this rule. Retroactive funding will be considered on a case-by-case basis.

3. RSOs must submit requests for grant/reimbursement, including all receipts or supporting detail, no later than one week after the conclusion of the event. Use the attached event summary form to fill out this information. Do not fill out this form until your funding request has been approved.

4. SBA reviews the submitted documentation, compares the reimbursement request to the submitted budget for any variances, and determines a reimbursement amount. Reimbursement may be denied for untimely submissions, meal expenses that are deemed excessive, and non-reimbursable alcohol expenses.

5. If funding is granted, the SBA Treasurer will issue all reimbursements/grant checks no later than 30 days after the completion of the event. Organizations/individuals will be notified of the reimbursement decision and amount in writing. SBA's reimbursement decision is final and not appealable. Final funding amount is subject to change based on RSO/student's actual purchases and their compliance with SBA's guidelines.

6. A faculty sponsor must sign-off on this form and certify that this event has academic goals and values.

7. No applications will be approved after the SBA's semester budget is depleted.

8. This application and disbursement procedure may be amended at any point at the discretion of the majority of the SBA Board

**Maurer Student Bar Association
Funding Proposal Form**

Name of Student/Registered Student Organization: _____

Student Contact: _____

E-mail Address: _____ Phone: _____

Event Description: _____

Purpose: _____

Benefits: _____

Total Overall Event Cost and Breakdown:

Item	Expected Cost	SBA Funds Requested

If you are applying on behalf of an RSO, please list your RSO's student bank account total as of the date of your application. If you are an individual, please do **not** list your personal bank account total. Individuals need only list their attempts at obtaining funds.

RSO Bank Account Total as of Application Date: _____

RSO Rep/ Individual's Signature

Printed Name

Date

FACULTY SPONSOR: I hereby certify that the event to be planned or attended above is of substantial academic value to warrant additional funding.

Printed Name

Signature

SBA Member's Signature

Printed Name

Date

RSO/ Individual Funding Summary (To be Completed AFTER Funding Has Been Approved):

Date Event Held: _____

Club Holding Event: _____

Title of Event: _____

Total Attendance: _____

Total Cost: _____

Total Raised at Event: _____

Charitable Donations made at Event or Resulting from Event:

Financial Details:

What did you buy?	What did it cost?	How did you use it?

Statement of benefits received by the student, club or organization that received SGA funding:

Statement of benefits received by the Student Population and/or the larger Campus Community:

 Club Representative's Signature

 Date

 SBA Member's Signature

 Date

Extension Request Form

Name of RSO or Individual needing an extension for the Summary of Event form that is due within one week of the SBA funded event: _____

Student Name: _____

Student Email: _____

Date of Event: _____

Reason that this extension is needed:

Additional Information you would like to share about your event:

Student Signature: _____

Date: _____

Signature of SBA representative receiving Extension Request form:

Date Received in Student Bar Association Office: _____ Please remember to submit your summary before this one week extension expires, as no further extensions will be available