

CLUB FUNDING POLICY

The objective of club funding is to encourage clubs to provide events and activities for their members and the entire student population.

The Loyalist Student Government has adopted the following Club Funding Policy to ensure accountability and efficiency for the distribution of club funding. The Loyalist Student Government reserves the right to refuse any proposal and retains sole discretion to determine approved funding amounts in order to accommodate all requests received and anticipated throughout the year.

The deadline for clubs to submit funding requests for 2016-2017 is **October 28, 2016**. The Loyalist Student Government will only accept one funding request proposal per club each year. Clubs seeking funding for capital items must use Loyalist College Procurement Services to purchase these items.

Funding Qualifications

In order to be considered for funding, clubs must:

- Be active and ratified by the Loyalist Student Government for at least one year
- Have a minimum of 10 members who are full-time students
- Submit a proposal to the Student Government Office Manager which includes the following items:
 - Description of the purpose for funding
 - Original receipt(s) or detailed invoice with the expense(s) listed
 - Explanation of how Loyalist Students and club members will benefit from the funding
 - Statement of all funding sources including past donations and amounts
 - Description of club's past activities/involvement in the Loyalist College community
 - Membership list including student numbers
 - The name of the person who will manage the funding on behalf of the club

Funding Distribution

Funding is **NOT GUARANTEED** and will be distributed on the basis of availability, the quality of the proposal and the number of requests.

Decisions on funding requests will be made by the Student Government Board within two weeks of receiving the request. Clubs may be required to supplement their proposal with a presentation to the Board. Funding will be issued to the club within two weeks of being approved.

Half of the approved funding will be allotted in the Fall Semester. The remainder will be allotted in the Winter Semester, upon a review of the club's contributions to student life at the end of the Fall Semester. Clubs must submit proposals each year in order to be considered for funding.

Funding provided by the Loyalist Student Government must be managed by a Staff Facilitator at Loyalist College. For Clubs who do not have a Staff Facilitator, the Loyalist Student Government will manage the funding distribution on a case by case basis.

Equipment purchases using Loyalist Student Government funds will be made by the Loyalist Student Government. The equipment will then become the property of the Loyalist Student Government for use by Loyalist Students and as a result must be signed out through the Loyalist College Service Desk.

Funding Purposes

Funding provided by the Loyalist Student Government will be used for the approved uses only. The following items will **NOT** be funded by the Loyalist Student Government:

- Any service provided by a professor or any other person(s) employed by Loyalist College
- Any promotional materials including club apparel – *Please Note: The Student Government allows each club up to 30 colour copies of their posters each semester*
- Memberships to other associations or political parties
- Appreciation dinners or banquets
- Program/lab supplies
- Academic, computing and learning services
- Communication, travel, meal and hospitality expenses
- Workshops, seminars or conferences
- Any events or activities that:
 - Contravene Loyalist College's Student Code of Conduct
 - Are not open to all members of the Loyalist College community
 - Encourage gambling, illegal activities, or where individual members of the club stand to have personal or financial gain
 - Involve alcohol
 - Are academic-related including fundraisers for field trips
 - Are unrelated to the club's purpose
 - Are athletic-related

Funding may be used to organize events to raise money for charities or not-for-profit organizations; however, funding cannot be distributed directly to outside organizations. Club events held on campus require approval from the Loyalist Student Government. Information about the event must be submitted to the Office Manager at least one month in advance and a decision will be made by the Student Government Board within two weeks. Club fundraisers require approval from Loyalist College and a "Fundraising Prospect Approval Form" must be completed and submitted at least two weeks in advance.

Through the acceptance of funding, Clubs will have indicated their willingness to cooperate with the Club Funding Policy. Failure to follow the policy may result in a suspension of funding for the remainder of the year and/or succeeding years.