

Table of Contents

Section 1: General Funding

Section 2: Special Event Funding

Section 3: Travel Funding

Section 4: Alternative Funding Sources

UBC Funding Rules and Regulations

Last Updated: 11 April, 2022

Section 1: General Funding

Overview

UBC General Funding is available to all member organizations. It is distributed at the beginning of each semester. This funding is meant to accommodate general expenses that will occur throughout the semester for an organization (except for special event and travel expenses).

Process

1. The UBC Director of Funding will email all club presidents and representatives with an update on the General Funding Process, the deadline for applications, and the up-to-date application.
2. Organizational members will submit a semester budget that includes:
 - a. Expected revenues and expenses for the semester
 - b. Club membership figures from the previous semester
 - c. Desired amount of UBC Funding
3. Clubs' budgets are required to have signatures from both the Club President and Faculty Advisor signaling they have read through the required financials of that respective club. If this is done virtually, the signature can come in the form of copying the individual on the confirmation email or an email from them expressing their consent.
4. Funding requests shall be due no later than September 15th for the Fall semester and February 15th for the Spring semester. If there is a delay or change in this day, the UBC Director of Funding will specify the change.
5. Submitted budgets in the proper format will be reviewed by the UBC Executive Board and the UBC Faculty Advisor.
 - a. The submitted documentation will be entered into a Master Excel Spreadsheet containing formulae and weights to determine the final dispersal amounts to organizations.
 - b. The total final dispersal amount will be determined by the Faculty Advisor, and will be based on the academic year budget available.
 - c. The categories that determine the final dispersal amount will include Total Membership, Activity Level of that Organization, Proposed Budget, and UBC Meeting Attendance.
6. General funding disbursements will be voted on by the UBC Executive Board and will require a two-thirds majority vote to be approved.

Master Excel Spreadsheet Breakdown

The Excel Spreadsheet used to determine final funding distribution will depend on the general allocation available to be distributed that semester. There are three factors that are considered in the funding model.

1. Size of the Organization - 30% of the General Allocation
 - a. Larger organizations will be eligible for more funding from this factor.

UBC Funding Rules and Regulations

Last Updated: 11 April, 2022

- b. Example: There are 500 students involved in UBC Organizations that are applying for funding. Club A has 100 members. Club B has 50 members. Thus, Club A would receive 20% and Club B would receive 10% of the funding in this allocation.
2. General Meeting Attendance - 35% of the General Allocation
 - a. To be eligible for this funding, at least one member of your organization should attend the UBC General Assemblies on the first Monday of the month.
 - b. These meeting dates will be announced at the beginning of the semester. If no one is able to attend, contact the UBC Director of Outreach to be excused.
3. Involvement in UBC Events - 35% of the General Allocation
 - a. To be eligible for this funding, at least one member of your organization should attend different UBC Events throughout the semester.
 - b. If the event is being considered in the funding model, it will be announced in the announcement of the event. For example, the President's Council is always a required event for funding.

Each of these will receive a certain percentage of the total general allocation and funds are assigned to the clubs based on their involvement/weight in that factor. After all three are calculated, they are added together for each organization and that is the amount distributed to the club.

Section 2: Special Event Funding

Overview

The UBC can provide additional funding for special events throughout the year to any School of Business organizations registered under SILC. These events may have been planned midway through the semester, are particularly large, or expensive. The maximum amount awarded for a special event is \$500, except under special circumstances. The UBC Director of Funding and Executive Board will consider all requests based on:

- The number of students affected by the event
- The impact of the event on the School of Business and students
- The impact of your event on the Lawrence community
- Efforts by the organization to receive outside funding
- A sensible timeline

Process

Special Event requests can be made at any point during the semester. However, requests must be submitted at least 2 weeks before the proposed event. To apply for funding, fill out the Special Event Funding Request on the UBC website (kansasbusinesscouncil.com) and email it to the UBC Director of Funding. The request must include:

UBC Funding Rules and Regulations

Last Updated: 11 April, 2022

1. A detailed description of the event. Make sure to talk about how your event will follow/impact the recommendations listed above in the overview section.
2. An outline of the esteemed costs of the event. List these by item, including the individual item's cost, the quantity required, and the total cost of the item.

Section 3: Travel Funding

Overview

The UBC and the School of Business will support individual students and organizations traveling for professional development. Funding must be used for registration fees, hotel expenses, and airfare and mileage. It cannot be used for meals.

Key Contacts

Michaela Cantrell
Accounting Specialist
Shared Service Center
(785) 864-9002
michaela_cantrell@ku.edu

Amy McCurdy
Administrative Associate
School of Business
(785) 864-4500
amccurdy@ku.edu

Jackson Pine
Director of Funding
UBC
(915) 526-5633
jackson.pine837@ku.edu

Process

Travel Funding requests can be made at any point during the semester. However, they must be made at least 2 weeks before the proposed travel. To apply for funding, read over the travel funding guidelines on the UBC website (kansasbusinesscouncil.com). Then email the UBC Director of Funding to set up an informational meeting to go over the details of the travel and request.

Procedures

1. If traveling with a student group, designate one student to be the travel coordinator. This student will be the primary contact for the trip.
 - The student / travel coordinator must first meet with the UBC Director of Funding or Kelvie Crabb, UBC Faculty Advisor, to be approved to use UBC travel funds prior to beginning the process outlined below.
 - Any correspondence sent to either Tanner Grubbs or Amy McCurdy should include a copy to the UBC Director of Funding.
2. At least two weeks prior to the travel date, the following items should be sent in one email to Tanner Grubbs, with a copy to the UBC Director of Funding you met with and received approval from:
 - Description of the event the student(s) will be attending. Include the business purpose of the event and how student attendance will impact the School of Business.

UBC Funding Rules and Regulations

Last Updated: 11 April, 2022

- Attach an itinerary of the event or a brochure describing what the event is.
 - Provide a list of the students and faculty attending, including their name, phone number and email address. Note whether any of the attendees are University employees. Note whether you will have a faculty escort.
 - Include name and address of the hotel the group plans to stay at, and who will be staying in each room.
 - If driving your own car, provide a final destination address. Note how many cars will be used, and the anticipated drivers and passengers of each car. Instruct drivers to keep all toll receipts, and to note the start and end time of the trip. Drivers will be reimbursed at \$0.56 per mile.
 - If renting a vehicle, it must be rented using either Enterprise or National Car Rental. Provide a final destination address. Note how many cars will be used, and the anticipated drivers and passengers of each car. Instruct drivers to keep all gas and toll receipts, and to note the start and end time of the trip.
3. In addition to the email above, the following items must be provided to Tanner Grubbs for each student traveling:
- Complete an online travel request form for each person attending, located at <http://ssc.ku.edu/travel-request-form>. If you're traveling as a group, it would be helpful if the travel coordinator assists the other students in completing the form.
 - For "Your Shared Service Center", select "Eaton Hall SSC". For "Eaton Hall SSC Supported Departments", select "School of Business"
 - Use the online form to note how much travel, registration and hotel expenses are expected to be for each person.
 - When asked how the travel will be funded, choose "Department", type "School of Business" for "Department Name or Number", and comment in the "Additional Funding Information" field that the travel will be funded using the following account: 2003503-BUSUGE1471.
 - If you need help booking travel or prepaying for expenses, please see Amy McCurdy once your travel request is approved.
 - Provide a Form W-9 (domestic student) or Form W-8BEN (international student) for each attendee as soon as possible, so we can ensure each traveler is set up in the system for any potential reimbursement.
4. Once the travel request is approved, the student/travel coordinator should contact Amy McCurdy to request the departmental purchasing card. This credit card may be used to help pay for travel expenses, such as group lodging or registration fees, as long as the charges do not exceed the total allotted UBC funding amount. Any purchase not using the departmental purchasing card should be made separately by each individual traveler to ensure that any remaining funding can be reimbursed.
5. Upon your return to Lawrence, the student/travel coordinator should provide copies of all receipts to Tanner Grubbs via email.

Section 4: Alternative Funding Sources

UBC Funding Rules and Regulations

Last Updated: 11 April, 2022

Student Senate

Student Senate distributes around \$800,000 in university funding to student organizations each school year. To qualify for Senate funding, organizations must:

- Be registered through the Student Involvement and Leadership Center.
- Be open to all students at KU.
- Not have academic requirements (enrollment in a school, GPA requirement, or more)
- Not have fees that keep people from participating in the organization.
- Have an educational or multicultural value in order to receive funding.

If allocated funding, these funds may not be used on “Food, T-Shirts, Travel Expenses for students, Reimbursements for items, Donations to 3rd Parties, Items worth \$50 or more that cannot be kept in a locked location.” All funded materials that are printed must also include the Student Senate Logo.

To receive funding, organizations must apply at <https://studentsenate.ku.edu/request-funding>. After applying, you will work with the Treasurers Office and a Student Senator to write and submit a bill for your funding. It will go through a two week process of approval. If approved, Student Senate will be able to process the payment in about two weeks. Groups are encouraged to apply for funding at least 4 weeks before when they will need funding.

If you have any questions, please contact the UBC Senator Colin Campbell at colin.campbell@ku.edu, or the Student Senate Treasurer, at senatetreas@ku.edu.

Pepsi Funding

The Pepsi Program offers funds that “are to be used for University programs that benefit a large proportion of the KU community (current KU students, faculty, and/or staff); promote a sense of community life at KU; promote academic life at KU; and promote community service efforts.”

While it is more restrictive than Student Senate funding, it could work for your organization in the correct situation. They are supportive of speaker/lecture events which are great opportunities in light of social distancing.

There are a few restrictions listed at <https://studentaffairs.ku.edu/pepsi-program-funding>. They state that funds won’t be granted for:

- “Events and student groups that are not open to all students or not registered through SILC.
- Events that charge for KU student attendance.
- Events serving alcohol.
- Events for which students will receive academic credit.

UBC Funding Rules and Regulations

Last Updated: 11 April, 2022

- Conference registration or travel away from campus.
- Materials to promote/oppose political candidacy or lobbying purposes.
- Third party donations, granting scholarships, recruitment to any institution, or fundraising for the student organization.
- Gifts or Prizes.”

When you apply for Pepsi funding, you will need to submit your application to the website linked above 4 weeks before the event occurs. After application, you will have to present the application to the Pepsi Funding Committee before selected for the funding. Note: It is advised to search for external funding sources outside of the funding program, so make sure to apply for UBC General Funding and Student Senate Funding if you want to take this route.

For more information regarding Pepsi Funding, explore the Student Affairs website linked above.

KU Endowment

KU Endowment offers a program called LaunchKU which is a crowd fundraising platform for KU-related projects and groups. The founders of this resource go into more detail about its origin at: <https://www.launchku.org/>.

This program appears to be relatively new so we are less experienced with it, but it could offer funding if your organization is in a pinch. Unfortunately, they may be facing their own challenges during COVID-19.