

Staff Senate Procedures for Requesting Funds

The Staff Senate receives an annual budget that it may use in support of their missions and the purpose and objectives of the Senate (see the Staff Senate Constitution and Bylaws). The size of the Staff Senate budget is small and the amount of funds available to the various committees is limited. Therefore, the following procedures have been put in place to ensure a fair and equitable distribution of these funds. These procedures also provide the Senate with an opportunity to request additional funds for the budget to support outstanding projects.

- Departments that are requesting funds must submit the following budget request form to their Staff Senator at least two (2) full weeks before the next regularly scheduled Staff Senate meeting. The budget request must include the reason for the funds along with appropriate justification (if more space is needed for this, departments may attach additional sheets). Departments are encouraged to consult with their Staff Senators if needed before submitting a proposal.
- The Staff Senator will review the request for funds and if so led, complete a motion and obtain a second Senator in support. The motion and request must then be submitted to the Staff Senate President and Secretary/Treasurer to place on the agenda under New Business, at least one (1) full week before the next regularly scheduled Staff Senate meeting.
 - If a motion is made, departments will then be invited to speak at the next regularly scheduled Staff Senate meeting, at the top of the agenda during Guest Speakers. The Staff Senate may ask questions then based on the paperwork and the presentation/speech. Guests are invited to stay for the rest of meeting or they may leave when done. Guests are not permitted to speak or to be questioned when the motion is up for debate.
 - If no motion is made, departments may revisit their request and resubmit for consideration.
- The Staff Senate may debate or amend the motion in New Business. **All budget requests must have a 2/3 vote to pass.**

(The following section is for Staff Senator - Senate Use Only.)

I move to grant _____ (Department) the amount of \$ _____.

for: _____

Date Presented: _____ Motioned by: _____ Seconded by: _____

Amendments, if applicable: _____

Vote: Yes _____ No _____ Abstain _____ Motion: Passes Fails

President (Signature): _____ Date: _____

Secretary/Treasurer (Signature): _____ Date: _____

Staff Senate - Departmental Supplemental Funding Request Form

(Submit completed form to your Staff Senator for review)

Organization/Department:	
Prepared by & Title:	
Contact (Email & Phone):	

Each department may make one request for supplemental funding each fiscal year. However, a funding cap of \$250 is in effect per department. Also, include a breakdown of all costs requested and a letter of application about why this funding is needed, how it will impact staff/coworkers/colleagues/department, etc. The Department's ability to provide detailed information will affect the committee's decision for funding.

- If you are requesting a specific piece of equipment, please submit a catalog listing of the item.
- If you are requesting travel funding, please submit a supplemental page with dates of the trip, destination, hotel and conference information, conference website, and a list of tentative staff attending the trip.
- Funds must be used for the purpose for which they were allocated and follow all state purchasing guidelines.
- Funds may not pay for gifts, food (excluding travel expenses where applicable), giveaways, awards, etc.
- All funds must be used during the academic year awarded (no carryover).
- Award recipients must be prepared to attend the Staff Senate May Meeting to submit and present a final report to the body about how this funding has impacted their work.

Request/Project Title:		
Requested Amount:		
Requested Amount Breakdown:	Travel	
	Speaking fee	
	Equipment rental	
	Room setup fee	
	Supplies	
	Printing	
	Other (specify below)	
Organization Contribution Amount:		
Grand Total Amount:		

Please describe a short purpose of this request. (Further details should be explained in the letter of application)

ACKNOWLEDGEMENT: By signing and submitting this funding request, I ensure that my organization meets the eligibility requirements and the information presented here is accurate to the best of my knowledge. I have attached any and all supplemental documents, including but not limited to: travel/conference information, a catalog listing, a letter of application (why funding is needed, staff impact, a ranking of projects when more than one requested), etc.

Preparer's Signature		Date:
Budget Head's Signature		Date: