Associated Students

Development Fund Guidelines

The Development Fund provides financial support to student organizations wishing to attend or participate in conferences or retreats on or off-campus. Funds will be awarded based on the potential for leadership development and growth. It will be expected that students who attend or participate will share their gained knowledge with the Saint Mary’s Community.

Development Fund Request Guidelines

✓ The Development Fund is available to all organizations that are chartered or have attended at least the second meeting of the New Organization Process and submitted all corresponding paperwork.
✓ An organization may not submit a Development Fund proposal for a conference or retreat for which they have already received an allocation.
✓ In the event of funding, all money will be directly spent from the Development Fund account. Funds will not be transferred nor can they be used for items/services not included in the proposal. Any unused funds will return to the Development Fund for re-allocation.
✓ The Associated Students does not reimburse for expenses that have been spent prior to a proposal being funded.
✓ The Finance Committee is composed of the Vice President for Finance, Vice President for Student Organizations, four Class Senators, one representative from the Organization Professional Development (OPD) organizations, one representative from the Diversity Organization Council (DOC) organizations, two students at large, and Assistant Dean of Student Life.

How to request funding from the Development Fund

1. **Brainstorm and research conferences/retreats.** Decide on what items/services you would like to request funding for and research how much the items/services will cost. This can include airfare, ground transportation, speaker fees, meals, lodging, registration, supplies, etc.

2. **Add the conference/retreat onto SPOT.** The conference/retreat does not need to be approved on SPOT before submitting a Development Fund request; it just needs to be submitted onto SPOT by the appropriate event submission deadline.

3. **Fill out the Development Fund Request Form and answer the questions with as much detail as possible.** The Finance Committee will want to know how funding will benefit the organization. Be sure to have both the President and Treasurer of the organization sign the request form.

4. **Fill out the Development Fund Expense Form and include all expected income and all expenses.** Attach documentation to support all expenses. The Finance Committee will not consider the proposal if there is not sufficient evidence to support the amounts requested.

5. **Submit the Development Fund Request Form, Expense Form, and all documentation for all expenses to the Vice President for Finance’s box in Student Involvement and Leadership by Friday at 4:30PM.** Time stamp the proposal at the front desk of SIL before submitting it. The Finance Committee will look at the proposal the following week, unless stated otherwise.

6. **The organization is highly encouraged to send a representative to speak with the Finance Committee** about the proposal, to give more information about the event, and reasoning as to why the organization is requesting funding. The Vice President for Finance will notify the organization of the time and place of the meeting.

7. **The Vice President for Finance will email a letter with the outcome as well as place a copy of the letter in the organization’s box** after the Finance Committee has considered the proposal.

Questions? Contact the Vice President for Finance

Email: asvpfin@stmarys-ca.edu • Telephone: Ext. 8508
Stop by Student Involvement & Leadership during office hours
Associated Students
Development Fund Request Form

Contact Person & Phone Number___________________________________
Organization___________________________________________________
Event Title_____________________________________________________
Date of event _________________________________________________

Please answer the following questions on a separate sheet of paper

1. Describe the conference/retreat in detail and give an explanation of the request for funds.
2. Approximately how many people are expected to attend this conference/retreat? Is this conference/retreat open to all Saint Mary’s students?
3. Have you fundraised for this conference/retreat? If so, how and when did you fundraise? Also if you have a fundraised account, are you planning to provide funding from this account? If so, how much?
4. Have you requested funding from other sources? If so, how much?
5. How does this opportunity help fulfill your organization’s mission?
6. How will this opportunity benefit the organization’s leadership development and growth?
7. How will this opportunity benefit the student body?
8. Have you submitted a Development Fund proposal in the past? If so, what was the outcome?

We, the undersigned, affirm the following:
- We have read and understand the Associated Students Development Fund Guidelines;
- The information herein and any supporting documentation is accurate and complete;
- Any withholding, misrepresentation, or falsification of information for purpose of obtaining funds will affect future eligibility for funding as determined by the Finance Committee;
- Any misuse or abuse of funding may jeopardize future funding privileges.

___________________________         ___________________________
President’s Name                                  President’s Signature

___________________________        ___________________________
Treasurer’s Name                                 Treasurer’s Signature

___________________________
Advisor’s Name

To submit:
- Request form
- Appropriate signatures
- Detailed answers to questions
- Expense form
- Documentation to support all expenses
## Associated Students Development Fund Expenses

- Indicate any income that you will or may be using to fund this event.
- **Attach documentation to support ALL expenses.** For example, if you are requesting funding for airfare, please attach a quote from the online site you are purchasing the plane tickets from.
- When requesting funding for food at a restaurant setting, please abide by the Saint Mary’s policy of: Breakfast-$9/person, Lunch-$13/person, Dinner-$29/person, and for Tip-$5/person. You do not need to abide by this policy for food you are purchasing in bulk for a trip, for example.
- When requesting funding for mileage, please abide by the Saint Mary’s policy of $0.575/mile
- The Associated Students does not reimburse for expenses that have been spent prior to a proposal being approved.

### Income

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<th>Source of income</th>
<th>Amount</th>
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<td>(for example: co-sponsorship from organizations, gift from department, fundraised account, students contributions, tickets sales, etc.)</td>
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**Total Income:** =

### Expenses

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<th>Item</th>
<th>Company/Website</th>
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**Total Expenses:** =

**Total Income:**

**Total Expenses:** -

**Amount Requesting** =