WHAT YOU SHOULD KNOW WHEN APPLYING FOR SENATE FUNDS

TO: All Student Organizations

FROM: K. Avery Acker, MSII
Senate Treasurer

DATE: November 28, 2017

SUBJECT: Requests for Funding

Each school year the Student Senate receives a limited budget from the Medical School to allocate to student directed projects. If your organization would like to request funding for 2017-2018 school term, please complete your request on the attached form and return it to my mailbox by 5 pm Friday January 5, 2018. The Senate will hold a meeting and you will be notified within a week on whether or not your organization has been allocated Senate funds. Please read and be aware of the following guidelines when applying.

The maximum amount you can request to be allocated is $500. Typically, allocations range from $100 - $300.

Student Senate funds are McGovern Medical School at UT Health funds and are thus subject to the State of Texas' policies and procedures. Funds are to be used for organized activities and special functions to promote the social and recreational needs and interests of students.

Due to state policies, funds CANNOT be used for:

- **Food or Alcohol**
- Purchase of gifts for students, faculty, or staff.
- Fundraisers (unless amount requested is reimbursed to your funds).
- Purchase of supplies, materials, or equipment for resale.
- Gas, rental or housing costs

The Senate will **not** fund beverages or food for your meeting or event.
Following the spirit and mission of the UT Houston Medical School, the Senate generally allocates funds for community service projects. Reimbursements typically involve purchasing supplies needed to perform community service. The Senate does not look fondly upon making a donation to another organization using Senate Funds. For example, funds allocated should not be used so that a student organization could purchase food to donate to the local food bank. Again, we stress that the service project should be action and involvement oriented rather than donation oriented.

Misusing or neglecting to use allocated Senate funds will affect the organization’s/committee’s chances of receiving future funds. Unlike previous years, any allocated funds will be monitored to ensure that they are being used. Organizations found to be not utilizing the funds provided from the Student Senate may have a more difficult time requesting funding in the future. However, this should not keep your group from applying.

All allocated money must be used by **August 20th, 2018** of the next school year.

**A detailed itemized budget must be added** to the attached request forms (2). You must also include a list of officers.

The funds are accessed on a reimbursement basis, following University procedures. Reimbursements require original receipts. (see attached PowerPoint)

**Texas sales tax is NOT reimbursable.**

Please complete the application in full to assure consideration of your request. This includes information on whether your club collects dues, the treasury/bank balance for the club, and any outside funding (national, state, etc.) that you have/will receive. This is the organization’s/committee’s only opportunity to present information to the Senate as to why you should receive funds. Please be as descriptive as possible, as the Senate will be basing its decision on your application. Please include any additional information you feel necessary for the Senate to reach a decision.

Should you have any questions, please do not hesitate to contact K. Avery Acker, Senate Treasure at Kristin.A.Acker@uth.tmc.edu.