

**Campus Commission:** The Campus Commission (made up of the Student Organization Council) is the entity that allocates all student organization funds.

**Funding Procedures :** Any organization officially recognized by the university is eligible to request student appropriations from the Campus Commission. Please keep in mind, however, that a request for funds does not ensure that appropriations will be made. Funding request forms for student appropriations are available through the Associate Director of Student Activities or on-line under the forms page. It is the responsibility of the commission to allocate the student funds to the various organizations. Due to the fact that requests generally outweigh the available funds, organizations may not get the full amount that they requested.

**The Commission hears requests late in the spring semester for the following academic year. The Commission will also accept requests, during the academic year, for funding possible programs that did not come up during the Spring hearings.**

The campus commission will not generally fund the following:

- travel,
- purchases of alcoholic beverages,
- office supplies,
- telephones/phone calls, except in special/unusual situations,
- capital improvements or renovations,
- any action or practice which might reflect discrimination,
- any action or practice that violates local ordinances, university regulations, North Carolina state laws, or federal laws.

**Preparing and Presenting Budgets for Campus Commission Funding :** we ask that you compile information on the following areas and subjects so that you will be prepared for campus commission hearings. Please feel free to consult with the associate director of Student Activities if you need help answering the following questions:

- What is the purpose of your organization?
- What does your organization wish to accomplish?
- What is the current membership count of your organization?
- What events did you organization sponsor last year? How successful were they?
- How does your organization plan to reach out to new members?

**How to Create a Successful Proposal for Campus Commission:** we ask that your proposal be typed and turned in by the assigned date, the date will be e-mailed out each year, to the specified location. While there is a template for a proposal on-line on the forms page in the Student Organization tab under Student Activities, the format and design is completely up to you. Please keep the following parts in mind to be included in your proposal in a way that you think represents your organization best:

- Prioritize your request.
- Offer details. Where will the event/activity be held? How many people do you expect to attend? How much will the event/activity cost: including the main attraction, space rental, supplies, clean-up, security, promotions, sales taxes, hotel, etc. Is the event going to be open to the public?
- Is the amount requested reasonable for the event and the organization? Include documentation or promotional materials to support your estimates.

- If a similar event was held last year/semester: how many students attended? What planning measures worked? What plans will be improved?
- Check the event and school calendar for scheduling conflicts.
- Is the event being co-sponsored with another organization? The responsibilities of each organization should be clearly defined and explained to the commission. The budgets for both organizations should reflect ample advanced preparation.
- How will the event benefit the campus community, as well as your group?
- Discuss the proposal with your advisor before presenting it to the campus commission and have your advisor sign off on the proposed budget.

**Presentation :** the proposal should be presented to the campus commission by an officer or member who is familiar with all of the details. While advisors are more than welcome to accompany you in the presentation, we ask that the officer or member be the person prepared to discuss the proposal and answer any questions. Please bring a personal copy of your proposal to the hearing with you.

**Some Things to Keep in Mind ::**

- Organizations must give an oral request for funding in addition to a written one. This allows you the opportunity to describe your organization and its plans in more detail.
- Organizations that are granted funds from campus commission or have a university account for personal funds are required to make any business transactions through the associate director of Student Activities, i.e. deposits, PO's, wire transfers, printing services, check requests, etc.