



**Article I. Purpose of Graduate Student Services Allocation Fund**

Section 1.01

Student activities and programs, which may be funded by the Graduate Student Services fund, are defined as events and functions that contribute to the educational, cultural, spiritual, and/or physical development and well being of the graduate community.

**Article II. Office of Graduate Student Services**

Section 2.01 The Office of Graduate Student Services shall:

- (a) review funding requests submitted by recognized student organizations and make recommendations after proper consideration and investigation on said matters.
- (b) be responsible for updates in policies and procedures concerning the Graduate Student Services Fund.

**Article III. Eligibility**

Section 3.01 A campus organization shall be eligible to submit a funding request to the Office of Graduate Student Services if the organization:

- (a) is officially recognized by Samford University and the Office of Campus Life.
- (b) has an active agency account with Samford University for the purposes of maintaining and distributing funds related to the organization.
- (c) Non-Exclusive (meaning they are open to all students)

\*Exclusive groups may be eligible for funding of campus wide, open activities at the discretion of the Office of Graduate Student Services.

**Article IV. Funding Policies and Guidelines**

Section 4.01 Demonstrated financial responsibility and stewardship within the organization shall be considered in Graduate Campus Life allocations.

Section 4.02 Funds requested and purchases made must be consistent and congruent with the original stated purpose of the organization in its submitted funding request.

Section 4.03 All funding requests will be submitted online via the Graduate Student Services website. Requests should include a detailed *annual* itemized budget as well as an itemized budget for the *specific* request.

Section 4.04 All eligible student organizations shall be subject to audit and inventory by the Office of Graduate Student Services.

Section 4.05 An eligible representative shall have read over the Graduate Student Services funding guidelines and procedures in order for said organization to receive funds.

Section 4.06 Specific Funding Restrictions

The Office of Graduate Student Services will not fund the following:

- (a) Any payments to organization members
- (b) Donations to charitable organizations or individuals outside of Samford University
- (c) Transportation expenses (rental cars, flights, fuel, etc...)
- (d) Lodging and other travel expenses (hotels, boarding fees, food..)
- (e) Food or drinks for meetings or events that only involve organization members
- (f) Any project, program, or gathering that is incongruent with the Code of Values of Samford University
- (g) Clothing or promotional apparel with the exception of uniforms. *A uniform is defined as a necessary dress item required for participation of that group in an event.*
- (h) Previous debt or reimbursements of any kind
- (i) Any items that become personal property
- (j) Recruitment events (try-outs, auditions, etc...)
- (k) Real estate including rental or storage facilities

Section 4.07 Any unused funds shall be returned to the Office of Graduate Student Services by the end of the semester.

**Article V. Funding Process**

Section 5.01 Appropriation recommendations to the Office of Graduate Student Services will be based on compliance with the rest of this document in addition to the following:

- (a) **Thoughtful Planning:** Does the program/project seem well planned? Has the organization established goals for the program/project and developed strategies for reaching those goals? Has the organization considered potential obstacles to success? Is it likely that the program/project will meet the organization's goals?
- (b) **Impact:** Will the program/project positively impact Samford's campus? Does the program/project support Samford's values? Will it build community and provide opportunities for students to get involved? Will the program/project have lasting impact? Will the program/project reach beyond the confines of a particular organization?
- (c) **Stewardship:** Will the organization be responsible with the funding appropriated by Graduate Student Services? Is the budget spreadsheet accurate and well thought out? Has the organization handled money appropriately in the past?

Section 5.02 Graduate Student Services may approve or deny an organization's funding request. If approved, full or partial funding will be appropriated. Funding priority will go to requests impacting the greatest number of Samford students.

Section 5.03 Organizations granted funds must agree to give proper consideration to the Office of Graduate Student Services for sponsoring any events, functions, or activities.

Section 5.04 Evaluations will be performed at the conclusion of each semester to ensure that funds are used for their intended purpose. These evaluations will also assess the success and viability of each funded event, function, or activity in order to determine future consideration for funding.