

**EAST TENNESSEE STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
BUC FUND APPLICATION**



**BETTER UNIVERSITY COMMUNITY (B.U.C.) FUND
OFF-CAMPUS APPLICATION**

B.U.C. FUND APPLICATION QUESTIONS?

Please contact the following for assistance:

Mr. Vince Carroll, SGA Secretary of Allocations

Office: 423-439-4253

Email: carrollv@goldmail.etsu.edu

Dr. Sally Lee, SGA Advisor

Office: 423-439-4210

Email: lees@etsu.edu

Remember to show up at your scheduled committee hearing time slot and to be at the SGA Senate Meeting on the following Tuesday for each funding application.

Please Note: The SGA Constitution and Code of Laws dictates that all Applicants must be present at both the B.U.C. Fund Committee Hearing as well as the SGA Senate Meeting. Failure to appear will automatically result in no funding.

****In addition to this application, please attach a detailed budget for your off-campus event. Both the application, filled out in its entirety, and the budget shall constitute a completed BUC Fund application.****

BUC FUND APPLICATION DATES AND DEADLINES

Fall 2010 Semester

First Session

- **Thursday, September 9th**, Applications are due no later than 4:00pm in the SGA office.
 - **Monday, September 13th**, B.U.C. Fund Committee hearing at 4:00pm
 - **Tuesday, September 14th**, B.U.C. Senate Meeting for Applicants in the Culp Center Forum.**
- **Please be at the Forum at 3:45 to prepare for the Senate meeting that starts at 4:00pm.*

Second Session

- **Thursday, October 7th**, Applications are due no later than 4:00pm in the SGA office.
 - **Monday, October 11th**, B.U.C. Fund Committee hearing at 4:00pm
 - **Tuesday, October 12th**, B.U.C. Senate Meeting for Applicants in the Culp Center Forum.**
- **Please be at the Forum at 3:45 to prepare for the Senate meeting that starts at 4:00pm.*

Third (and final) session

- **Thursday, November 4th**, Applications are due no later than 4:00pm in the SGA office.
 - **Monday, November 8th**, B.U.C. Fund Committee hearing at 4:00pm
 - **Tuesday, November 9th**, Senate Meeting for Applicants in the Culp Center Forum.**
- **Please be at the Forum at 3:45 to prepare for the Senate meeting that starts at 4:00pm.*

Spring 2011 Semester

First Session

- **Thursday, February 3rd**, Applications are due no later than 4:00pm in the SGA office.
 - **Monday, February 7th**, B.U.C. Fund Committee hearing at 4:00pm
 - **Tuesday, February 8th**, Senate Meeting for Applicants in the Culp Center Forum.**
- **Please be at the Forum at 3:45 to prepare for the Senate meeting that starts at 4:00pm.*

Second Session

- **Thursday, March 17th**, Applications are due no later than 4:00pm in the SGA office.
 - **Monday, March 21st**, B.U.C. Fund Committee hearing at 4:00pm
 - **Tuesday, March 22nd**, Senate Meeting for Applicants in the Culp Center Forum.**
- **Please be at the Forum at 3:45 to prepare for the Senate meeting that starts at 4:00pm.*

Third (and final) session

- **Thursday, April 14th**, Applications are due no later than 4:00pm in the SGA office.
 - **Monday, April 18th**, B.U.C. Fund Committee hearing at 4:00pm
 - **Tuesday, April 19th**, B.U.C. Senate Meeting for Applicants in the Culp Center Forum.**
- **Please be at the Forum at 3:45 to prepare for the Senate meeting that starts at 4:00pm.*

EAST TENNESSEE STATE UNIVERSITY
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APPLICATION INFORMATION

General Organization Information:

Organization: _____

Campus Box: _____

Student Project Director: _____

Phone: _____

Date of Event: _____

Advisor: _____

- What is the purpose of the event and how will it affect the students at E.T.S.U.?

- How many students will it affect? _____

Funding Information:

Are you receiving other funding sources other than B.U.C. Fund: Yes or No

- If yes, then please provide the following:

- Organization money provided for event: _____
- Department money provided for event: _____
- Department contact information (name, number, box): _____

- Total amount provided by funding other than B.U.C. Fund: _____

Total amount needed from B.U.C. Fund: + _____

Total cost of trip or event: = _____

Has the organization attempted to fundraise? Yes or No

If yes then how:

How much was raised from fundraising: _____

How much is used for the event: _____

Detailed Trip Information

Destination: _____

Date of Event: _____

Name of Event: _____

Number of Students Attending: _____

Registration

Amount of individual registration fee: _____

Total amount needed for registration fee: _____

Lodging

Number of students per room: _____

(four students per room for same sex students)

Price of one room per night: _____

Total number of rooms needed: _____

Total amount needed for lodging: _____

Travel

Method of travel _____

Is everyone using the same mode of transportation? If not please explain

The State of Tennessee mileage information is as follows: personal car \$0.46/mile; university car/small van \$0.38/mile; university large van \$0.50/mile

Number of miles traveled _____

Total cost of travel (calculated from above): _____

Total amount for airfare (if applicable) _____

Other: (parking, taxi, etc.)

List of Students Attending

| <u>Name</u> | <u>Student Number</u> | <u>Box Number</u> |
|-------------|-----------------------|-------------------|
| 1.) | | |
| 2.) | | |
| 3.) | | |
| 4.) | | |
| 5.) | | |
| 6.) | | |
| 7.) | | |
| 8.) | | |
| 9.) | | |
| 10.) | | |
| 11.) | | |
| 12.) | | |
| 13.) | | |
| 14.) | | |
| 15.) | | |

******Student Organization Resource Center Use Only******

Current Registered Student Organization Verification Statement

I hereby certify that the above organization(s) is (are) a duly registered student organization, and in good standing, at East Tennessee State University and therefore eligible to request B.U.C. funding from the Student Government Association.

Student Organization Resource Center

Date

**EAST TENNESSEE STATE UNIVERSITY
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BUC FUND TERMS AND CONDITIONS

We Understand and Affirm that:

1. Any funds allocated will be used solely for the purpose stated.
2. Under no circumstance can a request be processed retroactively.
3. All applicants must have a representative from the organization requesting funding at all B.U.C. Fund Committee meetings and the Senate Meeting.
4. Nothing is finalized until the Senate votes on the funding application. Then the SGA President will decide to sign the Funding application and approve or veto. By law he has the authority to veto the application. The SGA Advisor also has the right to approve all funding applications.
5. This organization will be responsible for filling out all proper paperwork before and after the trip or event. Off campus trip or event must make an appointment with Theresa Marlow in the Student Affairs Office (439.5377) to complete paperwork. Failure to complete paperwork could result in no funding.
6. Requests for an honorarium or other contracted program and/or entertainment must be approved by the Senate at least fifteen working days before the event. You must contact the Director of Student Activities, in the Student Organization Resource Center (439.6827) within two working days of the Senate's approval, to complete a contract.
7. Any excess funds will be reimbursed to the SGA B.U.C. fund account. This includes revenue generated by the funded event, up to the amount allocated by the B.U.C. fund.
8. Requests for travel or purchases on/off campus must be submitted to the SGA office at least four weeks before the scheduled event.
9. Applicants must attach a sample of all advertising to be distributed for the B.U.C. funded event. All advertisements must have the SGA logo AND the phrase "Funds provided by SGA/B.U.C. Fund." The SGA Logo should be download from the SGA Website at <http://www.etsu.edu/sga/logos.htm>
10. In addition to the above advertising requirements, all advertisements must have the University Equal Opportunity access clause as well as the Student Government's Disclaimer clause. Events who advertise without these required statements will be disqualified from receiving any funds from the SGA in the future.

a. The University Equal Access Clause is as follows:

"East Tennessee State University is a Tennessee Board of Regents Institution and is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status, or sexual orientation."

b. The ETSU Student Government Association disclaimer states:

“This event has been financially sponsored, either in it’s entirety, or partially by the ETSU Student Government Association (SGA) and its B.U.C. (Better University Community) Fund.

The views contained herein at this event or program do not represent the views of the ETSU Student Government Association, the SGA President or other members, the University, or the Tennessee Board of Regents. The ETSU SGA is fully in accord with the belief that all events and programs should be afforded the same opportunities that all US Citizens receive from the First Amendment of the United States Constitution.”

11. Registered organizations which receive their annual operating budgets from the Student Activities Allocations Committee may only apply for special project funding, for unforeseen campus opportunities once per academic year.
12. The SGA B.U.C. Fund committee has the right to review this organizations financial standing.
13. If on follow up after your event future funding will be jeopardized if B.U.C. fund policies were not followed.
14. The undersigned have read and understand the Student Government Allocations Policies and Procedures governing the allocation of funds available in the SGA constitution Title Five. Everything stated on the form is true.
15. The SGA Seed Money program may be dismantled at any time the executive branch deems appropriate.

We the undersigned, hereby authorize any official or office related to the funding process to review our organizations financial records. We also agree to use allocated funds only for expenses approved by the proper officials.

President

Faculty Advisor

Treasurer

Project Director

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SGA ACTION ON APPLICATION

****FOR STUDENT GOVERNMENT ASSOCIATION USE ONLY****

Date Received _____ Received by _____

Total Amount Requested: _____

BUC Fund Committee Recommendation: _____

By a Vote of: _____

I certify that the above is an accurate reflection of the recommendation of the BUC Fund Committee and is also an accurate record of the vote of the committee for the recommendation.

Vince Carroll, Secretary of Allocations

Date

Senate Adjustments (if any): _____

Final Amount Approved by the Senate: _____

By a Vote of: _____

By the power vested in me by the Student Government Association Constitution and Code of Laws, I hereby { } approve { } veto this BUC Fund application. My signature below attests to the same.

Chad Hall, SGA President

Date

Sally S. Lee, V.P. for Student Affairs

Date