



**EAST TENNESSEE STATE UNIVERSITY  
STUDENT GOVERNMENT  
=====ASSOCIATION=====**

**BETTER UNIVERSITY COMMUNITY (B.U.C.) FUND**  
**Executive Branch** **Office of the President**  
**IQRA AHMAD , P R E S I D E N T**



**2 0 1 2 - 2 0 1 3**  
**Seed Money Application**

# **Application Dates and Deadlines**

## **Fall 2012 Semester**

### **First Session**

- **Thursday, September 9<sup>th</sup>**, Applications are due no later than 4:00pm in the SGA office.
  - **Monday, September 13<sup>th</sup>**, B.U.C. Fund Committee hearing at 4:00pm
  - **Tuesday, September 14<sup>th</sup>**, 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 4<sup>th</sup>**, Applications are due no later than 4:00pm in the SGA office.
  - **Monday, October 8<sup>th</sup>**, B.U.C. Fund Committee hearing at 4:00pm
  - **Tuesday, October 9<sup>th</sup>**, 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 4<sup>th</sup>**, Applications are due no later than 4:00pm in the SGA office.
  - **Monday, November 8<sup>th</sup>**, B.U.C. Fund Committee hearing at 4:00pm
  - **Tuesday, November 9<sup>th</sup>**, 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 2013 Semester**

### **First Session**

- **Thursday, February 1<sup>st</sup>**, Applications are due no later than 4:00pm in the SGA office.
  - **Monday, February 5<sup>th</sup>**, B.U.C. Fund Committee hearing at 4:00pm
  - **Tuesday, February 6<sup>th</sup>**, 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 17<sup>th</sup>**, Applications are due no later than 4:00pm in the SGA office.
  - **Monday, March 21<sup>st</sup>**, B.U.C. Fund Committee hearing at 4:00pm
  - **Tuesday, March 22<sup>nd</sup>**, 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 14<sup>th</sup>**, Applications are due no later than 4:00pm in the SGA office.
  - **Monday, April 18<sup>th</sup>**, B.U.C. Fund Committee hearing at 4:00pm
  - **Tuesday, April 19<sup>th</sup>**, 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 STUDENT GOVERNMENT ASSOCIATION

BETTER UNIVERSITY COMMUNITY (B.U.C.) FUND  
Executive Branch Office of the President

IQRA AHMAD , PRESIDENT

## Requesting Group Contact Information

Contact Person: \_\_\_\_\_ Group/Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Campus Box: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

## Seed Money Application

Organization: \_\_\_\_\_

Print Full Name of the Organization: \_\_\_\_\_

## Campus Box:

Has you organization ever received seed money within the last 2 years? If so when and how much.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\* Registered organizations, which receive their annual operating budgets from the Students Activities Allocations Committee may only apply for special project funding, for unforeseen campus opportunities, or loan funding for special emergencies once per academic year.

\*\*\*If your organization is receiving money from a Departmental Account, you will need to get a contact number of the person from that Department.

Is a departmental account supplementing the cost of the trip? \_\_\_\_yes \_\_\_\_no

If yes, list the name and phone number of departmental contact person.

Department Contact

Contact's Phone Number

Questions? Call the SGA Office at 439-4253. All B.U.C. Fund Inquires should be directed to the Secretary of Allocations, Mr. Vince Carroll via email at [carrollv@goldmail.etsu.edu](mailto:carrollv@goldmail.etsu.edu)

\*\*\*Registered organization, which receives their annual operating budgets from the Student Activities Allocations Committee may apply for special project funding, for unforeseen campus opportunities, or loan funding for special emergencies once per academic year.

\*\* If this is an off campus event funding will be reduce if attendance decreases afte4r funding has been approved.

\*Please attach any additional information, which verifies prices or rates.

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BETTER UNIVERSITY COMMUNITY (B.U.C.) FUND

Executive Branch

Office of the President

IQRA AHMAD ,

P R E S I D E N T

Current Registered Student Organization Verification Statement

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

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

Questions? Call the SGA Office at 439-4253. All B.U.C. Fund Inquires should be directed to the Mr. Vince Carroll via email at [carrollv@goldmail.etsu.edu](mailto:carrollv@goldmail.etsu.edu).

*Executive · Legislative · Judicial*

**sga**



## Legislative Branch

**Student Senate**  
Vice President Ms. Leah Tilson



## Executive Branch

**Office of the President**  
President Ms. Iqra Ahmad

Secretary / Treasurer Mr. Josh Kosky

**\*\*\*\*This Page is FOR SGA USE ONLY\*\*\*\***

### Better University Community (B.U.C.) Fund Seed Money Application

Date Received \_\_\_\_\_ Received by \_\_\_\_\_

Name of organization applying: \_\_\_\_\_

Has this organization received any Seed money in the last 3 years? Yes – No

*The maximum Seed money allocation is \$350.00*

-----Committee use by Secretary of Allocations/B.U.C. Fund Chair-----

\$ \_\_\_\_\_ X \_\_\_\_\_ -OR- X \_\_\_\_\_  
Amount Requested Committee Recommendation Committee Chair Signature Secretary of Allocations Signature

-----Senate use by Secretary of Allocations-----

\$ _____	Date Voted on by Senate
Senate Adjustments, if any	
Senate Allocation:	Senate Vote:
\$ _____	\$ _____

-----For the SGA Advisor's Use only-----

Advisor's Signature: _____	Date: _____
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-----For the SGA President's Use only-----

[ ] Pass \_\_\_\_\_ -OR- [ ] Veto \_\_\_\_\_  
SGA President's Signature SGA President's Signature

President's  
Comments: \_\_\_\_\_





# EAST TENNESSEE STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

BETTER UNIVERSITY COMMUNITY (B.U.C.) FUND  
Executive Branch                      Office of the President

IQRA AHMAD ,                      P R E S I D E N T  
**B.U.C. Fund Terms and Conditions**

(Herein referred to as the "T&C's")

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 meeting 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 Affair 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 entirely, 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.



**ETSU**

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
Project Director