Virginia Tech
Graduate Student Budget Board
Registered Student Organizations (RSO) and University Student Life Programs (USLP)

Funding Policies & Procedures

**Approved by Graduate and Professional Student Senate (GPSS) April 2022**
Part I: Policy
Article I
Section I

MISSION

The Graduate Student Budget Board (GSBB) manages the allocation process of the funds appropriated to graduate and professional student organizations from student activity fees. GSBB strives to provide funds for graduate and professional student organizations in a fair and equitable manner, consistent with the votes of the representative board of GSBB. The purpose of funds allocated by GSBB is to enrich the graduate and professional student experience at Virginia Tech both socially and professionally.

Section II

SUPPORTING STATEMENTS

The views and opinions expressed by organizations that are funded through the Graduate Student Budget Board do not reflect any official policy, stance, or position of the Board or Graduate and Professional Student Senate and are solely the opinions, viewpoints, or reflections of that specific organization.

Graduate Student Budget Board (GSBB) funding is available to student organizations with a majority graduate student membership. The membership of the organization must also pay the student activity fee. Student organizations whose membership is evenly split between graduate and professional students and undergraduate students will also be considered based on an organization’s mission and purpose and intended audience.

All requests should align with the organization’s mission and strive to improve the graduate student experience through student organization.

Article II
Section I

GSBB STRUCTURE AND MEMBERSHIP POLICIES

All board members will serve during the 2022-2023 academic year. There will be a total of eleven (11) board members. There will be 1 member from each of the following colleges at Virginia Tech for a maximum of 2 representatives from any given college.

- College of Agriculture and Life Sciences (CALS)
- College of National Resources and Environment (CNRE)
- Pamplin College of Business
- College of Literature and Human Studies (CLAHS)
- College of Engineering (COE)
- College of Architecture and Urban Studies (CAUS)
- College of Science (COS)
- Extended Campus

Responsibilities
The roles of the members of GSBB are listed as follows:

- Attend and actively participate in all GSBB meetings.
- Review and present on any assigned budget requests ahead of the meeting.
- Respond to all eVotes.
- Accept and complete delegated tasks from the Chair.
- Communicate decisions quickly and efficiently to relevant organizations (Chair)
- Abstain from voting if there is a conflict of interest (i.e., member of the organization whose request is being voted on by GSBB)
- Member Absences
  - Each member is allowed two (2) absences per semester
  - All absences need to be submitted to the Chair and Vice Chair prior to the meeting (whenever possible)

Section II

**GSBB CHAIR**

The Chair of the GSBB will be the Director of Finance of the GPSS. During this pilot phase, the Chair will serve during the 2022-2023 academic year. The chair is a non-voting member of GSBB, unless to break a tie vote. The responsibilities of the chair include:

- Set agendas for the GSBB meetings
- Facilitate and attend all meetings
- Maintain a GSBB Chair email account
- Guide the GSBB without bias in the application of policy and precedent when reviewing budget requests and funding related decisions
- Hold regular office hours to meet with organizations for questions and clarifications on GSBB policy and procedure
- Attend university meetings as necessary
- Coordinate appropriations strategy with Advisor and Chair of USS Appropriations Committee
- Act as a liaison between SECL and the GSBB
- Delegate tasks to the Vice Chair and/or other GSBB board members
- Represent the Board’s interests at Appeals meetings
- Coordinate with Chair of USS Appropriations Committee eligibility for organizations
- Participate on the Student Leadership Finance Team for allocation of UCSOs
- Vote to break a tie vote
- Update status of requests including rationales
- Contact organizations on behalf of GSBB regarding any questions and updates on requests

Section III

**GSBB VICE CHAIR**

During the pilot phase, the Vice Chair will serve during the 2022-2023 academic year.
During this phase, The Vice Chair will be a voting member of GSBB. The responsibilities of the chair include:

- Attend all meetings
- Support and take delegation from the Chair
- Take the place of Chair at meetings, if needed
- Coordinate meetings with the board members and take meeting minutes during the GSBB meetings
- Lead policy and procedure review and updates
- The Vice Chair will be the voting member of the board

Section IV

**GSBB ADVISOR**

The advisor for the Graduate Student Budget Board is a full-time staff member appointed through the Student Engagement and Campus Life (SECL).

- The advisor is a non-voting member who works closely with the students as well as the Student Organization Budget Office managers.

**Article III**

**Section 1**

**FUNDING CATEGORIES AND MAXIMUM**

Below are the types of funding available to each eligible graduate organization. All maximums outlined are per organization and per academic year (August to August). Details for maximums within line items can be found later under FUNDING GUIDELINES, RESTRICTED ITEMS, AND LINE-ITEM MIN. & MAX.

Please note that you may not apply for more than one funding category per event.

All events funded by GSBB must be open to the entire graduate student community. Organizational due-diligence must be exercised to ensure GSBB-funded events are broadcast to the entire student population, as funds come from student activity fees and should be equitably available/accessible to VT students. To ensure this, all events funded by GSBB are **REQUIRED** to publicly listed the event on GobblerConnect.

**General Program Funding**

Organization's programs and events that are open to the campus community.

- This category will be funded up to $6,000.
- Funding may be spent on multiple events by the organization, but each event must be applied for/requested individually. This includes reoccurring events or events that are part of a series.
- Contract fees for this funding category are funded up to $4,999
  - Funding for this category includes contract fees, travel, and lodging for contracted guests (performers, speakers, artists, etc.).
  - All-inclusive contracts are strongly recommended.
- Requests must be submitted at least 30 calendar days prior to the event
Major Event Funding
Organization's programs and events that are open to the campus community, are booked in a major venue on campus, AND meet one or both of the two criteria.

1. One or more contracted guests (performer, speaker, artist, etc.) whose contract fees sum to more than $5,000
   a. Funding for this category includes contract fees, travel, and lodging for contracted guests (performers, speakers, artists, etc.).
   b. All-inclusive contracts are strongly recommended.
2. Proven attendance of 1,000 or more at the event.

- Major venues are the GLC Auditorium, GLC Multipurpose Room, Squires Commonwealth Ballroom, Haymarket Theatre, Colonial Hall, Burruss Hall, and the Drillfield, Moss Arts Center, and the Lyric Theater.
- This funding category will be funded up to $7,500.
- If an organization requests Major Event Funding and fails to meet any of the criteria stated above to be classified as a Major Event, (such as $5000 minimum in contract fees) they shall be capped for reimbursement at the General Program max of $6000 if any funds remain for the organization.
- Requests must be submitted at least 60 calendar days prior to the event

Outreach Event Funding
- Outreach events are limited to events pertaining to the local community, for example, events with the target audience of middle or high school students in the geographic area (within 50 miles of Blacksburg or Roanoke Campus)
- This category will be funded up to two outreach events and a total of $500 per organization per year
- This funding category includes logistics required for outreach events, including but not limited to travel accommodations, registration fees, lodging, etc.
- Food or beverage cannot be included in this outreach category
- Outreach events are limited to 50 miles surrounding the campus of the applicant organization, for example, a graduate student organization located at the Roanoke satellite campus could apply for outreach funds if the event is located within 50 miles of the HS&T Campus
- Requests must be submitted at least 30 calendar days prior to the event

Fundraising Event Funding
- The costs associated with charitable events may be fundable.
  o If any organization is hosting a philanthropy, benefit, or similar type of event, costs associated with the event, may be funded.
  o The event must be an activity open to the Blacksburg campus community that is participatory in nature.
  o Allocated funds from GSBB cannot go directly to charities, benefits, third parties, etc.
- Organizations can host events that may result in generating money.
  o Fundraising events are capped at $200 per year, plus additional costs for marketing and advertising expenses.
    ▪ Marketing and advertising costs are not included in the $200 cap.
- Food or beverage cannot be included in this fundraising category
- Requests must be submitted at least 30 calendar days prior to the event

Conference and Competition Funding
- Costs associated with organizations attending conferences and competitions.
  - Competition Funding will apply to organizations when competitions are an integral part of the organization’s functions (sport clubs, debate teams, etc.)
- This funding category will be funded up to $3000 per organization per academic year
- Organizations must demonstrate how conference and competition attendance:
  - Meets the organization’s mission; and
  - Benefits the organization and members of the organization as a whole
  - Benefits the larger campus community
- Conference and Competition Funding is limited to travel accommodations (airfare, gas, train, car rental, parking, shuttle), lodging, and registration fees only.
- This funding category will be eligible for either virtual or in person conference and competition registration
- Requests must be submitted at least 30 calendar days prior the conference or competition start date or when payment is due, whichever is first.
  - Conference and competition schedules must also be submitted 30 calendar days prior to the conference start date.
- Given that conferences and competitions allow for a meaningful experience for students, but do not have a wide reach, overall funding for conferences and competitions will not exceed 40% of the overall Graduate Student Budget Board RSO/USLP budget allocation.
  - Once 40% of the budget is allocated, organizations can continue to apply, and requests will be given consideration based on their application date and if funding is returned from other organizations.
  - This 40% portion of the budget will be split into allocations for conferences and competitions happening in the Fall and Spring semesters equally.

Operational Funding
- Consists of non-event specific expenses which helps an organization function.
- Operational funding includes insurance, equipment, and professionally made banners.
- Requests must be submitted 30 days in advance of needing to purchase the equipment or when needing to spend the funds.

Section IV

FUNDING GUIDELINES, RESTRICTED ITEMS, AND LINE-ITEM MIN. & MAX.

Banners
- Banners (professionally made) will be funded up to the following amounts:
• $100 per year
• $25 for reprinting per year
• Banners will only be funded for general organization logos/information and may not be event or date specific.

Contract/Honoraria

• Payment of honoraria and contractual services from Budget Board funds may be subject to hiring and payroll regulations of the University.
  o GSBB will not fund contract payments or honoraria to employees of Virginia Tech.
• The board must know who the contracted guest is before funds will be allocated.
• GSBB does not judge the content, we only verify that bringing the guest aligns with the mission of the organization.
• GSBB will not fund contract payments, honoraria, or any costs related to the travel and lodging of students from other universities to come to Virginia Tech.
• If the organization enters into a verbal or written contract without the appropriate funding approval, the organization will be responsible for payment.
• Please note that contracts or agreements entered into on behalf of an RSO/USLP are the sole responsibility of the individual or the organization. Virginia Tech holds no responsibility with RSO/USLP contracts or agreements.
• It is strongly encouraged that before an RSO/USLP enters any sort of agreement or contract, they consult with Student Legal Services in Squires 143.

Decorations

• Decorations are defined as single-use, non-reusable items specific to an organization event or program
• Decorations are capped at 20% of the total amount requested for the event and up to $300.
• Supplies related to the creation of a decoration will only be considered if the premade decoration is not available. Additional justification must be provided as to why the supplies are needed to create the decoration

Departmental Funding

• Any requests that are co-sponsored or primarily organized by academic departments will not be funded

Employment

• Costs of employment will not be funded.
• Student employment will not be funded unless they are being paid as part of a department within the university.
  o For example: A student working as a Production Technician can be paid. A student working as a DJ or a private contractor cannot be paid.
• Payment of services for performances to other students and/or organizations will not be funded.

Equipment
• Requests for funding of equipment will be closely examined.
• Equipment is any reusable item with the potential to be used more than once, with an expected lifespan of more than three years, and are critical to supporting the organization’s mission.
  o Rentals will not be considered under this category.
• Equipment is property of the organization and for the exclusive use of the organization. Equipment is not owned by any individual, member, or representative of the organization.
• Requests must be well-developed and supported by the following documentation:
  o Justification, with a convincing argument for the necessity of the purchase.
  o Detailed understanding of what equipment will be used for and how it will be utilized by the organization.
  o Price quotations are required by at least three (3) vendors for any single item
  o $150 or more
• A storage location for the equipment must exist.
  o Organizations are expected to keep their equipment from year to year.
  o Requests for items funded within the past three years will not be funded without significant justification, such as safety concerns, equipment malfunction, etc.
  o Costs associated with storage of equipment will not be funded.
• Items must be organization specific and not accessible for rental through the university’s vendors.
  o If an item is accessible through the university’s vendors, but purchasing is still desired, a cost-benefit analysis and significant justification must be presented for funding consideration.
• If an organization is funded for purchasing equipment, it cannot be funded for the same, or similar piece of equipment, for 3 years following.

Dues
• Individual or organizational membership dues are not funded

Fines and Penalties
• Costs incurred from violations of, or failure to comply with, federal, state, local, or foreign laws or restrictions will not be funded
• Fines and penalties incurred by late payments or other acts of non-compliance with contractors and others will not be funded

Food and Beverage
• The maximum amount of funding for the food category per organization per academic year is $1,000
• The maximum per person cost of food requested cannot exceed $15 per person per event
• Food service charges, delivery charges, supplies, food, and beverages will only be funded for meetings and events specific to the organization’s mission
• The purpose of the meeting or event and justification of how it aligns with the
mission of the organization must be outlined in the request for funding

- Meetings or events may include weekly, monthly, quarterly, or annual gatherings hosted by the organization
- If requesting GSBB to pay an invoice for food, organizations must go through America To Go (ATG) to purchase food. Please contact budgetboard@vt.edu for additional information to place an order through ATG.
  - However, organizations are eligible to be reimbursed if they pay the food vendor out of pocket.
- The meeting or event must be held on the Virginia Tech campus or at a space subject to the approval of the Board, based on justification by the organization
- Alcoholic beverages may be served for organization meetings/events, but will not be funded by the GSBB
- Funding will not be provided for events occurring at a location whose primary purpose is serving alcohol (bars, etc.)
- Submit requests minimum 30 calendar days prior to meeting/event date

**Giveaways**

- Promotional items that are event or organization specific will not be funded.

**Installment Funding**

- GSBB will not consider a funding scenario that would incrementally set aside funds over several consecutive payments to fund a single program
- Funding for security deposits/refundable charges will not be allocated through GSBB

**Insurance**

- GSBB will fund general liability insurance for organizations.
  - GLI is defined as a policy that comprehensively covers an organization for activities, they are hosting which fit within the parameters of SBB funding.
  - Insurance coverage for individual members of the organization will not be funded (such as medical payments and accident coverage).
- One quote must be provided for insurance funding requests.
  - Insurance requests are exempt from the “Equipment” stipulation of 3 quotes.
- If the Board feels that the quote is higher than average, they may ask for a second quote to be provided before rendering a decision.
- Costs associated with additional insured individuals/entities outside of those required by the university will not be funded.
- General liability insurance requests are made under the Operational Funding Category unless the policy is limited to a singular event.
  - Policies for a single event must be requested in combination of all other requested items under either the appropriate General Program or Major Event Funding Categories.
  - GSBB recommends if you are hosting more than one event per year, your organization consider securing an annual general liability policy.
- Vehicle insurance will not be funded.
Intramural Fees
- Registration fees for intramurals will not be funded

Marketing and Advertising
- The Board will consider the percentage of costs related to publicity and advertising
  - Funding for this line item cannot exceed more than 20% of the total event budget
- For social media-related advertising (Facebook, Instagram, Snapchat), organizations will be funded up to $100 per event.
- Publicity funding will be considered for media that directly focuses on currently enrolled students at the Blacksburg/Roanoke campuses.
- For print-related advertising (flyers, posters, table cards) organizations will be funded up to $100 per event (please see “Publicity and Advertising” below).
  - GSBB may examine the type/size of an event when awarding print-related funding
  - GSBB will not fund any item that can be obtained through The Source
- Printing or publishing organization-specific material (agendas, minutes, recruiting, newsletters, etc.) will not be funded
- Any event funded by GSBB must include an accommodation statement on all marketing and advertising materials

Practice and Rehearsal Rentals
- Rental fees for on-campus practice rooms and other spaces reservable through Rec Sports (ex. McComas, War Memorial, Rec Fields, Field House) for, organizations that are performance or competition based, will be funded up to $600 per year.
  - 25% of practice hours must be open to the campus community and posted as an event on GobblerConnect.
- Costs associated with Dress Rehearsals, including room rental fees, production and/or event services, will not be funded.

Student Travel and Lodging for Conferences and Competitions
- Expenses incurred by students engaged in travel for conferences and competitions will be limited to costs of transportation, lodging, and registration fees.
- University guidelines and policies will be followed related to funding of travel
- Costs of meals will not be funded.
- International travel is not funded.
- Expenses incurred by faculty/staff will not be funded.
- Expenses incurred by an individual who is not a VT student will not be funded.
- GSBB funding decisions will follow university travel guidelines regarding the funding of travel.

Transportation
The travel location must be known before the Graduate Student Budget Board will approve funding.

GSBB will fund vehicle rental costs and gas mileage reimbursement.
  o A maximum of 7 days will be funded for vehicle rental costs

The use of private/rented vehicle fuel may be reimbursed at $0.44 per mile.
  o One vehicle may be reimbursed for 1-4 students traveling. Two vehicles may be reimbursed for more than 4 students traveling.

Fees for rental vehicles will be maxed at $50 per day for use by 1-4 students traveling.
  o If there are more than 4 students, costs for an additional vehicle may be allocated at a maximum of $100 per day for a maximum of two vehicles

Airfare and train fare may be funded up to $250 per student and at no more than $1000 per year per organization.

Parking costs will be funded up to $10 per day per vehicle for 1-4 students.
  o If there are more than 4 students, a maximum of $20 per day may be allocated for a maximum of two vehicles.

Shuttle (including ride-share) costs will be funded up to $30 per day for 1-4 students.
  o If there are more than 4 students, a maximum of $60 per day may be allocated for up to 8 students.

**Lodging**

Lodging for student travel will be funded up to $65 per student per night.

Lodging requests per organization must not exceed a maximum of six nights per year.

Organizations are encouraged to make reasonable requests based on comparative lodging costs or alternative lodging options.

**Registration Fees**

Conference and Competition registration fees will be funded up to $250 per student per conference or competition.

Costs associated with submitting program proposals, abstracts, or association memberships will not be funded.

**Taxes**

- GSBB will fund sales tax as needed, but this must be included in the original request for funds as part of the line item costs for the requested items
- GSBB will not fund sales tax if it is requested after approval, more than the amount the group was approved for
PART II: PROCEDURE
Article I
Section I

GSBB MEETING PROCEDURES

Frequency of Meetings
- The board will meet bi-weekly when classes are in session during the Fall and Spring semesters (does not meet during breaks)
- Extra meetings may be scheduled if needed and can be called by the Chair of GSBB
- The GSBB typically meets beginning the third week of the Fall semester and the second week of the Spring semester.
- If a meeting is not needed, it can be cancelled by the Chair of GSBB

Quorum
- Quorum is needed for each GSBB meeting to vote on requests
- Quorum is any number of members above 50% of voting members

Section II

EXPECTATIONS FOR ORGANIZATIONS

GSBB has the following expectations for student organizations that apply for funds:
- Requests are adequately described, reasonable, and justified.
- Programs, events, and travel aligns with the organization’s mission.
- Programming and events are diverse, engaging, and educational for the graduate community
- Organizations practice fiscal integrity and prudent use of funds
- Eligible organizations will participate in a Funding Workshop about the budget request application process, policy, and procedure for GSBB
- Organizations abide by GSBB deadlines

If a request does not meet these expectations, it may be denied funding.

Section III

GUIDELINES FOR STUDENT ORGANIZATION ADVISORS

- Graduate Student Budget Board acknowledges that student organization advisors play a crucial role in the support/advisement of student organizations and their leaders. However, that role should be focused on supporting, not completing work on behalf of the organization.
- Student organization advisors may not do the following:
  - Submit budget requests on behalf of the organization.
  - Serve as the primary contact for an organization on a request.
  - Complete reimbursement paperwork on behalf of the organization.
  - Communicate with GSBB about the organizations request without involvement from a student leader.
• Advisors may help student leaders navigate these processes, but they are unable to complete the processes themselves.

Section IV  
**BUDGET REQUEST APPLICATION REQUIREMENTS**

The following criteria must be met to apply for funding with the GSBB:

• Be fully registered as an organization with Student Engagement and Campus Life (SECL)
• Have a majority graduate/professional student membership
  o Organizations with an even split of graduate and professional students and undergraduate students may still be considered by GSBB based on the organization’s mission and intended audience
• Complete the GSBB Funding Workshop and receive a score of 100% on the quiz before applying for funds
  o Each individual who is submitting a budget request on behalf of your organization must fully complete the GSBB Funding Workshop and Quiz prior to submitting a budget request.
  o Any budget request submitted prior to completing the funding workshop and receiving a 100% on the quiz will be automatically denied.
• Meet the established application deadline set by GSBB with forms filled out correctly
• Only student organization members listed on the organization’s GobblerConnect roster who completed the GSBB Funding Workshop with a score of 100% on the quiz can apply for funding
• All costs associated with a single event, expenditure, or conference/competition must be including in one request.
  o Multiple requests submitted related to a single event, expenditure, or conference/competition will be denied.
• If your organization falls out of good standing with the university, your funds will be revoked and/or you will not be eligible for reimbursement
  o Good standing is defined as meeting registration and on-going student organization requirements through SECL

Section V  
**DEADLINES FOR SUBMISSION**

• Each funding category has a submission deadline requirement:
  o Conference and Competition Funding, Fundraising Events, General Program, Outreach Events,
    ▪ 30 calendar days from the date of the event or the date that the money needs to be spent.
  o Major Event Funding
    ▪ 60 calendar days from the date of the event.
• Any budget request submitted after these deadlines, will not be considered for funding, and will be automatically denied.
• If you do not have the exact cost ready for submission by the deadline, you may use estimated costs based on past years or reasonable expectations.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference and Competition Funding</td>
<td>30 calendar days</td>
</tr>
<tr>
<td>General Program Funding</td>
<td>30 calendar days</td>
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<tr>
<td>Operational Funding</td>
<td>30 calendar days</td>
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<tr>
<td>Outreach Event Funding</td>
<td>30 calendar days</td>
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<tr>
<td>Fundraising Event Funding</td>
<td>30 calendar days</td>
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<tr>
<td>Major Event Funding</td>
<td>60 calendar days</td>
</tr>
</tbody>
</table>

**Deadline to Submit Payment Processing Documentation and Appeals**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DEADLINE</th>
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</thead>
<tbody>
<tr>
<td>Submission of Payment Documentation (event specific)</td>
<td>15 days following the event date or expenditure. For bills/invoices you haven’t received within 15 days following the event (i.e., Event Services/Production Services), you must submit the bills/invoices you must submit within 5 days upon receiving the bill/invoice.</td>
</tr>
<tr>
<td>Accommodations Invoice/Bill</td>
<td>Within 7 calendar days of receiving invoice/bill</td>
</tr>
<tr>
<td>Purchase and Submission of Payment Documentation of Non-Event Specific Equipment</td>
<td>Prior to 45 calendar days after receiving award notification</td>
</tr>
<tr>
<td>Appeals</td>
<td>14 calendar days from the date of award notification</td>
</tr>
</tbody>
</table>

• Calendar Dates for Budget Request Application Deadlines
  o See the flowchart below for calendar dates deadlines throughout the year.
  o GSBB does not meet during breaks. Organizations are required to request funding for events/expenditures taking place during breaks in advance to ensure approval from the Board. No expectations will be made.

• Break Periods
  o GSBB does not meet over Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Summer Break.
  o Please know that this affects requests that will be heard (especially winter break, as the budget request application will be closed during winter break).

• Early Decision
  o These deadlines must be met in order for a request to be heard during the semester it is submitted.
  o If your organization misses the early decision deadline your request will not be heard until the following semester.
If you are planning an event or expenditure at the beginning of the spring semester (prior to 2/16/2023), you must submit your budget request by Nov 1, 2022, otherwise it will not be heard by GSBB in time for your event.

**Note:** You cannot submit a budget request from 11/2/2022-1/16/2023.

**Section VI**

**HEARING REQUESTS**

- Requests will be heard on a first come first served basis in the order submitted by the student organizations
  - Semester-in-Advance Requests are held, and all heard at the same time. They will be heard in the order they are submitted.
- GSBB meets bi-weekly, and every effort is made to hear funding requests as quickly as possible.
  - Please note there are a significant number of organizations on campus. The earlier an organization submits its budget request, the more time the organization will have to plan their event.
- GSBB makes their funding decision based on:
  - How the budget request helps the organization meet its mission
  - If the request follows funding policies and precedents
  - Target audience for events and programs (not including outreach events) is currently enrolled VT students
  - How well justified and estimated the budget request is with appropriate supporting documentation
- GSBB reserves the right to a) ask for additional clarity if needed or b) meet with organizations before awarding funding
  - If the organization is sent correspondence seeking clarity on a request (through email and/or directly through GobblerConnect), they have one week (7 calendar days) from the date the correspondence is sent, to respond
    - If a response is not given within 7 calendar days, the request will be voted on with the information, or lack thereof, provided
  - If the organization is asked to meet with the Board, the organization will be
notified of the date and time
  § If a representative of the organization is not present, the request will be voted on with information, or lack thereof, provided

Section VII

APPROVED FUNDS

• Once a request is approved, the organization will be notified of what GSBB approved in their request
• The organization is approved for ONLY what is on the request and award letter.
  o The specific items requested in the line-items, not just the overall amount.
• If requesting funds for an event/program, organizations must put their program/event on their GobblerConnect page a minimum of 15 days prior to the event, with a request for accommodations statement.
  o If 15 days does not exist between approval and the event, the organization must create the GobblerConnect event ASAP.
  o If this does not happen, the organization is eligible to lose funding for that event.
  o This does not apply to conference/competition or operational funding.
• If funds are spent outside of what was approved (the specific line-items) and/or the amount approved, the organization will be solely responsible for paying those expenditures.
• Refer to reallocation process for additional information if changes need to be made for specific line items.

Retroactive Funding

• Organizations cannot be reimbursed for payments made prior to funding approval.
• All payments must take place after approval from GSBB.
• If payments are made prior to GSBB approval, the organization is solely responsible for paying those expenditures.

Section VIII

CHANGE OF EVENT INFORMATION AND REALLOCATIONS

• Organizations are required to seek GSBB approval for reallocation of funds if there is a change in previously approved funds (i.e., line-items) and/or events and/or dates.
• Reallocation requests must be submitted no less than 7 calendar days prior to the event or expense. The approval of the reallocation must be received prior to the expenditure of the requested funds or prior to the event, whichever is first.
• This request to reallocate is done by emailing gsbb@vt.edu, with the following information:
  o Organization Name Requesting Reallocation
  o Budget Request Number
  o Budget Request Name
o Line Item(s) of where money is moving from and the specific amounts of each line item to be reallocated
o Line Items with descriptions of where money is requested to be moved to and the specific amounts of each line item
o Statement explaining the reason for the Reallocation

- Reallocation may only occur within the singular event originally requested. Funds cannot be reallocated between separate events, nor can they be reallocated to a new event.
- Reallocation examples that can be approved:
  o Your organization is approved for a speaker and that individual is no longer available, so you are requesting a reallocation to bring a different speaker.
  o Organization was approved for sandwiches, and your organization determined pizza is a better option.

Article II
Section I

PAYMENTS AND REIMBURSEMENTS

- There are several documents that must be completed and submitted on Gobbler Connect, before a check request can be forwarded to the Controller’s Office
- Approved funds are only dispersed through Direct Pay/invoice or reimbursement.
- Submitting an invoice and/or contract for a direct payment is the preferred method of utilizing the funding.
- If the invoice or charge is more than what was approved through GSBB, the graduate organization is responsible for paying the remainder of the costs
- Contracted speakers, guests and artists must be paid directly through the university, not through student organizations or their members. Other purchases from outside vendors (such as supplies, equipment, etc.) may be purchased by the student organization, provided they have received pre-approval to purchase and submit proper receipts and documentation for the purchase in order to receive reimbursement.

Deadline for Payment
- Organizations are required to submit the payment documentation, direct pay vendor invoice, contract, or reimbursement receipts and payment verification electronically through GobblerConnect no later than 15 days after the date of event.
  - If the organization has not received an invoice/bill from the vendor within 15 days following the event, the organization has 5 days to submit the bill/receipt after receiving the document.
- If the payment documentation is not turned in within 15 days (or after 5 days for invoices/bills not received by the organization within 15 days following the event), the organization forfeits the right to be reimbursed and those funds will return to GSBB.
- All payment processing paperwork for the same event, expenditure, conference,
or competition must be turned in at the same time (excluding invoices/bills not yet received within 15 days following the event).
  o For example - If your organization is being reimbursed for a conference, reimbursement paperwork for all individuals who need to be reimbursed, and any additional payments made, must be turned in together to GobblerConnect.
  o This does not include payments for contracts and vendors that are needed ahead of time.
  o All necessary signatures must be completed on the Payment Processing Forms.

Date Non-Specific Funding
  • If the approved funding is not for a specific event date, (i.e., equipment), the organization has 45 days after they are sent award notification to make the purchase and turn in all paperwork for reimbursement or payment.
  • Failure to meet this deadline will result in the organization forfeiting access to the funding and the funds will revert back to GSBB.

Payment for Contracts/Honoria
  • Before an organization enters into a contract, it is strongly encouraged that the organization meets with Student Legal Services in Squires 143 to signing any agreement.
  • Payment Processing Forms, completed and signed contracts, W-9 form, and 20 questions form must all be turned in 4-6 weeks prior to your event.
    o Failure to turn in forms 4-6 weeks prior to your event will result in a check not being ready for payment to the contracted guest on the day of your event.
    o The University must pay the contracted guest directly and the organization cannot be reimbursed for prior payments.
      ▪ Payment made by an organization to a contracted guest, no matter the cost of the contract, and turned in for reimbursement, cannot be processed, and will be denied by GSBB.
  • Failure to submit the appropriate forms and/or to have these forms completed will delay the ability to have a check made. If a payee has a US Taxpayer ID or Federal ID number, the W-9 form will need to be submitted and signed by the person the check is being made out to (or an agency representative, if applicable). This process can take 30 days to complete once all material is submitted to the Controller’s Office.

Reimbursement for Personal Purchases
  • The organization must submit the original detailed (itemized) receipts along with any appropriate backup documentation and the Student Payment Processing Form, via the RSO/USLP Payment and Reimbursement Submission Form through GobblerConnect.
    o This link can be found on the Student Organization Funding Website.
  • If paying with cash, check, or card, only the original detailed receipt, along with
the Payment Processing Form is needed.
  o If the purchase is for food or groceries, an event attendance list must also be submitted.

Payment for University Services
• Invoices from University Services/Departments should be submitted via the RSO/USLP Payment and Reimbursement Submission Form through GobblerConnect.
• These invoices should be paid directly from the invoice and not through a reimbursement.

Section II

APPEALS

• Appeals may only be based on the following criteria:
  1. Established policies and procedures were not followed.
  2. The decision was not made within parameters with previous decisions of GSBB, in the same academic year.
• The fact that the Board did not fund an item at the requested level does not constitute grounds for appeal.

Hearing Appeals
• Registered Student Organization appeals will be heard by the GSBB Appeals Committee.
• The GSBB Appeals Committee
  o Consists of an independent commission of 3 Graduate delegates nominated by GPSS
  o The chosen members to sit on any appeal, must not have been present and/or voted on the original request.
• An appeals schedule will be created one month after the appeal committee has been selected
  o If an appeal needs to be heard that week, Appeals committee members will hear the appeal.

Filing an Appeal
• All appeals must be submitted by the organization and filed in accordance with the following appeal criteria.
  o All appeals of the GSBB allocation decisions must be submitted, no later than 5 PM on the date two (2) weeks from the date on the award letter.
  o The appeal will be delivered to the GSBB Advisor to begin the appeal process.
  o The GSBB Advisor will review the appeal and determine if it meets the appeal criteria.
  o If it does, the GSBB Advisor will convene the GSBB Appeals Committee for the upcoming week.
Hearing an Appeal

- The convened panel will review the request and meet with members of the organization who filed the appeal and the Chair or Vice Chair of the GSBB.
- The GSBB Advisor will be present to take minutes and to ensure that both sides are being presented.
- Once both sides are presented, and the panel feels they have enough information to make a decision, they will privately deliberate.
- The decision of the panel is final.