January 18, 2010

Dear Organization Leaders:

It’s time for the Spring 2010 SBA student organization funding process. Please read this packet carefully as many items have changed. These regulations MUST be followed or you are not eligible to receive funding:

• All forms are available on the SBA Website (www.law.loyno.edu\sba).

• Each organization MUST provide a separate attachment stating all OFFICERS of the organization along with contact information including e-mail and contact number.

• Each organization MUST provide a copy of its constitution.

• The SBA Budget Request Form is two pages. The first page (sections 1-4) is demographic information and will be the “cover page” for your request.

• The President, Treasurer, and Advisor must sign the bottom of the first page.

• The second page (sections 5-7) provides for an itemized listing for each event. Sections 5-7 must be completed for EACH event for which you are requesting funding. Therefore, the itemized SBA Budget Request Form (sections 5-7) must have an itemized listing for each event.

• A letter of intent must be provided from each speaker or performer for which you are requesting funding.

• Please request all funding needed for the Spring only.

• Five (5) copies of the budget packet must be submitted.

Budget Request Forms are due in the SBA office on Tuesday, January 26, 2010 by 6 p.m. THERE WILL BE NO EXCEPTIONS.

Funding will be refused for those organizations that miss the deadline. Please note that adhering to our guidelines still does not guarantee monies due to limited funds.

If you have any questions regarding our new procedure, do not hesitate to contact me at (kmpacier@loyno.edu) or SBA President Laura Smith at (lesmith@loyno.edu). Best of Luck to your organization this year!

Sincerely,

Kirth Paciera, Jr
SBA Treasurer
SBA Budget Regulations
Spring 2010

Please read the whole document before filling out the SBA Budget Request Forms. All rules must be followed exactly.

The following information is intended to aid you in requesting Student Fee money from the Student Bar Association. As such, if all these guidelines and deadlines are not followed expressly as written, your organization stands to lose some or all of its funding. As per university regulation, any money that is not used by an organization may be used to fund another organization. Therefore, if your organization loses funding because it does not follow the guidelines then that money can and will be used for another organization.

**Section One: Important Dates**

The following Spring 2010 dates are applicable to all law school organizations:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 26</td>
<td>6:00 p.m.</td>
<td>BUDGET PACKETS DUE IN SBA OFFICE</td>
</tr>
<tr>
<td>Thursday, January 28</td>
<td>5:00 p.m.</td>
<td>Allocations Decisions Posted on SBA Door **</td>
</tr>
<tr>
<td>Monday, February 1</td>
<td>6:00 p.m.</td>
<td>Deadline for Appeals. Appeals must be submitted in writing and signed by the President and Treasurer of the organization.</td>
</tr>
</tbody>
</table>

You must submit your budget packets on time in order to file an appeal.

* Date and time are subject to change
** If no appeals are submitted, then the initial allocations become final.
*** Loyola Law School SBA reserves the right to allocate the budget at its discretion.

**Section Two: Funding Criteria and Exclusions**
A. **Criteria for organization activities.** To be considered for SBA funding, activities must:
   1. Be in accordance with the values, goals, and ideals of Loyola University New Orleans.
   2. Be primarily beneficial to the students of Loyola.
   3. Be sponsored only by a recognized student organization. Fall within at least one of the categories listed in this document.

B. **Criteria for organization officers.** To complete the budget packet:
   1. President, Treasurer, and Advisor must sign the Budget Packet.
   2. Five copies of the budget form must be submitted to SBA.
   3. Read all criteria, rules, and exclusions set forth in the packet.

C. **Programming Categories.** The following may be considered for funding:
   1. **Community Service Projects**
      Programs, charitable events, or fund-raisers of a service nature that alleviate social ills, promote social justice or that are beneficial to the Loyola, New Orleans, national or international community.

      Note: Allocations for community service events may be based on the total amount of time contributed by members to the event and matching funds for the event contributed by the organization.

   2. **Student Programs or Performances**
      Social, cultural, or recreational student-run or initiated events that are open to the Loyola community and strengthen social or cultural development, traditions, and ties to the university.

      Note: Requests for bands/DJs/performers that require payment must be accompanied by a signed letter of intent from the performer. Example letter of intent is included in this document.

   3. **Achievement or Competition Programs, Conferences or Travel**
      Conferences or conventions that promote academic, leadership, spiritual, career, or physical development are valuable and enriching for the participant or organization. SBA expects that the attendees maximize their time at the conference and share learned material with other organization members.

      Note: Registration fees for a maximum of four (4) members who represent duly chartered organizations may be allocated. Travel funds are determined by 50% or $850, whichever is less, of travel and lodging expenses for (4) members of duly chartered organizations.
C. **Exclusions.** SBA DOES NOT fund the following:
   1. Office supplies (i.e. postage, paper, phone bills, pens, etc.)
   2. Publicity for programs and performances. Internal publicity such as organization directories or printing costs.
   3. Organization advisor travel, lodging, or registration fees.
   4. Requests that are not itemized.
   5. Alcoholic beverages for any reason.
   6. Social functions not of a service nature (i.e. recruitment activities, parties.)
   7. Awards, banquets, induction ceremonies.
   8. Food not essential to the maintenance of an event. SBA reserves the right to use its own discretion in defining “essential.”
   9. Expenses entitled “miscellaneous” on the SBA Budget Request Form.
   10. Individual projects of a service or academic nature.
   11. Expenses not part of the speaker honorarium but included in a contract (i.e. internal publicity, long distance phone calls, and room service including food and beverages).
   12. Individual and/or chapter national dues or insurance.

**Section Three: Procedure for Completing Budget Packet**

A. **Instructions.** To complete the SBA Budget Packet:
   1. Complete section 1-4 REQUIRED information on the SBA Budget Request Form.
   2. Complete one (1) project budget request form (sections 5-7) for each event, conference, etc. for which you are requesting funds. **All budget requests must be completely itemized.** Budget requests that are incomplete or improperly submitted shall be returned to the organizations and shall not be considered for funding.
      - Pay careful attention to rules listed in Section 2 C 1-6 for requesting funds for speakers, travel, or registration fees.
   3. All events must be listed in order of priority from most important to least important. Any event that does not fit the funding criteria, regardless of priority, will not be considered.
   4. If two or more organizations co-sponsor an event, the request for funding should clearly indicate all of the organizations involved **but only one** of the co-sponsoring organizations should request funding for the entire event.
   5. Request $75 or less for non-essential food.
   6. Budget must consist of requests for the Spring semester ONLY.
Section Four: Rules Governing Fund Disbursement

1. Funds allocated in the final, approved organization budget may ONLY be spent on those events specifically approved in the itemized request. If a funded event is rescheduled, the Treasurer must be notified immediately.

2. Any unauthorized expenditures or contracts made by an individual or organization which have not been approved by SBA are the sole responsibility of that organization or individual.

3. All expenditures/requests must be submitted to and approved by Andy Piacun in the Dean’s suite (x5552). *

4. An organization will be expected to spend all the money it has been allocated; if for some reason an organization does not spend money allocated, they must notify the Treasurer one (1) week prior to the event funded. If the Treasurer is not notified, the SBA reserves the right to enforce penalties for future funding of that organization.

5. All advertising must have the SBA logo or the words “Student Bar Association” in a prominent position.

6. Funds appropriated by the SBA may be spent to pay for debts contracted only in the current semester. All other debt will become the sole responsibility of the organization.

7. Organizations that owe outstanding balances to other university departments or outside entities may be penalized by SBA funding until said bad debt is resolved.

8. The SBA executive board reserves the right to draft policy and present such policy to the entire SBA for approval.

9. The SBA Budget Committee reserves the right to enforce penalties for future funding from any organization that does not strictly abide by this code.

10. Organizations failing to comply with procedures set forth in this statement of financial policy, or any other document of the Student Bar Association or Loyola University shall be subject to penalties and/or student organization discipline hearings.

* Food for events must be pre-arranged with Judy Corcoran.
SBA Budget Packet Checklist

1. Required information for section 1-4 is on the SBA Budget Request Form.
2. President, Treasurer, and Advisor have signed the SBA Budget Request Form.
3. Contact information included
4. Organization’s constitution included
5. All events fall into one of the programming categories funded and meet the criteria and specified guidelines.
6. An itemized budget request (sections 5-7) has been included for each event for which you are requesting funding.
7. A priority number has been assigned for each program and clearly marked on the form.
8. Event costs have been itemized correctly. Please note specific criteria for travel and registration fees!
9. If applicable, Letters of Intent from a performer have been attached to the packet.
10. Five (5) stapled copies of the SBA Budget Request Form have been submitted and delivered to the SBA office by the specified deadline.