



APPROPRIATION APPLICATION PACKET

Grand Canyon University
Office of Student Engagement
Clubs@gcu.edu
602.639.6950

Welcome Letter

Welcome from the Office of Student Engagement!

Thank you so much for your interest in applying for appropriations to better enrich the community here at Grand Canyon University. Appropriations exist so that the Clubs Department can provide funds to different on-campus clubs and organizations throughout GCU. One of the best parts about GCU is the ability students have to take a direct role in student life and create new ways to improve the culture on campus.

If there is a club or organization that would like to apply, we encourage you to do so! This packet is designed to be a resource guide to students interested in applying for appropriations. It includes everything that you will need to know in order to begin and submit a successful application, in addition to:

- Spring 2021 Appropriation Process Timeline
- Qualification for Expenses
- Appropriation Application Packet

It is our desire, in the Office of Student Engagement, to support you and your club or organization in any way that we can because we believe that you have the opportunity to gather like-minded students, and to make a profound impact in their lives and in the GCU community. The Office of Student Engagement will be your primary liaison in matters ranging from appropriations and fundraising. If you have any questions or need assistance, please feel free to contact your club advocate, stop by our office located on the first floor of Student Life (Building 26, Room 106) or call us at (602)639-7250.

Thank you,

The Office of Student Engagement

SPRING 2021 APPROPRIATION PROCESS TIMELINE

- Wednesday, January 20th – Application Email Goes Out
- Wednesday, January 27th – Application Closes at 12pm
- Monday, February 1st – Clubs Board Decisions Made – Email Sent Out
- Tuesday, February 2nd- Appropriation Funds Become Available
- Friday, February 26th– Deadline to use funds for Spring Semester

IMPORTANT

DEADLINE

-Appropriation Applications are due by 12pm on January 27th. Forms must be sent to your Club Advocate's email. Late submissions **WILL NOT** be considered for funding.

-Items you wish to purchase must match what is on your application budget sheet. If the item is not in stock, you will be able to order a similar item but your amended budget must be resubmitted to your club advocate no later than 5 PM on Friday, February 5, 2021.

-If you were awarded less money than you budgeted and asked for, you will have one week to adjust your budget accordingly.

-Canyon Promotions- Please keep in mind that when wanting to use Canyon Promotions, you need to allow for extra time. Please have the artwork you wish to place on the Canyon Promotions product vectored (file formats: .ai, .eps, or .svg) and sent in with your application. Please also include a link to the product you want, item number, sizes (if applicable) and quantity. If chosen to receive appropriations, this will help us move forward with your order on Day 1.

-Planning ahead for Fall 2021? GCU Engage is an awesome tool to have discussions, RSVP for club events, and connect with one another. Come Fall 2021, as a part of the appropriation grading process, clubs will be scored on how much they utilized GCU Engage THIS coming semester (Spring 2021). Plan ahead and start using this tool! If you have questions, anyone in the clubs office would be happy to help!

FUNDRAISING REQUIREMENT

In order to receive Appropriations, Clubs and Organizations should have previously conducted or plan to conduct some form of fundraising to contribute to what the appropriated funds are intended for. Please note, donations may be considered a form of fundraising.

Applications without a fundraising portion **WILL NOT** be considered for funding.

APPROPRIATION BRACKETS

Clubs and Organizations may request to receive funds for the following specified amounts. This includes the request of: a \$100, \$250, or \$500 amount. Be advised, a club may only select one appropriation bracket for their application and the highest amount that can be requested is \$500.

Please note, if your club does not receive the amount requested (i.e. the \$500 Bracket), it will still be reviewed for one of the lower brackets (i.e. the \$250 Bracket).

QUALIFICATIONS FOR EXPENSES

What Types of Expenses Can Clubs Ask for?

- Non-University Sponsored events ONLY
 - Ex. GCU Smash Bros Club Super Smash Extravaganza
 - Ex. GCU Painting Club Art Show
 - Ex. Funds **cannot** be used for - Fall Festival, Health Science Nursing Day, Forensic Science Day, Etc.
- Events that are PENDING or APPROVED at the time of proposal.
 - Your club must have already completed and turned in a space request for their event before turning in their appropriation application
- Future expenditures...
 - Ex. Kickboxing Club helmets
 - Ex. Anatomy Club skeleton model
 - Funds **cannot** be used for reimbursement
- Operational Expenditures
 - Day to day/ meeting to meeting functions of your club (i.e. flyers, food & beverage, reoccurring meeting needs)
 - Note there will be a per-club limit to operational expenses (\$150/semester)

What Types of Expenses Do Not Qualify for Funding?

- Fundraisers that include elements of sweepstakes, gambling, or games of chance
- Alcohol, drugs, or paraphernalia of said items
- Gifts for club members
- Donations to philanthropic organizations,
- Gift cards, gum, flowers, energy drinks, Keurig cups, candles
- Monetary gifts
- Prizes exceeding \$25
- Reimbursements
- Off-Campus events (excluding certain travel opportunities)
- Gas & Taxi/ride service
- Guest Speaker Honorarium



APPROPRIATION APPLICATION PACKET

**PLEASE COMPLETE AND SUBMIT THE FOLLOWING SECTION TO YOUR CLUB
ADVOCATE IN THE OFFICE OF STUDENT ENGAGEMENT.**

Grand Canyon University
Office of Student Engagement
Clubs@gcu.edu
602.639.725

Appropriation Request Form

School Year: _____

Club Name: _____

PRESIDENT (required)

Name: _____

Phone: _____

Email: _____

VICE-PRESIDENT (required)

Name: _____

Phone: _____

Email: _____

TREASURER (If Applicable)

Name: _____

Phone: _____

Email: _____

SECRETARY (If Applicable)

Name: _____

Phone: _____

Email: _____

SIGNATURE

President: _____ Date: _____

Vice-President: _____ Date: _____

Advisor: _____ Date: _____

AMOUNT REQUESTING:

Select by circling/highlighting one the following options below:

\$100	\$250	\$500
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*Please keep in mind tax/shipping in your selected bracket.

Your Application MUST Include the Following Items to Be Considered For Funding:

- ❖ A Cover Page with The Following Information (REQUIRED):
 - Club Mission Statement
 - Vision & Goals of Event/Competition/Fundraiser/Items Appropriation Funding Will Be Used For
- ❖ A Page with Detailed Description of Event/Competition/Fundraiser (REQUIRED)
- ❖ A Section Detailing the Total Itemized Budget (REQUIRED)
- ❖ List of Funding from Other Sources and/or Previous Fundraising (REQUIRED)

APPROPRIATIONS REQUEST FORM

MISSION STATEMENT

Place your club's Mission statement here.

CLUB VISION & GOALS

Place the vision and goals for the events, competition, or fundraiser items your club is requesting here.

DETAILED DESCRIPTION OF EVENT/COMPETITION/FUNDRAISER

Place a detail description of the events, competition, or fundraiser envisioned for your club here.

LIST OF FUNDING FROM OTHER SOURCES AND/OR PREVIOUS FUNDRAISING

List of funding from other sources, such as donations or previous fundraising if applicable. Your club may also include future fundraising proposals here.

FUNDRAISER/DONATION Please select one <i>(i.e. Fundraiser)</i>	COMPANY/ORGANIZATION If applicable <i>(i.e. Krispy Kreme Donuts)</i>	DATE(S) OF OCCURANCE Month/Year <i>(i.e. October/2016)</i>	BRIEF DESCRIPTION OF FUNDRAISER <i>(i.e. Club purchased 25 boxes of Krispy Kreme donuts. Funds were used to buy club supplies.)</i>