

Staff Council Event & Funding Proposal Procedures

1. Committee member or Councilor completes the Event Proposal Form (EPF) and sends to the Staff Council Administrative Officer. If funding is required, the Funding Request Form (FRF) must be completed and attached at the same time.
2. The Administrative Officer will forward the EPF and FRF (if applicable) to the Executive Committee (24 hours before the next scheduled meeting). The EPF and FRF will be discussed and determined at the next Executive Committee meeting. (The Executive Committee meets 3 times a month).
3. The Executive Committee will determine if the event aligns with the requesting committee’s charge (if applicable) and/or and at least one of the five goals of Staff Council. FRFs are reviewed by the Executive Committee to ensure budget availability and that all requests follow University Business Policies and Procedures.
4. The Administrative Officer will relay the Executive Committee’s decision to the hosting committee (within 48 hours). If an FRF was submitted, that information will also be provided.
5. If the hosting committee requests assistance from the SC Events Committee the Administrative Officer will notify the Chair of the Events Committee the same day.
6. In the case where the Executive Committee determines that the proposed event does not align with the requesting committee’s charge but does align with at least one of the five goals of Staff Council, the Executive Committee may forward to the Chair of the Events Committee, via the Administrative Officer. The Events Committee shall consider hosting the event. Funding information will also be provided to the Chair of the Events Committee at that time. The Administrative Officer will notify the original submitter of the decision (within 48 hours).
7. The SC Events Committee Chair will report back to the Administrative Officer whether or not they will to host the event (within 48 hours of their next meeting). This information will be relayed back to the Executive Committee via the Administrative Officer.

Time Table for Submitting Funding Request

Requesting funding for events in what month?	Submitted When?	Why?
January - June	Before winter break	To allow for data entry into UNM’s Budget Planner
July - December	By March 1 st of the same calendar year	To determine use of any remaining SC fiscal year funds.

***Please Note:**

1. All events will be de-briefed by the hosting Committee or Councilor following the event and according to the SC Event De-Brief & Review Form.
2. The Executive Committee will attend all Committee or Councilor de-brief meetings where more than \$5,000 were spent.

SC Event & Funding Proposal Flowchart

