

## Staff Council Event & Funding Proposal Procedures

1. Committee member, Councilor, or staff completes the Project Event and Funding Request Form and sends to the Staff Council Administrator.
2. With few exceptions, Committees should submit requests at least two weeks in advance. Requests submitted on shorter notice may be denied based on logistics.
3. The Administrator will forward the completed form to the Executive Committee before the next scheduled meeting. The form will be discussed and determined at the next Executive Committee meeting. The Executive Committee meets weekly except for the week of the Staff Council Business meeting.
  - a. The Executive Committee will review the request to determine if the event aligns with the requesting committee's charge (if applicable), and/or and at least one of the goals of Staff Council, and that all requests follow University Business Policies and Procedures. The request will also be reviewed by the Staff Council Treasurer to ensure budget availability. The result of this review will be made recorded in the committee's minutes and reported in the monthly Executive Committee Report to the Staff Council.
4. Requests for funds, of no greater than \$3,000, may be made to the Executive Committee, who may approve such requests if action must be taken prior to the next meeting of the Staff Council. The Administrator will relay the Executive Committee's decision to the hosting committee within 48 hours.
5. If the Executive Committee denies all or part of a request, the Staff Council may choose to fund any part of the denied portion.
6. Requests not made to the Executive Committee shall be referred to the Staff Council for consideration at the next Business Meeting.
7. An Event Debrief Form will be submitted to Staff Council Administrator following the event.