

Grants and Sponsorships Committee 2015-2016

Members: Brandon Bethel (FAC), Parker Conover (Senate), Christian Forrester (Treasurer), Greg Jochems (Committee Chair), Holly Plackemeier (SERVE Center), and Molly Turner (President)

Mission: The Grants and Sponsorships Committee is an independent council of Student Government. It is a student ran funds allotment council that is responsible for granting money to students, student groups, or student organizations that wish to host events on campus (Grant) or represent Truman at competitions and conferences off-campus (Sponsorship). The committee's goal is to fund many diverse events and groups which will embody and help fulfill the mission and values of Truman State University.

Dear GNS Chair 2016-2017 or concerned party,

I want to take a moment and describe the process and responsibilities of the committee. This committee is comprised of six or seven members, including the President, Treasurer, Chair, and at-large member of Student Government. Ideally, the other few members consist of one or two student at-large member(s) of the Student Association and a representative from FAC. We accept applications on a rolling basis and review them within two weeks of receipt. Applications that are granted funding will be proposed in a slate to the Student Government body at their regular meetings and must be approved.

Applications are submitted via a google form on the senate website at <http://senate.truman.edu/student-services/grants-vs-sponsorships/grants-and-sponsorships/student-government-grant-application/>. This google form feeds into a Google Sheet that can be shared with you. Please contact the previous grants and sponsorships chair or president in order to get access to this document. You ought to check this google sheet early in the week in order to send out applications if there are any as well as on Sundays in order update the Student Government body on any new applications that have arrived. I typically have taken the individual boxes on the Google sheet and compiled them onto a single word document for each organization. This allows for easier reading by your committee and the ability to share the applications with Student Government.

Each semester, the committee should find a time that will work for everybody to meet during the week. In general, the committee is not likely to meet more often than bi-weekly at this designated time to discuss applications. Nonetheless, setting a time early in the semester will allow committee members to plan and expect a meeting, and overall this method has worked better than trying to schedule impromptu meetings when needed. As the Chair, however, you will still need to email applicants and arrange impromptu meetings with them to collect receipts and invoices for reimbursements. At one point in the semester, too, we had a few members of an organization come and present the event and their request for money in person, which we allowed. FAC holds hearing sessions, while this committee typically operates via written applications and committee review. Both methods are options, but since we accept applications on a rolling basis, holding regular hearing sessions would be logistically difficult.

In terms of external communication, it is best to email applicants when you receive the applications to inform them about the expected timing of the Senate approval, so that the organization leaders can express those expectations to their leadership and plan accordingly. In this email, leave the dialogue open and ask for any questions that they may have. Often, the applications will come through either incomplete or overly vague in terms of amounts, so be prepared to reach out to the contact on the application before sending it to the committee in order to clear up pertinent

details. After this, you ought to compile the applications onto Word documents and send them out to your committee for reading before you meet.

At the committee meeting to discuss and decide whether or not to fund each event, the chair or other member of the committee should take some notes so that an opinion of the group can be written. This should be about a paragraph or two describing the event and giving justification to the consensus of the committee. These summaries will be very useful for each grants and sponsorships slate. For applications that do not receive funding following the committee meeting, you should email the contact of those organizations in order to inform them of the decision and thank them for applying. Assuming that an application was granted partial or full funding, please notify the Speaker of the Senate so that they can add the GNS slate to the weekly agenda.

Following the committee meeting, you should begin to write an email addressed to stugov@truman.edu. It would be best to send this email on Sunday mornings or earlier if the Senate meeting agenda has been released. This email should include details of each application that has been granted funding, the amount, and a justification or opinion of the committee explaining the benefits of the event and why the committee decided to fund it.

Next, I typically email them when the Senate actually does approve the applications on Sunday night, so that they can report the good news to their organization! This email should include the amount and a justification, particularly if the event was partially funded. This email should also include a timeline of what will happen next. This timeline is based on when the event will occur and whether or not Senate will make the initial payment or reimburse the organization for expenses. You should put the dates of these events in your planner or on your calendar if the organization requires reimbursement. You should also inform the contact person to keep the receipts and invoices that they receive when they pay for something covered by Senate funding. IRS Statutes and school policies require that the paperwork for a reimbursement must be submitted to the business office within 60 days, so it is important that you inform and attempt to collect as soon as possible after the event!

For events requiring Senate to make the initial purchase, please talk to Laura Bates or the Treasurer about what they will need to make the initial purchase on behalf of the organization. Completing the necessary paperwork for an initial purchase as well as a reimbursement will take approximately ten days business days or two weeks. The Treasurer of Student Senate should be responsible for completing the Fund Request Form (FRF) and budget transfers, so please CC or forward any emails that include necessary details about the application to the Treasurer. If you're wondering what information that they will need, refer to the FRF template on the Senate website.

Transitioning from the committee process to potential suggestions, I have a few that will help ensure the future success of the committee.

One area that can be improved is adding a final yearly deadline for applications to the committee guidelines on the Senate website. This year, for example, we received twenty applications with the latest arriving on March 25th. Although a truly efficient committee could handle later applications, it is not likely that any applications will be submitted in April for events in the same academic year, so April 1st could be the deadline for applications and should be included in the committee guidelines.

Another potential improvement to the process would be to create a template for each step in this process. I have written each email individually, and that does not take too much time, but creating a template can help save some precious time. I would also recommend CCing the Treasurer

on all emails, especially those that discuss details of the application and the emails following approval by the Senate body.

Overall, however, the main improvement that could be made to the process would be to print and post permanent and perennial posters around campus (in the SUB and residence halls, mostly) after FAC applications close each semester (September/March). A social media campaign that coincides with the posters appearance will boost awareness as well. I think the most effective way to do this would be to partner with the Communications Director or other reputable poster designer, so I would suggest communicating with them as soon as possible.

Thank you for reading. Have a great day! If you have any further questions, my professional email address is gjochems3@hotmail.com, and I check it regularly.

Best regards,
Greg Jochems

Dear President of the Student Senate, please consider these traits as particularly important related to the chair position of the Grants and Sponsorships committee.

Traits of an ideal candidate for GNS:

- Organized
- Strong writing skills, particularly professional email writing
- Leadership potential
- Frugality and concern for proper appropriation of student fee funds
- Flexibility
- Friendliness