



Regis University Student Government Association

Appropriations & Senate Finance Guidelines

The following guidelines have been developed, established, and continuously reviewed by the RUSGA Senate Appropriations Committee, Vice President of Representation, and Chief Financial Officer. These finance standards guide the Appropriations Committee and RUSGA Senate in ensuring consistent and equitable fund allocation. The Appropriations Committee and the Senate retain limited discretion to make necessary deviations. Funding of all registered undergraduate Student Clubs and Organizations are governed by these guidelines.

Funding for the RUSGA Budget, including all Clubs & Organizations funding, comes from fees paid by traditional undergraduate students enrolled in at least 6 semester hours each semester. As a result, funding is typically available only to students who pay the Student Activity Fee, although exceptions may apply for trip advisors. These fees are intended to support student activities that promote engagement, build community, and enrich learning experiences outside the classroom.

To qualify for RUSGA funding, applicants must be recognized student organizations or traditional undergraduate students at Regis University enrolled in at least 6 semester hours. For trips that involve participants who do not meet this criterion, funding will only be considered for undergraduate students who have paid the Student Activity Fee.

Meetings of the Appropriations Committee are available for student attendance. For information on when the Committee meets, please visit the RUSGA website (rusga.org), check Campus Groups, or contact the RUSGA CFO (rusgadof@regis.edu).

General Resources

- RUSGA Chief Financial Officer (rusgadof@regis.edu).
 - For all financial inquiries.
- RUSGA Vice President of Representation: (rusgavpr@regis.edu).
 - For all financial inquiries over \$2000.
- RUSGA Vice President of Social Justice and Diversity (rusgavpsjd@regis.edu).
 - For guidance on the *Magis* statement.
- RUSGA Director of Sustainability (rusustainable@regis.edu).
 - For guidance on the *Laudato si'* statement.
- Aly Granholm, Director of Student Engagement and Leadership (SEAL) (agranholm@regis.edu).
 - For general guidance and purchasing inquiries.
- Adi Espinoza, Assistant Director of SEAL (aespinoza006@regis.edu).
 - For general guidance and purchasing inquiries.

Table of Contents

I. Budget Request Requirements, Rules, and Consideration Process 03 -	06
II. <i>Magis</i> and <i>Laudato si'</i> 06 -	09
III. Programs and Events 09 -	10
IV. General Club & Organization Supplies	10
V. Club & Organization Apparel and Graduation Supplies 10 -	11
VI. University-Sponsored Student and Group Travel 11 -	12
VII. Conferences and Competitions 12 -	13
VIII. Salaries	13

I. Budget Request Requirements, Rules, and Consideration Process.

- a. Organizations requesting funding must submit a budget request form to the RUSGA Chief Financial Officer (rusgadof@regis.edu) to be reviewed by the Appropriations Committee. Requests of \$1,999.99 or more must also be sent to the Vice President of Representation (rusgavpr@regis.edu).
- b. Once supplies are purchased, organizations must fill out and submit the Actual Cost form to the RUSGA Chief Financial Officer (rusgadof@regis.edu) and attach a photo of the receipt.
- c. Funding will not be provided for prior debt (expenses incurred before the funding request is submitted).
- d. Request Timelines:
 - i. **Requests up to \$1,999.99** must be submitted at least ten business days (2 weeks) in advance of the event. The committee holds discretion to accept late submissions on a case-by-case basis.
 - ii. **Requests of \$2,000 or more** must be submitted at least three weeks before the event date, or two RUSGA Senate sessions prior.
 1. **Senate sessions dates can be found on the RUSGA website, rusga.org.**
- e. **Any request that is \$500 or greater** must include a written *Magis* and *Laudato si'* statement (for more information on this, view section II).
- f. **Travel-related requests** must be submitted at least five weeks before the departure date (see Section VI).
 - i. The Appropriations Committee and RUSGA Senate have the authority to set minimum standards for eligibility for funding.
- g. To receive funding from the Appropriations Committee and RUSGA Senate, a Registered Student Club or Organization must fit into one of the following tiers. Tiers are evaluated by the Student Engagement and Leadership (SEAL) office in conjunction with the CFO, VP of Involvement, and the Appropriations Committee at the start of every semester. On top of this, they must willingly seek new members and advertise the club's events to the entire student body when applicable.
 - i. Large-scale events are defined as being an on-campus event, highly promoted, and consisting of mainly non-club, undergraduate members.
 - ii. Small-scale events are defined as a non-meeting event consisting of primarily undergraduate club members open to the public.
 - iii. Meetings are defined at minimum as the assembly of executive board members for the discussion of club or organization business.

iv. **Tier 1: Up to \$5,000.00.**

1. A club or organization shall be eligible for up to \$4,999.99 in funding if it meets the following criteria:
 - a. The club or organization has been established and active for two or more consecutive semesters;
 - b. The club or organization plans at least one large-scale event (primarily non-club members) and at least two small-scale events (primarily club members) per semester;
 - c. The club or organization holds at least two meetings or practices per month during the months of September-November and February-April;
 - d. This tier is allotted one presentation to Senate over \$1,999.99 for travel requests per year.

v. **Tier 2: Up to \$4,000.00.**

1. A club or organization shall be eligible for up to \$3,999.99 in funding if it meets the following criteria:
 - a. The club or organization hosts at least three events of any scale (large or small) per semester;
 - b. The club or organization holds at least one meeting or practice per month;
 - c. This tier is allotted one presentation to Senate over \$1,999.99 for travel requests per year.

vi. **Tier 3: Up to \$3,000.00.**

1. A club or organization shall be eligible for up to \$2,999.99 in funding if it meets the following criteria:
 - a. The club or organization hosts at least two events of any scale per semester;
 - b. The club or organization holds at least two meetings or practice per semester.

vii. **Tier 4: Up to \$2,000.00.**

1. A club or organization shall be eligible for up to \$1,999.99 in funding if it meets the following criteria:
 - a. The club or organization hosts at least one event of any scale per semester;
 - b. The club or organization holds at least two meetings or practices per semester.

- viii. Clubs and Organizations requesting more than their specific annual cap, designated by their tier, must collaborate with other clubs or organizations to share the cost. In this event all participating clubs

must submit budget request forms for the items that they are purchasing.

1. For example, if Club A has a remaining balance of \$1,200 and club B has a remaining balance of \$600, they cannot partner if their total request exceeds \$1,800. At this point, both clubs would need to seek additional support from a club that has the remaining funds available.
- ix. Funding outside of the annual cap may be considered if at least three clubs or organizations are collaborating on an event. Proposals for larger events with broader campus participation and outreach are more likely to receive expanded funding.
 - x. When collaborating, costs will be shared equally among all partnering clubs and organizations unless otherwise requested.
 - xi. Denied funding can be revised and resubmitted for appeal up to two times. After the second appeal, the project will no longer be considered.
 - xii. Clubs and organizations receiving funding must adhere to university fiscal policies, including the appropriate use of university funds, tax-exempt status, and guidelines for p-card reconciliation.
 - xiii. **Funding Penalties for Non-Compliance:**
 1. **Service Project and Paperwork Requirement:** A club or organization will forfeit \$500 in available funding if they fail to complete the required one service project per semester and submit the necessary paperwork, including the Project Planning Form and Post-Service Project Form. This penalty will be enforced after the re-registration process.
 - a. For example, if a club or organization does not complete a service project during the Spring semester, \$500 will be deducted from their available funding for the following Fall semester.
 2. **Monthly Meeting and Check-in Requirement:** A club or organization will forfeit \$200 in available funding for each required Monthly All Club/Org Meeting or required check-in with the Director of Student Engagement and Leadership that is missed.
 3. **Leadership Summit Attendance:** A club or organization will not be eligible for funding if a representative fails to attend the Spring/Fall Leadership Summits. However, funding may be restored if the club or organization arranges

and attends a one-hour meeting with the Assistant Director of Student Engagement and Leadership.

II. *Magis and Laudato si'*.

a. *Magis and Belonging Statement.*

- i. In alignment with Regis University's Jesuit mission to build a more just and humane world, any funding request of \$500 or more must include a written statement describing how the event promotes belonging and Regis's Jesuit values.
- ii. Events supported by student activity fees should reflect the University's commitment to *Cura Personalis* (care for the whole person), *Magis* (the greater good), and the call to act with justice-driven faith. These values call us to foster belonging, affirm human dignity, and build inclusive communities where all students feel welcomed, seen, and valued.
- iii. The Appropriations Committee and RUSGA Senate are particularly interested in how the event addresses the following areas:

b. Intentional Belonging Initiatives and Community Building.

- i. Events should actively create space for participants of all identities, backgrounds, and experiences.
- ii. Organizers should intentionally design programming that nurtures a sense of belonging and honors the cultural, spiritual, and social backgrounds present in the Regis community.
- iii. Consider:
 1. Partnering with other clubs, offices, or departments - particularly those that serve historically marginalized populations;
 2. Ensuring physical, sensory, and linguistic accessibility for all participants;
 3. Highlighting speakers, performers, or content that reflects a broad representation of identities and perspectives;
 4. Creating environments that encourage reflection, dialogue, and connection across difference.

c. Collaboration and Solidarity.

- i. Regis is grounded in a commitment to solidarity and the common good. Organizers are encouraged to collaborate across groups and perspectives to design events that build bridges and foster

community. Consider how the planning process itself can be a form of accompaniment and collective learning.

d. Value-Aligned Practices.

- i. Organizers should seek out collaborators, vendors, and partners whose missions and operations reflect the values of Regis and the broader Jesuit tradition—including respect for human dignity, justice, care for creation, and service to others. This may include local organizations, cultural centers, mission-driven businesses, and groups that uplift historically underrepresented voices.

e. Your written statement should reflect on the following:

- i. How does this event foster a sense of belonging?
- ii. How are Regis and Jesuit values of *Cura Personalis*, justice, and community embodied in the planning and execution?
- iii. What steps were taken to reduce barriers and promote participation for all?

f. *Laudato si'* Statement.

- i. In alignment with Regis University's *Laudato si'* calling, any funding request of \$500 or more must include a written statement describing how the event promotes mindful consumption, care for our common home, and proper waste disposal.
- ii. Clubs and organizations should actively promote environmentally responsible practices on campus. When requesting funds, a written statement about the event planning and implementation process must reflect upon the following *Laudato si'* pillars:

g. Ecological Spirituality:

- i. A profound ecological conversion helps us to “discover God in all things”, both in the beauty of creation and in the sights of the afflicted, aware that the life of the spirit is not dissociated from worldly realities.

h. Ecological Economics:

- i. The economy is a sub-system of human society, which itself is embedded within the biosphere—our common home.

i. Ecological Education:

- i. Re-thinking and re-designing curricular and institutional reform in the spirit of integral ecology in order to foster ecological awareness and transformative action.
- j. Response to the Cry of the Earth:
 - i. A call to protect our common home for the wellbeing of all, as we equitably address the climate crisis, biodiversity loss, and ecological sustainability.
- k. Response to the Cry of the Poor:
 - i. A call to promote eco-justice, aware that we are called to defend human life from conception to death, and all forms of life on Earth.
- l. Sustainable Lifestyles
 - i. A call to promote more sustainable lifestyles through awareness of how we live our daily lives and how that impacts the earth and those around us.
- m. Community Resilience and Empowerment
 - i. A call for communities to engage with and participate in more sustainable practices for all.
- n. Your written statement should reflect on the following:
 - i. Please select two or three of the *Laudato si'* pillars and discuss how your event embodies these values.
 - 1. This can include reflecting on the impact of your material's supply chain on ecological economics, detailing an environmental education plan, or other similar ideas.
 - ii. Am I able to reuse materials for and/or after this event?
- o. What is my waste management plan?

III. Programs and Events.

- a. Clubs and organizations requesting or receiving funding must adhere to university protocols and procedures for event logistics. This includes, but is not limited to, speaker policies, tabling policies, room reservation guidelines, posting policies, and demonstration policies.
- b. The Appropriations Committee will consider funding for events and programs that benefit the Regis University community. To be eligible for funding, the event or program must:
 - i. Be open to the entire student body.

- ii. Be publicly advertised to the entire Regis University community.
- c. Funding for Decorations.
 - i. The amount requested for decorations should not exceed 10% of the total event or program cost. However, if a compelling argument is made, additional funding may be considered.
- d. Funding for Food.
 - i. The Appropriations Committee and RUSGA Senate will consider funding for food if it is deemed a critical component of the event.
 - ii. Clubs and organizations are capped at \$400 in food purchases per event. If a strong justification is provided, additional funding may be considered.
 - iii. Funding for food will not be considered for club or organization meetings or banquets.
 - iv. The Appropriations Committee and RUSGA Senate will not fund alcohol purchases.
 - 1. Funding for Walker's Pub discount tickets may be considered. These tickets can be used to discount beverages at Walker's Pub. Clubs and organizations can promote discounted tickets but cannot promote free alcoholic beverages.
- e. Funding for Speakers and Performers.
 - i. The Appropriations Committee and RUSGA Senate will consider funding for up to two (2) speakers or performers per semester, per club or organization.
 - ii. Funding will only be considered if an all-inclusive quote is provided, covering the speaker/performer fee, airfare, accommodation, and transportation.
 - iii. Honorariums may be funded only if the speaker or performer does not charge a fee.
 - 1. The Appropriations Committee and RUSGA Senate will not fund honorariums or fees for Regis University students, faculty, or staff.
- f. Funding for Community Service and Philanthropy.
 - i. The Appropriations Committee and RUSGA Senate will not fund events that provide monetary compensation or advantages to third-party organizations or individuals (non-university-affiliated groups), including fundraisers, banquets, or benefits.
- g. Funding for Advertising and Printing.

- i. The Appropriations Committee and RUSGA Senate will consider funding for creative promotional items that support the advertisement for campus-wide events.
- ii. Promotional items advertising the club or organization itself will not be funded.
- iii. The Appropriations Committee and RUSGA Senate will not fund advertisements for general meetings in the Highlander.
- iv. The Appropriations Committee and RUSGA Senate may fund copies based on the cost at the Copy, Print, and Mail Center.
- h. The Appropriations Committee and RUSGA Senate will not fund prize money or donations, including cash prizes and gift cards.
- i. The Appropriations Committee and RUSGA Senate will not fund items subject to taxes. Tax-exempt forms can be obtained from the Student Engagement and Leadership Office.

IV. General Club & Organization Supplies.

- a. The Appropriations Committee and RUSGA Senate have discretion over funding requests for supplies. Please try to check with the Director of Student Engagement and Leadership (agranholm@regis.edu) about the current supply stockpile.

V. Club & Organization Apparel and Graduation Supplies.

- a. The Appropriations Committee and RUSGA Senate will not fully fund club apparel. Each student must contribute at least 25% of the cost of their apparel from personal funds.
 - i. Students must provide proof that they have raised this 25% before requesting additional funds from RUSGA.
- b. The Appropriations Committee will fund up to \$80 per club for graduation stole(s) or cord(s) per student.
 - i. To qualify for a cord or stole, a club/organization leader must submit a letter verifying that the student has been active within the club/organization.
 - ii. The definition of "active" is determined at the discretion of the club/organization members, as outlined in a club or organization's constitution.

VI. University-Sponsored Student and Group Travel.

- a. Travel is defined as a mandatory overnight stay. Ex., Conferences, competitions, late events where driving/travel is a liability, etc.

- b. Students are capped at requesting \$500 in travel funds per academic year.
- c. Travel funds can cover transportation costs, lodging, conference fees, and other associated expenses as determined by the Appropriations Committee.
 - i. Students will be required to pay 15% of their travel costs when requesting funds. This can include personal funds, fundraising, grants, etc. Ex: If a trip costs \$1000, the student group(s) would pay \$150 and receive \$850 in funding.
- d. Advisors can request a maximum of \$500 (what is allotted for each student per academic year) in travel funds, if their presence is required.
 - i. The Appropriations Committee will only fund one advisor per domestic trip or two per international trip.
- e. The Appropriations Committee and RUSGA Senate will consider funding accommodation at a reasonable rate (location dependent) with the expectation of fulfilling the accommodations' maximum occupancy. The placement of members within the accommodation, based on gender identity, is left at the discretion of the traveling group with every individual's identity and comfort in mind.
 - i. One additional hotel room may be funded for an advisor or coach.
- f. For travel within driving distance - defined by 800 miles - the Appropriations Committee and RUSGA Senate will only consider funding ground transportation using university or personal vehicles and university approved drivers. Airfare will not be eligible for funding in these cases.
 - i. If all university vehicles are unavailable, the Appropriations Committee and RUSGA Senate will consider funding a chartered van or bus rental, provided reasonable efforts have been made to secure university vehicles.
 - ii. The Appropriations Committee and RUSGA Senate will reimburse \$0.60 per mile for personal vehicles used to transport participants to an event or program. For example, if a club leader drives their personal vehicle with club members, they can request reimbursement for the round-trip mileage.
 - iii. If a personal vehicle is planned to be used, the driver must be a university-authorized driver. If you need to become an authorized driver, email drivesafe@regis.edu to become certified.
- g. The Appropriations Committee and RUSGA Senate will fund domestic and international air travel to destinations beyond the 800-mile distance guideline.

VII. Conferences and Competitions.

- a. The Appropriations Committee and RUSGA Senate will consider funding individual or group participation in conferences or competitions if the event is shown to benefit the Regis University community.
- b. Funding for Conferences:
 - i. The Appropriations Committee and RUSGA Senate will fund only one conference per organization per academic year.
 - ii. Conference fees count towards the overall individual funding cap of \$500.
 - iii. The Appropriations Committee and RUSGA Senate will not fund food or other miscellaneous conference expenses not mentioned above.
- c. Successful applicants are required to give a presentation to the Regis University community upon returning. The presentation should:
 - i. Be in the form of a PowerPoint presentation or a video documenting the group's experience.
 - ii. Offer educational insights and thoughtful takeaways from the experience for the broader community.
 - iii. Allow for at least one hour for the presentation, including time for questions and interaction with community members.
 - iv. Be held, to the best of the presenters' abilities, at a time and location that accommodates for student interest.
 - v. Sent to the RUSGA VPR (rusgavpr@regis.edu) to be shared with the RUSGA Senate.
- d. Funding for Competitions:
 - i. The Appropriations Committee and RUSGA Senate may, at their discretion, fund the rental costs for facilities needed for athletic or academic competitions or practices.

VIII. Salaries.

- a. The Appropriations Committee will not fund salaries for student organization officers, advisors, or club sports team coaches.