

Mission Statement

“To assist clubs in their development by providing funds that help its members better their Gonzaga experience, and meet the goals and objectives of the club’s mission statement.”

In order for proposals to be considered, clubs must adhere to the following guidelines. However, adherence to these guidelines does not guarantee funding.

General Guidelines

1. GSBA will attempt to fund club proposals that fulfill the GSBA club funding mission statement.
2. Out of the clubs budget, GSBA will only fund approved clubs and will not fund on behalf of university departments.
3. GSBA will attempt to fund club proposals when a club’s commitment matches the requested resources from GSBA.
 - a. This can be shown a number of ways, included but not limited to, active fundraising, dues, high membership involvement, adequate event planning and preparation of a yearly budget.
4. GSBA will prioritize funding requests that involve on-campus and open events that reach out to a large number of students in conjunction with the GSBA Funding Mission Statement.
5. GSBA will only attempt to fund clubs that fulfill all the club requirements as documented in the Club Policy Manual.
6. GSBA will only process funding requests that are fully completed.
 - a. All required fields on the Funding Request Form must be filled out.
7. GSBA will only fund requests that benefit the entire club.
8. GSBA will attempt to fund proposals that are necessary to allow the club to carry out its mission statement.
9. If approved, GSBA will not fund amounts larger than the actual requested amount.
 - a. The requested amount needs to include taxes prior to submission.
10. The anticipated maximum average amount to be allocated to clubs is \$3,000 per academic year.
 - a. In regards to clubs applying for funding for Nationals, GSBA may fund up to an additional \$3,000 per academic year out of the Nationals Contingency Fund.

Item Funding

11. GSBA will only fund food if the food itself is educational or used to raise awareness about a specific issue.
12. GSBA will only fund goods or items that will help the club carry out its mission statement. At the time of the request, the club must have a procedure in place to ensure the safe keeping and safe transfer to subsequent classes. GSBA will consider past funding of such goods or items. GSBA will keep a list of goods or items it has funded in previous academic years.
13. GSBA will fund t-shirt campaigns that raise awareness about a specific issue. However, clubs must charge a minimum of \$1 for the shirts. GSBA will not fund t-shirts that are only available to club members.
14. GSBA will not fund items or goods that will be used as prizes or awards.

Travel Funding

15. GSBA will only fund travel requests that provide a unique opportunity for the club. Clubs are **required** to meet with the committee if a travel request is submitted.
 - a. In regards to a 'unique opportunity' the committee will consider whether or not the club qualified for the event, has been asked to attend as well as other characteristics included in the request.
16. In regards to travel, GSBA will fund no more than 50% of total travel costs.
 - a. GSBA will not fund flights.

Event and Fundraiser Funding

17. GSBA will not fund events after they take place.
18. GSBA will only fund events that have been approved.
 - a. All events must be approved on Zagactivities before a funding request can be made.
19. GSBA will attempt to fund events that have a positive impact on the Gonzaga student community.
 - a. GSBA will take into account factors including but not limited to, projected attendance, educational value, the type of event and the club's preparation.
20. GSBA will attempt to fund events that have a total cost of less than \$100 per anticipated person attending.
 - a. In the case of reoccurring annual events, the past number of attendees should be noted within the funding request.
21. GSBA will only fund fundraisers for clubs whose purpose is to raise funds for outside organizations.