

# Funding Sources

## Student Activity Budget Committee (SABC)

The activity fees that all MSUM students pay are held in a general reserve mandated by MnSCU board policy. MnSCU requires each campus to have an allocation committee which is charged with disbursement of collected activity fee funds. The disbursement of these funds must follow specific guidelines and objectives set forth by the Vice President of Student Affairs in conjunction with the student government body and a student budgeting committee. Student Activity Budget Committee (SABC) is MSUM's student budgeting committee. SABC is comprised of representatives from Student Senate (appointed), general student body, staff and faculty representatives.

The committee receives applications from recognized student organizations and some designated departments for yearly activity budget allocations. The committee reviews these applications, looks at past budget expenditure, impact on the student body, student involvement in the planning of these programs, and several other factors. The committee then votes on the activities fee funds to be allocated to each.

Any recognized student organization is eligible to apply for activity funds through SABC; however, funds are limited so not all applicants receive funding approval.

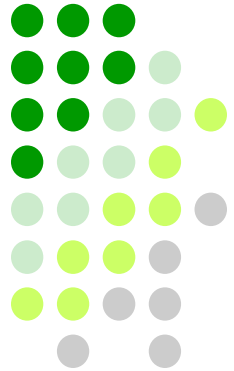
## Types of Funds available through SABC for students/student organizations:

### 1. Yearly operating budget:

Recognized student organizations that submit the proper budget request packet by the due date each fall, may request and receive funds from SABC for the following fiscal year. Operating budgets are allocated based upon budget request detail, performance with past budget funds, involvement of members in the operations of the organization and fiscal responsibility of the organization. SABC receives a finite amount of activity fee money from the general activity fund reserve; SABC must demonstrate fiscal responsibility and proper accounting in order to keep their funds just as they require these same things from the MSUM student organizations who receive SABC activity funds.

### 2. Travel funds:

Recognized student organizations or individual students may apply for travel funding assistance. Special travel funding forms can be found on the SABC website by way of the Office of Student Activities(OSA) website. Any group or individual requesting travel funds must provide a completed travel funding form to the Activities Business Manager **three weeks before the date of travel** to have the request considered for funding assistance. SABC will require that the group or individual requesting travel funds appear in person to present their request at an SABC meeting. Any group receiving travel funds from SABC must complete the University Travel Authorization/Approval form before they leave on their trip. A student roster must be submitted as well. Contact the Activities Business Manager located at the OSA for further questions.



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## Types of Funds available through SABC for students/student organizations(cont'd)

### 3. Supplemental funds:

Recognized student organizations or individual students may request funds other than travel funds or annual operating budget funds. These funds are referred to as “supplemental” funds. These funds are generally used for campus events, one-time expenses to the normal organization budget that were unforeseen, or start up funds for groups who may have missed the annual budgeting process. A supplemental funding form must be completed and submitted to SABC for consideration. As with the travel funding request, supplemental funding requests should be presented in person at an SABC meeting.

### **Grants**

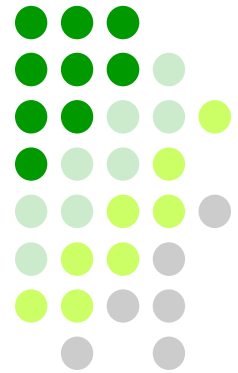
Several on-campus resources are available to recognized student organizations for one-time grants to support programs. Examples of these grants include Alumni Foundation Grants, Cultural Diversity Events Grants, and grants from the Office of the University President. However, don't forget there may be other grant resources available.

### **Fundraisers**

Sell something. Several student organizations have generated funds by selling raffle tickets, coupon books, T-shirts, and CDs. Organizations can also sponsor vendors to come into the Comstock Memorial Union to sell products such as sweaters, records, gifts, greeting cards, etc... Make sure to check into University policies when planning these types of fundraising programs.

### **Donations**

Some local businesses will make donations to your cause. For your organization this money supplements your budgets. For the companies, the donations are a tax write-off. Since Minnesota State University Moorhead already receives donations from several community businesses, the MSU Moorhead Alumni Foundation requests that you submit to them a listing of those organizations you plan to approach to ensure that a few organizations are not being solicited for donations by every organization at the University.



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