



Student Government Appropriations Packet

Fall Break 2024 - Spring Break 2025 Cycle

*Funding for student organizations between
October 18, 2024 - March 25, 2025*

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A Letter from the Student Body Treasurer

Dear Student Leaders,

I am excited that the first cycle of Appropriations for the academic year has officially begun! I want to extend my sincere gratitude to each of you for your dedication and leadership within NC State's student organizations.

To ensure a smooth and successful application process, please review the attached packet carefully.

This document will serve as your comprehensive guide through the Appropriations process. **Please note** that organization advisors are not permitted to participate in Appropriations interviews; only student leaders may represent your organizations during this time.

The Appropriations Checklist is a great resource to double-check that you have completed the necessary steps for submitting your Appropriations Application. Remember, you will need to submit an application online by Wednesday, August 28, at 11:59 PM and schedule your interview via the link on the application submission confirmation page.

As the University reopens following summer break, the supplier database will be updated with accurate information. Organizations that did not submit receipts for the Fall Break 2023 - Spring Break 2024 cycle will also be placed on the ineligibility list.

I look forward to meeting all of you and working together to ensure the success of your student organization. If you have any questions or concerns, please do not hesitate to reach out.

Thank you,

Lanadia Adams

Student Body Treasurer

Chair of the Appropriations Council

sbt@ncsu.edu

Appropriations Checklist

To assist student organizations in completing the various steps of submitting an Appropriations Application, we have created the following checklist. If you have any questions or concerns about successfully completing the checklist, please do not hesitate to email us at sgappropriations@ncsu.edu.

- ☐ My student organization is registered with [Student Leadership and Engagement](#).
- ☐ At least one representative from my student organization attended a required [Budget Tool Session](#).
- ☐ My student organization is not on the [Ineligibility List](#). Missing receipts and unspent funds must be submitted by Wednesday, August 28, 2024 at 11:59 PM to be taken off the Ineligibility List.
- ☐ I have verified the accuracy of my student organization's budget and that it is in complete compliance with Appropriations policies.
- ☐ I have submitted an Appropriations Application for my student organization by Wednesday, August 28, 2024 at 11:59 PM
- ☐ I received an emailed copy of my student organization's Appropriations Application after I submitted it online.
- ☐ I have scheduled an interview for my student organization after I submitted the Appropriations Application for my student organization. The Interview Sign-Up Closes on Wednesday, August 28, 2024 at 11:59 PM
- ☐ My student organization is a connected supplier at NC State or is in the process of registering as a supplier. Search our [Supplier Database](#) to see if your organization is a connected supplier.
- ☐ My student organization has a bank account with the same name as listed on [Get Involved](#).

Our Commitment to A Fair & Accessible Process



In compliance with the Americans with Disabilities Act, Student Government will honor requests for reasonable accommodations made by individuals with disabilities. Direct accommodation requests to Deputy Treasurer Parker Rowan at stugov-deputytreasurer@ncsu.edu.

NC State University is an institution composed of students that vary in backgrounds, abilities, characteristics, identities, beliefs, and affiliations. And with 600+ student organizations and the diverse range of events, activities, and initiatives, ensuring a fair and accessible Appropriations process is important.

Student Body Treasurer Lanadia Adams, the Appropriations Council, and Student Government are committed to a fair distribution of Student Government Funds to student organizations. We commit to ensuring that all student organizations are treated fairly in the deliberations of their Appropriations request. As part of this commitment, all Appropriations Council members are required to complete an unconscious bias training prior to their involvement with the Appropriations process.

Eligibility Requirements for Student Organizations

In order to be eligible to receive Appropriations funding, the following are required:

- The student organization is registered and in good standing with Student Leadership and Engagement.¹ Registration status can be found online at getinvolved.ncsu.edu. The organization also must have a President and Treasurer who are currently enrolled students.
- The student organization does not discriminate on the basis of race, color, religion (including belief and non-belief), sex (including, but not limited to: pregnancy, childbirth, or a related medical condition, parenting, and sexual harassment), sexual orientation, actual or perceived gender identity, age, national origin, disability, veteran status, or genetic information.² If there are any concerns regarding discrimination by or against a student organization, please email sgappropriations@ncsu.edu.
- The student organization must be in good standing as described in the Student Body Statutes, in the Treasury Policies and by Council regulations.³ The student organization must also meet the standards in the Appropriations Packet regarding non-dependency on Appropriations funding.⁴
- The student organization has an active bank account before Check Distribution begins. The name on the bank account must match the name listed on [Get Involved](#) and on the [Supplier Database](#).
- The student organization is a connected supplier at NC State or is in the process of registering as a supplier. Check our [Supplier Database](#) to see if your organization is an active supplier. An organization must be an active supplier before a check can be issued to their organization.
- The student organization is not on the [Ineligibility List](#). Missing or overdue receipts and unspent funds must be submitted by Wednesday, August 28, 2024 at 11:59 PM to be taken off this list.
- The student organization schedules and attends an [Appropriations Interview](#).
- The student organization has a President and Treasurer who meets the student leadership requirements as outlined in University Regulation REG 11.55.06⁵ and REG 11.55.07⁶.
- All student organizations must have had at least one representative attend one (1) of the [Budget Tool Sessions](#).
- The Primary and Alternate Contact on the student organization's Appropriations Application is not a current Student Government Official. Timeline for Fall Break 2024- Spring 2025 Cycle



Subscribe to the FB24-SB25 Google Calendar to be reminded of all the important dates and deadlines for this Cycle.

Phase I - Appropriations Application Submission

Appropriations Packet Released Online*

Thursday, August 8, 2024

¹ As required by [Student Body Statutes](#), §5-5.3

² As required by [Student Body Statutes](#), §5-5.3

³ As required by [Student Body Statutes](#), §5-5.3

⁴ As required by [Student Body Statutes](#), §5-5.3

⁵ [REG 11.55.06 – Recognized Student Organizations: Regulation for Undergraduate Student Leadership and Registration](#)

⁶ [REG 11.55.07 – Registered Student Organizations: Regulation for Student Leadership, Membership, and Registration](#)

Budget Tool Released Online †	Thursday, August 8, 2024
Online Application Opens*	Friday, August 9, 2024 at 12:00 PM
Appropriations Budget Tool Sessions † Required for all student organizations (Virtual)	Tuesday, August 20, 2024 2:00 - 2:30 PM Tuesday, August 20, 2024 4:30- 5:00 PM Thursday, August 22, 2024 11:00 - 11:30 AM Thursday, August 22, 2024 1:30 - 2:00 PM Friday, August 23, 2024 6:00 - 6:30 PM Friday, August 23, 2024 11:00- 11:30 AM Sunday, August 25, 2024 11:00- 11:30 AM Sunday, August 25, 2024 12:00- 12:30 PM Monday, August 26, 2024 12:00- 12:30 PM Monday, August 26, 2024 3:00- 4:00 PM Tuesday, August 27, 2024 2:00- 2:30 PM Tuesday, August 27, 2024 4:30- 5:00 PM
Appropriations Individual Help Sessions † Optional for all student organizations (In-Person & Virtual Options)	By appointment only, go to go.ncsu.edu/appropriations-help to schedule an appointment
Missing Receipts from Past Cycles Due to Remove Organization From Ineligibility List †	Wednesday, August 28, at 11:59 PM
Unspent Funds from Past Cycles Due to Remove Organization from Ineligibility List †	Wednesday, August 28, at 11:59 PM
Online Application & Interview Sign-Up Closes	Wednesday, August 28, at 11:59 PM

Phase II - Appropriations Interviews

Student Organization Interviews* (In-Person)	Friday, August 30, 2024 Saturday, August 31, 2024 Sunday, September 1, 2024 Monday, September 2, 2024 Tuesday, September 3, 2024 Wednesday, September 4, 2024
Appropriations Council Deliberations	Monday, September 9, 2024 at 8:15 PM
Finance Committee Review of Appropriations	Wednesday, September 11, 2024

Phase III - Funding Notifications & Notice of Error

Initial Funding Notification †	Wednesday, September 11, 2024 by 12:00 PM
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Pre-Student Senate and SBP	(following Appropriations Council Deliberations)
Appeal (Notice of Error) Deadline	Wednesday, September 11, 2024 at 5:00 PM
Appeal (Notice of Error) Review & Consideration	Wednesday, September 11, 2024 at 7:30 PM
Student Senate Review of Appropriations	Wednesday, September 18, 2024 at 7:30 PM
Final Funding Notification Approved by Student Senate and SBP	Friday, September 20, 2024 by 5:00 PM

Phase IV - Obtaining Your Appropriations Allocation

Estimated Check Distribution Date	Tuesday, October 15, 2024 Date is subject to change
Beginning of Spending Period	Friday, October 18, 2024

Phase V – Expending Funds, Submitting Receipts, & Returning Unspent Funds

End of Spending Period*	Tuesday, March 25, 2025
Deadline to Expend Funds*	Tuesday, March 25, 2025 at 11:59 PM
Deadline to Submit Receipts*	Monday, April 14, 2025 at 11:59 PM
Deadline to Return Unspent Funds*	Monday, April 14, 2025 at 11:59 PM

All times are in Eastern Standard Time (EST) unless otherwise noted.

Phase I – Appropriations Application Submission



If an application is received after the Online Application Closes, it cannot be considered. If you encounter a technical issue, please email sgappropriations@ncsu.edu.

Appropriations Packet Released Online	Thursday, August 8, 2024
Budget Tool Released Online	Thursday, August 8, 2024
Online Application Opens	Friday, August 9, 2024 at 12:00 PM
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Online Application & Interview Sign-Up Closes	Wednesday, August 28, at 11:59 PM

Appropriations Budget Tool Sessions

The Appropriations Budget Tool Sessions are a great opportunity to ask questions, create a budget with a Council member, or have your application reviewed by a Council member prior to submitting. Dates for these **required** sessions are below.

Dates, Times, and Locations for the Appropriations Budget Tool Sessions		
Tuesday, August 20, 2024	2:00 - 2:30 PM	Zoom
Tuesday, August 20, 2024	4:30- 5:00 PM	Zoom
Thursday, August 22, 2024	11:00 - 11:30 AM	Zoom
Thursday, August 22, 2024	1:30 - 2:00 PM	Zoom
Friday, August 23, 2024	11:00- 11:30 AM	Zoom
Friday, August 23, 2024	6:00 - 6:30 PM	Zoom
Sunday, August 25, 2024	11:00- 11:30 AM	Zoom
Sunday, August 25, 2024	12:00- 12:30 PM	Zoom
Monday, August 26, 2024	12:00- 12:30 PM	Zoom
Monday, August 26, 2024	3:00 - 3:30 PM	Zoom
Tuesday, August 27, 2024	2:00 - 2:30 PM	Zoom
Tuesday, August 27, 2024	4:30 - 5:00 PM	Zoom

In compliance with the Americans with Disabilities Act, Student Government will honor requests for reasonable accommodations made by individuals with disabilities. Direct accommodation requests to Deputy Treasurer Parker Rowan at stugov-deputytreasurer@ncsu.edu.

Appropriations Individual Help Sessions

If you would like more individualized, one-on-one help with your Appropriations Application or Budget, you can schedule an Appropriations Individual Help Session with either Student Body Treasurer Lanadia Adams or Deputy Treasurer Parker Rowan. The Individual Help Sessions are offered almost every weekday and can be in-person or virtual. **Schedule your Appropriations Individual Help Session on the Appropriations Help Portal at go.ncsu.edu/appropriations-help.**

Appropriations Individual Help Sessions

Optional for all student organizations
(In-Person & Virtual Options)

By appointment only, go to

go.ncsu.edu/appropriations-help to schedule an appointment

Email the Appropriations Council

At any time you can contact us at sgappropriations@ncsu.edu for email assistance. One of the Appropriations Council members will respond to your message within 48 business hours, although we strive to respond the same day.

Supplier Registration



Student organizations must become a Connected Supplier on PaymentWorks in order to receive their Appropriations Allocation.

Supplier, or vendor, **registration is a process undertaken by business entities who want to do business with NC State.** For Appropriations, student organizations are businesses that are wanting to do business with NC State, on behalf of Student Government. Once a student organization becomes a Connected Supplier, we are then able to write the organization a check for their Appropriations Allocation. This is a NC State University policy, and Student Government is required to comply with it.

In September 2021, NC State established a new, no-cost supplier registration process for all University departments and offices, including Student Government. In previous years, Student Government would collect sensitive supplier information from student organizations, which was used to create and update supplier accounts in the University Financial System. This process presented a security risk, both to the supplier (student organization) and to Student Government and NC State.

NC State, without input from Student Government, decided to partner with PaymentWorks, a third-party supplier registration and onboarding platform that eliminates the risk of business payments fraud, reduces cost, and ensures regulatory compliance by automating the complex payee management process. NC State Office of Finance and Administration requires all departments and offices, including Student Government, to comply with the new supplier registration process and requires all business entities, including student organizations, to go through the new supplier registration process via PaymentWorks.

Student organizations who wish to receive an Appropriations Allocation, must register as a payee in PaymentWorks. This is called the supplier registration process. NC State departments send suppliers an invitation through the PaymentWorks system, which will trigger an email notification to the supplier, inviting them to register as a new NC State payee via PaymentWorks.

To begin the supplier registration process, you must [submit a request to begin the supplier registration process here](#).

You can learn more about [becoming a supplier at NC State here](#).

If you are unsure if your student organization is a Connected Supplier, you can [search our Supplier Database here](#).

For any questions regarding the supplier registration process, please email sgappropriations@ncsu.edu.

Your Appropriations Application



If you need help with your Appropriations Application, visit the Appropriations Help Portal at go.ncsu.edu/appropriations-help.

Your Appropriations Application is very important and will be reviewed by the Appropriations Council prior to your interview. Please ensure that the information you submit is true and accurate. We can only accept one application per student organization, if your organization is seeking funding for multiple events or activities, please include these on one application.

[Submit your Appropriations Application online here.](#)

What do I need to include in my Appropriations Application?

Your student organization will need to provide the following information and documents when in your Appropriations Application:

- Primary & Secondary Contact Information (these email addresses will be sent all notifications and updates throughout the Appropriations process for your organization)
- Your organization's name
- Your organization's mission
- The type(s) of funding request(s) your organization is applying for ([refer to the Appropriations Funding Requests section for more information](#))
- Total requested amount of funding
- A link to your organization's completed budget (you are required to use the [Appropriations Budget Tool](#) to make your organization's budget; [refer to the Your Appropriations Budget section for more information](#))
- A list of your expenses in order of importance for Appropriations funding
- Travel Request Information (only if your organizations is requesting travel funding; [refer to the Travel Funding Requests section for more information](#))

What do I do after I submit my Appropriations Application?

After you submit your [Appropriations Application](#), the confirmation page will have a link to sign up for an interview time slot. Interviews are required in order to receive funding, this means waiting until the last minute to submit the application will limit the availability of interview time slots.

Your organization can edit your Appropriations Application and budget up until the application deadline. If you find any errors in your application or budget after you have submitted your application, please edit these immediately. We are happy to offer guidance and answer any questions related to your Appropriations Application and budget.

Appropriations Funding Requests

Appropriations Applications can consist of one or more funding requests. While a student organization can apply for multiple funding requests, the total amount of funding requested cannot exceed \$2,000.

Types of Funding Requests

- **Start-Up** – This category is for student organizations that have not received Appropriations funding in the past or have reformed after being nonexistent for two or more years. This funding can only be received one time and the maximum amount allowed is \$300⁷. Email sgappropriations@ncsu.edu for questions about Start-Up status.
- **General** – This category is for any non-Start-Up, non-Travel related expenses a student organization may have. Examples of expenses include, but are not limited to: uniforms, tournament fees, stickers, flyers, event expenses, supplies for projects, upfront fundraising costs.
- **Travel** – This category is for any expenses related to travel or transportation. Please refer to the [Travel Funding Requests section](#) for specific information and requirements.



For questions or concerns regarding which category an expense falls under, please email sgappropriations@ncsu.edu.

Matching Policy

Student Government can only provide up to 50% of the total revenue for a student organization. For example, if a student organization has \$350 in existing revenues, they can only request up to \$350 from Student Government.⁸ Start-Up funding requests are exempt from this policy.

Non-Dependence on Student Fees Policy

We can only recognize \$750 of funding from other student fee-funded organizations (such as: E-Council, AgriLife Council, UAB, etc.) combined for matching purposes.⁹ However, you are required to list the total amount of money listed from those organizations to match your budget.

Speaker Fee Policy

Payment for speakers is limited to \$500 per speaker. Honorariums are not an allowable Appropriations expense.

⁷ As required by [Student Body Statutes](#), §5-5.25

⁸ As required by [Student Body Statutes](#), §5-5.4

⁹ As required by [Student Body Statutes](#), §5-5.4

Travel Funding Requests



Appropriations Travel Policies and procedures have recently changed. If your student organization is requesting travel funding, please carefully review the following section.

Lodging & Hotels Policy

Lodging expenses are allowable Appropriations expenses. Student organizations should keep hotel costs reasonable and as low as possible. A hotel must be at least 35 miles away from NC State University Main Campus. We encourage student organizations to stay in hotels rather than Airbnb-type facilities.

If your student organization is requesting funding for lodging expenses, your organization will be required to provide the following information in your Appropriations Application:

- General hotel location (you do not need to identify a specific hotel, rather provide the location where you will be staying overnight; e.g. New York, NY)
- Room type(s) & number of rooms
- Estimated nightly rate per room
- Number of nights
- Total estimated cost

Transport by Commercial Flights, Train, & Bus Policy

Transportation by commercial flights (e.g. American, Delta, & United), train (e.g. Amtrak), and bus (e.g. Greyhound) are allowable Appropriations expenses. Your student organization will be required to provide departure and arrival information as well as estimated expenses in your Appropriations Application.

Transport by Taxi, Shuttle Service, or Ride Share Service Policy

Transportation by taxi, shuttle service, or ride share service (e.g. Uber & Lyft) are allowable Appropriations expenses. Your student organization will be required to provide estimated expenses in your Appropriations Application.

Transport by Cars & Vans Policy

Transportation by passenger vehicle is an allowable expense. Expenses for parking, tolls, and storage are also allowable. Use the following mileage rates when calculating expected expenses for your organization's transportation by passenger vehicle. The mileage rate covers all passenger vehicle expenses including gas expenses but excluding parking expenses, tolls, and storage expenses.

Round trip mileage	67 cents per mile
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Student organizations can use [Google Maps](https://www.google.com/maps) to estimate the total roundtrip mileage.

Your student organization will be required to provide all destinations and stops as well as estimated total roundtrip mileage in your Appropriations Application.

Submitting a Travel Request



All travel requests will be thoroughly reviewed by Student Leadership and Engagement before interviews to ensure that travel requests are reasonable and comply with University policy and State law.

If a student organization is requesting funding for travel expenses, the organization will be required to provide the following travel information in their Appropriations Application:

- Type(s) of travel
- Purpose of travel
- Dates of travel
- Total number of travelers
- Transportation information (refer to the [Transportation sections](#) for specific requirements)
- Lodging information (refer to the [Lodging & Hotels section](#) for specific requirements)
- Total estimated cost of travel

We understand that travel plans may change, but student organizations should try as hard as possible to not change any travel plans submitted in your Appropriations Application. If your organization's travel plans change, email sgappropriations@ncsu.edu.

If your organization cannot provide the travel information in your Appropriations Application, your organization will be unable to receive funding for travel expenses.

Example Travel Request Information

Type(s) of travel: Flight and ride share service

Purpose: Attending an academic conference in New York, NY.

Dates: October 20-22, 2024

Number of travelers: 5 students

Transportation information: Flying, estimated roundtrip airfare for 5 people is \$1,500.

Lodging information: 2 nights in New York, NY; room types: 2 double-queen bed rooms and 1 king bed room; estimated rate per night: \$125/room. Total estimated cost is \$750.

Total estimated cost of travel: \$2,250.

Funding Restrictions

The following are not allowable Appropriations expenses and cannot be funded:

- Salaries for advisors or student leaders¹⁰
- Materials/money to be directly donated to non-university students or organizations;
 - Note: Funding for philanthropy events expenses in which proceeds are donated is allowed. A direct donation is not an allowable expense.
- Trips required by or for a class;
- Personalized Clothing
- Clothing items (unless they will be used exclusively as a fundraiser, are required uniforms, or are promotional items)¹¹
- Operational expenses (all recurring expenses, i.e. photocopying, postage, phone calls, etc.)¹²
- Website hosting, domain hosting, and email hosting
- Prizes and awards
- Gift cards
- Alcoholic beverages, illegal substances, tobacco, and e-cigarettes
- Items available for rent for free from NC State University units and departments (Student Government is still developing this resource)



For questions or concerns regarding whether an expense is allowed or not, please email sgappropriations@ncsu.edu.

Examples of Allowable Expenses

The following are common Appropriations expenses and can be funded:

- T-shirts for a fundraising event
- Cultural food or drink
- Food or drink for a conference
- Hotel rooms for trips
- Sporting equipment
- Posters
- Registration Costs for an event
- Field reservations
- Speaker fees
- Materials like wood, metals, etc. to build or make something that relates to the organization
- Concert or other event venue
- Production Equipment

¹⁰ As required by [Student Body Statutes](#), §5-5.27

¹¹ As required by [Student Body Statutes](#), §5-5.27

¹² As required by [Student Body Statutes](#), §5-5.27

Your Appropriations Budget

All Appropriations Applications must include a complete, accurate, balanced, and detailed budget completed using the [Fall 2024 Appropriations Budget Tool](#). Your budget should include the total amount of all revenue you have received or are planning to receive during the Appropriations cycle, as well as the total amount of expenses that will be made during the cycle. Your budget is the most important part of your application. Do not inflate your budget in an attempt to receive additional funding.

Revenues

The Revenues section of your budget must include all money your organization has on-hand or will receive during the period of the Appropriations cycle (October 18, 2024 - March 25, 2025). This includes funding from outside sources as well as all fundraising revenues and funding your organization has requested from other student fee-funded organizations such as College Councils.

Expenses

The Expenses section of your budget must include separate line items of what you plan to spend during the Appropriations cycle. These line items should be specific enough for the Appropriations Council to understand what is being purchased.

How do I use the Appropriations Budget Tool?



If you need help with creating your budget, visit the Appropriations Help Portal at go.ncsu.edu/appropriations-help.

Student organizations are required to use the Appropriations Budget Tool when making your organization's budget. Please make sure you are using the [Fall 2024 Appropriations Budget Tool](#) to make your budget. We cannot accept any budgets made using old Appropriations Budget Tools.

[See step-by-step instructions for creating and completing your budget using the Appropriations Budget Tool online.](#)

[You can view an example budget made using the Appropriations Budget Tool here.](#)

[You can access the Fall 2024 Appropriations Budget Tool here.](#)

Evaluation of Appropriations Applications

All Appropriations Applications are considered at the same time by the Appropriations Council. The Council sets factors that determine the final funding amount for each organization.

The following factors are often considered in the evaluation process:

- Number of students impacted;
- Benefit to the campus community;
- Benefit to the surrounding community;
- Benefit to individual participants;
- Diversity of funding sources explored;
- Excessive dependence on Student Government funds;
- Amount of fundraising by the organization;
- Out-of-pocket contributions by the organization's members;
- Effects on NC State's reputation; and,
- Overall cost-effectiveness of the event, project, or request.

Student organizations are scored on the above criteria during their interview. These interview scores are directly factored into the final funding amount that each student organization receives.

Phase II – Appropriations Interviews



If your student organization does not complete an interview, your organization will not receive funding. Please ensure that a representative of your organization completes an interview.

Dates, Times, and Locations for the required Appropriations Interviews		
Friday, August 30, 2024	11:00 AM - 2:00 PM 6:00 PM - 7:00 PM	Talley Student Union 4251
Saturday, August 31, 2024	9:00 AM - 11:00 AM 3:00 PM - 6:00 PM	Talley Student Union 4251
Sunday, September 1, 2024	1:00 PM - 2:00 PM	Talley Student Union 4251
Monday, September 2, 2024	9:00 AM - 11:00 AM 3:00 PM - 6:00 PM	Talley Student Union 4251
Tuesday, September 3, 2024	9:00 AM - 11:00 AM 1:00 PM - 5:00 PM	Talley Student Union 4251
Wednesday, September 4, 2024	9:00 AM - 12:00 PM 1:00 PM - 5:00 PM	Talley Student Union 4251

Your Appropriations Interview

All student organizations applying for funding are required to schedule and attend an Appropriations Interview. Once organizations submit their Appropriations Application, they are able to schedule their interview. Interviews will be primarily conducted in-person in Talley Student Union.

Please arrive at the Student Government Suite (Talley Student Union 4251) at least five minutes prior to your scheduled interview. We encourage organizations to bring at least two representatives, but organizations can bring more representatives if they wish. Interviews are strictly between student representatives, advisors are not permitted to participate in interviews.

Organizations should expect to spend 15 minutes talking to the Appropriations Council members about your Appropriations Application and budget and the benefits of your organization to the campus and Raleigh-community. **It is expected that you come prepared to the interview with in-depth knowledge of your application, budget, and funding request(s).**

Your Appropriations Interview will be evaluated based on the perceived impact of your funding request(s) and your ability to articulate the value of the expenses for which the funding will be used. **Your interview will directly impact the amount of funding your organization will receive.**

Phase III – Funding Notifications & Notice of Error

Initial Funding Notification Pre-Student Senate and Student Body President Approval	Tuesday, September 10, 2024 by 11:59 PM ET
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The primary and secondary contacts listed on the Appropriations application will receive an email with the initial funding amounts for their student organization by 11:59 PM ET, Tuesday, September 10, 2024. **These amounts are not final** and must be approved by the Student Senate and Student Body President Allison Markert before checks can be written.

Appeal (Notice of Error) Deadline	Wednesday, September 11, 2024 at 5:00 PM
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If you believe that an egregious error was made or that your organization was treated unfairly during the Appropriations process, your organization is able to submit an appeal of your Appropriations Initial Funding via this form link. Student organizations will then be invited to present their appeal to the Student Senate Finance Committee. Following appeals, the Finance Committee will reconsider the allocation amount for the organization(s) which requested an appeal. This is not to request additional funding, but rather to address an egregious mistake that occurred.

Student Senate Review of Appropriations	Wednesday, September 18, 2024, 2024 at 7:30 PM
Final Funding Notification Approved by Student Senate and Student Body President	Monday, September 20, 2024 by 12:00 PM

Once the funding amounts have been approved by the Student Senate and Student Body President Allison Markert, the primary and secondary contacts will receive an email with the final funding amounts and information regarding check distribution.

Phase IV – Obtaining Your Appropriations Allocation

Estimated Check Distribution Date	Tuesday, October 15, 2024 Date is subject to change
Beginning of Spending Period	Friday, October 18, 2024

Following approval of the final funding amounts, the Student Body Treasurer will obtain checks made payable to each student organization that was allocated funding. Please allow some time for this process, but expect that your checks will be ready for pick-up around Tuesday, October 18, 2024.

Be sure to maintain your organization's registration with Student Leadership and Engagement – if your group is no longer a registered student organization, it will be ineligible to obtain a check even if its request was approved.

Once initial notification has been given to your organization that your check is available, you will have two calendar weeks to retrieve it. The Student Body Treasurer shall have the discretion to extend the retrieval deadline. Notification of check pick-up will be sent to the primary and secondary contacts.

Phase V – Expending Funds, Submitting Receipts, & Returning Unspent Funds

End of Spending Period	Tuesday, March 25, 2025
Deadline to Expend Funds	Tuesday, March 25, 2025 at 11:59 PM
Deadline to Submit Receipts	Monday, April 14, 2025 at 11:59 PM
Deadline to Return Unspent Funds	Monday, April 14, 2025 at 11:59 PM

The timeframe to expend funds from this Appropriations Cycle is between Friday, October 18, 2024 and Tuesday, March 25, 2025 at 11:59 PM. Any expenditure of funds outside of this timeframe cannot be accepted. Please ensure that the receipts you submit each have a date clearly visible.

Receipts for expenditures made with Appropriations funds must be submitted via the appropriate online form on the [Appropriations website](#) by Monday April 14, 2025 at 11:59 PM. If receipts are not turned in by the deadline, your organization will be placed on the Ineligibility List until receipts are turned in.

Any unspent Appropriations funds must be returned via electronic payment on the [SG E-Store](#) or physically via mail or in-person drop-off at the SG Suite and the appropriate form on the [Appropriations website](#) must be submitted by Monday, April 14, 2025 at 11:59 PM. If unspent funds are not returned by the deadline, your organization will be placed on the Ineligibility List until unspent funds are turned in.

Please email sgappropriations@ncsu.edu for any questions or concerns regarding expending funds, submitting receipts, or returning unspent funds. The Student Body Treasurer shall also have the discretion to extend deadlines to submit receipts and return unspent funds.

Submitting Appropriations Receipts



Receipts for expenses paid for by Appropriations funding must be submitted online by Monday, April 14, 2025 at 11:59 PM.

Organizations who receive Appropriations funding must submit receipts online by Monday, April 14, 2025 at 11:59 PM. Organizations only need to submit receipts for expenses that were paid for by Appropriations funding.

Per NC State University policy, all receipts must contain the following:

- Merchant name & address
- Date of purchase
- Itemized description of item(s) purchased
- Quantity of each item and unit price
- Shipping charges & ship-to address (if applicable)
- Total amount of the purchase

Student Government is not allowed to accept receipts that do not meet the above requirements. Additionally, we cannot accept receipts from Venmo, CashApp, or similar services.

[Learn more about what a valid Appropriations receipt is here.](#)

[Submit unspent funds here.](#)

Returning Unspent Appropriations Funds



Unspent funds must be returned back to Student Government by Monday, April 14, 2025 at 11:59 PM.

Organizations who do not spend all of their Appropriations funding should return the unspent funds back to Student Government. Additionally, if an organization submitted receipts for an expense that is not allowed, those funds must also be returned back to Student Government.

Please wait to return unspent funds until after your receipts have been approved by Student Government.

NC State University promotes equal opportunity and prohibits discrimination and harassment based upon one's age, color, disability, gender identity, genetic information, national origin, race, religion, sex (including pregnancy), sexual orientation and veteran status. NC State Student Government affirms NC State University's equal opportunity statement and non-discrimination policy.

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