Funding for Student Organizations

2016-2017
Check your Org Balance First!

- If you go to your organization’s finance tab in the Smith Social Network and click on the accounts tab, you will see your org’s balance.

- Zero means your org has no funds. Never fear, this is a good thing because the majority of organizations begin the year with a zero budget!

- A dollar amount not in parenthesis is the amount your org currently has in their account. Most likely, fundraising money.

- Any dollar amount in parenthesis means your org is in debt.
Is your Organization in Debt?

- Your organization needs to find a way out of debt by:
  - fundraising – come up with a few ideas!
  - ORC Matching Program - ORC will match the amount that your organization raises. You must apply for this prior to your fundraiser. (see Tamra Bates in CC 106).

- Have a plan to resolve your debt before planning any events for the semester!
How to Apply for Funds

Organizations must apply to the Organization Resource Committee (ORC) for funding prior to each event. Please apply at least two weeks before the event. This will allow your org plenty of time to plan a successful event. ORC does not fund retroactive requests!

Use the Universal Funding Application
http://www.smith.edu/sga/funding_orc.php

The form will walk you through the process of requesting funds and will prompt you about things you MAY need for your event. This will help you create a budget.

The Universal Funding Application also covers funding requests to the Conference and Sawyer Funds. Please go to the following website for additional information:  https://www.smith.edu/sga/funding.php
Time Frame for the Universal Funding Form

The deadline to submit the Universal Funding Form is Monday by 5 pm. All back up documentation such as quotes; estimates, etc. must be submitted with the form. ORC meets on Wednesday evenings. You will get a reply from your ORC liaison regarding your request by Friday of the same week.
ORC Liaisons

- Every student organization has an ORC Liaison to help with the funding process. Feel free to contact your ORC Liaison with any questions or concerns your organization may have.

- The ORC Liaisons are listed on the following website: https://www.smith.edu/sga/committees_orc.php