

**Date Submitted:**3/30/2015 6:44 PM  
**Submitted by:**Bin Ren

## **Student Funding Board (SFB) Application**

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### **General SFB Application Questions:**

**Name:**

**Email:**

**Registered Student Organization (RSO) Name:**

Chinese Students & Scholars Association

**RSO Number (six digits starts with 610XXX):**

**Please select the funding deadline your organization is applying for:**

March 20th

**Contact Name #1 (Treasurer):**

**Contact #1 GMU Email Address:**

**Contact Name #2 (President):**

**Contact #2 GMU Email Address:**

**Number of Active Members:**

79

## **SFB 2014-2015 Guidelines**

All events **MUST** be **FREE**, as SFB funds will not be used for events where an admission fee is being charged. SFB will **NOT** be awarded for:

Formals/Banquets

National Dues

Insurance

Students & Staff for parking on campus

-We are **STRONGLY** encouraging RSOs to collaborate and partner on programs and events. This allows for funds to be used in a much better way and reduce the number of similar events happening on campus. Working together will allow for event planning responsibilities to be divided amongst the organizations, reducing the workload, while getting more people to attend and enjoy the event.

-Funding will not be approved to pay for food at regular meetings; only food for one general organization meeting will be supported each academic semester. SFB will keep a record of when food is being requested per organization.

### **REQUIRED TRAININGS**

-Presidents & Treasurers for each RSO **MUST** complete the required Fiscal Management Workshop(s) in order for your organization to be eligible to receive SFB funds. Failure to do so will result in no funds being allocated to your organization until it is completed.

-Presidents & Treasurers are **REQUIRED** to complete the required Fiscal Management Workshop(s) at the beginning of **EACH** academic year as some things change.

### **GENERAL RULES/GUIDELINES for FUNDING of ALL REQUESTING ORGANIZATIONS**

Tier 1 RSOs can receive up to \$1,000 per academic year and must adhere to the following spending guidelines:

Catering orders under \$250

Office Supplies may be requested once per academic year. The Maximum Allocation for this will be \$100 per **ACADEMIC YEAR**. This allocation **WILL BE** considered part of the \$1,000 maximum.

Honorarium Fees (limited at \$500/academic year)- Please note that honorarium payment requests **MUST** be submitted at least 30 days prior to the event. This means you **MUST** apply well in advance for funding.

Event Advertising (Flyers/Posters/Banners)

Tier 2 RSOs can receive up to \$3,000 per academic year, but **CANNOT** request funds for travel/conference expenses and must adhere to the following spending guidelines:

Catering (be mindful of price per person when applying). Please be aware that SFB will adjust accordingly.

Police/Security

Event Advertising (Flyers/Posters/Banners)

Events Production, Events Management/Facility Fees

Office Supplies may be requested once per academic year. The Maximum Allocation for this will be \$100 per **ACADEMIC YEAR**. This allocation **WILL BE** considered part of the \$3,000 maximum.

Honorarium/Speaker/Performance Fees- Please note that contracts and honorarium payment request forms **MUST** be submitted at least 30 days prior to the event. This means you **MUST** apply well in advance for funding.

Tier 3 RSOs can receive up to \$5,000 per academic year and **MAY** request funds for travel/conference expenses and must adhere to the following spending guidelines:

Catering (be mindful of price per person when applying). Please be aware that SFB will adjust accordingly.

Event Advertising (Flyers/Posters/Banners)

Events Production, Events Management/Facility Fees

Conferences/ Leadership Programs/ Competitions (Maximum Allocation of \$1,000 per **ACADEMIC YEAR**). Travel

Authorizations **MUST** be submitted at least 7 Days before traveling. This will be included in the maximum available for a student organization to apply for.

Police/Security

Office Supplies may be requested once per academic year. The Maximum Allocation for this will be \$100 per **ACADEMIC YEAR**. This allocation **WILL BE** considered part of the \$5,000 maximum.

Honorarium/Speaker/Performance Fees- Please note that contracts and honorarium payment request forms **MUST** be submitted at least 30 days prior to the event. This means you **MUST** apply well in advance for funding.

**\*\*All RSOs who are allocated funds will be required to upload a flyer onto Collegiate Link advertising their event, getconnected.gmu.edu\*\***

### **REVENUE GENERATION**

Events charging admission will NOT be eligible to receive SFB funds. If you plan on charging for events then Self-Generated Revenue (SGR) MUST be used. If your organization has no SGR then we will need to have an explanation on how you plan to pay for your event so that charges don't start showing up in your account with no deposits paying for the charges.

**\*\*Please also refer to the "Cash Handling & Wristband Procedures for Recognized Student Organizations" section of the Mason Event Procedures & Guidelines\*\***

#### **REVIEW PROCESS**

The SFB committee will review requests every TWO weeks (with the exception of holiday breaks). Requests are not reviewed on a rolling basis as they are received.

An SFB Board Member will provide an allocation response to applicants via email within THREE business days of the review process.

Purchase Order (PO) Requests must be submitted at least FIVE days prior to the event. Invoices/receipts as a result of a PO must be submitted no later than FIVE days after the event.

Contracts must be submitted NO LATER THAN 30 DAYS IN ADVANCE. This means you MUST apply for a deadline well in advance.

All other payments and reimbursement requests of \$1,999 or less (not involving contracts)-must be submitted within THREE weeks after the event or reimbursements will not be granted. It is important that we receive them in a timely manner for budgeting purposes.

All orgs are required to submit an event evaluation form NO LATER THAN 10 DAYS after the event, if not submitted additional funding requests will not be approved until received.

**\*\*All documentation mentioned above can be found in the Fiscal Management section of the website or in the RSO Fiscal Handbook online. Registered Student Organizations who fail to comply with any of these deadlines listed above will lose access to funds for the remainder of the school year.\*\***

Please acknowledge that you have read and understand the guidelines listed above.

Selected

## Event Information

**Nature of Event:**

Social

**Program Title:**

CSSA Game Night

**Program Date(s):**

April 17, 2015

**Time of Program (please indicate A.M. or P.M. and include an event start and end time):**

6:00 PM - 10:00 PM

**Confirmed Event Location:**

Corner Pocket and Outside Patio

**Expected Number of Attendees:**

70

**Are you charging a fee or collecting money of any kind at the program/event?**

No

**Proposed Event Description and Goals**

**How does this event/initiative important to the Mason community?**

The Chinese community at Mason is relatively large. There are about 500 international Chinese students currently studying at Mason. There are also several hundred of immigrant Chinese students.

**Alternative Sources of Funding:**

No

**Publicity Plan for Proposed Event(s):**

- Hung poster in the Johnson Center (2\*each floor)
- Email list announcing our event (email list has over 1000 subscribers, over 300 active users)
- WeChat mobile application (Chinese) announcing the event via push message (subscribers about 200) - Created FaceBook Page Event
- Announced in RenRen social website (Chinese)
- Announced in www.students.so (Chinese, a website maintained by all CSSAs in the DMV area)

## Funding Categories & Amounts Requested

Only fill out the categories that apply to your event. The more detail provided the better. Applications with a lack of information will be denied and request more details.

### Office Supplies (maximum \$100 per academic year):

None

### Event Advertising:

None

### Events Production, Events Management/Facility Fees:

Venue Fee-- Corner Pocket and Outside Patio \$240

### Food & Beverage:

Please list the names of the caterer(s) you will be receiving your food from. All caterers MUST be approved by the university in order to serve their food.

Domino's \$91.09

Giant \$103.05

### Honorarium/Speaker/Performance Fees:

None

### Police:

None

### Conference/Travel Expenses:

None

### Miscellaneous:

Please provide very detailed information to support.

None

Please attach your primary supporting documentation for your funding application (i.e. estimates, screenshots, invoices).

Uploaded File: Chinese\_Students\_and\_Scholars2.pdf

if needed please provide any additional supporting documentation (i.e. estimates, screenshots, invoices).

Uploaded File: Game\_Night\_Budget\_Detail.xlsx

Please attach any additional supporting documentation (i.e. estimates, screenshots, invoices).

Uploaded File: *No Response*

### Sub-Total of Event:

\$434.14

### Organizations Monetary Contributions to Event:

\$434.14

## **Collaborations & Partnerships**

**Is your organization collaborating with another RSO, academic department or university office?**

No

**If Yes, please list the names of the RSOs and/or departments and what they will be contributing to your event.**

*No Response*

## **Signature**

**Name:**

**Position:**

Treasurer

**Date of Application:**

March 19, 2015