

POLICY ON FUNDING REQUESTS FOR UNDERGRADUATE STUDENT ORGANIZATIONS IN THE ALBERTA SCHOOL OF BUSINESS

The School has centralized all funding for student groups in the Undergraduate Office. Request by any undergraduate student organization for School funding of any project, activity, or event must be addressed to the Associate Dean (Undergraduate). The rationale for this centralization is to ensure fairness in funding decisions, to improve accountability, and to follow consistent priorities in allocating scarce funding.

Funding proposals should specify why School funding is required, and must include a budget. While written support for a proposal may be solicited from School departments, faculty advisors for student groups, centres and other units, all requests for funding **must** be directed to the Associate Dean (Undergraduate).

1. Organizations eligible to receive funding must be in good standing with the School at the time of the request.
2. The project, activity, or event for which funding is requested shall not be operated for the individual profit of its organizers, executive, or members, or any of them.
3. A detailed financial report of revenues and expenditures will be required following the conclusion of the project, activity, or event that has received funding. Students must undertake in their proposals to provide such a report.
4. Proposals must identify which of the following School priorities are met by the proposal. Student requests that fit into more than one of these categories would receive higher priority. **Student groups with a strong record of service to students generally or involvement with other student groups will be given preference in funding.**

Priority will be given to student events:

- a) With which the School has had a long-standing association;
 - b) With strong academic credentials;
 - c) Aimed at or involving the student body as a whole rather than merely select groups;
 - d) Involving more than one Student Group;
 - e) Providing an opportunity for University of Alberta students to represent this University and School in other locales;
 - f) Celebrating student achievement or of a celebratory nature addressed to and open to the students as a whole;
 - g) Fostering connections between Business students and the business community.
5. No funding will be granted to events that have as their purpose or effect the exclusion of any group of students. Students must be aware that engaging in any discriminatory practices towards any group of students will not be permitted. Student events must welcome all students in the School of Business. This policy

should not be taken as an exclusion of special interest functions providing their intent is not to bar the presence of other students. Reference should be made here to applicable provisions of the Code of Student Behaviour.

6. Proposals must specify the sources and amounts of other funding the student group has received and/or anticipates receiving. As a general rule, the School will not provide total funding for any project, activity, or event and would expect the student group to contribute to the cost themselves.
7. If the proposal contains any reference to soliciting external sources for funding, the Dean's Office must be notified and written acknowledgment of that notification must accompany the proposal. (See Policy on Undergraduate Student Organizations, section 5.)