

Spring 2026

Updated: 2.24.2026



# How to apply to BucFund

# Complete the Application

- Fill out the online application -

- Make sure that you have read over the BUCFUND 101 PDF attached right below the link for the application. Ensure you have good knowledge of the parts that pertain to your organization.
- Read the SOP starting at Title IV “BUC FUND”, where you can find rules and guidelines to receive allocated money.
- Ensure you have filled out the Application with accurate information to the best of your ability.

# Complete the provided Budget

## - Fill out the provided Budget -

- Use the provided budget found on the same webpage as the online application. You may be denied funding if your budget does not follow the provided budget.
- This budget was designed to help you (the applying organization) plan your event correctly and to allow us (the committee) to review and understand your budget.
- Ensure the numbers on the budget match the application numbers. If the numbers do not match, it could cause confusion and hinder your application from receiving funding.

# Preparing for Committee

## - How to prepare for Committee -

- You will receive an email asking you to attend a committee meeting where you will be asked to arrive at a certain time. It is important to attend this meeting, as failure to do so will result in your application not being funded.
- At the meeting you will be asked to present your budget to your peers in SGA. You will be asked questions about your budget and the reason for funding. These are your peers; they are there to support your ability to receive funding for your event or travel, if it meets the requirements.

# Preparing for Confirmation

## - How to prepare for Senate Confirmation -

- After you have presented your budget to the committee you will be instructed to attend a senate meeting. This is where your application will be voted on by the Student Senate. Congratulations!
- You will receive an email on where to go and what time, this is SGA's official Student Senate meeting that happens the week after committee. Here, your peers who serve as senators will vote on the proposed funding from the committee. You must attend this meeting as well; failure to do so may result in your organization not being able to attain funding.
- You will speak to the Secretary of Allocations after confirmation, and that is when you will find out how to get your funding.



# Is my event Off-Campus: Yes?

## My event is 10 miles from the main campus?

Your event is officially classified as off-campus, and you now must follow the off-campus rules and guidelines.

*\*Title IV SOP - Section 102 (A)\**

## Where are these rules and guidelines?

There are many rules that serve to dictate any event; familiarize yourself with the Off-Campus Rules the best.

*\*Title IV SOP - Section 110-113\**

## How does lodging work?

Your event is far from home, and you must find a place to stay. Ensure you have read Section 119 (I).

*\*Title IV SOP - Section 119\**

## Can this pay for Food?

Unfortunately, off-campus events cannot be funded for food.

*\*Title IV SOP - Section 110 (C)\**

## How many Students can go?

Only 12 students can go to these off-campus events. Funding for a faculty/staff member will not be heard.

*\*Title IV SOP - Section 110 (B)\**

## How long can we stay?

You are limited to a maximum of 7 days of expenses. You may stay less than 7 days, but no more than 7 days.

*\*Title IV SOP - Section 110 (B)\**

# Is my event On-Campus: Yes?

## Is this event open to all Students?

The answer should be yes. If not, it is ineligible to receive funding.

*\*Title IV SOP - Section 102 (A)\**

## Where are these rules and guidelines?

There are many rules that serve to dictate any event; familiarize yourself with the On-Campus Rules the best.

*\*Title IV SOP - Section 110-113\**

## How do I fund a Guest?

You may fund a speaker or guest. Ensure you have read Section 119.

*\*Title IV SOP - Section 119\**

## Can this pay for Food?

Yes! You may have to use Sodexo for food that is on-campus. Check the rules!

*\*Title IV SOP - Section 110 (C)\**

**Does this event return a profit?** If so, many rules will apply to your event. Please familiarize yourself with all the guidelines.

*\*Title IV SOP - Section 113\**

## I am going to advertise this event!

Ensure you are following the guidelines prescribed in Title IV of the SOP.

*\*Title IV SOP - Section 119 (N-P)\**

# Need more Help?

- Contact SGA to receive help -

Email: [bucfund@etsu.edu](mailto:bucfund@etsu.edu)

Or

In person: In the Culp Student Center on the 2nd floor, across the hall from the Carrier Center and beside the East Tennessean.

*\*We are here to help you and assist you in receiving your funding. If you have any questions or concerns, do not hesitate to reach out to us for assistance!\**

