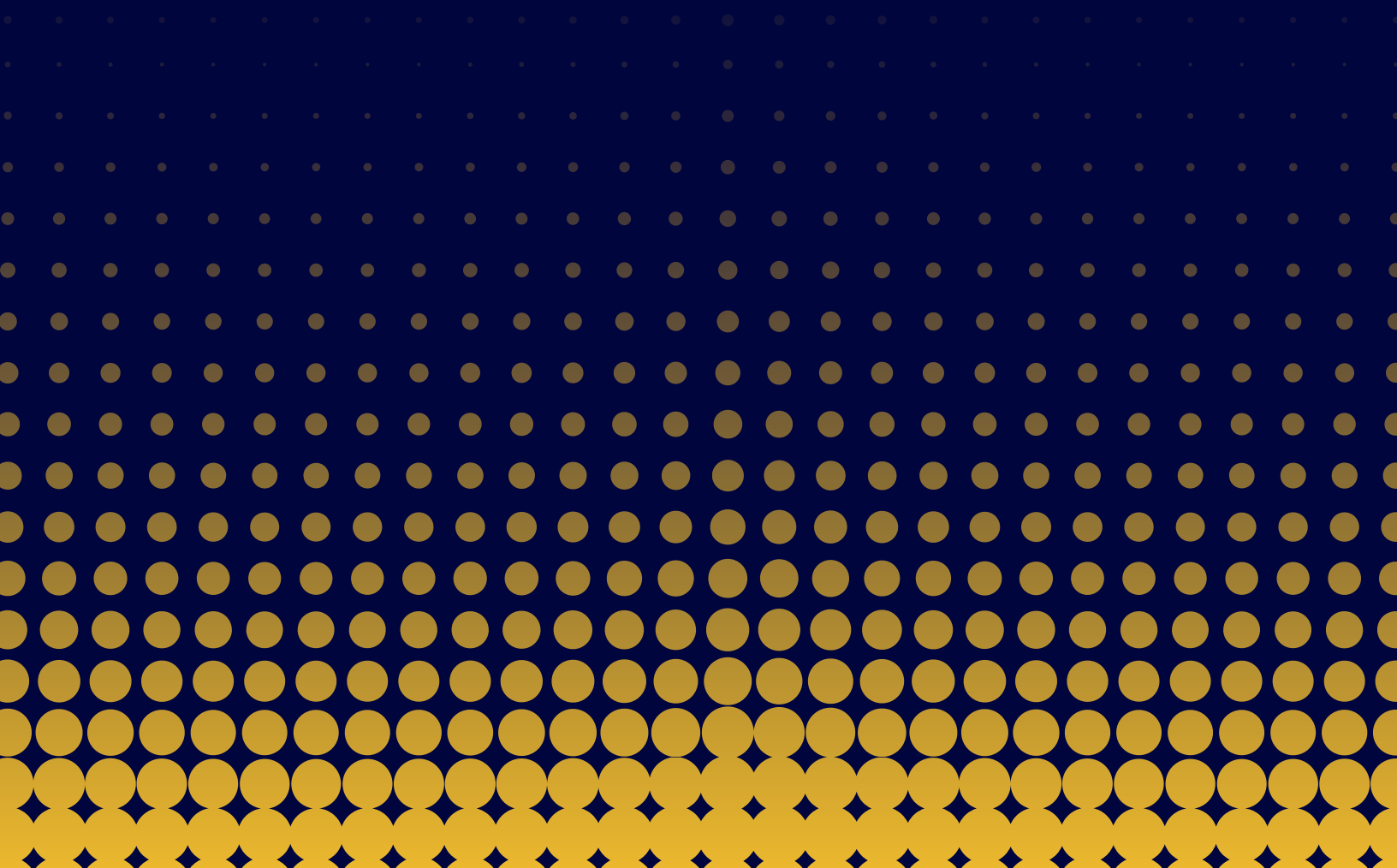


BUC FUND 101



WHAT IS BUC FUND?

BUC [Better University Community] Fund exists to enrich and advance the quality of a complete college experience at East Tennessee State University by providing funds to registered student organizations applying for events and projects.

WHO CAN APPLY?

Any student organization in good standing with the SAO (Student Activities and Organizations) that does not receive SAAC (Student Activities Advisory Committee) funding may apply for BUC Fund.

WHAT CAN IT FUND?

EVENTS

Programs, Projects, Speeches, Guest Lecturers, Lectures,
Concerts, Etc.

with the intent to benefit ALL or a significant portion of the student body.

TRAVEL

Travel, Lodging, Seminars, Etc.

when it can be established that participation can benefit ALL or a significant
portion of the student body.

GUIDELINES

The following guidelines serve to limit, but not prevent your eligibility:

BUC-Fund can fund expenses for guest lecturers/special guests, IF the most economical and feasible means of travel are utilized

Off-Campus applications will only be funded if the outcome will increase the organization's effectiveness at impacting the campus at large

Off-Campus travel will be limited to 15 students and 7 days

Off-Campus applications will not be funded for food

Traveling outside the continental US? We can only fund your registration fees.

Organizations can only apply twice in a semester, and three times within an academic year

WHAT IS NOT ELIGIBLE?

Any purchase of alcoholic beverages.

Any funding for events that have already occurred.

Requests for general operating funds for organizations.

Funding for projects that in any way violate local, state, or federal law, or University policy.

Activities that only benefit student members of a specific organization.

WHAT IF MY EVENT BRINGS IN REVENUE?

All revenue generated by an event that is funded by the BUC Fund shall be returned to the BUC Fund up to the amount received. Revenue does not need to be returned if collected on behalf of a charity and ALL the following requirements are met:

1. The charity is registered with the US IRS as a 501(c)3
2. The organization applying uses the money to fund an event that is a student activity and is not an activity that is strictly for charitable fundraising
3. The organization does not give the charity any money received from BUC Fund
4. The organization gives all revenue generated to the charity and does not keep any revenue
5. The event cannot be funded by the BUC Fund more than \$2,500.00

TERMS AND CONDITIONS

- Any funds must be used only for the purpose stated on the application
- No funding is finalized until the Student Senate votes, and the SGA President and Advisor may approve or veto all applications
- Applicant is responsible for filling out all paperwork before after the trip/event
- Request for an honorarium/contracted program/entertainment must be approved by the Senate 15 working days before the event
- Failure to complete paperwork for an honorarium/contracted program/entertainment could result in no funding
- Failure to complete paperwork following event may jeopardize future funding
- Any excess funds will be reimbursed to BUC Fund
- Requests must be submitted at least 4 weeks before the event
- If funds are used for lodging must have four students of the same sex per room
- Copy of conference brochure showing registration and lodging information should be submitted with travel paperwork
- SGA funding will not exceed the State of TN mileage and hotel caps
- All international travel must register with and meet the guidelines ETSU office of International Programs and Services

TERMS AND CONDITIONS (CON'T)

- Students funded for travel must be enrolled. For summer, students must have been enrolled for Spring and are enrolled for Fall at time of travel
- All applicants must attach a sample of all advertising to be distributed for the BUC Funded Event
- Advertisements must have the SGA logo AND the phrase “Funds provided by the SGA/BUC Fund
- Advertisements must follow the University Equal Opportunity Access Clause and the SGA’s Disclaimer Clause
- The SGA BUC Fund Committee, or other offices and officials involved in the BUC Fund process have the right to review the applicant's financial standing and records
- Organization shall complete the report provided by the Secretary of Allocations informing the outcomes of their event
- Failure to follow any of the terms and conditions mentioned above will result on a penalty for the applicant and follow the penalty system stated on the BUC Fund Standard Operating Procedures



HOW DO I APPLY?

FILL OUT THIS APPLICATION

Include ALL relevant information.

Fundraise before applying to show initiative.

Be frugal, and ask for as little as possible.

Plan ahead and apply early.

Be prepared to answer questions at committee.

Fill out the itemized budget with necessary DETAILS.

WHAT CAN I EXPECT?

Once a completed application is received, you will be placed on the docket for review by the SGA Financial Affairs Committee

You will receive an email inviting you to present your application to the committee and answer any questions they present. These are fellow students and YOUR representatives, prepare adequately, but don't stress!

After your presentation, the committee will evaluate your application, vote on their approval and make a recommendation to the SGA Senate. You will receive an email inviting you to the Senate meeting the following week.

During Senate, your application will be voted on. After the vote, you will be asked to step outside to speak with the Secretary of Allocations on what your next steps to receiving the approved funds are.

Got Questions or Concerns?

Email the Secretary of Allocations (bucfund@etsu.edu)



STUDENT GOVERNMENT
ASSOCIATION

EAST TENNESSEE STATE UNIVERSITY