

**University of Hawai`i William S. Richardson School of Law**  
**Student Bar Association**  
**Funding Request Policies and Form 2014 – 2015**

SBA Funding Request Policies for 2014 - 2015

**ELIGIBILITY:**

1.1 - SBA dues are \$60. Dues may be paid in cash or check, and bank fees for bounced checks will be assessed. Dues are non-refundable and partial payments or installments are not accepted.

1.2 - The SBA shall ensure that students will benefit from their paid dues during the duration of their academic program at the law school. The SBA shall reserve dues in the amount of \$20.00 for each full-time student and \$15.00 for each part-time student for each year of their academic program. Any unused dues at the end of the academic year shall carry over to the next academic year.

1.3 - Only law school classes and recognized law student organizations are eligible for SBA funding. A law school class means any current class, not including alumni classes. Current classes include currently enrolled 1Ls, 2Ls, 3Ls, part-time classes, and the LL.M. cohort. A law student organization means any organization recognized by the law school with currently enrolled law students serving as officers and currently enrolled law students consisting of its members. A law school class or law student organization may not obtain funding as a sponsor for a non-law school, third party organization and any sponsorship must be explicitly stated in the funding request.

1.4 - A law school class and law student organization is ineligible for funding if less than 100% of its board of officers or less than 90% of its members have not paid SBA dues.

1.5- The Finance Committee may deny funds for events that are not open to all currently enrolled law students for participation or attendance by all currently enrolled law students.

**FUNDRAISERS:**

2.1 - Fundraisers are ineligible for SBA funds. Fundraisers are events or activities for the primary purpose of raising funds, not limited to monetary funds. The Finance Committee at its discretion may fund events that have a fundraising component provided that fundraising is not the primary purpose of the event, and such a determination shall be made by the Finance Committee with any appeals decided by the LSG Judiciary.

**MOOT COURT:**

3.1 - Moot court teams and moot court competitions are ineligible for SBA funds.

**ALCOHOL:**

4.1- SBA funds cannot be used to purchase alcohol, tobacco or drugs.

4.2 - If alcohol is served at an event, the law school class or law student organization is responsible for complying with Student Handbook policies, including not serving alcohol to underage persons.

#### RECEIPTS/ UNUSED FUNDS

5.1 - Law school classes and law student organizations that receive SBA funds shall provide proof of expenditures to the treasurer within 10 calendar days of the date of the event. Proof of expenditures includes receipts and descriptions of goods and services purchased with SBA funds. Proof of expenditures shall be provided to the acting LSG Treasurer.

5.3 - Failure to provide sufficient proof of expenditures within ten (10) calendar days of the date of the event to the acting LSG Treasurer may render that law school class or law student organization ineligible for SBA funds for the remainder of the academic year.

#### ASSESSMENT CRITERIA:

The Finance Committee will consider a funding request based on a combination of factors. These factors include but are not limited to:

- Eligibility: recognized student organizations, paid dues, etc.
- Previous amounts of funding awarded
- Additional/external sources of funding
- Size of current membership
- Number of people in attendance of event
- Purpose of event: leadership development, co-sponsorship, educational programming, etc

#### HEARING FUNDING REQUESTS:

The Finance Committee shall consider the above-listed criteria when hearing funding requests. The representative requesting funds shall have the opportunity to explain the reasoning behind the submitted request and will be subject to answering questions raised by the Finance Committee. A member of the Finance Committee will make a motion to approve, deny, or modify the amount of funds requested which will then be put to a vote upon a seconded motion by another Committee member.

***In submitting the following request form, I have read, understand and agree to abide by the above-posted SBA Funding Policies for the 2014-2015 academic year.***

\_\_\_\_ Yes      \_\_\_\_ No

#### **I. Primary Contact Information:**

Chairperson(s) of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

\*The chairperson or proxy must attend the Finance Committee meeting for which the agenda contains this request to answer questions posed by the LSG Finance Committee prior to a vote.

**II. Event Information:**

Name of Proposed Event: \_\_\_\_\_

Date/Time of Proposed Event: \_\_\_\_\_

Location of Proposed Event: \_\_\_\_\_

Anticipated Number of Participants: \_\_\_\_\_

Description of the Event (Please be sure to describe the specific impact it will have):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Funding Requirements:**

Has 100% of your executive board and 90% of your members paid SBA dues?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**IV. Detailed Event Budget:**

Description of Expense(s) & Anticipated Cost(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Amount of Funding Requested from Finance Committee:** \_\_\_\_\_

Are you planning on getting funding from any other sources besides SBA?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**V. Please indicate SBA priority areas met by this project (Check all that apply)**

- \_\_\_\_\_ Involvement of other student organizations (Co-sponsorship)
- \_\_\_\_\_ Leadership development
- \_\_\_\_\_ Educational programming
- \_\_\_\_\_ WSRSLS unity-building event

**VI. Please list any additional information you feel is important in considering this request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_