Dear Student Organization Leaders,

This is a guide to campus contacts that organizations can approach for event, trip, or program funding throughout the year.

When approaching any funding source (either in this guide or self-discovered), you will need to provide an itemized budget with your estimated costs. If you need help with this, I’d encourage you to reach out to me, as my experience with event budgets & knowledge of CMU funding sources can lead to more optimal results.

I would also encourage you to contact these groups & individuals early to ensure that time is not a limiting factor. Most funding sources need at least two weeks to process your request. Others deal with discretionary funds, that need several weeks of advance notice. Even if everything isn’t finalized, reaching out as early as possible with a message of intent is always a good idea.

A primary function of the SBVPF role is to be the resource that connects Student Organizations to the funding sources that can turn their dreams into realities, and in turn, better the CMU student life experience. Please utilize me and every other resource in this pamphlet, and if you have any questions, don’t hesitate to contact any of us.

Please see http://bit.ly/16GHkXT for my office hours and other means of contact.

Best Regards,

Jalen Poteat
Student Body Vice President for Finance

Undergraduate Student Senate
Office: UC 320
SMC Box 46
senate-finance@andrew.cmu.edu
http://www.cmu.edu/stugov/senate

Graduate Student Assembly
Office: UC 304
SMC Box 114
gsa-VPfinance@andrew.cmu.edu
http://www.cmu.edu/stugov/gsa/index.html

This document is updated and maintained by The Student Body Vice-President for Finance
Undergraduate Student Senate
The Undergraduate Student Senate will evaluate proposals primarily on their effect on the undergraduate community. Allocations will be viewed as investments in the interests or well-being of Senate’s constituents. The Senate Finance Committee will additionally consider proposals from groups or organizations that are new to campus, those that are encountering unexpected expenses, and those that did not receive JFC funding in the current fiscal year. The Senate Finance Committee meets weekly to review funding requests.
Website: http://www.cmu.edu/stugov/senate/funding
Contact: senate-finance@andrew.cmu.edu

Graduate Student Assembly
The Graduate Student Assembly (GSA) will evaluate proposals primarily to meet unexpected needs in funding for groups/events that benefit grad students. The GSA Finance Committee will be primarily interested in how much the event benefits grad students, how many grad students are involved, and whether other sources of funding has been sought out. The GSA Finance Committee meets monthly to review funding requests.
Website: http://www.cmu.edu/stugov/gsa
Contact: gsa-VPfinance@andrew.cmu.edu

Student Dormitory Council
The Student Dormitory Committee (SDC) will evaluate proposals primarily on whether the initiative/event benefits those living in campus housing. SDC offers funding from “Dorm Student Initiatives,” which serves as funds for dorm students who have a new idea or initiative to better dorm life. SDC also has “Unallocated Funds” which can be used by any student organization for an event which benefits dorm students. SDC also has “Unallocated Funds” which can be used by any student organization for an event which benefits dorm students. SDC offers funds for dorm students who have a new idea or initiative to better dorm life. SDC also has “Unallocated Funds” which can be used by any student organization for an event which benefits dorm students. SDC offers funds for dorm students who have a new idea or initiative to better dorm life. SDC also has “Unallocated Funds” which can be used by any student organization for an event which benefits dorm students. SDC offers funds for dorm students who have a new idea or initiative to better dorm life.
Website: http://thebridge.cmu.edu/organization/sdc
Contact: tbiapat@andrew.cmu.edu (Taryn Bipat)

Division of Student Affairs
The Division of Student Affairs (DOSA) has established a funding committee to review proposals from organizations seeking financial support for projects, events and initiatives that enhance the common student experience.
Website: www.cmu.edu/studentactivities/info/funding/dosa.html
Contact: dosa-funding@lists.andrew.cmu.edu

Funding Common Application
The Funding Common Application is used to apply to any of the four funding sources listed to the left (Senate, GSA, SDC, and DOSA). It streamlines the process of applying for special allocations, gathers information regarding the organization’s funding proposal, and gets the application to the right funding source.
Website: http://thebridge.cmu.edu/form/start/15519

Activities Board
The Activities Board (AB) is a student-run organization that provides a variety of programs for the campus. AB is generally open to suggestions from student organizations and to those who show interest in bringing events to campus. They often partner and work with other organizations to bring lectures, political and special-interest speakers, concerts, comedians and special events.
Website: http://www.activitiesboard.org/
Contact: ab@andrew.cmu.edu

Late Night
This program provides financial assistance to groups who wish to hold events in the University Center from 9 pm to 1 am on Friday and Saturday nights.
Website: http://www.cmu.edu/studentactivities/latenight/index.html
Contact: late-night@andrew.cmu.edu

Short-Term Organized International Travel (STO-IT)
Student groups may request financial support for their STO-IT by submitting an application for the Tartans Abroad Group Trip Fund. This cohesive Carnegie Mellon fund supports undergraduate students in pursuing short-term organized international travel by streamlining the request and application process through the Office of International Education (OIE).
Website: http://www.studentaffairs.cmu.edu/oie/sab/gettingstarted/stoit.html
Contact: jaycieg@andrew.cmu.edu (Jaycie King)

Vice Provost for Education
This office provides limited funding for events on campus that are academic in nature and have community impact.
Contact: ak11@andrew.cmu.edu (Amy Burkert)

Vice President for Campus Affairs
This office provides limited funding and loans for campus initiatives that have broad community impact.
Contact: mm1v@andrew.cmu.edu (Michael Murphy)

Academic Departments
Various academic departments around campus have funded student-driven activities and programs, anywhere from bringing a speaker to campus to producing a professional student-produced film.
Contact: Individual department heads and faculty

Office of Alumni Relations & Annual Giving
Student organizations are able to receive donations directly from students, alumni, family or friends through the annual giving website. To designate a gift to a student organization, select “other” from the drop-down menu and list the full name of the student organization in the comments box.
Website: http://www.cmu.edu/giving/give.shtml
Contact: atwell@andrew.cmu.edu (Niccole Atwell)

Additional Information
Sponsors & In-Kind Donations
Organizations are also able to solicit gifts in kind from local vendors and businesses to offset the cost of their programming. For instance, you can solicit donations of pizza, gift cards as prizes, clothing for a fashion show, etc. These types of gifts can greatly impact the overall budget for a program or event.

If you are interested in securing a greater level of funding from a local company or corporate sponsor, please contact the Office of Student Activities so one of their staff can help your organization determine whether working with a development officer from University Advancement is appropriate for your initiative.

The Office of Student Activities
Location: University Center, Suite 103 (1st floor between the Info Desk and Alumni lounge)
Phone: 412.268.8704 | Fax: 412.268.5938
Hours: Monday-Thursday, 8:30 a.m.—6 p.m. & Friday, 8:30 a.m.—5 p.m.
Website: http://www.cmu.edu/studentactivities