

Mass Funding Information – Fall 2009

(for events planned for Spring 2010)



Step 1: Submit Recognition & Funding Request Forms. Fill out forms and turn in to USG Office.

The forms are:

- Checklist & Sign-in
- Recognition Request Form
- Funding Request Summary – *(Please only request for events in the Spring 2010 semester)*
- Semester Funding Form – Expenses not tied to a specific date or event
- Event Funding Forms – One per requested event
- Event Evaluation Form(s) – One for each event this semester, prior to Fall Break
 - This is to measure effective programs -- it will not hurt groups not focusing on events
- **NEW- Group Collaboration Form (s)-**
 - A measure of collaborative efforts between groups – it will not hurt groups where collaboration is not possible
 - A two form process- Form A evaluates a collaborative event that have already happened during the course of the Fall 2009 Semester; Form B outlines proposed collaborative initiatives for the Spring 2010 semester
- Officer Contact Information Form

You are welcome to add additional information you feel would help the Finance Committee.

- **All forms are due Friday, November 6th at 5:00pm to the USG Office.**
- **THERE WILL BE NO EXTENSIONS THIS YEAR. FORMS WILL NOT BE COLLECTED AFTER NOVEMBER 6th.**
- **Organizations that were granted recognition and received mass funding in the spring are not required to submit a Recognition Form. Neither are groups that have already applied for and received recognition from the Finance Committee this semester.**
- **Forms will be checked in by a member of the Finance Committee on Friday, November 6th. They will review ensure all the forms are turned-in and completed. If you turn in your forms before Friday, we will check them as we get to them, and you will be notified of any problem.**

Step 2: Review Recognition & Funding. Once all requests are in, the Finance Committee will review all of them and allocate funds. We will let you know the results on Sunday, November 15th. The completed forms with comments regarding our decisions will be available on Monday, November 16th in the USG office.

- **Results will be sent out on November 15th.**

Step 3: Committee Appeals. If you aren't satisfied with the funding your organization received you may appeal the decision to the committee. This consists of a short presentation from your group to the committee about why you feel the decision needs to be changed.

- **Committee appeals times:**
 - **Friday, November 20th, 12:30pm-1:30pm**
 - **Monday, November 23rd, 8:00pm-10:15pm**
 - **Tuesday, November 24th, 8:00pm-10:15pm**
- **If you would like to appeal, email jmw63@case.edu by November 22ed. Five minute time-slots will be assigned on a first-come, first-serve basis.**

Step 4: USG General Assembly Appeals. If you still are not satisfied after the committee appeals, you may appeal to the entire USG General Assembly. This consists of a short speech before the General Assembly about why the decision needs to be changed.

- **General Assembly appeals are Tuesday, December 1st, 7:00pm.**
- **If you would like to appeal to the General Assembly, email jmw63@case.edu by November 29th.**