

# ***Mass Funding Information***

**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
- Semester Funding Form – Expenses not tied to a specific date or event
- Event Funding Form(s) – One per event requested

You may attach any additional information you feel would be helpful to the Finance Committee.

- **All forms are due Friday, March 21<sup>st</sup> at 5:00pm to the USG Office.**
- **All organizations must submit a recognition request for next year.**
- **Forms will be checked in by a member of the Finance Committee on Friday, November 9<sup>th</sup>. They will reviewing to make sure all the needed forms are turned-in and completed. If you turn in your forms before Friday, they will be checked in as we get to them, and you will be notified if there is a 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, March 30<sup>th</sup>. The completed forms with comments regarding our decisions will be available on Monday, March 31<sup>st</sup> in the USG office.

- **Results will be sent out on March 30<sup>th</sup>.**

**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:**
  - **Tuesday, April 8<sup>th</sup>, 8:00pm-10:00pm**
  - **Wednesday, April 9<sup>th</sup>, 7:00pm-9:00pm**
  - **Friday, April 11<sup>th</sup>, 12:30pm-1:30pm**
- **If you would like to appeal, email [dag21@case.edu](mailto:dag21@case.edu) by April 7<sup>th</sup>. 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, April 15<sup>th</sup>, 7:00pm.**
- **If you would like to appeal to the General Assembly, email [dag21@case.edu](mailto:dag21@case.edu) by April 14<sup>th</sup>.**