SBA Org Event Submission Process

minimum of 2 weeks prior

Confirm date, time, & location

Submit your event via ConnectSU
- Archives your event for future org leaders to reference
- Publicizes your event to the whole school
- Let other organizations know about your event to avoid date/time conflicts
- Publishes on the weekly Student Life newsletter

Obtaining Funds

- Allotment Funds: Tap into your allotment funds first. Each organization gets $100/semester. This does not roll over to the next academic year
- Fill out the appropriate SBA Funding Forms. All events need approval before money can be used
  - Event Funding request (when you need more money) requires SBA Council approval
  - Credit Card Use Form (when you need to access money from your account)
- Reimbursement Form - You need approval to get reimbursed first. Afterwards, fill out a reimbursement form. Funds will come out of your organization's budget
  - All receipts should be itemized
  - Reimbursement goes to only the person that made that specific purchase
- Dean's Funding Request is used when you've exhausted all funds and is meant for conferences and/or community events. This fund will match up to $100.

Alcohol

Students must abide by the following rules:
- Itemized receipt showing payment of both food and drinks
- Observe the 50-50 rule (required that $1 of every dollar spent on alcohol is spent on food)
- There is a limit of two drinks per person.

It is ideal to set-up a credit card authorization (pre-pay) through Charlotte first, however this is not required and you can choose to get reimbursed instead.

Off-campus events involving alcohol at venues without a liquor license is prohibited

Additional Items

- Remember, all events/purchases needs SBA approval first
- Pizza: Work with Arliss Doss to order Pizza
- Parking Permits: Submit a form online
- Fliers: Work with Charlotte for any printing service (.40/sheet for color and .10/sheet for black & white)
- Technology: Have Tony Submit a form online if you need anything beyond what the classroom offers
- Additional Tables/Linens: Reach out to Arliss Doss
- Vendor/Speaker Payment: A vendor form and W9 needs to be submitted to Charlotte

Conferences

- Submit a conference funding request if needing extra funds
- Submit proof of flier/agenda of conference and registration link
- Charlotte will do all conference payments

Documentation

- Make sure to keep an itemized receipt with payment of everything to submit at the end of your event and submit it to the SBA treasurer
- Name/List of people that attended

Student Org Handbook

Please refer to the student org handbook for a more in-depth guide of CSO procedures

Questions

Event Submission/Room Request - Tony Vo, vot1@seattleu.edu
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