FAQs for Student Groups

• **What funds are available for JKSIS Graduate Student Groups?**
  Eligible graduate student groups qualify to receive a maximum of $1000 per academic year (approx. 9 Sept – 30 May annually). Funds do not roll over from one academic year to another.

• **How does a graduate student group qualify for funding?**
  To qualify for funding, each graduate student group must: (a) attend the mandatory student group funding orientation and submit the Registration and Funding Application form by the applicable Fall Quarter 2015 deadlines, (b) designate an official treasurer and/or book keeper to manage the budget, and (c) be in good standing with the institution.

• **Who manages the allocated funds for each group?**
  Graduate Student Group funding falls under the JKSIS Office of Academic and Student Affairs (OASA). While OASA can offer process guidance to student groups, it is the responsibility of each student group to designate a treasurer/book keeper to manage their budget and keep a running spreadsheet of funds utilized throughout the year, which can be made available to JKSIS administrators upon request.

• **How do I get the funds for an event?**
  No funds are disbursed in advance. Student groups make the purchases, save all *official itemized receipts*, and turn in the reimbursement request to the OASA within 30 days of purchase.

  Note: prior to purchase students should download a copy of the tax exempt form from Portfolio. With the exception of prepared foods, reimbursements will not be made on tax.

• **How and when will I be reimbursed?**
  Students may sign-up via PioneerWeb to receive reimbursements via direct deposit. Please note this is a different and separate process that those who receive direct deposit for employment at DU. Students that do not have reimbursement direct deposit set-up will receive a check via USPS. Please ensure that you have the correct and current mailing address listed under your PioneerWeb profile.

  Reimbursements are processed as quickly as possible, usually within one to two weeks of receipt.

• **Are there limits on how the funds can be used?**
  Funds cannot be used to purchase alcohol (no exceptions); should a group have an event at a pub, food items can be reimbursed, but not alcohol. All student groups are required to familiarize themselves with the following DU expenditure policies:
  - DU Alcohol Policy
  - DU Proprietary Expense Policy

• **Is it okay to tip?**
  Yes, but please do not exceed the customary amounts (15 to 20% gratuity maximum).
• **If we want to have Sodexho cater an event, is that possible?**
  Yes, but be aware they charge a minimum fee for all events. Sodexho catered events must be on-campus, and alcohol must not be served.

• **If we want to host an event in a room in BMC, how do we reserve the room?**
  Please contact Kendra Grimm ([kendra.grimm@du.edu](mailto:kendra.grimm@du.edu)) for assistance with room scheduling in BMC.

• **Do we have to pay to advertise our event?**
  No, the Office of Academic and Student Affairs is happy to advertise events electronically via the MA & PhD student listservs, as long as sufficient advance notice is given (at least 5 to 7 business days).

• **What if we have an event that uses up all our annual funds?**
  Consider partnering with other groups; that is fine.

• **What happens if we exceed our allocated funding for the year and/or violate any DU policies?**
  Student groups that overspend may be disqualified from student group funding during the subsequent academic year. Student groups that are found in violation of any relevant policies will forfeit any remaining funding for the current year, and may be ineligible to receive funding during the subsequent academic year and beyond.

• **Can we form a new student group this year?**
  Funds for the 2015-2016 academic year have been allocated, and we are not able to entertain any new student group requests at this time. To be considered for funding during AY 2016 -2017, please request a new student group Registration and Funding Application form to the OASA.

• **Do funds roll over from year to year if we don’t use it all this year?**
  No, funds must be used in the academic year allocated. Unused funds will not roll over.

• **We would like to hold a fundraiser for our organization. How do we proceed?**
  Please contact Emily Hinga for guidance and approval *well in advance* of your event, as the University has strict policies on this issue.

• **Are release forms required for my event?**
  Any activity that involves risk (e.g., hiking, coordinated transportation, field trips, etc.) may require a release or waive form to be signed by all participants. Please contact OASA with any questions well in advance, so we can ensure you are in touch with the appropriate offices regarding required policy and protocol.

• **We are planning to have a guest speaker, can we pay an honorarium?**
  Yes, but the appropriate paperwork and procedures must be completed (e.g., W9 for domestic speakers vs. W8 for international speakers). Please contact Emily Hinga with questions about honoraria well in advance of your event.

*Updated 10/13/15*