FAQs for Student Groups

• **What funds are available for Korbel Student Groups?**
  Max of $1000 per academic year (approx. 9 Sept – 30 May annually).
  Funds do not roll over from one academic year to another.

• **Who manages the funds for the group?**
  While all of the funds fall under the Josef Korbel Student Affairs Office, each student group should have a designated book keeper or treasurer to keep a running spreadsheet of funds utilized throughout the year.

• **How do I get the funds for an event?**
  No funds are disbursed in advance. The groups make the purchases, save all *official receipts* and turn in the reimbursement request to the Office of Student Affairs after purchase. Prior to purchase students should pick up a tax exempt form from the Office of 101. No reimbursements are made for tax.

• **Are there limits to 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.

• **If we want to have Sodexho cater an event, is that possible?**
  Yes, but they charge a minimum fee for all events. The Sodexho event also to be an on-campus, non-alcohol served event.

• **If we want to host an event in a room in BMC, how do we reserve the room?**
  Through the Office of Student Affairs, Kendra Grimm (kendra.grimm@du.edu)

• **Do we have to pay to advertise our event?**
  No, the Office of Student Affairs is happy to advertise events on the bulletin boards, assist groups in printing flyers, and posting in Korbel Quick.

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

• **Can we form a new student group?**
  Not for the 2014-2015 academic year; we are at max capacity for funded student groups; new submission requests can be submitted this year to be effective for the 2015-2016 school years.