

*For questions and concerns, contact Vice President Lydia Senatus at [clubsandorganizations@stonybrookusg.org](mailto:clubsandorganizations@stonybrookusg.org)*

## How to Receive USG Funding in 10 Steps

1. Receive recognition by Student Activities.
2. Submit constitution to the Vice President of Clubs and Organizations of USG.
  - a. He/She will submit it to one of the USG justices. They will review the constitution to determine if it abides by all USG rules and regulations. The constitution will be either approved or denied with a detailed reason why.
  - b. Common Problem: be sure that your constitution states it is open to all students but that only Undergraduates that pay the Student Activity Fee are able to vote and hold office. It helps to look at the SSC By-laws and USG Constitution.
  - c. If the justice denies your constitution you are able to fix the noted problems and resubmit it to the VP of Clubs and Orgs.
  - d. If approved move to step three.
3. After constitution has been approved you will be contacted by the Vice President of Clubs and Orgs. You will then be asked to attend the next Special Services Council meeting. This meeting will consist of senators asking you what your club does, your mission, events you have held, etc. This will be the first vote on the approval of acknowledgment by USG for your club
  - a. If the SSC does not acknowledge your club you have the right to appeal the decision. Please see the SSC by-laws on how to do so.
  - b. If approved move to step four.
4. After approval from the Special Services Council, the request for acknowledgment will be moved to the senate floor. The Vice President of Clubs and Orgs will notify you on the meeting time and place. This will be the final vote on the acknowledgment of the club.
5. After being approved by the senate, the club must spend two semesters being acknowledged by USG but with no budget. During this time please keep track of attendance and events hosted by the club.
6. After being acknowledged for two semesters, the club is eligible for a probationary budget. You must contact the VP of Clubs and Orgs to receive a SSC budget application. A club can apply for a maximum of \$800.00 a semester. For specific information on what a club can use their money for please see the SSC by-laws.
  - a. **IMPORTANT:** be as descriptive as possible when completing a budget application

- b. All budgets must be turned in by the seventh week of school to insure the budget counts toward one full semester.
7. After the VP has received your application he/she will notify you on what SSC meeting to attend. At this meeting senators will ask you to explain the budget in detail. It is highly advised to come prepared with attendance records and information on past events hosted.
8. After the budget has been passed by SSC, it will be moved to the senate floor. This process will repeat the following semester.
9. After two consecutive semesters with a probationary SSC budget the club is eligible to apply for line budget status. Following the clubs second semester with a SSC budget, contact the VP of Clubs and Orgs and asked to be on the SSC agenda to request to be moved to line budget status. The VP will notify you of the time and place for the SSC meeting to attend.
10. Similarly to the other SSC meetings it is advised to bring records of attendance, events held, and how the club used their past budget. After approval by the SSC, the decision is moved to the senate floor. After the approval of the senate, the club has received line budget status.