Legislative Funding for Tier II Organizations

Senators Guide

University of Connecticut Undergraduate Student Government

Who is eligible for legislative funding?
Tier II student organizations with active status through the Student Activities Involvement Office are eligible for legislative funding. A student organization can only receive one legislative funding request per semester.

What is legislative funding?
Funding that is available to student organizations that, for sufficient reasons, need to request funds outside the normal budgeting process.

When should student organizations apply for legislative funding?
Since requesting legislative funding is a lengthy process, student organizations must begin applying at least six (6) weeks before the funds are needed.

What criteria does USG use to approve legislative funding requests?
It is imperative for student organizations to know that just because they apply for legislative funding, they are not guaranteed to receive it. The Funding Board will first determine if the funding request complies with USG Funding Policies. If so, Senate will then consider why the group did not apply during the normal process, how the funding will contribute to the given organization’s overall mission, and whether it will improve the diversity of activities available to undergraduates on the Storrs campus.

How does a senator help a student organization apply for legislative funding?

1. GROUP FINDS SPONSORS
   The student organization needs to secure the sponsorship of two (2) Senators for their legislative funding request. Senators should meet with the group to get a clear understanding of their request and confirm that the group does not require the funds for at least six (6) weeks.

2. GROUP PASSES FUNDING MASTERY TEST
   The COO and/or CFO must have passed the “Funding Mastery Test” on HuskyCT, under “Tier II Student Government Funding”. This test must be passed every semester.

3. GROUP ATTENDS FUNDING DISBURSEMENT REQUEST WORKSHOP
   The COO and/or CFO (whoever passed the Funding Mastery test) must attend a Funding Disbursement Request Workshop. Schedule of workshops can be found on USG’s website. Only the COO and/or CFO who attended the workshop will be granted access to the Funding System to complete their group’s disbursement request.

4. SENATORS REQUEST ACCESS TO FUNDING SYSTEM FOR GROUP
   The sponsoring Senators need to request that the USG Office provide them with access to the USG Funding System. The USG Office will need names, NetIDs, phone numbers and email addresses.
5. **GROUP ENTERS REQUEST INTO FUNDING SYSTEM**

   The student organization must enter their legislative funding request into the “legislative request session” in the funding system ([www.usg.uconn.edu/fs/index.php](http://www.usg.uconn.edu/fs/index.php)) and upload all quotes and supporting documents.

6. **SENATORS REVIEW FUNDING REQUEST**

   Sponsoring Senators must review the student organization's legislative funding request in the funding system and confirm that the group has uploaded all necessary quotes and supporting documents. They will work with the group to ensure that their funding request is accurate and complete.

7. **SENATORS DRAFT LEGISLATION**

   Sponsoring Senators must draft legislation in support of funding the group’s request and submit it to the Funding Board for review. Legislation must:
   - Be in *Microsoft Word* format
   - Be submitted no later than noon on the Thursday before Senate
   - Clearly indicate the category limits and cuts
   - Outline the recommended dollar amount funded for each part of the request

8. **FUNDING BOARD REVIEWS LEGISLATION**

   Funding Board will review the legislation and funding request information in the funding system. They are looking for adherence to Funding Board policy and will make sure the legislation contains the above-mentioned items. Only complete and compliant requests shall be presented to Senate.

9. **SENATORS ADVISE GROUPS TO ATTEND SENATE**

   Senators should recommend that members of the student organization attend the Senate meeting when the legislative funding request is presented for consideration.

10. **SENATORS PRESENT LEGISLATION AT SENATE**

    The sponsoring Senators will present their legislation to Senate outlining why the group should receive funding. The Funding Board will provide Senate with their recommendation. The legislation must garner 50% of the quorum, plus one additional vote to pass.

11. **IF APPROVED, LEGISLATION IS PREPARED FOR SIGNAGE**

    If Senate approves, the Funding Board Chair will update the funding system with the funded amounts and any notes explaining cuts and/or category limits. The USG Office will prepare the final legislation for signature by the Speaker and the President.

12. **ONCE SIGNED, FUNDS ARE PREPARED**

    Signed legislation is received by USG Bookkeeping and processing of the funding can begin. USG Bookkeeping will pull all necessary info directly from the funding system for processing. Funds will be ready within 2-3 weeks.
LEGISLATIVE FUNDING PROCESS

1. Student Organization Secures Sponsorship of 2 Senators
2. COO or CFO Must Pass Funding Mastery Test on HuskyCT
3. COO or CFO Enters Legislative Funding Request into Funding System
4. COO or CFO Must Attend Funding Disbursement Request Workshop
5. Sponsoring Senators Prepare and Submit Legislation to Funding Board by Thursday at noon
6. Funding Board Reviews Legislative Funding Request at Their Weekly Meeting
7. Senators Present Legislative Funding Request to Senate (1-2 wks after FB review since Senate meets every other week)
8. Purchase Order or Appropriate Payment Ready for Pick-up (2-3 weeks after senate approval)