

University of Hawaii William S. Richardson School of Law Student Bar
Association
Funding Request Policies and Form 2021-2022

SBA Funding Request Policies for 2021-2022

ELIGIBILITY:

1.1 - SBA dues are \$60. Dues may be paid in cash or check, and bank fees for bounced checks will be assessed. Dues are non-refundable and partial payments or installments are not accepted.

1.2 - The SBA shall ensure that students will benefit from their paid dues during the duration of their academic program at the law school. The SBA shall reserve dues in the amount of \$20.00 for each full-time student and \$15.00 for each part-time student for each year of their academic program. Any unused dues at the end of the academic year shall carry over to the next academic year.

1.3 - Only law school classes and recognized law student organizations are eligible for SBA funding. A law school class means any current class, not including alumni classes. Current classes include currently enrolled 1Ls, 2Ls, 3Ls, part-time classes, and the LL.M. cohort. A law student organization means any organization recognized by the law school with currently enrolled law students serving as officers and currently enrolled law students consisting of its members. A law school class or law student organization may not obtain funding as a sponsor for a non-law school, third party organization and any sponsorship must be explicitly stated in the funding request.

1.4 - A law school class and law student organization is ineligible for funding if less than 100% of its board of officers or less than 90% of its members have not paid SBA dues.

1.5- SBA may deny funds for events that are not open to all currently enrolled law students for participation or attendance by all currently enrolled law students.

FUNDRAISERS:

2.1 - Fundraisers are ineligible for SBA funds. Fundraisers are events or activities for the primary purpose of raising funds, not limited to monetary funds. SBA at its discretion may fund events that have a fundraising component provided that fundraising is not the primary purpose of the event, and such a determination shall be made by the Finance Committee with any appeals decided by the SBA Executive Board.

MOOT COURT:

3.1 - Moot court teams and moot court competitions are ineligible for SBA funds.

ALCOHOL:

4.1- SBA funds cannot be used to purchase alcohol, tobacco or drugs.

4.2 - If alcohol is served at an event, the law school class or law student organization is responsible for complying with Student Handbook policies, including not serving alcohol to underage persons.

RECEIPTS/ UNUSED FUNDS

5.1 - Law school classes and law student organizations that receive SBA funds shall provide proof of expenditures to the treasurer within 10 calendar days of the date of the event. Proof of expenditures includes receipts and descriptions of goods and services purchased with SBA funds. Proof of expenditures shall be provided to the acting SBA treasurer.

5.2 - Failure to provide sufficient proof of expenditures within 10 calendar days of the date of the event to the acting SBA treasurer may render that law school class or law student organization ineligible for SBA funds for the remainder of the academic year.

In submitting the following request form, I have read, understand and agree to abide by the above-posted SBA Funding Policies for the 2021-2022 academic year.

Yes No

I. Primary Contact Information:

Chairperson(s) of Event:

Organization:

Contact phone:

Contact Email:

***The chairperson or proxy must attend the SBA meeting/Finance Committee meeting for which the agenda contains this request to answer questions posed by the SBA Finance Committee prior to a vote.**

II. Event Information:

Name of Proposed Event:

Date/Time of Proposed Event:

Location of Proposed Event:

Anticipated Number of Participants:

Description of the Event (Please be sure to describe the specific impact it will have):

III. Funding Requirements:

Has 100% of your executive board and 90% of your members paid SBA dues?

Yes No

IV. Detailed Event Budget:

Description of Expense(s) & Anticipated Cost(s):

Amount of Funding Requested from SBA:

Are you planning on getting funding from any other sources besides SBA?

Yes No

V. Please indicate SBA priority areas met by this project (Check all that apply)

Involvement of other student organizations (Co-sponsorship)

Leadership development

Educational programming

WSRSL unity-building event

VI. Please list any additional information you feel is important in considering this request:

Signature:

Date Submitted:

WHAT TO DO NEXT:

1) Submit this request and a balance sheet of the club's finances to SBA Treasurer Palakiko Chandler at fec4@hawaii.edu by 5:00pm one week prior to the SBA Finance Committee meeting at which you plan on proposing this request. The SBA Finance Committee meeting will be in the Spring Semester.

2) The SBA Treasurer will respond to your funding request with an agenda no later than the Sunday before the next funding request meeting. Be sure to attend the meeting; SBA does not disburse funds if the party requesting funds is not present at the meeting.

