

# **TIGER FUND REQUEST FORM**

**Organization Name:**

**President Name/contact:**

**Treasurer Name/contact:**

**Total Amount Organization is requesting:**

**Tiger Fund hearing date your organization is attending:**

(Form must be submitted to s09.kbarsan 48 hours prior to the hearing date)

*The more information provided, the greater your chances of receiving funding.*

**Please Describe the Event for which you are requesting funds:**

**What is the expected date and location for the event?**

**Please briefly describe the value this event will provide to members of your organization and/or Wittenberg:**

**\*Please provide 8 copies of an itemized budget of event at time of request.**

## TIGER FUND GUIDELINES, PROCEDURES, AND REQUEST FORM

### **I. Introduction**

The Tiger Fund is an initiative of the Wittenberg Student Senate and the Senate Finance Committee, and will begin operation in the 2008-09 school year. This document is intended to provide for the procedural guidelines necessary for the operation of the Fund.

### **II. Nature of Fund**

#### *Description*

The Tiger Fund refers to a university financial account overseen by the Senate Finance Committee. In addition to determining the allocation of Student Activities Fees to campus organizations during spring Budget Hearings, Finance Committee will also determine the amount of funds to place into the Tiger Fund. These funds will also be drawn from Student Activities Fees. Throughout the course of the year, the Finance Committee will distribute funds from the Tiger Fund to Student Senate-funded organizations according to the procedures described below.

#### *Rationale*

The Tiger Fund is being instituted with the hope that it will allow for a more efficient allocation of Student Activities Fees. Finance Committee aims to distribute Activities Fees in accordance with the Student Senate philosophy of funding. However, often times campus organizations request funding at spring budget hearings for an event that they are not sure will actually take place the following year. As a result, funding is often given for an event that does not end up occurring, therefore depriving another organization that could have used the money.

The Tiger Fund is intended to address this problem by setting aside a portion of the allocated money for spring budget hearings into a separate account that is distributed periodically throughout the following school year. By holding periodic hearings throughout the school year to allocate funds from the Tiger Fund to organizations, Finance Committee will be able to make more informed decisions about the specific types of events that organizations will or will not be able to host or attend, and can allocate funds accordingly.

### **III. Organization Eligibility**

All organizations eligible to be funded by Student Senate may make requests from the Tiger Fund.

### **IV. Event Eligibility**

The Tiger Fund has a specific purpose: to provide funding for organizations to participate in or host larger-scale events that could not be formally committed to at the time of spring Budget Hearings (this also includes events that are contingent on the result of some other event, such as a National Tournament that requires a team to qualify for the event on the basis of a previous performance to participate), or events that were not foreseen at the time of spring hearings.

Requests from the Tiger Fund will be made for a specific event and its associated costs (non-specific requests or requests for general budget increases will not be heard).

### *General Guidelines/Examples*

1. The term “larger-scale” event is meant to suggest something on a greater scale than a simple club meeting. It would include (but is not limited to) things like campus-wide programs or speakers, conferences, tournaments, and other similar events.
2. When deciding whether an event will be funded through Budget Hearings or should seek Tiger Fund monies at a later date, Finance Committee’s main concern should be the likelihood that the event will actually take place. (This statement assumes that Finance Committee has already deemed said event worthy of Senate funding.) Events that will most likely occur will be funded at Budget Hearings.
  - a.) When determining the likelihood of an event occurring, Finance Committee will consider several factors. These may include how specific the organization’s plans and information are, how much interest within the organization there is for the event, and whether or not that particular organization has a track-record of participating in the event or similar events.
  - b.) Examples:
    - 1) *An event that would be funded at Budget Hearings:* Club XYZ requests funds to attend a national conference they have attended for the past three years. They know the dates and locations of the conference, have several members willing to commit to attend, and have demonstrated an ability to organize and follow-through with such plans.
    - 2.) *An event that would be recommended for Tiger Fund:* Club ABC requests funds to host a speaker. The club has several ideas for topics, but no specific individuals in mind. They had desired a speaker for each of the past two years, but had not actually secured one in either of those years.
3. It is understood that the lack of certainty about funding will make planning more difficult. Finance Committee does not ask that a club make a formal commitment to an event before they approach the Tiger Fund (in fact, formally committing to an event without the proper funding is unwise and strongly discouraged). However, Finance Committee does desire evidence that a club is seriously committed to an event, has done the necessary research about the event and its costs, and will make every attempt to go through with the event if provided funding.

### **V. Procedure for Requesting from the Tiger Fund**

*All questions regarding these procedures should be directed to the Treasurer of the Student Senate.*

Organizations interested in requesting money from the Tiger Fund must do the following:

1. Fill out the Tiger Fund request form and submit it electronically to the Senate Treasurer. This will notify the Treasurer of the club’s intention to make a request.

2. The Treasurer will review the club's request prior to the hearing to make sure it is eligible to receive Tiger Fund funding, and inform club leadership of any changes that may need to be made to the request before the hearing. Once reviewed, the Senate Treasurer will notify the organization with the date and time of their hearing.

3. The leadership of the organization will attend a hearing with Finance Committee that will be run similarly to Budget Hearings. Organizational leaders should be ready to explain the details of the event and its costs, as well as the type of educational or developmental opportunities the event presents Wittenberg, its students, and the members of the organization.

4. Finance Committee will discuss and make a decision about funding the request. The Senate Treasurer will notify the organization of Finance Committee's decision within a week of their request. Any funds awarded will be made available shortly after the organization has been notified of the decision.

## **VI. Important Notes**

A. Requesting funds from the Tiger Fund **does not constitute any guarantee that a club will receive funds, in whole or in part.** Finance Committee will make decisions regarding the allocation of Tiger Fund monies as they make all decisions regarding Student Activities Fees. Any request from the Tiger Fund may be funded in whole, in part, or may be denied entirely.

B. Unlike most allocations from Budget Hearings, Tiger Fund monies **cannot** be reallocated. All funds awarded from the Tiger Fund must be spent on the event for which they were awarded. If the event does not occur for any reason, the Tiger Fund funds given for the event will be reclaimed into the Tiger Fund. Non-refundable expenses incurred for the event may or may not be reclaimed. This decision rests on the discretion of the Finance Committee.

C. When there is no more money left in the Tiger Fund, no more requests can be made. Thus, it may be in a club's best interest to plan as far in advance as possible and make requests as early as possible.

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