

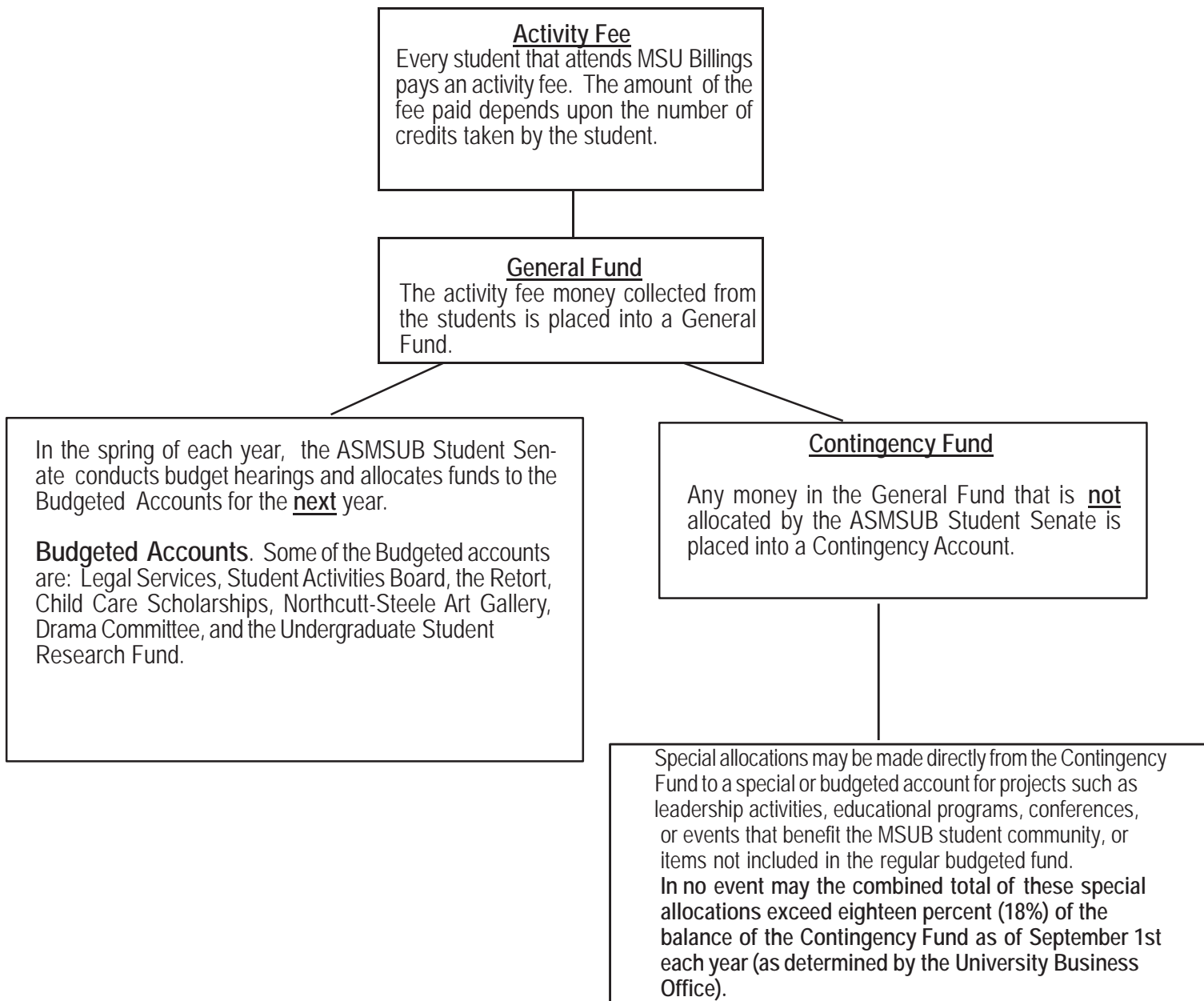
ASMSUB CONTINGENCY ACCOUNT

Please read before you fill out the attached forms.

GENERAL INFORMATION

The allocation of Contingency funds is done by the ASMSUB Student Senate under the advisement of its Financial Board. The Financial Board is one of the standing committees of the Student Senate. Its membership is appointed during fall semester by the Executive Cabinet. Generally, five members of the Student Senate serve on the Financial Board.

To give you a better understanding of ASMSUB's financial workings, please note the chart below:



Please do not assume that the submission of a request guarantees that your group or activity will receive funding. There is no guarantee that the allocation of funds will be granted in the exact dollar amount that was originally requested on the submitted financial bill. Student Government is obligated to allocate funds in the most efficient way so as to maximize the benefit of the Contingency monies to the student body.

All funds requested from the ASMSUB Contingency Fund should be requested **PRIOR** to the activity, project, or travel for which said funds are being requested.

If you prepay for any items such as conference registration fees and plane tickets, the purchase of these items has no bearing on your actually receiving funds. You are still responsible for the purchases should Contingency funds not be awarded to you.

Requests made **PRIOR** to the event must be approved by a simple majority vote of the ASMSU Billings Senate.

If you receive Contingency funds, you are required to verbally report back to the Student Senate within two weeks of the completion of your event. Your verbal report should include, but not be limited to, exactly how the funds were used, what was learned, and how this information will be used to enhance the lives of the student body.

CRITERIA FOR FUNDING

In order to receive a special appropriation from **the ASMSUB Contingency Fund** the following criteria must be met:

1. Be an active student organization registered for the current academic year with the office of Student Union & Activities.

OR

2. Be a student registered at Montana State University Billings for seven (7) or more credits.

3. You must be able to demonstrate that your project or program will benefit the student body of MSU Billings.

Requestors of funds from the Contingency area should demonstrate to the Student Senate that they have made reasonable efforts to finance their project or program from other revenue sources before requesting funds from Student Senate.

In order to receive funds, any individual, group, or organization are required to spend approximately 30% of the total budget out of their personal or club account. 30% of the total budget for the event should be held by the individual/group by the time that the contingency funding request is turned in.

Upon completion of any project funded with Contingency money, a verbal report regarding the actual expenditure of said funds must be made to the Student Senate. You can arrange for this verbal report through the ASMSU Billings Business Manager or the office manager. This report should be completed no later than two (2) weeks after the completion of the project. Failure to comply will jeopardize future funding.

Allocations from the Contingency account may be in the form of either a grant or a loan. The terms and conditions of such a grant or loan shall be determined by the Senate upon recommendation by its Financial Board.

Each request for Contingency Funds shall be done through the appropriate forms, which shall include an itemized budget and a narrative justification.

Contingency requests must be submitted to the Senate through the ASMSUB office manager at least three (3) weeks before an actual vote of the Senate. The ASMSUB office is located in room 213 of the Student Union building.

Based upon the nature of your request for Contingency Funds, the ASMSUB Financial Board will determine if your funding is eligible to come from the **ASMSUB Contingency Fund**. Any **unused** funds allocated to you shall be returned to the Contingency area from which said funds were allocated.

TRAVEL POLICY

In order to be funded, the purpose of the travel must first meet the established principles of allocation, then correspond with one of the following prioritized standards:

1. The travel is a requisite aspect for the performance of duties that are inherent to an elected or appointed office of ASMSUB student government or services.
2. The travel will provide the benefit of leadership or organizational skills, contacts, and information, which will improve the performance of an individual serving in an elected or appointed position of ASMSUB student government or services.
3. The travel will allow either the presentation of an academic paper or work by an MSUB student, or the information and education of MSUB students, concerning matters of importance and access to the general student populace of MSUB.
4. The travel will allow the representation of first, the student body of MSU Billings, then the MSU Billings campus, and then the community, through the presentation of an original work or by service on a board or panel.

PROCESS FOR OBTAINING FUNDS

1. Fill out the attached pages. Be sure to itemize your request. You will find attached samples of how to fill out the forms.
2. Bring your completed form to the student government office on the 2nd floor of the SUB, room 213. The office is open from 8 a.m. – noon and from 1 p.m. to 5 p.m. Monday – Friday.
3. Your request will be assigned a financial bill number (FB #) and this FB will be placed on the agenda for the next Senate meeting. You may contact the office secretary for the date and time of the Senate meeting.
4. At the Senate meeting your FB will be **read and referred to the Senate Financial Board**. No further action will be taken on your FB at this time.
5. There is a **MANDATORY** three-week waiting period **BEFORE** Senate can take a vote on your FB.
6. Sometime during this three-week waiting period you will be asked to appear before the Senate Financial Board to explain your request and answer any questions the Financial Board members may have.
7. Following the three-week waiting period, your FB will be placed on the Senate agenda so the Senate can vote on it. You will be notified of the date, time, and place of this Senate meeting, and you should be present at the meeting to answer any questions that may arise.
8. Regarding your FB, Senate may choose to:
 - A. Follow the recommendation of the Financial Board
 - B. Amend your FB
 - C. Pass or fail your FB
9. In order for your FB to pass and for you to receive funding, the Senate must pass your FB by a majority vote.

ASMSUB CONTINGENCY ACCOUNT

PLEASE FILL OUT THIS FORM COMPLETELY AND RETURN IT TO THE ASMSU BILLINGS STUDENT GOVERNMENT OFFICE ON THE 2ND FLOOR OF THE SUB, ROOM 213. YOU MUST USE THIS FORM OR YOUR REQUEST WILL BE DENIED.

DATE _____

NAME OF GROUP, CLUB, OR ORGANIZATION _____

YOUR GROUP, CLUB, OR ORGANIZATION ACCOUNT NUMBER ON CAMPUS IS

#_____. YOU MUST PROVIDE US WITH YOUR ACCOUNT NUMBER IN ORDER TO BE CONSIDERED FOR FUNDING.

CONTACT PERSON _____

ADDRESS _____

EMAIL _____ PHONE _____

CONTACT PERSON _____

ADDRESS _____

EMAIL _____ PHONE _____

LIST BELOW THE EFFORTS YOU HAVE MADE TO FINANCE YOUR PROJECT. BE SPECIFIC. INDICATE FUND RAISING EFFORTS AND HOW MUCH YOU MADE FROM EACH EFFORT.

TOTAL AMOUNT YOU HAVE RAISED
TO HELP FINANCE YOUR PROJECT \$ _____ (PLEASE TRANSFER THIS
AMOUNT TO PAGE 5, LINE 6).

NARRATIVE JUSTIFICATION

EXPLAIN THE VALUE OF YOUR PROJECT OR PROGRAM AND HOW IT WILL HELP THE STUDENTS OF MONTANA STATE UNIVERSITY BILLINGS.

REGARDING TRAVEL, MEAL AND LODGING EXPENSES, PLEASE FILL OUT **ONE COPY OF PAGE 3 AND 4 FOR EVERY DESTINATION**. MAKE AS MANY XEROX COPIES OF PAGES 3 AND 4 AS NECESSARY TO COVER **EVERY** DESTINATION.

DESTINATION _____

PURPOSE OF TRIP _____

EXACT DATES WHEN YOU WILL LEAVE & RETURN:

LEAVE : _____, _____ a.m. p.m.
Date Time (circle one)

RETURN: _____, _____ a.m. p.m.
Date Time (circle one)

EXPENSES

TRANSPORTATION EXPENSES

Airline tickets: \$ _____ per person x _____ people = \$ _____

Bus tickets: \$ _____ per person x _____ people = \$ _____

Private vehicle: (.55/mile)-Must have prior approval from VC for Student Affairs.

Per mile fee \$ _____ per mile x _____ miles = \$ _____

Private vehicle:

Per mile fee \$ _____ per mile x _____ miles = \$ _____

Private vehicle:

Per mile fee \$ _____ per mile x _____ miles = \$ _____

Rental Van:

Per day rental chg. \$ _____ per day x _____ days = \$ _____

Per mile fee \$ _____ per mile x _____ miles = \$ _____

Gas charge \$ _____ per gallon x _____ gallons = \$ _____

TOTAL OF TRANSPORTATION COSTS \$ _____

EXPENSES (Continued)

MEAL EXPENSES

\$ _____ PER BREAKFAST
 \$ _____ PER LUNCH
 \$ _____ PER DINNER

| <u>In-State</u> | <u>Out-of-State</u> |
|-----------------|---------------------|
| \$5.00 | \$7.00 |
| \$6.00 | \$11.00 |
| \$12.00 | \$23.00 |

\$ _____ TOTAL PER DAY X _____ PEOPLE X
 _____ DAYS = TOTAL MEAL EXPENSES \$ _____

LODGING EXPENSES

Where will you be staying? _____ Address

Phone _____

Please indicate the number of people per room:

Room #1 _____ Room #2 _____
 Room #3 _____ Room #4 _____

\$ _____ room charge per night
 \$ _____ tax per room per night
 \$ _____ Total room charge per night x
 _____ rooms x _____ nights =
 TOTAL LODGING EXPENSES \$ _____

OTHER COSTS (Please itemize)

TOTAL OTHER COSTS \$ _____

| | |
|---|----------|
| TOTAL OF YOUR TRANSPORTATION EXPENSES (from page 3) | \$ _____ |
| TOTAL OF YOUR MEAL EXPENSES (from page 4) | \$ _____ |
| TOTAL OF YOUR LODGING EXPENSES (from page 4) | \$ _____ |
| TOTAL OF YOUR OTHER COSTS (from page 4) | \$ _____ |
| TOTAL OF ALL YOUR EXPENSES | \$ _____ |
| LESS: MONEY YOU HAVE RAISED THROUGH FUND RAISING PROJECTS (Copy amount From page 1) | - _____ |
| TOTAL REQUEST FROM STUDENT SENATE | \$ _____ |

PLEASE ATTACH A COPY OF THE PROGRAM, INFORMATION ABOUT THE EVENT FOR WHICH YOU ARE REQUESTING FUNDING, OR OTHER INFORMATION THAT WILL SUBSTANTIATE YOUR REQUEST.

IF YOUR APPLICATION IS NOT COMPLETELY FILLED OUT OR YOU DO NOT HAVE THE PROPER ATTACHMENTS, YOUR REQUEST FOR FUNDING WILL BE DELAYED UNTIL IT IS COMPLETE.



ASMSU Billings Financial Board –Recipient Agreement

Should you receive any funding from ASMSUB, you will be required to give either an oral or a written report to Student Senate within two weeks after your activity ending date. Following the report, you have two weeks to complete expenses and turn in the information to the business office. We will be available to assist with the expense process. Failure to do either of these actions may jeopardize any future funding from ASMSUB.

Expected completion date of your activity or travel: _____

Date the oral or written report is to be given to the ASMSU Billings Financial Board: _____

Student's signature

Date

Address

Telephone

Name of Club or Organization you are representing (if applicable)

NOTE: Please send your written report to:

ASMSU Billings Financial Board
c/o ASMSUB Student Government Office
1500 University Drive
Billings, MT 59101

Or

Call 657-2365 to make arrangements to give your oral report to the Financial Board.

Your appearance before the Financial Board and signature on this document does not guarantee that you will receive funding from ASMSU Billings.

CONTINGENCY FUNDS AGREEMENT/ACKNOWLEDGMENT FOR A CLUB OR ORGANIZATION

On this _____ day of _____, 20_____, I, _____ as
(name),

_____, of _____ an
(title) (organization name)

organization at MSU Billings, state that I am authorized to request funds on behalf of my organization. I understand that I have a duty to act in good faith and in the best interests of my organization in regard to any funds allocated and to use them **ONLY** for those purposes approved by ASMSUB student government through Financial Bill # _____ (Financial Bill number will be assigned by the ASMSUB Student Government).

I acknowledge that I have read and understand the terms of this document and the ASMSUB Financial Policy and agree to abide by the terms contained in both.

I am currently a registered student in good standing at MSU Billings. (signature)_

_____ (date) _____ (title) _____

I, _____, am the **Advisor** for the above-mentioned organization, and state that I have read the request for funds and am familiar with the terms of the request.

Signature of Advisor

If members of your club or organization were to receive funds directly from this request, (for example: travel money for individuals), they must sign their name and indicate the nature of their relationship to the organization (for example, president, treasurer, member). By signing this document, the individual acknowledges that he/she has read and understands the terms of this document and the ASMSUB Financial Policy and agrees to abide by the applicable terms contained in both.

| Signature | Date | Title |
|-----------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

If additional space is needed for signatures, please use the back of this page.

**CONTINGENCY FUNDS AGREEMENT/ACKNOWLEDGMENT
FOR AN INDIVIDUAL STUDENT
REQUESTING FUNDS**

On this _____ day of _____, 20____, I, _____

_____, a currently registered student in good standing at MSU Billings, am requesting funds as an individual for the purposes stated in my request. I understand that I have a duty to act in good faith in regard to any funds allocated and to use them **ONLY** for those purposes approved by ASMSUB student government through Financial Bill # _____ (Financial Bill number will be assigned by the ASMSUB Student Government).

I acknowledge that I have read and understand the terms of this document and the ASMSUB Financial Policy and agree to abide by the terms contained in both.

(signature) _____ (date) _____