

# SFC Budget Request Additional Guidelines

## Overview

- **Annual Meeting:** The SFC meets via Zoom in April (end of spring semester) and holds three additional funding periods.
- Each student group automatically receives \$500 for non-legal, education-related expenses, such as food for meetings. You do not need to submit a request for this \$500.
- Organizations expecting to incur expenses over \$500 should submit their requests at the April meeting. This meeting serves as a comprehensive budget planning session for the entire year.
- A student group representative must attend the April meeting to answer committee questions on the budget request.

### **Additional Funding Periods:**

If you have requests that arise during the school year, we have three additional funding sessions you can submit budget requests to. Only SFC members attend these additional funding meetings.

### **After Approval:**

The committee votes privately and sends an approval form to student organizations via email detailing what funds can and cannot be used for.

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## \$500 Discretionary Fund

- Each student organization automatically receives \$500 annually for non-legal education expenses (e.g., food for general meetings).
  - No request is needed; this amount is automatically put into your student org account. Please do not include this request in your budget submission.
  - Examples:
    - Social events without a legal education component
    - Food for non-academic gatherings/general body meetings
  - Once the \$500 is spent, additional non-legal/non-networking expenses will not be funded.
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## Budget Request Requirements

Include:

- Event Date: General month or timeframe
  - Event Topic: Brief description, include guest speaker if applicable
  - Detailed Expenses: Item descriptions, quantities, and explanation of how purchases support legal education or networking
  - **Funding form:** this is a narrative form intended to describe your event in detail and explain its legal education component.
  - **Budget template:** this is an excel form to provide an itemized breakdown of costs.
  - **Please fill out and submit both forms.**
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## Unallowable Expenses

Do not request funding for:

- Alcohol
- Merchandise for members
- Prizes or awards
- Fundraising activities (donations or collection drives)
- Events unrelated to legal education or networking (Use the \$500 discretionary fund for these.)

## Allowable Expenses

- Examples:
- Food for events featuring guest speakers focused on legal education or networking
- Supplies for events related to legal education or networking
- Travel costs for attending legal education or networking conferences

For details, contact Law Student Affairs.

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## Examples of Previously Funded Events

- Fall Dessert Bar during a Financial Workshop promoting financial literacy
- Event on Intersection Between Racial Justice, Social Activism, and Mental Health (local speaker)
- Career panel featuring attorneys from historically marginalized groups

- Student group attendance at a national legal education and networking conference

## Travel Funding Requests

- Submit your budget request to the committee for review at least 60 days before travel begins.
  - Funding is capped at \$5,000 per student organization per academic year.
  - For additional support, apply for a GPSG travel grant:  
<https://www.colorado.edu/gpsg/awards-grants/travel-grants>
  - Prior to submitting your budget to the committee, please work with Jake.Moore@colorado.edu. Requests without this step will not be considered.
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## Purchasing Guidelines

- Preferred Method: Whenever possible, Student Affairs should make purchases directly using their corporate purchasing cards.
  - [Event Form](#): Complete the event form at least 10 business days before your event (not counting the day of submission). This ensures Student Affairs has enough time to properly advise on your event and handle any necessary purchases on your behalf.
  - If you have not received confirmation that food has been paid for 4 business days before the event, email law.studentaffairs@colorado.edu to verify payment.
  - Reimbursements: If Student Affairs instructs you to purchase items out-of-pocket, please use the [designated reimbursement form](#).
  - Important: Written approval from Student Affairs is required before making any out-of-pocket purchases. Without prior approval, you may be ineligible for reimbursement if expenses do not meet University fiscal guidelines.
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## Budget Tracking

- Treasurers must keep the budget tracking sheet current.
- Failure to update may prevent access to approved SFC funds.
- Links:
  - [\[2024–2025 Budget Tracking Sheet\]](#)
  - [\[2025–2026 Budget Tracking Sheet\]](#)