



# UNIVERSITY OF RICHMOND

## Policy Manual

<b>Policy #:</b>	FIN-2102	<b>Policy Title:</b>	Policy on Support for Student Organizations and Student-Initiated Events and Projects
<b>Effective:</b>	08/01/2022	<b>Responsible Office:</b>	Controller’s Office
<b>Date Approved:</b>	07/16/2022	<b>Approval:</b>	Executive Vice President & Chief Operating Officer
<b>Replaces Policy Dated:</b>	N/A	<b>Responsible University Official:</b>	Associate Vice President & University Controller

### PURPOSE:

In order to ensure compliance with applicable federal regulations and ensure students and student organizations have equitable, transparent access to University funding, this policy sets forth the conditions under which University offices may provide financial support to student-initiated projects and student organizations.

### SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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### POLICY STATEMENT:

#### *FIN-2102.1 – Policy*

Departments, schools, or divisions of the University may provide funding for student-initiated events and projects or student travel only if the organization or initiative is sponsored by that department, school or division (e.g., academic units may support academic conference travel but not sport club travel). Units wishing to provide such support must have a clear process and criteria for assessing opportunities to provide student organization or initiative funding. That process may take different forms, such as annual budget allocations made centrally; allocations made through a student government-type organization, such as

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Student Organization Budget and Appropriations Committee; or by an application process defined by the department, school or division. For example, the School of Arts & Sciences may provide funding for academic conference travel through an application process, but College Deans' offices may not support such travel based on ad hoc requests.

Faculty mentors who wish to support travel to academic conferences for students must adhere to school or departmental processes for supporting such travel and all University policies regarding support for students. All such academic conference travel support must be approved in advance by the Dean of their School as outlined in the policy on Financial Payments to Students.

All offices that establish a process for providing support for student-initiated activities or student organizations must also adhere to the policy on Financial Payments to Students:

[https://policy.richmond.edu/documents/policy-pdfs/Public/Business-and-Finance/policy\\_on\\_provision\\_of\\_financial\\_resources\\_to\\_students.pdf](https://policy.richmond.edu/documents/policy-pdfs/Public/Business-and-Finance/policy_on_provision_of_financial_resources_to_students.pdf).

Recognized traditional undergraduate student organizations in the School of Arts & Sciences, Robins School of Business, and Jepson School of Leadership Studies may only seek additional funding through the supplemental funding application process managed by the Center for Student Involvement (CSI). These organizations may not seek supplemental funding directly from a school, academic department, or University office unless it is through application to an existing program for which the organization or project is eligible. For example, the XYZ club may seek funding only through application to the supplemental funding process in CSI; it cannot directly seek funds from the College Deans' offices nor from a department, school, or individual faculty member. Student organizations in the Law School, Graduate Business, and SPCS should follow the process in their School.

For additional information, student organizations may refer to the Center for Student Involvement:

<https://involved.richmond.edu/student-organizations/funding/index.html> .

Individual students may seek funding for individual or personal needs only through an existing application process sponsored by a school or University office, or direct requests to the Office of Financial Aid or the Spiders Helping Spiders fund. Funding provided to individual students may have financial aid and tax implications for that student.

Individual students may find additional information about sources of support here:

<https://financialaid.richmond.edu/financial-wellness/support/index.html>.

## **RELATED POLICIES:**

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- FIN 2101 Policy on Provision of Financial resources to students
- FIN 4200 Travel Policy
- FIN 4101 Use of University Funds and Financial Responsibilities

## **POLICY BACKGROUND:**

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This policy was reviewed by President's Cabinet and the School Deans prior to approval in July 2022.

## **POLICY CONTACTS:**

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Associate Vice President & University Controller