



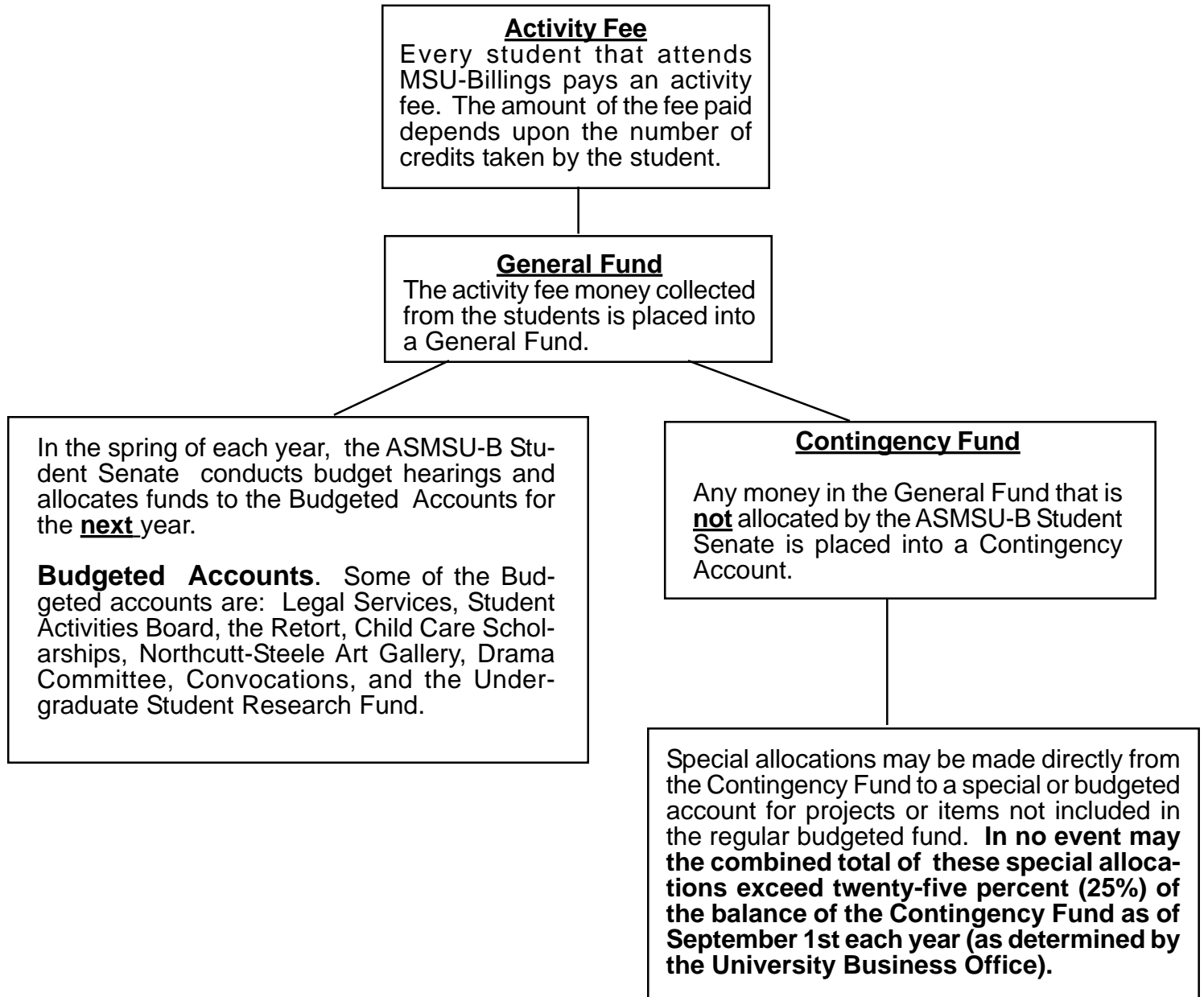
# ASMSU-B CONTINGENCY ACCOUNT

Please read before you fill out the attached forms.

## GENERAL INFORMATION

The allocation of Contingency funds is done by the ASMSU-B 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 ASMSU-B'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 ASMSU-B 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.

Requests for **AFTER-THE-FACT FUNDING** will require a two-thirds (2/3) vote of the full Senate. The use of proxies by Senate members will be allowed in the vote.

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 ASMSU-B 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.

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 ASMSU-B office manager at least three (3) weeks before an actual vote of the Senate. The ASMSU-B office is located in room 213 of the Student Union building.

Based upon the nature of your request for Contingency Funds, the ASMSU-B Financial Board will determine if your funding is eligible to come from the **ASMSU-B 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 ASMSU-B 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 ASMSU-B student government or services.
3. The travel will allow either the presentation of an academic paper or work by an MSU-B student, or the information and education of MSU-B students, concerning matters of importance and access to the general student populace of MSU-B.
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 2<sup>nd</sup> 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. Some time 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.

# ASMSU-B CONTINGENCY ACCOUNT

PLEASE FILL OUT THIS FORM COMPLETELY AND RETURN IT TO THE ASMSU-BILLINGS STUDENT GOVERNMENT OFFICE ON THE 2<sup>ND</sup> 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 \_\_\_\_\_

PHONE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

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 (check one)

RETURN: \_\_\_\_\_, \_\_\_\_\_ a.m. p.m.  
Date Time (check one)

**EXPENSES**

**TRANSPORTATION EXPENSES**

**Airline tickets:** \$ \_\_\_\_\_ per person x \_\_\_\_\_ people = \$ \_\_\_\_\_

**Bus tickets:** \$ \_\_\_\_\_ per person x \_\_\_\_\_ people = \$ \_\_\_\_\_

**Private vehicle:(.17/mile)**

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**

	<u>In-State</u>	<u>Out-of-State</u>
\$ _____ PER BREAKFAST	\$5.00	\$6.00
\$ _____ PER LUNCH	\$6.00	\$6.00
\$ _____ PER DINNER	\$12.00	\$16.00

\$ \_\_\_\_\_ PER BREAKFAST  
\$ \_\_\_\_\_ PER LUNCH  
\$ \_\_\_\_\_ PER DINNER

\$ \_\_\_\_\_ **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 ASMSU-B, you will be required to give either an oral or a written report to the Financial Board within two weeks after your activity ending date. Failure to do so will jeopardize any future funding from ASMSU-B.

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 ASMSU-B 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 \_\_\_\_\_ a  
(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 ASMSU-B student government through Financial Bill # \_\_\_\_\_ (Financial Bill number will be assigned by the ASMSU-B Student Government).

I acknowledge that I have read and understand the terms of this document and the ASMSU-B 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 would 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 ASMSU-B 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 ASMSU-B student government through Financial Bill # \_\_\_\_\_ (Financial Bill number will be assigned by the ASMSU-B Student Government).

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

(signature)\_\_\_\_\_ (date) \_\_\_\_\_