



Student Organizations Funding Procedures

San José Student University

Student Involvement

Purpose

In aligning with the Student Involvement Mission to provide opportunities for students to engage and develop through community, leadership and learning, Student Organization funding is provided to recognized student groups to create our innovative programs for the entire SJSU community.

Approved Spending Options

- Student Union
- AS Print Shop
- Spartan Shops
- Amazon (through Student Involvement Account)

Steps

Step 1: Application (6 Weeks Prior)

Student Organization must fully submit an online application for funding 6 weeks prior to the event occurring.

Step 2: Review-Approve/Deny

Within 2 weeks of the application being submitted, Student Involvement staff will either approve or deny the application.

Step 3: In Person Meeting (4 Weeks Prior to Event)

If approved, 4 weeks prior to the event, Student Organization must have an in person meeting with Student Involvement staff to understand policies, procedures and expectations for receiving funds. During meeting, Student Involvement will send approval of fund usage to on-campus departments.

Step 4: Purchases Complete (2 Weeks Prior)

The Student Organization must submit any items to be ordered to Student Involvement Staff 2 weeks prior to the event.

Step 5: SAMMY| SJSU & Social Media (Week Prior)

The week before the program, the organization must have the event in SAMMY| SJSU and Social Media information must be sent to Student Involvement for promotion of the event.

Step 6: Event

Event occurs. SAMMY|SJSU QR codes must be used for check-in of all event attendees.

Step 7: Assessment & Final Paperwork Submission (Within 2 Weeks of Event)

Assessment will be sent by Student Involvement to all attendees.

Assessment sent to Student Organization leader(s) must be completed.

Hospitality and all other forms discussed in the in-person meeting must be submitted in their entirety.

Terms and Conditions

- \$500 Max per year
- Event "series" are allowed but must be included in one request
- Program Must be open to all SJSU Students
- Student organizations cannot receive profit due to the funding provided

Failure to complete any of the items above may lead to a mandated meeting with Student Involvement Staff, referral to Student Conduct and/or de-recognition.