

Dear Student Organization Treasurer and President,

We hope that you and your student group are off to a great start this school year! Last semester, registered student organizations budgeted for and received funds from the Student Senate for the 2008-2009 academic year. This letter is to inform you of the correct procedures for obtaining these funds, if you budgeted, and requesting any additional funds your group may need.

The following are ways in which you may obtain your money (already budgeted or petitioned) from the Student Senate:

- 1) Someone from your group may purchase items that have already been approved for funding by the Student Senate and then be reimbursed. Once the items are purchased, you need to complete a reimbursement form and attach a receipt. Reimbursement forms can be found in the Student Organization Room, room 202 of the Hansen Student Center. After filling out the form and attaching the receipt, turn it into the Senate Treasurer's box in the same room. If your reimbursement form and receipt are turned in by 9 pm on Thursday, your check will be available in the Business Office after 1:00 pm the following Wednesday. The same procedure should be followed for payments that need to be sent directly to a business with an invoice attached to the reimbursement form.
- 2) If your group is bringing someone to campus that will be providing a service to the University, such as a speaker or performer, they must be paid directly by the Business Office for tax reasons. **Students who pay a speaker or performer cannot be reimbursed by the Senate.** For the speaker or performer to be paid, you will need to fill out the same reimbursement form and turn it into the Treasurer's box. If they will require payment upon their visit to campus, the Treasurer will need the reimbursement form and a copy of the performer's invoice at least **two weeks** prior to their visit. This can only be completed if a contract was signed for the speaker/performer.

The following is the process for requesting additional funding, also known as petitioning, from the Student Senate:

- 1) Fill out a Financial Advisory Board (FAB) Petition form, to be found in the Student Organization Room, room 202 of the Hansen Student Center, and turn it into the Senate Treasurer's box in the same room. You will be contacted by the Treasurer to set a time for you to meet with FAB. During your meeting, you will be asked to explain your need for additional funding and answer any questions that may arise. The Board will then decide how much additional funding, if any, the Senate is prepared to give you. If that amount exceeds \$300, it will need to be additionally approved by the Student Senate.

If you have any questions, please do not hesitate to contact the Student Senate Treasurer, Clare Goebel, at [cgoebel@iwu.edu](mailto:cgoebel@iwu.edu) or x2977 or the Student Senate President, Andrea Ambrosia, at [ambrosi@iwu.edu](mailto:ambrosi@iwu.edu) or x3189. If you need access to your group's budget or this year's precedent, we encourage you to access the Student Senate website at [www2.iwu.edu/senate/](http://www2.iwu.edu/senate/). We look forward to working with your group this year, and hope that your experience with the Student Senate will be positive.

Sincerely,

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