

CLUB SPORTS TRAVEL FUNDING PROCESS

UNM Recreational Services has provided money to assist UNM Club Sports travel to regional qualifying tournaments and National Championship competitions. This funding process is different and separate from the regular ASUNM appropriations process. UNM Club Sports organizations may receive **two** Club Sports Travel appropriations per year and still request funding through the regular ASUNM Appropriation process for travel and other items. Funding requests will need to be presented and approved only by the ASUNM Finance Committee (Full Senate approval not needed). The process will take approximately 1-2 weeks to complete if all forms are submitted by the appropriate deadlines.

PREPARATION

- Make sure your student organization is chartered and your information is updated. If you are not chartered, please go to the Student Activities Center, room 1018 in the Student Union Building.
- Make sure your Club Sport has completed all of the required documents through Recreational Services, please go to the front desk of Johnson Gym or email Andy Boehnlein (andypb@unm.edu)
- Your Club Sport must have an account with Student Government Accounting Office (SGAO) to be eligible for this funding opportunity. Your organization must not have any off-campus bank accounts and conduct all financial transactions through SGAO.
- Fill out this Club Sports Travel Funding form. This form can be downloaded from the ASUNM website by visiting asunm.unm.edu. It can also be requested by emailing the Finance Chair at asunmfin@unm.edu.
 - Be aware there are specific guidelines the ASUNM Finance Committee will adhere to; these **standing rules** (see tab for standing rules) can be picked up at the ASUNM office or at the Student Government Accounting Office (SGAO - SUB Room 1018).
- **Submit the Club Sports Travel Request form** by emailing an electronic copy of the **completed** form to asunmfin@unm.edu no later than **5:00 p.m. on the Friday** preceding the next ASUNM Finance Committee meeting (see tab for semester deadlines).

PROCESS

- Complete a Club Sports Travel Funding Form and submit it. Make sure you submit it early enough to purchase your travel through SGAO just after the Earliest Funding Available Date.
- An undergraduate representative from your organization **must** attend the ASUNM Finance Committee meeting to explain the need for the requested funds. (See back for corresponding deadlines and Finance Committee meetings).
 - You will have time to make a statement and present quotes for travel, hotel, & per diem.
 - The Finance Committee may then ask you questions about your appropriation request.
- The funds will be available to your organization **only after** it is approved by the ASUNM Finance Committee. Your organization **cannot** spend these funds until all approvals are in writing. Travel purchases must be made through the Student Government Accounting Office.
- Sports Clubs may also request travel, and other items, through a regular ASUNM Appropriation in addition (one per semester).

Funds allocated during this process must be spent within the same fiscal year they are allocated. (The fiscal year ends June 30th).

Any allocated funds remaining at the fiscal year end will be reverted to the Recreational Services Sports Fund Index

REMINDER: *Make sure all requested funds have been approved by all appropriate parties **before** spending.* Questions??

Please contact ASUNM at 277-5528, Student Union 1016 or SGAO at 277-7888, Student Union 1018.