Residence Community Student Engagement Fund Policy and Procedure

The Residence Community Student Engagement Fund is designed to support student programs and initiatives that promote student engagement, training, and development for both individual and community benefit.

Scope of Engagement Fund:

Initiatives that would be supported by the Student Engagement Fund include, but are not limited to:

- Event or program
- Conference Support (applicable for residents only)
- Guest Speaker
- Webinar opportunity
- Training and development course (applicable for residents only)
- Conference attendance support (applicable for residents only)
- Residence outdoor equipment

Funding Source, Eligibility, and Availability:

This funding sources primarily come from the Pepsi contribution, various sponsorships through Residence and Housing vendors/contracts, and the commissions from the Tenant Insurance Program. This Engagement Fund is open to all undergraduate and graduate residents who live in SFU student housing (either Burnaby or Vancouver Residence) and pay residence fees, including residents who pay through a deferral payment process, scholarship or other funding source. Residence and Housing staff may also access this funding in order to initiate a student program or opportunity that would benefit the residence community as a whole.

Funding is available each term, until all funds are allocated.

Eligible Expense:

All eligible expenses must achieve the purpose of the Residence Life Student Engagement Fund; to enhance student learning and development within the Residence community. This can be accomplished by utilizing funds for:

- Supporting residents who are interested in the Student Affairs and the Housing profession for professional development (e.g. STARS Conference). This funding could be used for conference registration, travel, meal, and/or accommodation for individual visits to other institutions [study tour], organization or associations.
- Supporting innovative and/or creative approaches and/or projects undertaken by Residence and Housing staff or resident(s).

Please submit your application and any questions regarding this funding to res_finance@sfu.ca
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- Support events for student appreciation that recognize their hard work and participation in the residence community
- Support outdoor equipment that benefit all residents in the residence living community

Non Eligible Expense:

- It is outside the scope of this Student Engagement Fund to support projects/programs which are initiated and/or supported by alternate SFU student groups (i.e. Residence Hall Association; Simon Fraser Student Society, etc.)
- The fund is not eligible for use as compensation/payment for work either through an honorarium, stipend or other form of compensation/payment
- The Residence Life budget and the FIC fee are meant to cover program cost and the cost related to these programs should have been included in the operational budget at the beginning of the fiscal year through annual budget process, in which funded by Residence Life funding and FIC fees. The student engagement fund is to support a program, activity or event that is not budgeted in Residence Life funding pool or is not covered by FIC fee funding source. In another words, if the proposed program is already included in the RL operational budget or has a designated funding source, the expense in which to apply for student engagement funding is considered ineligible

Timeline of application:

- Funding request must be submitted a minimum of three weeks prior to the start of the event/activity that the fund will support. Failing to do so will result in the potential rejection of the application. Approval must be received in advance of the event
- For registration of a conference/workshop in which is the funding is requested, the applicant must consider the timing of early bird\(^1\) deadlines in order to utilize associated discounted rates. Therefore, giving sufficient time prior to the early bird deadline in applying for the fund is recommended
- The timeline will give sufficient time for the Residence and Housing Leadership team to review the proposal

Available Funding:

The Student Engagement Fund awards up to $24,000 annually to programs or services support student engagement, student training and development in the Student Affairs and the Housing profession, and student achievement in engaging the residence community. The funding is available for both student living in residence and staff working in the Residence and Housing Department.

Student (include residence student staff):

- The maximum amount to apply for each proposal per academic year is $2,000

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1 An early bird deadline refers to the point in time where the purchase of a deal or offer is available at a reduced price, but must be bought before this point.

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Staff (referring to professional staff):

- The maximum amount to apply for each proposal per term is $2,000

Application Steps:

- The applicant is required to submit an application with supporting documents to demonstrate the intended outcomes, how the activity contributes to the student’s learning and engagement goals, and how the learning outcomes will be met
- The applicant may be required to meet with the Residence and Housing Leadership member to present their funding proposal
- Any supporting documentation related to the activity (conference brochures, websites, etc.) will be helpful in the adjudication process
- The proposal should clearly indicate the dollar amount being requested with a breakdown of types of expenses. If support is being solicited from more than one department at SFU, or alternate funding sources, that information needs to be included
- Proposals that do not include a basic budget, which outlines projected revenues, donations or requested donations and anticipated expenditures, will not be considered
- The application form must be filled out with any supporting documentation for submission
- Please submit the application form and all supporting documentation to res_finance@sfu.ca

Disbursement Process:

- The successful candidate will be notified about the funding result through email before the start of the proposed activity/event
- The fund will be disbursed based on receipts of actual spending amounts, up to the maximum application funding limit of $2000 per proposal. For staff on payroll, the disbursement will be processed through direct deposit by submitting an employee expense claim on FINS. For student not on payroll, the disbursement will be processed through cheque requisition. Reimbursements made to employees are not included in any taxable benefits and there will be no tax deduction on the reimbursement
- Within 30 days of the activity/event, the applicant must submit an itemized list to outline each activity and associated cost with copy of all receipts attached as an expense claim. Employees will submit an expense claim through FINS; students who are not employees will submit the Payment Requisition to Residence and Housing. Reimbursement will not be provided otherwise
- If the activity/event starts before the applicant receives funding approval, the applicant may still qualify for funding; however, the following additional documents are required in order to be considered for reimbursement:
  - The original receipts for proof of payment
  - Receipt must clearly identify the specific item[s] purchased and the total amount paid i.e. It must be an itemized receipt
  - Applicant must explain the reason as to why the activity/event has to start before funding approval is received
- For some internal SFU partnership events, internal payment between departments will occur. In these cases, the Housing office will transfer the funds to the other recipient based on agreement in funding split, or actual expense in which already incurred in the other department

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