How to request funding from the SPEA Student Council:

1. Be a SPEA-based undergraduate student organization in good standing. “Good standing” means that your paperwork with CCL is current, and you send a representative to SPEASC meetings in accordance with Article III of the SPEASC Constitution.
2. Check the list of things that may and may not be funded below.
3. Submit the SPEA Student Activity Fee Funding Proposal form to Luke Bickel in SPEA Student Services (BS3027) at least seven days prior to a SPEASC meeting. SPEASC meets the first Wednesday of each month.
4. Your event happens, it’s a great success, and everyone has a fabulous time.
5. Submit receipts for actual costs, a copy of your original funding proposal, and an itemized list of actual expenses to Luke Bickel in SPEA Student Services (BS3027).
6. You will be reimbursed for actual costs or your approved amount, whichever is less, by US Postal Mail in approximately 2 weeks.
7. Start planning your next event.
8. Questions? Email speasc@iupui.edu.

Due to university policies, Student Activity Fees MAY NOT be used for the following:
- Honoraria to University staff or students for presenting programs for student activities or athletics
- Salaries or wages to University staff or students for participating in student activities, organizations, or athletics
- Cash awards, or awards that can be easily converted to cash
- Personal subscriptions or memberships
- Donations
- Alcoholic beverages, bar equipment, or bartenders
- Contributions or expenditures in connection with any political campaign on behalf of any candidate for public office, or financial support of any kind to organizations whose activities consist substantially of attempting to influence legislation
- Litigation against the University

Student Activity Fees MAY be used for the following:
- Talent payment for lectures, convocations, theatre, etc
- Printing and engraving
- Orchestras, bands, and DJ’s for campus events
- Programs and decorations for campus events
- Travel, meals, and lodging for those representing the University
  - Students would be reimbursed for reasonable actual expenditures provided receipts are available
  - Staff members would be reimbursed under regular University travel regulations, except when staff members are traveling with students in student groups and meals and lodging are billed in total and not separately identifiable. Such payments will be for reasonable actual expenditures provided receipts are available.
- Furniture and capital equipment for student organization offices and activity areas
• Major musical instruments and musical supplies
• Books and periodicals which specifically pertain to the activity or organization objectives
• Non-cash awards and prizes presented by or to students
• Recreational equipment
• Advertising for campus-wide events
• Custodial, physical plant, and/or Campus Police for services in support of student activities
• Rental of facilities for student activities
• Telephone equipment rental and tolls in support of student activities
• University-approved organization memberships
• Meals solely under the following provisions except for those that are necessary as a result of travel:
  o For those being recognized for outstanding performances or services to the campus at an annual recognition banquet and those formally participating in such a program
  o For student participants in banquets in which they are elected representatives of the student body and the event is to enhance the overall student activities or government program of the campus and for those faculty advisors participating in such programs as a necessary part of their duties
  o For refreshments at campus-wide receptions and programs
• Actual travel costs not to exceed state travel regulations incurred by students in the performance of duties associated with student activities such as the student government
• Wages for necessary non-University staff to carry out student activities, athletics, and/or student government functions
• Uniforms for athletic teams and cheerleaders, provided such remains the property of the University
• Costs to administer the activity funds including salaries, wages, computers, telephones, and other supplies, expenses, and equipment
• University employees may be paid for services beyond regular assigned duties on an overload basis with the approval of the Director of Campus & Community Life and the employee’s supervisor