

SAF-B & CAF-B Funding Workshop

Overview

1. Intro to SAF-B & CAF-B
2. Budget periods
3. Funding request guidelines
4. How to apply
5. Payment Processing
6. Competency Quiz



Notice on quiz

- The SAF-B & CAF-B competency quiz is a new required component in addition to funding workshop attendance
- President & Treasurer are both required to attend a workshop, but only one of the two need to complete the quiz!
- 80% is a passing grade with ~19 questions (An additional, optional question because we are interested to hear what type of funding you'll request!)
- Note: The quiz puts a big "X" at the end, even if you pass. We'll review your submission ASAP, but feel free to submit your application, we'll follow-up if we need you to re-take (for which you won't be required to re-attend a workshop)





What is SAF-B?

- The Student Activity Fee Board (SAF-B) is made up of students from across different organizations, majors, years, and perspectives.
- 54% of undergraduate Student Activity Fees make up SAF-B budget
- SAF-B funding exists to assist student organizations with their expenses and events



What is CAF-B?

- The Cultural Allocation Funding Board (CAF-B) consists of approximately 40 student organizations focused on culture & identity.
- Organizations belonging to CAF-B have access to both CAF-B and SAF-B Funds.



What is DeHub?

- The place where all student orgs can create their own website and be found by the DePaul community. Update your mission, meeting times, upcoming events, contact info, etc.
- The Office of Student Involvement page is where you'll find all of our forms.
- You can also find all upcoming events and post your own!



Am I eligible for funding?

- President and Treasurer must attend funding workshop for academic year
 - Either the president and treasurer will have needed to complete the competency quiz
- Be in good standing with OSI and DePaul
- President or Treasurer must submit the application on DeHub by 5:00 pm on deadline date (which is always a Monday)
- Event/expense must be at least 30 days after the budget period application deadline
- Be a registered, undergraduate org



What can I use funding for?

- On-Campus Events
- Off-Campus Events
- Conferences
- Operational Expenses
- Tournaments & Competitions
- Retreats



What else is there to know about funding?

- Plan to apply for funding as early as you can
- Be detailed and thorough in your application
- Funding is never guaranteed.



Hearings (SAF-B & CAF-B)

- SAF-B

- For requests over \$2,000
- Only the first 15 complete and correct applications are accepted for each hearing: first-come, first-serve
- Cannot attend back-to-back SAF-B hearings
- President or treasurer must attend hearing to present budget and answer questions (10 minutes)
- Once a month

- CAF-B

- For requests up to \$5,000
- Only the first 10 complete and correct applications are accepted for each hearing: first-come, first-serve
- Cannot attend back-to-back CAF-B hearings
- President or treasurer must attend hearing to present budget and answer questions (10 minutes)
- If your request is under \$2,000, you will not need to attend a hearing
- Once a month



Discretionary (SAF-B only)

- For requests under \$2000
- Unlimited applications are accepted
- Can apply to back-to-back discretionary periods
- Can apply to a hearing AND discretionary in the same period
 - NOTE: Must be for separate events/requests

*CAF-B does not have a discretionary, but if your request at a CAF-B hearing is under \$2000, you do not have to present and are still eligible to apply to the next CAF-B hearing



Hearing Process

- Applications are always due on a Monday @ 5PM with presentations on Friday
 - Your organization will be notified by Wednesday of their 10 minute time slot
 - SAF-B: 9:00AM – 11:30AM
 - CAF-B: 12:00PM – 3PM
 - You may utilize PowerPoints, Prezi, Handouts, etc.
 - All application materials must be finalized Monday @ 5PM. Changes will not be accepted
 - Present for a max of 7-8 minutes
- **Not sure what to present?**
 - Who is your organization?
 - What is your mission?
 - How does it relate to the Vincentian mission?
 - What's happening at your event? Why is it important?
 - Why do you need these items?
 - If you can only receive partial funding, which items should be prioritized?



SAF-B & CAF-B Hearing Schedule

Application Deadline (Always Mondays)	Hearing Date (Always Fridays)	Eligible Programs/Expenses
September 18, 2023	September 22, 2023	October 18, 2023-June 30, 2024
October 2, 2023	October 6, 2023	November 2, 2023-June 30, 2024
October 30, 2023	November 3, 2023	December 1, 2023-June 30, 2024
January 15, 2024	January 19, 2024	February 8, 2024 -June 30, 2024
February 5, 2024	February 9, 2024	March 5, 2024-June 30, 2024
February 26, 2024	March 1, 2024	March 26, 2024-June 30, 2024
April 1, 2024	April 5, 2024	May 1, 2024-June 30, 2024
May 7, 2024	May 10, 2024	July 1, 2024-June 30, 2025



Discretionary Schedule (SAF-B only)

Application Deadline (Always Mondays)	Board Review/Notification Date (Always Fridays)	Eligible Programs/Expenses
September 18, 2023	September 22, 2023	October 18, 2023-June 30, 2024
October 2, 2023	October 6, 2023	November 2, 2023-June 30, 2024
October 16, 2023	October 20, 2023	November 16, 2023-June 30, 2024
October 30, 2023	November 3, 2023	November 30, 2023-June 30, 2024
January 15, 2024	January 19, 2024	February 8, 2024 -June 30, 2024
January 22, 2024	January 26, 2024	February 22, 2024-June 30, 2024
February 5, 2024	February 9, 2024	March 5, 2024-June 30, 2024
February 12, 2024	February 16, 2024	March 12, 2024-June 30, 2024
February 26, 2024	March 1, 2024	March 26, 2024-June 30, 2024
April 1, 2024	April 5, 2024	May 1, 2024-June 30, 2024
April 15, 2024	April 19, 2024	May 15, 2024-June 30, 2024
May 7, 2024	May 10, 2024	July 1, 2024-June 30, 2025
May 13, 2024	May 17, 2024	July 1, 2024-June 30, 2025





Snap Funding (SAF-B & CAF-B)

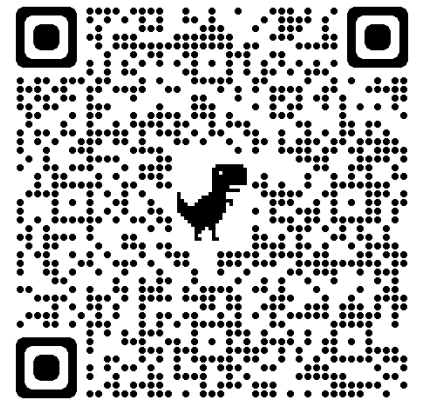
- For on-campus events under \$600
- Applications must be submitted 14 calendar days prior to the event
- Usually takes 48 business hours to review requests
- The event must be open to all DePaul students
 - CAF-B can choose to collaborate with 3 other CAF-B organizations
- Cannot apply for previously denied events and cannot be used for events that have already received funding
- Only one Snap funding application is allowed per event
- All students must be able to actively participate in this event, e.g. no cost associated with attending or requiring group membership to attend.
- Cannot be used for operational expenses or fundraising
- Snap funding can only be used for up to 2 general body meetings per organization, per quarter
 - These meetings must be open to all students and not for exec board meetings



Snap Funding, continued

- New starting this year, student organizations hosting events in the Cultural Resource Centers that make use of CAF-B Snap Funding can apply for up to \$600 in funding for their event
 - All the same rules & timelines for Snap funding still apply

Follow this QR code to access information & contact information for the CRCs





DEPAUL UNIVERSITY

Guidelines to Funding Requests

SAF-B Funding Limits

- \$2,500 for food per event – On-Campus events over \$300* must use Chartwells
- \$3,500 for instructors/coaches per year
- 33% of final cost of uniforms & costumes
- Non-competitive organizations: \$4,500 for Travel, Lodging, Registration combined per cycle. Up to 8 members' expenses for conferences
- Competitive organizations: \$10,000 for Travel, Lodging, Registration combined per cycle.
- Up to \$60 per person for retreats with a maximum of \$4,000 per year, including all travel fees, lodging, food, and activities
- Benefit/Fundraiser: A maximum of 49% of the event can be funded.
 - This includes any program or event that aims to raise money through fundraising, ticket price, admission fee, raffle, etc.



CAF-B Funding Limits

- Hearing: The maximum dollar amount that can be approved per proposal is \$5,000
- \$2,500 for food per event – On-Campus events over \$300* must use Chartwells
- 33% of final cost of uniforms & costumes
- Conference: The maximum dollar amount that can be approved per year is \$3,000
- Up to \$60 per person for retreats with a maximum of \$2,000 per year, including all travel fees, lodging, food, and activities
- Benefit/Fundraiser: A maximum of 49% of the event can be funded
 - This includes any program or event that aims to raise money through fundraising, ticket price, admission fee, raffle, etc.



Utilizing SAF-B & CAF-B together

- Applying to a SAF-B Hearing does not impact eligibility for a CAF-B Hearing
 - Example: If your organization applies and receives funding through a SAF-B Hearing in September, they can't apply to October's SAF-B Hearing. BUT they can apply to the October CAF-B Hearing (or even the September one)
- An organization can apply the same event to CAF-B & SAF-B Hearings with both boards reviewing different items
 - Example: SAF-B can review the same event as CAF-B, where SAF-B makes a decision on decorations while CAF-B makes a decision on food.



Items we will NOT fund

- Items that have already been paid for or debts
- Financial support for political programs, parties, individual candidates, or direct lobbying efforts
- Programs that support war issues
- Contributions to any private business
- Contributions/donations to charitable organizations
- Employment of faculty, staff, advisors or students (other than instructors/coaches)
- Gifts/awards/prizes
- Alcohol or events where alcohol is available
- International travel
- Individual membership dues
- Online advertising
- Websites
- Food for exec board meetings
- T-Shirts and similar apparel
- Personal Expenses

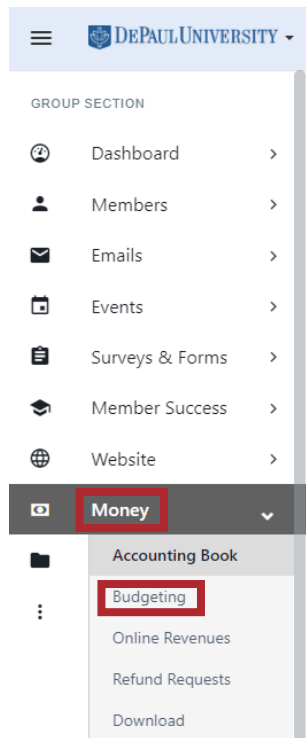




DEPAUL UNIVERSITY

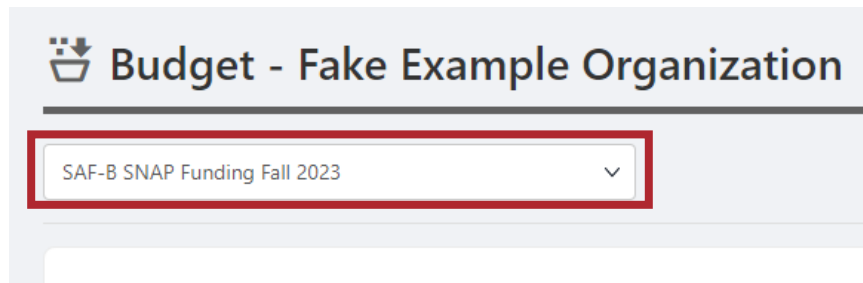
How To Apply

DeHub: Start on your organization's page

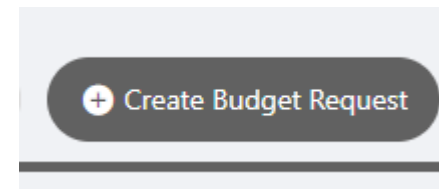


1. On the left-hand menu (3 horizontal bars) click the dropdown arrow next to "Money"

2. Select the dropdown box and choose the budget period you plan to apply to



3. Click on create budget request. If you chose the correct budget period and the deadline hasn't passed, the button should be there. If not, you may be looking at the wrong one, or the deadline may have passed!



What documents do I need?

- Items you will ALWAYS need:
 - Quotes
 - Room Reservation Confirmation
- Depending on your event, you will need:
 - Biographies
 - Guest Speaker Approval Letter
 - Maps
 - Itineraries
 - Letter of Recommendation

Uploading your application/presentation

- Please compile all documents into a single PDF document for ease of access.
- PowerPoint & Google Slides have options to save or export as a PDF
- Adobe Reader allows you to combine multiple documents and combinepdf.com is a great free resource if you don't have access to Adobe Reader

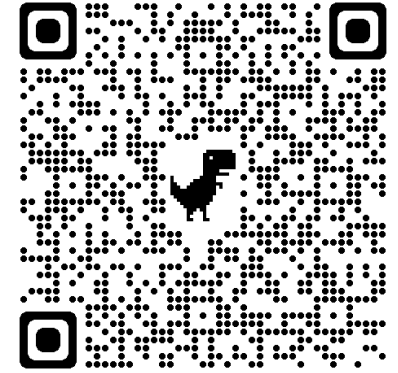


Quotes

- At least one quote is required for every individual item.
 - We need images that should correlate to what you're requesting
- Two quotes are required when a single item's price is over \$250
 - Exceptions: Chartwells, registration fee, gas/mileage, DePaul security and coaches/speakers/performers. Only one quote is required for these items
 - A second quote should be a second option of similar quality and value
 - Note: an additional quote may be requested if the board feels it's needed for any line item.
- Quotes are screenshots/PDFs of websites, emails, or invoices. Links to websites and screenshots of text messages do not qualify as quotes!



Food Quotes




- New starting this year, if student organizations request food through Chartwells or EzCater under the below amounts, a food quote is not required in your funding application
 - No food quote required if under the following amounts on that platform:
 - Chartwells: <\$1000
 - EzCater: <\$300
 - More on payment for both of these in later slides!
- If ordering outside of either, a food quote is required.
- Please note on your food request if it's through EzCater or Chartwells
- Scan the QR code above or head here to get signed up for EzCater (we will also email you!)
 - https://www.ezcater.com/store/corp_account_signup/depaul-university-student-involvement



Quotes Example


- Include the total of all items and the breakdown of each individual item
- You should be including cart total, tax, tip, shipping, etc.
- We have free shipping and are tax-exempt on most items with Amazon & Staples
- Note on food orders:
 - DePaul is NOT tax-exempt for food
 - Your food order should also include tax, tip, and delivery fees and if it's food outside of Chartwells, the total can NOT exceed \$300. If it does, you will be required to reduce your order
 - DePaul can only tip up to 18%. Neglecting to include a tip will cause you to be required to reduce your food order to accommodate one
 - We play an important part in our community and not tipping food service workers in ours plays a negative part.



VEVOR Electric Candy Floss Maker 20.5 Inch Cotton Candy Machine 1030W for Various Parties (Cotton Candy Machine with Cart & Cover) **\$269.99**

In Stock
Shipped from: Cenry
Gift options not available. [Learn more](#)


Qty: 1 | Delete | Save for later | Compare with similar items



Tengchang 1500 Watt Smoke Fog Machine 9 LED Lights Remote Control Halloween DJ Party Stage Fogger **\$112.99**

In Stock
Shipped from: XFMOTO
Gift options not available. [Learn more](#)

Qty: 1 | Delete | Save for later | Compare with similar items



Karaoke USA GF845 Complete Karaoke System with 2 Microphones, Remote Control, 7" Color Display, LED Lights - Works with DVD, Bluetooth, CD, MP3 and All Devices **\$169.99**

In Stock
Eligible for FREE Shipping
☐ This is a gift [Learn more](#)

Qty: 1 | Delete | Save for later | Compare with similar items

Subtotal (3 items): **\$552.97**



Chartwells Exemption Form

- If your organization will be requesting **over \$300** for food (after tax, tip, fees), and does not plan to use Chartwells, you **MUST** complete the exemption form
- Given the timeline these are reviewed, this must be completed ONE MONTH prior to the event
- Submission of form is not a guarantee of approval of using food outside of Chartwells
- At the time of submitting your application, you should have an approval attached. Pending Chartwells Exemption Form applications are not accepted and will be denied
- SAF-B & CAF-B are not involved in the Chartwells Exemption Form process, so you are responsible for filling this out in a timely manner if you are pursuing an exemption
- [Chartwells Exemption Form](#)



Room Reservations

- Room Reservations: On-campus events must have a "Pending," "Tentative," or "Confirmed" room reservation
 - Room requests must be submitted before applying for funding
 - "Web Request" room status is not valid
 - Having a status of "Web Request" is one of the most common reasons an application is denied
- Websites:
 - 25Live: <https://offices.depaul.edu/academic-affairs/leadership-resources/space/Pages/lincoln-park.aspx>
 - EMS: <https://offices.depaul.edu/student-centers/event-management/Pages/room-request-ems.aspx>
 - Loop: Email: Aida Atsbaha aatsbah1@depaul.edu



Additional Documents

- Biographies: Speakers, Performers, DJs, Coaches require a short bio
- Maps: If you need gas, use Google maps to show roundtrip mileage
- Itineraries: Must be included for any conferences, retreats, trips, etc.
- Letter of Recommendation: For conferences, competitions, and tournaments a faculty or staff member must write a letter of support for your group explaining why the trip is important.



Guest Speaker Approval Letter

- If your event is open to anyone outside your organization and you are requesting funding for a guest speaker, you must include a Guest Speaker Approval Letter
- The Approval Board meets monthly, so it is recommended to submit speaker approval request at least two months prior to your event
- Your funding request should include an approval
 - SAF-B & CAF-B are not involved in the guest speaker approval process, so it is your responsibility to have an approval prior to submitting your funding request. A pending request is not acceptable and will be denied.
- The "Guest Speaker Approval Request Form" can be found on OSI's Page under "Forms"



Movie Nights

- Movie License
 - If your organization is hosting a movie night, you must purchase a license to show the movie.
 - More information can be found on
 - <https://dehub.campusgroups.com/hub/movie/>



Final Steps

- Review your funding checklist!
- Did you upload all necessary documents?
- Did you properly explain all details of your event and show all of your expenses?

Submit

- Turn ON notifications in your DeHub account
 - We send approvals first through DeHub and follow-up with next steps
 - We may reach out with questions



How does the board make decisions?

- Mission
 - How does this program further the student organization's mission?
 - How does this program further DePaul's mission?
- Inclusivity
 - Is this program open to all students?
 - Is this program free to attend?
 - How many students are expected to participate?
 - If a conference, how does the group plan on bringing the information back?
- Diversity
 - How does this program enhance students' cultural awareness?
 - How does this program enhance the experience of student's cultural identities on DePaul's campus?
- Innovation
 - How is this program different from past events?
- Effectiveness
 - How will success be measured?
- Cost Efficiency
 - How much does this program cost per student?
 - Is there a financial need from the organization?
 - Has the organization sought out other sources of funding?



Why might a funding request get approved? Why might it get denied?

- The board looks at a number of criteria and along with the previously mentioned criteria, the board may consider the following:
 - Scale of the event
 - Has this scale of event been done by the organization before? Have they held events of this size? Prepared contingencies?
 - Thoroughness of funding request
 - Were all items properly submitted? Was it easy to navigate and refer to when making a decision?

As a reminder: Funding is never guaranteed. In some instances, only partial funding may be allocated or the board may decide not to fund the request.



Final reminders before applying

- Hearing & discretionary deadlines are ALWAYS the Monday @ 5PM before the hearing itself
 - Wednesday you will be notified if your application is accepted
- Application should be complete at time of submission. You are responsible for having all of your quotes and documents that you need
 - The board will not consider items sent after the deadline. If you forgot to include a specific line item
- Do NOT wait until Monday to ask questions about your application or for additional time
 - We only allow extra time in the instance of DeHub downtimes, which we actively monitor the day of deadlines
- Many of the documents we require (e.g., Chartwells exemption form, guest speaker approval) have their own processing time associated with them
 - You are responsible for having approval prior to your submission
- You are encouraged to apply far in advance. If your event is larger in scale, just because you can schedule your event for the first possible eligible date (30 days after a hearing deadline), doesn't mean you should



After the Application

Payment Processing, Contracts, Travel Waivers,
Reallocations

How do I know what was approved?

- You will receive an email with a Funding Letter explaining next steps along with an explanation for what was approved and/or denied
- Check the "Notes" section of your application for comments on each line item



Payment Processing

Four ways to spend funding

1. Direct Payment with OSI

- [Schedule a meeting with the OSI Coordinator to make payment via ProCard](#)
 - Note that these are 30 minute meetings and you should come to these meetings prepared

2. Reimbursement

- Make purchases on your own and then submit a payment request per line item through the payment processing form (linked on next slide)
 - Reimbursements can take 6-8 weeks processing time
 - Save ALL full paid receipts
 - Do not use cash sharing apps such as venmo, cash app, etc.



Payment processing form
(Note: This will also be
shared in the funding letter)



Payment Processing, continued

3. Invoice/Vendor Payment

- This can be done during a meeting or through the payment processing form

4. Contracts

- Contracts must be completed for (but is not limited to) DJs, speakers, performers, venues, and vendors
 - You will receive applicable contracts with your funding letter
 - DO NOT SIGN CONTRACTS. Have the vendor sign and OSI will have it signed.
 - Submit to the payment processing form or share with the OSI coordinator for SAF-B (Colin Kalmes)
- **Note:** Chartwells includes SAF-B & CAF-B as a payment method on their website. A meeting or email isn't required, you submit the order and we'll take care of the rest!



Payment through Chartwells & EzCater

- Chartwells
 - At the very end of checkout, choose the payment method of "Student Involvement"
 - Complete each dropdown option and choose either SAFEE (SAF-B) or CAFBO (CAF-B) depending on which board funded it
 - Submit!
- EzCater
 - Choose the restaurant of your choice
 - Complete all options and put down whoever will be the contact person for delivery or pickup and where items are to be delivered
 - During checkout, choose the option "Invite to Pay" and invite orgfunding@depaul.edu!
 - Submit and you're done!



Note on contracts & timelines

- OSI has pre-approved contracts that can facilitate a number of procedures
 - Those are always preferred, and contracts should be completed 21 days prior to an event
- If your vendor/performer/etc. is requiring the use their contract, then this needs to be completed at least 30 days before an event
 - If your event requires a contract, consider planning your event further in advance as processing them requires coordination with multiple other offices and can take time
- You are responsible for making sure these are submitted in a timely manner. While we provide the timelines listed above, certain contracts may require additional time to review or process, in which case you should process it further in advance
 - Contracts above \$3500 typically have longer processing times that cannot be expedited, so plan bigger events far in advance



Travel Waivers & Driver Certification

- Any members traveling outside the Chicagoland area for an event must complete a Travel Release & Waiver Form on OSI's page before traveling.
- If your organization is traveling to an event by car, the driver(s) must complete a driver certification.
 - Drivers must make an appointment with Colin Kalmes to process payments and complete "Motor Vehicle Request Form"
 - Must be completed before the event



Reallocations

- Reallocation Requests must be submitted if:
 - there is a change in how you wish to use funds.
 - the date of the event changes.
- They can only be made between the original line items requested
 - If you forgot to include a specific line item, unfortunately that should have been included in the original application and you cannot move funds to new line items.
- Line items cannot exceed the original amount of funds requested
- Funds for an event that did not occur cannot be transferred to a different event/expense



OSI Coordinator Calend.ly

- QR Code to Colin's Calendar to schedule a Zoom or in-person meeting
- You are not required to send prior communication for purchasing, going over contracts, questions, etc.
 - That being said, please be respectful of Colin's time. Come prepared and don't overschedule as while he's helping your organization, he's assisting 10+ other organizations at the same time
- This is Colin's preferred way to schedule meetings
- This is not for questions related to your funding application, those should be directed to Angie Mendoza (AMENDO66@depaul.edu)
 - A good rule of thumb: If it's questions about the application, contact Angie. If it's questions about purchasing, contact Colin



Marketing

- Events funded by SAF-B and CAF-B should be inclusive of the DePaul Community
- Events funded by SAF-B or CAF-B MUST say in advertising:
 - "Sponsored by SAF-B" or "Sponsored by CAF-B"
 - "This event is free and open to all DePaul students"
 - If admission is charged, the event is considered a benefit program and subject to benefit program policy
 - SAF-B and CAF-B can fund closed events; this does not apply to those
 - Snap funding is not allowed to be used for closed events
- Add Event on DeHub!



Logo Policy

- Must be visible on uniforms, promotional materials, or advertising related to an event that was funded by SAF-B and/or CAF-B
- .PNG files are provided in the funding letter. If higher quality is needed, contact orgfunding@depaul.edu

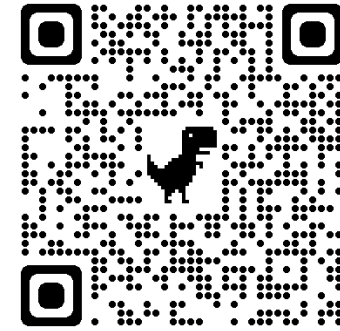


Notice on re-attendance of funding workshop

- In some instances, if an organization consistently submits funding requests with missing information or events that would not be allowed to be funded, you may be asked to re-attend a funding workshop
 - Organizations are encouraged to make use of all resources on SAF-B and CAF-B's DeHub pages when submitting requests.
 - Re-attendance will only be required if this is a regular occurrence and in fringe cases. Mistakes happen, but we handle a high volume so we need your support in making sure your application is complete, correct, and accurate!



Tips, Tricks, & Resources



- OSI has various resources for student organizations to rent on their DeHub page
 - They also offer various poster printing resources
 - Event planning resources

- OSI has an entire resource page dedicated to event planning resources that lists these items
 - Find the page at the QR code here
 - Or by clicking on the banner on the DeHub homepage:



Thank you!

- Contact Angie Mendoza (AMENDO66@DEPAUL.EDU) for SAF-B & CAF-B related questions

Scan this QR code to be taken directly to the SAF-B & CAF-B Competency Quiz, or follow this link:
<https://cglink.me/2cC/s1929>



DeHub login will be
required for both

Scan this QR code for a link to our page that has the guidelines, this funding workshop presentation, and the competency Quiz. Otherwise, visit
dehub.depaul.edu/osi/funding-resources/

