



the Good Idea Fund
Operational & Financial
Policies and Procedures Manual

Updated: 08/12/2011

Table of Contents

- the* Good Idea Fund Committee Mission Statement 3
- the* Good Idea Fund Committee Goals 3
- the* Good Idea Fund 3
 - A. Eligibility: 4
 - B. *the* Good Idea Fund Application 4
 - C. *the* Good Idea Fund Process 4
- Spending Policies/Guidelines..... 5
- Implementation of the Idea 6
- Policies/Procedures Changes 7
- the* Good Idea Fund Committee..... 8
 - A. *the* Good Idea Fund Committee Structure 8
 - B. *the* Good Idea Fund Committee Member Responsibilities 8
 - C. Selection of Committee Members 9

***the* Good Idea Fund Committee Mission Statement**

the Good Idea Fund exists as a way for individual students, faculty, and staff to apply and access student activity fee funds to engage the undergraduate student body in a broad spectrum of Student Life and campus based initiatives.

***the* Good Idea Fund Committee Goals**

- Help individual students, faculty, and staff see their ideas, as they relate to the benefit of the undergraduate student body, come to fruition.
- Give undergraduate students, normally not engaged with the institution through student organizations, the ability to be engaged within the Drexel University community through the implementation of their ideas.
- Provide a diverse array of programs, events, and projects, created by students, for the benefit of the entire undergraduate student body.

***the* Good Idea Fund**

The fiscal year of the Drexel University Good Idea Fund Committee shall be the same as Drexel University's Institutional fiscal year [July 1 to June 30]

The budget for *the* Good Idea Fund will be determined at the close of the previous fiscal year. Any unused and returned student activity fee funds distributed through the Annual Allocations process for student organizations from the previous fiscal year will comprise the beginning balance of *the* Good Idea Fund for the new fiscal year.

Example:

Fiscal Year 2010 Good Idea Fund beginning balance = Fiscal Year 2009 closing returned unused Annual Allocations from student organizations.

Fiscal Year 2009 closing returned unused Annual Allocations from student organizations = \$100,000.00
Fiscal Year 2010 Good Idea Fund beginning balance = \$100,000.00

All transactions related to *the* Good Idea Fund will occur through the SAFAC Office and will be spent from *the* Good Idea Fund account.

At the end of the fiscal year any unused money from *the* Good Idea Fund will be moved to the Campus Project Fund.

*Note: The Assistant Director for Campus Engagement and Associate Dean for Campus Engagement reserves the right to deny any purchase request or reimbursement from this account which may violate *the* Good Idea Fund policies, Drexel institutional policies, state and/or federal laws.*

A. Eligibility:

The following criteria must be met in order to apply to *the* Good Idea Fund:

1. The application must be submitted by an individual student, faculty, or staff member.
2. Submitted ideas cannot be on behalf of a student organization.
3. The idea must benefit the undergraduate student body in some fashion.
4. Any event idea and/or program idea must be open and free to all undergraduate students.
5. The idea must be a one-time event. *the* Good Idea Fund will not award funds for recurring events.

Note: Submitting an application to the Good Idea Fund does not guarantee a monetary award.

B. *the* Good Idea Fund Application

1. Contact Information – Applicants will list their name and contact information on this part of the application.
2. Idea Information – Applicants will list idea details such as date, time, location, and provide a description of the idea.
3. Expense Request – Applicants will line item and detail all expenses they wish to apply for from *the* Good Idea Fund.

the Good Idea Fund application can be downloaded at www.drexel.edu/safac/thegoodideafund .
Completed applications should be e-mailed directly to the GoodIdeaFund@gmail.com

C. *the* Good Idea Fund Process

i. Submitting Application

Applicants may submit their application to *the* Good Idea Fund at any time. Applicants will be contacted prior to *the* Good Idea Fund Committee meeting, to supply any additional documentation if needed. Applications received less than two days prior to the review date may be postponed until the next scheduled meeting if additional documentation is requested by the committee.

ii. Applicant Appointments

Applicants will be contacted via email with the day, time, and location that their application will be reviewed. Applicants are highly encouraged to attend but not required. Applicants will be allotted time to explain their idea to *the* Good Idea Funding Committee and show how their idea will benefit the

undergraduate student body. This allows for open communication between *the* Good Idea Fund committee and the applicant prior to a final decision being made. After all questions have been asked, the committee will deliberate and an award decision will be made.

If the committee receives more applications than can be reviewed during one scheduled meeting, applications will be reviewed based on submittal date with applications not able to fit in the review schedule being postponed until the next scheduled meeting.

iii. Letter of Award Sent

Within 1-2 business days of *the* Good Idea Fund Meeting, the applicants will receive a formal email letter detailing any awarded funds and decisions regarding the reviewed application. If applicable the email will also include an Information Sheet outlining funding/spending policies, as well as the name of the assigned Good Idea Fund Liaison.

All applications will be awarded as either full funding or no funding. No partial funding will be allocated.

iv. Access to Awarded Funds

All awarded monies will be spent from *the* Good Idea Fund account. All purchases will be made through the SAFAC office. Applicants will work with their assigned liaisons to make reservations and access awarded funds.

v. Liaisons

All approved and funded Good Ideas will be assigned a Good Idea Fund Committee Liaison. This Liaison will assist the applicant in reserving space, placing catering orders, etc. This Liaison will be the applications first point of contact through the implementation of the idea.

Spending Policies/Guidelines

1. Any event idea must be open to all undergraduate students of Drexel University.
2. Any event idea must be advertised through the Drexel advertising resources (i.e. Daily Digest, InfoNet, posters, flyers, etc) and be approved by *the* Good Idea Fund
3. Funds cannot be used to purchase alcohol.
4. Funds cannot be used for contributions or donations to the campaign fund of any candidate or political or religious movement. This does not prohibit the payment of speaker's fees to political or religious figures.
5. Funds cannot be used as contributions or donations to charitable organizations.
6. Funds cannot be used to pay honoraria, instruction or service fees to employees or students of Drexel University (including coaching fees).
7. Funds will not be allocated for miscellaneous, petty cash, or unknown activity items.
8. Awarded applicants must remain within their awarded budget. *the* Good Idea Fund will not be responsible for expenses beyond the allotted funds.

9. Personal or individual memberships will not be funded.
10. Capital items purchased with *the* Good Idea Fund fees are the property of Drexel University and cannot be taken home by the applicants.
11. All business transactions (check requests, purchase orders, etc.) must be submitted to the SAFAC Office for processing.
12. The University reserves the right to freeze any and all awarded funds of an applicant which violates the University and/or *the* Good Idea Fund policies and procedures.
13. All applicants which received funding are required to submit an Event Report detailing event information such as attendance, services, etc. to *the* Good Idea Funding Committee upon completion of an awarded idea.
14. *the* Good Idea Fund committee will not fund recurring events more than once to avoid the fund becoming a standard operational budget.

Implementation of the Idea

Applicants have three options in accessing their Good Idea Fund awards:

1. Applicants can request to have purchases made on a SAFAC credit card.
2. Applicants can request to have a check processed and mailed to pay for merchandise or services.

Note: The Assistant Director for Campus Engagement and the Associate Dean for Campus Engagement reserves the right to change and update all policies and procedures regarding purchasing throughout the fiscal year.

A. Purchase Order

The SAFAC Office has a credit card which can be used to purchase services, catering and a wide variety of other expenses. It is highly recommended applicants take advantage of this resource to limit the amount of out-of-pocket expenses applicants cover.

i. Purchase Order Process

1. Applicants must complete a "Purchase Order Form".
2. The completed Purchase Order Form must be submitted to the SAFAC Office along with all necessary documentation:
 - a. *Quotes (if applicable, see note)
 - b. Statements
 - c. Invoices
 - d. Online Printouts
 - e. Log-in Information for Registration Sites
3. The Assistant Director for Campus Engagement will process the order and payment within 3-4 business days after receipt.
4. All merchandise will be shipped to the applicants attention at the SAFAC Office.

**Note: There is a \$2,500 per purchase limit. If your order exceeds \$2,500 it will take an additional 1-3 business days to processes.*

Note: Any order between \$2,500 - \$4,999 will require one additional competition quote. Any order over \$5,000 will require two additional competition quotes. Failure to submit competition quotes along with your order will cause your order to be unprocessed.

B. Check Requests

Check Requests are used to reimburse applicants for purchases made with credit or debit card or cash over \$100.00. Check Requests are also used to pay for merchandise and services where credit card is not accepted and applicants do not want to pay out-of-pocket.

i. Check Request Process

1. Applicants must complete a "Check Request Form".
2. The completed Check Request Form must be submitted to the SAFAC Office along with all necessary documentation:
 - a. Original Receipts [receipts should be taped to a sheet of blank paper 1-sided]
 - b. Invoices [Accounts Payable does not accept statements]
 - c. Credit Card Statement [only if the student does not have the original receipt. All information should be blacked out with the company name and purchase amount the only readable information]
 - d. Copies of cashed checks. If a payment was made with a check, a copy of the front and back of the cashed check is required by Accounts Payable. Online bank print-outs are acceptable.
 - e. OCA completed signed contracts
 - f. Hotel folios to get reimbursed for lodging
 - g. Rental Car contracts to get reimbursed for rental vehicle usage.
3. The SAFAC Office will complete the check request within 3-4 business days after receipt. The completed request will be sent to Accounts Payable located in 3201 Arch St.
4. Accounts Payable will cut a check within 7-10 business days after receiving the request. The check will take an additional 5-7 business days to receive in the mail.

Note: *If a check is not received within 15-17 business days it is the responsibility of the student to inform the SAFAC Office.*

Note: *Please be sure that when completing a Check Request for reimbursement purposes to supply your **permanent home address**.*

C. Contracts

Contracts are necessary every time an outside vendor or performer is coming to conduct business on Drexel's campus. Contracts are necessary regardless if they are being paid for their services or not. This helps to ensure that both parties fulfill their obligation even if they are not getting paid. *Examples include: DJ's restaurants, speakers, amusement rides/games, dance troupes, etc.* Work with your Good Idea Fund Liaison to get started with the contract process.

Policies/Procedures Changes

The Assistant Director for Campus Engagement, Associate Dean for Campus Engagement, and Dean of Students reserve the right to change, update, remove, or add policies and procedures throughout the academic and fiscal years. Should this occur, applicants will be notified via e-mail by the SAFAC Office.

If an applicant wishes for the SAFAC Office or Assistant Dean for Campus Engagement, to review and/or revise an existing policy, a formal written request detailing the following should be submitted:

1. Name of applicant
2. Policy/Procedure in question
3. Details concerning the policy or procedure and why a review/revision is being requested.

This should be sent to the Coordinator for Campus Engagement by either dropping it off at GSDC room 32”B” or email at pcs44@drexel.edu

***the* Good Idea Fund Committee**

A. *the* Good Idea Fund Committee Structure

1. The committee will consist of the following:
 - 7 full-time undergraduate students
 - 1 Chair
 - 1 Vice-Chair
 - 5 student members
 - 1 Advisor which will be the Coordinator for Campus Engagement (non-voting)

Note: The Chair of the SAFAC Committee and the President of the USGA cannot chair the Good Idea Fund Committee

*Note: Sitting members of *the* Good Idea Fund Committee are ineligible to submit applications for review.*

B. *the* Good Idea Fund Committee Member Responsibilities

1. Chair:
 - Have overall responsibility for the operation of the Good Idea Fund Committee.
 - Preside at all regular meetings of the Good Idea Funding Committee and call and preside at its special meetings.
 - Develop and provide training for the incoming members with the Advisor.
 - Responsible for communicating funding decisions, guidelines, and procedures with applicants.
 - Contact Applicants to arrange all review appointments.
 - Contact Applicants to inform them of any documentation needs.
 - Run the Good Idea Fund Committee meetings.
 - Act as liaison and assist applicants with implementation of awarded ideas.
 - Voting Position
2. Vice-Chair:
 - Perform the duties of the Chair in his/her absence or inability to serve.
 - Keep an up-to-date roll of the committee members' record of attendance.
 - Keep full minutes of all meetings, decisions, and actions taken.
 - Act as liaison and assist applicants with implementation of awarded ideas.
 - Voting Position
3. Student Member:

- Voting position
- Act as liaison and assist applicants with implementation of awarded ideas.

4. Advisor:

- Ensure all university policies/procedures are being adhered to.
- Ensure unbiased decision making processes.
- Non-voting position.
- Attend all meetings.
- Provide an estimate of budget for each fiscal year
- Process all procurement requests for all awarded ideas.
- Facilitate committee member training.
- Responsible for communicating funding decisions, guidelines, and procedures with the university community at large.

C. Selection of Committee Members

1. Candidates will submit an application to the Good Idea Fund Committee Advisor.
2. Candidates will be interviewed by the previous sitting committee members and Advisor during the fall term of each academic year.
3. Criteria to be a Committee Member:
 - a. Be a currently enrolled full-time undergraduate student.
 - b. Not have an active judicial sanction.
 - c. Have a minimum cumulative GPA of 2.5