

# **Social Science Student Donation Fund Contract**



## **Preamble**

The 2017 Student Donation Fund (SDF) contract represents a vision to create the first binding document regarding council, committee, administrative, and student roles and responsibilities, to establish a more accountable and transparent process for provisioning student money.

This document was compiled by the SDF Committee, and encompasses the culmination of one year's worth of student consultations and feedback exercises. In September, Council gathered over 100 first year student responses on future SDF disbursement. In October, we conducted a Student Donation Fund Town Hall, attended by over 50 students. At this event, we discussed past, present, and future funding purposes of the SDF. Participants presented concerns and recommendations that contributed to the articles contained within this contract. In November, we released a survey that received over 300 responses.

Survey questions addressed whether students felt that the current operation of the fund aligns with the former mission statement, types of initiatives that should be funded by the SDF, whether \$50 was an appropriate contribution amount, whether the opt out process functioned effectively, and whether students derived benefit from the Student Organizational Grants (SOGS) and Departmental Organizational Grants (DOGS) systems.

The majority of students indicated that the former mission statement did not adequately represent the spirit of the fund, demonstrated an interest in offering balanced academic, social, and wellness-related programming, and favoured improved SOGS and DOGS promotional efforts. A draft contract was prepared and reviewed by four focus groups in March, representing a range of Social Science students of all years, departments, and areas of extracurricular involvement. A department student organization roundtable was convened to recommend amendments. This final draft embodies contributions made by over 500 students.

We hope that this document will be amenable to the evolving nature of our faculty and adapt to student needs over time. However, we intend for this contract to provide the basis for responsible and effective Council decision making, and for comprehensive guidance to prospective funding recipients. We express our gratitude to those students, administrators, and Council members involved in the development of the 2017 SDF contract.

Sincerely,

Andreea Bejan, Vice President Finance

Rebecca Amoah, President

## Table of Contents

<b>Overall Goals</b>	4
1.00 Mission Statement:	4
1.01 Vision:	4
2.00 Transparency:	4
(1) Goal:	4
(2) Application Materials	4
(3) Receipts and Invoices	4
(4) Council Reporting	4
(5) Administrative Communication	4
3.00 Accountability	5
(1) Goal:	5
(2) Committee Structure and Proceedings	5
(3) Student Consultation	5
(4) Funding Evaluation	5
(5) Annual Review	5
4.00 Awareness and Student Engagement	5
(1) Goal:	5
(2) Promotion	5
5.00 Funding Criteria	5
(1) Non-Western Students	5
(A) Example: Recruitment Events	6
(B) Example: Creation of Textbook Endowment	6
(2) Responsible Carryover Usage	6
(3) Quantitative and Qualitative Considerations	6
(A) Example: Experiential Learning	6
(4) Student Organizational Grants (SOGS) and Department Organizational Grant (DOGS)	6
6.00 Sponsorship Criteria	7
(A) Tier One: Under \$5,000	7
(B) Tier Two: Over \$5,000	7

## **Student Donation Fund (SDF) Reform**

### **Overall Goals**

#### **1.00 Mission Statement:**

To provide funding that enhances the Social Science student experience in a transparent, accountable, and collaborative manner.

#### **1.01 Vision:**

To adapt to students' evolving needs. To improve various aspects of student life, through, but not limited to, academic, social, and wellness-related initiatives.

#### **2.00 Transparency:**

##### **(1) Goal:**

To ensure that funding allocations are spent as intended and that all funding decisions are appropriately communicated to relevant bodies.

##### **(2) Application Materials**

(2.A) Applicants shall provide comprehensive financial documents (including up to date budgets), and any additional necessary explanatory information when submitting their applications. The application should be submitted before the event/trip/item purchase in question.

##### **(3) Receipts and Invoices**

The Student Donation Fund (SDF) Committee and Social Science Students' Council (SSSC) shall require that receipts showing how all SOGS and DOGS disbursements received have been allocated are promptly submitted (within one month) of the initiative's conclusion or completion. Should there be a series of events or initiatives, receipts shall be received within one month of each individual event or initiative. The SDF Committee will complete random audits to assess whether these requirements have been met.

##### **(4) Council Reporting**

The SDF Committee will observe non-profit reporting requirements. A detailed summary of cash inflows and outflows will be posted on the SSSC website under Finance and will be constantly updated. This summary will include funded initiatives, committee structure, and voting records.

##### **(5) Administrative Communication**

On behalf of the SDF Committee, the SSSC President and VP Finance will maintain consistent communication and work collaboratively with the Office of the Dean on all SDF matters.

### 3.00 **Accountability**

#### (1) Goal:

SDF allocations are made in alignment with stated funding criteria and the best interests of students.

#### (2) Committee Structure and Proceedings

Committee structure shall be continuously reviewed to minimize the presence of biases. All conflicts of interest will be appropriately declared prior to entering voting procedure. Detailed minutes and voting records will be made publicly available on the SSSC website. Committee will form by the first meeting of Council and decide on the first round of department disbursements by October 31<sup>st</sup> of a given year.

#### (3) Student Consultation

The SDF Committee will conduct regular student consultation exercises, such as focus groups and online surveys, to ensure that funding decisions reflect student interests.

#### (4) Funding Evaluation

The SDF Commissioners, along with Vice President and Associate Vice President Finance will evaluate and review all previously funded events and initiatives. These evaluations will measure event or initiative success and alignment with funding criteria. Evaluation findings will be used to guide funding decisions.

#### (5) Annual Review

This document will be reviewed annually to ensure that the SDF remains consistent with the mission statement and goals of the Fund.

### 4.00 **Awareness and Student Engagement**

#### (1) Goal:

To ensure that students are aware of funding opportunities and funded initiatives.

#### (2) Promotion

Funding recipients will be asked to include SSSC branding on relevant materials, corresponding with SDF tiered sponsorship criteria. A Council promotional plan will be created to increase SDF awareness, Student Organizational Grants (SOGS) applications, and relatability of SSSC to students.

### 5.00 **Funding Criteria**

#### (1) Non-Western Students

Given that current Social Science students contribute to the SDF, the primary purpose of funding should be to benefit current Social Science students. However, circumstances can arise whereby current and prospective or future students equally benefit.

(A) Example: Recruitment Events

Funds may not be used to subsidize the cost of promotional initiatives for non-Western students undertaken by a faculty. If requests are made for materials that can benefit the experience of current students (i.e. course packages) in addition to recruiting initiatives, proper justification must be provided (i.e. printing costs only concern materials for current students).

(B) Example: Creation of Textbook Endowment

Initiatives which provide benefit for future students (only those committed to and within the faculty of Social Science) may be funded. Initiatives should adhere to the principle that future students will pay into the fund and will be actively engaged within the faculty. This rationale applies to the Textbook Endowment and similar initiatives that require substantial initial investments and necessitate this form of funding.

(2) Responsible Carryover Usage

Active attempts should be made to limit the amount of carryover incurred on a yearly basis, for the purpose of maximizing benefit derived by current students. However, a healthy carryover should be maintained to facilitate the implementation of substantial initiatives (i.e. Reading Room construction and subsequent capital upgrades) at the discretion of Council. Council is encouraged to develop funding projections that indicate the intended usage of carryover monies.

(3) Quantitative and Qualitative Considerations

Funding review should adopt both qualitative and quantitative considerations, to ensure that funds are distributed in a way which benefits both large and small departments and student groups. Quantitative considerations include the number of Social Science students involved, assumed benefit per student, and overall cost. Qualitative considerations include the likelihood of student engagement, transferable skills and experiences acquired, and the duration of benefit.

(A) Example: Experiential Learning

Departments and student organizations requesting funds for experiential learning initiatives must submit a detailed program proposal outlining the specific aspects of said initiative (i.e. where the group is travelling, what activities the group will engage in while on the trip, how much money participants will spend on each activity, and other required information to offer a comprehensive initiative breakdown) as well as proper justification for how limited student participation will nonetheless benefit the broader Social Science community.

(4) Student Organizational Grants (SOGS) and Department Organizational Grant (DOGS)

The SDF limits funding requests to departments for departmental, and not student organizational, initiatives. If a student organization within a department requires funding for an event, they must apply to DOGS, to prevent student groups from receiving funding from multiple Social Science disbursement avenues.

## **6.00 Sponsorship Criteria**

The following tiered sponsorship system applies to SOGS and DOGS funding. Department advertising criterion are to be stipulated within the request memo distributed by the Dean's Office. However, adjustments may be made when deemed appropriate by Committee:

### **(A) Tier One: Under \$5,000**

- No funding request presentation necessary for initiatives under \$1,000.
- Physical items (i.e. microwaves) require marking to demonstrate that said item was funded by the SDF (i.e. labels).
- Events require either verbal (i.e. opening or closing statements) or written (i.e. social media, promotional brochures and pamphlets) funding acknowledgement.
- The SSSC logo must be included on any relevant promotional materials (i.e. posters, digital marketing, applications).
- If a trip involves less than 15 students, trip participants must write a 200 word testimonial to be displayed on the SSSC website. Trips with over 15 participants must tag SSSC on any social media posts mentioning the trip, and trip convenors must collect a minimum of five participant quotes describing the value of their experience. Trips should aim to prove they have made an effort to save costs.

### **(B) Tier Two: Over \$5,000**

- Funding request presentation required.
- A number of free event tickets must be provided to Council.
- A representative from Council must be offered an opportunity to give remarks at the event.
- At least one social media post must focus exclusively on the SDF contribution to the initiative.
- Council must have creative approval over advertising displaying the SSSC logo.
- Physical items (i.e. microwaves) require marking to demonstrate that said item was funded by the SDF (i.e. labels).
- Events require either verbal (i.e. opening or closing statements) or written (i.e. social media, promotional brochures and pamphlets) funding acknowledgement.
- The SSSC logo must be included on any relevant promotional materials (i.e. posters, digital marketing, applications).
- If a trip involves less than 15 students, trip participants must write a 500 word testimonial to be displayed on the SSSC website. Trips with over 15 participants must tag SSSC on any social media posts mentioning the trip, and trip convenors must collect a minimum of ten participant quotes describing the value of their experience. Trips should aim to prove they have made an effort to save costs.