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# Co-Curricular Funding Training

Courtney Buzzell & Dain Shirmer  
October 1<sup>st</sup>, 2026

# Planning a Student Group Event?

- Student Government funding is available to support approved Geisel student group event and activities.
- Successful events start with early planning and a clear understanding of how the funding process works.
- Basic process:

*Plan -> Request Funding -> Receive Approval -> Confirm Event -> Spend -> Reimbursements*



# Plan Ahead

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- Geisel student groups should begin planning **far enough in advance** to allow time for:
  - Funding requests and approval
  - Space reservations
  - Equipment needs
  - Catering or food orders
  - other event logistics, i.e. contracts (like for soccer referees, or venues)
    - Students may never sign a contract

**Submitting a funding request does NOT mean funding has been approved**

# Where Do I Request Funding?

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- Approved Co-Curricular Groups should begin with the Student Government funding process when requesting funds, this process is on the Website

<https://geiselmed.dartmouth.edu/student-gov/documents/>

- Before submitting a request:
  - Know your event purpose
  - Know the event date & location
  - Estimated attendance
  - Estimated expenses



# Which Funding Source?

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- Community-service projects in UV ->
  - Wellness or compassion programming ->
  - General Student Group events ->
- Fran Field
    - Approver: Terri Eastman
  - JOD
    - Approver: Erin Anderson
      - **Requests solely for food are not appropriate for this fund.**
  - Student Govt. Discretionary Fund
    - Approver: Courtney Buzzell



# Additional Requirements for Discretionary Funds

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- All discretionary fund events must be pre-approved by both Courtney and 2/3 of the following: treasurer, P, VP
- To ensure equitable distribution of funds:
  - Interest groups must be registered as a co-curricular group
  - Yearly cap of \$500 per interest group
  - Funding limited to \$13/person for food (RSVP must be sent 24h before event, and we need to see Geisel Attendees vs Non-Geisel attendees.  
(**These funds only pay for Geisel attendees.**)
  - You must obtain an itemized receipt - sometimes this is a special request!
  - Tip must be not more than 20% (Dartmouth policy)



# The Funding Process: Before Your Event

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- **1. Plan your event**

Determine your date, anticipated attendance, location, and estimated expenses. Don't forget to add your event to the [calendar](#)! Even if it's by invite only.

We want to avoid having conflicting events.

- If it is a specialty interest group event, double check with Amy Rose to make sure it is not conflicting with any spotlight series!

- **2. Submit the appropriate funding request**

Student groups are advised to submit funding requests **at least two weeks before the event.**

- **3. Wait for approval**

Funding approval must be received **before making purchases.**

- **4. Purchase only what was approved**

Once approved, purchases may be made up to the approved amount.

- **5. Save your receipts!**

You will need documentation to complete the reimbursement process after the event. This is a two form process, one Google Form, the other OnBase



# Events using SIM

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- There are costs associated with space and borrowing equipment from the PSTC. Student groups can apply for funding through student government if they wish to host an event that needs equipment.
- To cut down on space costs we recommend borrowing equipment. If they need space, Borwell has been utilized which they can also help reserve, or they can find another space at DH on their own.
- Students should reach out to **Charlotte Beaton**, **Charlotte.M.Beaton@dartmouth.edu** to inquire about their needs and so she can provide them with a quote for applying for funding.
- **Ideally 6 weeks is needed for planning** (it can be done in less time, but students must be very responsive and act quickly).
- They can work on preparing equipment needs prior to an event, but they cannot confirm or allow an event to happen without proof of funding before the event. Proof includes the chart string for where the funds will come from in an email from whoever in student government is approving those funds.



# After Your Event: Reimbursement

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- **Step 1:** Complete the Student Government reimbursement/expense confirmation form.

[https://docs.google.com/forms/d/e/1FAIpQLScD8NJpgHWoM2ZhWZI9OtHB-Kl-d8\\_7VFTQgcYTxYmr0AHyPg/viewform](https://docs.google.com/forms/d/e/1FAIpQLScD8NJpgHWoM2ZhWZI9OtHB-Kl-d8_7VFTQgcYTxYmr0AHyPg/viewform)

- **Step 2:** If you used a personal payment method, complete the **OnBase reimbursement form** through Geisel Finance.

[https://onbase.dartmouth.edu/app/FCAssets/assets/pages/FIN\\_INITIAL.html](https://onbase.dartmouth.edu/app/FCAssets/assets/pages/FIN_INITIAL.html)



# After Your Event: Reimbursement

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- **Step 3:** Attach all required receipts and documentation.
- **Step 4:** Use the correct GL string for the fund that approved your event.
- **Step 5:** In the onbase comment section, add how many people, if 10 or less people, add everyone's names.

**Remember: The reimbursement process must be done within 60 days of the expense. If past 60 day mark no reimbursement.**



# Thank You!

Questions: [Courtney.r.Buzzell@dartmouth.edu](mailto:Courtney.r.Buzzell@dartmouth.edu)

All interest group  
leaders must scan  
the QR code and  
agree to abide by  
Geisel funding  
policies:

