BuzzFunds Guidelines
Revised July 1, 2015

Purpose

- To develop student leaders and encourage student involvement in the Georgia Tech community.

Definitions

- BuzzFunds are moneys collected from the sale of official Georgia Tech licensed merchandise. Three Georgia Tech entities, Campus Services, Athletic Association and Alumni Association, divide the annual disbursement of funds from licensing receipts.
- Official Georgia Tech licensed merchandise is merchandise that carries the *Officially Licensed Collegiate Products* logo and can be purchased at merchandisers anywhere licensed merchandise is sold.
- Major projects are those that require departmental management and can extend throughout an academic year.
- Campus Services Communications Marketing Team is a group represented by each Campus Services department (Bookstore, BuzzCard, Georgia Tech Dining, Stamps Health Services, Housing, Parking & Transportation, Student Center) and chaired by the Director of Communications. The team meets monthly for the purpose of increasing awareness of Campus Services departments.
- Fund-raiser is an event organized to raise funds.
- Collateral pieces are supporting documents to enhance presentation of proposal.

Operations of Campus Services BuzzFunds

- Funding for Campus Services BuzzFunds is made available from the sale of *Officially Licensed Collegiate Products*. The amount available for distribution is, therefore, based on annual merchandise sales.
- Campus Services receives requests from Campus Services departments, student organizations and campus departments.
- While other programs may be considered, priority is given to programs that develop student leaders and encourage student involvement in the Georgia Tech community.

Eligible Organizations

- Campus Services departments that submit a request for a major project or program.
- Chartered student organizations, both undergraduate and graduate, recognized by the Student Government Associations.
- Georgia Tech campus departments that submit a request for a major project or program.

Eligibility Criteria

- Each organization or department must submit a proposal via this web site to the Campus Services Director of Communications.
- The proposal must include how the program or event (1) fosters leadership or (2) involves the Georgia Tech community or (3) demonstrates another eligible purpose.
- The proposal must include benefits and who will gain from the program or event.
- The proposal must be submitted on this form, denoting the organization's name, address, e-mail address and telephone numbers.
- The proposal must include the duration of the project (one time or continuing support of a program similar to the Impact Scholarship Program).
- The proposal for a continuing support program must include an evaluation that shows the successful completion of the previous project term.
- The proposal must include a budget for the event or program with line items for proposed costs.
- The proposal must specify which of the budgeted line items are requested for funding. Only items listed on the budget will be eligible for reimbursement. Campus Services reserves the right to deny reimbursement if receipts contain items inconsistent with the items on your line-item budget.

- The proposal must include other available funding and what attempts have been made to secure other funding
- Electronic presentation (email) is preferred.
- A previous BuzzFund award to annual events does not guarantee funding. Proposals are considered independently each year.
- If requesting funding for food at the event, one of the Georgia Tech approved caterers must be used. Visit http://b.gatech.edu/1uDyabU to review the Catering Providers Policy.

Eligible Activities

- Programs or events must be in "good taste." If events or programs are questioned as to good taste, the Campus Services Communications Marketing Team will determine status.
- Fund-raiser events and programs will not be considered for BuzzFunds.

Funding and Verification

- The Campus Services Communications Marketing Team will verify that proposals fall within the guidelines and will forward proposals to the Vice President of Campus Services for final approval.
- Proposals that do not fall within the guidelines will be returned to the Vice President of Campus Services with deficiencies noted.
- The Communications Marketing Team will submit a recommended approval amount to the Vice President for final determination.
- Once approved and upon receipt of invoice(s), funding will be dispersed either via check to the individual who originally paid for the goods or services related to the award or cost transfer to organizations with PeopleSoft Projects.
- Campus Services reserves the right to fund all or a portion of a program or event.

Promotional Products for Events

- If the event budget includes promotional items bearing any Georgia Tech logo, these must be purchased through Barnes & Noble @ Georgia Tech. Please contact Assistant Store Manager Amy Muse (amy.muse@bks.gatech.edu) for information on promotional items, pricing, etc.
- BuzzFunds does not fund gift cards.

Application Process

- Proposals, together with budgets and any other collateral pieces, must be submitted electronically to Melissa Moore, director of communications, Campus Services (melissa.moore@gatech.edu) no later than one month prior to the event or beginning of the program.
- Please include all other sources and amounts of funding requested, including names of organizations and groups providing the funding even if funding has not yet been approved.
- Recognition must be given to Campus Services BuzzFunds on every program and event receiving BuzzFunds.
- Within two weeks after the event, a short report detailing the overall success of your event (including attendance statistics) will be submitted electronically to Melissa Moore, director of communications, Campus Services (melissa.moore@gatech.edu).

Release Waiver

- Upon approval of program or event, each department and organization acknowledges that Georgia Tech Campus Services may publish the program or event in any of Campus Services publications, news releases or articles.

Guidelines and Publication

- These guidelines will be reviewed and updated as needed. The on-line version published at www.importantstuff.gatech.edu will be the official document. Future publications will include a revised date.
- Dates and times will be determined as to real time on receiving computer or time received by hand delivery or interoffice mail to the Campus Services Director of Communications.

Please submit your proposal electronically to
Melissa Moore at
melissa.moore@gatech.edu

BuzzFunds Proposal

Contact Information

First
Name _____ Last Name _____ MI _____

Title _____ Organization/Department _____
Address _____ Address 2 _____
Phone: _____ Fax:_____ Email: _____

Event Name _____ Date of Event/Program _____

- **Description of Proposal (including how this program or event fosters leadership or Georgia Tech community involvement)**

- **Benefits (who will benefit from this program or event)**

- **Budget (make sure all funding requests are included)**

- **Amount and Items Requested**

Brief Report due no later than 2 weeks after event