BuzzFunds Guidelines
Revised December 31, 2019

Purpose
The purpose of BuzzFunds is 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.
- Major projects are those that require departmental management and can extend throughout an entire academic year.
- A Fundraiser is an event organized to raise funds for a cause or purpose.
- Retreats are internal events for organizations that are limited to members of that group.
- Collateral pieces are supporting documents to enhance presentation of proposal.

BuzzFunds Process
- 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 for funding from registered student organizations and campus departments by the first Monday of the month. The request must be made through the Qualtrics form found on the Campus Services website.
- Please include all other sources and amounts of funding requested, including names of organizations and groups providing the funding – even if the funding has not yet been approved.
- The Campus Services BuzzFunds Review Team is a group represented by Campus Services departments (Auxiliary Operations, Campus Recreation, Housing, Stamps Health Services, Parking & Transportation, and the Student Center) as well as student leaders in the division.
- The Campus Services BuzzFunds Review Team will verify that proposals fall within the guidelines and will forward proposals to the Associate Vice President of Campus Services for final approval.
- Proposals that do not fall within the guidelines will be returned to the Associate Vice President of Campus Services with deficiencies noted.
- The Campus Services BuzzFunds Review Team will submit a recommended approval amount to the Associate Vice President for final determination.
- While other programs may be considered, priority is given to programs that develop student leaders and encourage student involvement in the Georgia Tech community.
- Final decisions for BuzzFunds requests will be made by the Associate Vice President for Campus Services.
- Award letters will be sent to those requesting BuzzFunds by the last business day of the month.
- 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.
• Recognition must be given to Campus Services BuzzFunds on every program and event receiving BuzzFunds.
• Within two weeks after the event, the BuzzFunds Post-Event Form must be completed to detail the overall success of the event. Attendance statistics, award amount used, how the event made an impact on the GT community, and other details to reflect on the event’s success should be recorded on this form before reimbursement can take place.
• If a student is going to be reimbursed, they must indicate that they are making the purchase and will need to be reimbursed on the BuzzFunds request form.
• Purchases should not take place prior to BuzzFunds Award Letters being sent out.

Eligible Organizations
• Campus Services departments that submit a request for a major project or program.
• Registered student organizations recognized by the Student Government Association.
• Georgia Tech campus departments that submit a request for a major project or program.

Eligible Programs and Events
• Programs or events must serve or benefit the Georgia Tech community.
• Retreats or internal bonding events for student organizations that are limited to a select group of individuals will not be considered for BuzzFunds.
• Travel or lodging to conferences or seminars will not be considered for BuzzFunds.
• Fundraisers will not be considered for BuzzFunds.
• Programs or events must follow Georgia Tech policies. If events or programs are questioned as to whether or not they are in good taste, the Campus Services BuzzFunds Review Team will determine the status.
• If requesting funding for food at the event, one of the Georgia Tech approved caterers must be used. Visit http://www.policylibrary.gatech.edu/campus-use-facilities/catering-providers-policy to review the Catering Providers Policy.
• Annual programs may be funded each year, but it is not guaranteed that a program will be funded because it has been in the past. Proposals are considered independently each year.
• Due to recent policy changes, BuzzFunds cannot be used to purchase prizes or gifts.

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 online version published at http://campusservices.gatech.edu/buzzfunds will be the official document. Future publications will include a revised date.