UNIVERSITY OF IOWA STUDENT GOVERNMENT
UISG Website Project Funding Standards

Last Updated: Spring 2014

The University of Iowa Student Government (UISG), in collaboration with IMU Marketing and Design (M&D) and The Executive Council of Graduate and Professional Students (ECGPS), will be facilitating funding requests for student organization websites. Prior to FY15, student organizations could not apply for website funding through student government and were subsequently left to both create and fund websites independently. Please review the information below before submitting website budget requests as by doing so you agree to all terms and conditions.

Website funding will be given to the first 100 eligible organizations (both undergraduate and graduate combined) each year as outlined below. Allocated funding will be held in a UISG account, and will not be accessible to student organizations. Upon receiving funding, student organizations will be notified via CSIL and given an approximate creation date. Websites will be created by Marketing and Design on a month-by-month basis throughout the year following Non-CFO Annual Funding. This means it could be up to a full twelve months before all funded organizations receive their websites.

PREREQUISITES
To be considered an eligible organization, you must:
1. Be an officially recognized student organization by The University of Iowa.
2. Not have received website funding in the past three (3) fiscal years, unless special permission has been given by the UISG CFO.

CREATION REQUIREMENTS
By applying for this funding you agree to:
1. Attend at least one CSIL/M&D Organization Website Project Training Sessions. These sessions will be offered each semester, and times will be distributed to eligible organizations upon receiving funding.
2. Complete the extensive website application form. Upon receiving funding, organizational leaders will be contacted with instructions. This form outlines the content for your entire website to aid M&D in its creation. This application must be reviewed and approved by a faculty or staff outside of CSIL for appropriateness of content and grammatical/spelling consistency.

ON-GOING REQUIREMENTS
Websites will be continually hosted so long as the following criteria are met each year of operation:
1. Organizations must remain a recognized student organization of The University of Iowa.
2. Organizations must update the contents of their website at least once per semester. Meeting times and locations must be updated as well.
UISG OPERATIONS:
The following are the policies and procedures specific to UISG:

1. Websites will only be funded during fiscal allocations.
2. Websites will receive priority over all other fiscal budget requests up to $7,300 per year.
3. It will be the job of the CFO to police budget requests for the pre-requisites listed above.
4. Each year, the UISG President shall appoint one executive member to serve as the liaison and representative of the USIG Website Project to assist the CFO, CSIL, and M&D.
5. Starting FY17, it is encouraged that UISG invest in updated templates every three years to stay on top of trends in website design and unforeseeable changes in technology.

In order to best serve students as efficiently as possible, the standards contained above may be altered at any time with the written approval of the USIG President, Director of Center for Student Involvement and Leadership, and the Director Marketing and Design or by a majority senate vote.

UISG, ECGPS, M&D, and CSIL reserve the right to remove content, edit content, or take down organization websites at any time. Delinquent accounts will be removed and all contracts will be void. Service is not guaranteed. Any appeals of decisions made should be made to the Director CSIL within one month.