

Clubs and Societies JCUSA SSAF Grants Policy

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1 Purpose:

The Clubs and Societies JCUSA (James Cook University Student Association) SSAF (Student Services and Amenities Fee) Grants Policy purpose is to bring structure and governance to the facilitation and record keeping requirement of JCUSA SSAF Grants issued to eligible affiliated Clubs/Societies on both the Townsville and Cairns campuses.

The JCUSA SSAF Grant Program supports the provision of non-academic student services in compliance with the Student Services, Amenities, Representation and Advocacy Guidelines, Higher Education Support Act 2003 and other applicable legislation.

2 Scope:

This policy applies to the JCUSA Student Council, JCUSA Clubs and Societies Committee and all Clubs/Societies (in Townsville and Cairns) that are affiliated with JCUSA.

3 Policy Statement:

JCUSA conducts its business with integrity, honesty and fairness and in compliance with all relevant laws, regulations, codes and corporate standards and the same is expected from affiliated Clubs/Societies.

4 Responsibilities:

JCUSA Student Councillors, staff and members of Clubs/Societies are responsible for the following:

- Following JCUSA/JCU policies, procedures and safe work practices;
- Acting in an honest, clear and transparent manner;
- Completing documentation accurately and in full; and
- Submitting and responding within documented timelines.

CaSC:

- Process received JCUSA SSAF Grant funding applications within documented timeframes; and
- Assess received applications in a clear and transparent manner against the criteria, SSAF guidelines and conditions of the JCUSA SSAF Grants program. Decisions will pertain to if and what funding amount/s will be approved.

JCUSA Vice President:

- Email affiliated Club/Societies informing them that a JCUSA SSAF funding round has opened and provide the online link to Form 183 Club/Society JCUSA SSAF Grant Application Form;
- Transfer information from the applications to Form 185 Club/Society Summary of Grant Applications received;
- Call CaSC meetings to assess received JCUSA SSAF Grant applications against the set criteria;
- Take the minutes for the CaSC meetings and stored them in Common Drive/Clubs and Societies/Year/Campus/Semester Number/ Minutes of Meeting;

- Save the minutes of the meetings in: Common Drive/Clubs and Societies/Year/Campus/Semester Number/ Minutes of Meeting. File convention is YYYYMMDD CaSC Meeting (number.);
- Inform all Club/Societies of the outcome of their application, including ineligible, unsuccessful and successful applicants via email. In the email to the successful applicants, the Vice President will ask the applicant to complete Form 184 Payment Requisition Form for the amount of the grant that was approved and return the forms to the Vice President;
- Store the sent emails in the Common Drive/Clubs and Societies/Year/Campus/Semester Number/Grant Applications Outcomes/ Club or Society Name;
- Will confirm Form 184 Payment Requisition Form has been accurately completed and provide it to the Finance Officer;
- provide feedback on an application, if requested by a Club/Society;
- Email Clubs/Societies to remind them of the acquittal process and provide a link to Form 171 Club/Society Grant Acquittal Form;
- Ensuring the forms are completed accurately and in its entirety;
- Any required supporting documentation is supplied; and
- Electronic storage of the records in the: Common Drive/Clubs and Societies/Year/Campus/Semester Number/Grant Applications Outcomes/Club or Society Name.

Campus Officer:

- Collate and electronically store JCUSA SSAF Grant applications store applications received by the due date, electronically in the Common Drive/Clubs and Societies/ Year/ Campus/ Semester Number/Grant Applications Received/ Club or Society Name.
- Store late applications electronically in: Common Drive/Clubs and Societies/Year/Campus/Semester Number/Late Grant Applications Received/Club or Society Name.

Club/Society members:

- Apply for and acquit JCUSA SSAF Grants in accordance with defined timelines and Procedure PRO037 Clubs and Societies SSAF Grant Procedure;
- Apply for and utilise received JCUSA SSAF Grant funds in accordance with the SSAF Student Services, Amenities, Representation and Advocacy Guidelines;
- Retain financial records, including receipts and invoices;
- Record all reusable assets on Form 167 Club/Society Capital Asset Register (Equipment Register); and
- Leave any venue/location clean and tidy.

JCUSA Finance Officer:

- The Finance Officer will make the arrangements for the payment to the recipient's bank account within fourteen (14) days of receipt of a completed Form 184 Payment Requisition Form and the Minutes of the Meeting confirming approvals.

JCUSA General Manager:

- Authorise and release SSAF grant funds to the Club/Society, upon confirmation of documentation being completed in full and accurately.

5 Definitions:

Acquittal	<p>Acquitting a grant means accurately reporting on the funded activities and the expenditure of the funds that were provided via a grant – funding agreement.</p> <p>A requirement of funding agreements is for a grant acquittal to be performed by the recipient of the funding, to the organisation providing the funding.</p> <p>Acquittals assist JCUSA to monitor how the funds being granted are being used and ensure that Clubs/Societies are using the funds for their agreed purpose.</p>
Activities	A thing that a Club/Society will undertake.
Affiliate	An affiliated Club or Society is a body whose affiliation application has been approved by the Association Council.
Applicant	The Club or Society who is applying or has applied for a JCUSA SSAF funded grant.
Association	Means the James Cook University Student Association
Association Council	Means the Council of the James Cook University Student Association constituted under this Constitution as approved by the University Council.
Asset	A reusable item of property owned by JCUSA but being acquired and/or utilised by a Club/Society.
Australian Business Number	An ABN is a unique 11 digit number that identifies a business to the government and community. An ABN can be used to identify a business to others when ordering and invoicing.
Campus Officer	<p>Honorary Office Bearers who will be elected or appointed in accordance with the JCUSA Constitution and the Regulations.</p> <p>Cairns Campus Officer, an Ordinary member of the Association, who is enrolled at the Cairns Campus of James Cook University, elected by and from the Ordinary members enrolled at the Cairns Campus.</p> <p>Townsville Campus Officer, an Ordinary member of the Association who is enrolled at the Townsville Campus of James Cook University, elected by and from the Ordinary members enrolled at the Townsville Campus.</p>
Capital Asset Register	A list of assets in the possession of a Club/Society
Council	JCUSA Council
COVID-19	<p>COVID-19 is a respiratory illness caused by a new virus. Symptoms include fever, coughing, a sore throat and shortness of breath. The virus can spread from person to person. As at 28/05/2020 there is no treatment for COVID-19.</p>

Event	A planned social occasion
Finance Officer	JCUSA employee responsible for creating bank transfers.
Funding Agreement	Means any contract, grant, or cooperative agreement entered into between a Club/Society and JCUSA,
General Manager	Means the officer(s) with responsibility for the overall general management of the Association.
Grant	A sum of money provided to a Club/Society for a particular purpose.
JCUSA Student Council	Means the Council of the James Cook University Student Association constituted under this Constitution as approved by the University Council.
Membership Fee	Refers to amount of money that Clubs/Societies must charge its members to be a part of the Club/Society. The current minimum charge is set at \$5.00
Merchandise	Refers to items produced by the Club/Society to promote the Clubs/Societies aims or activities. Merchandise that is designed for a one off activity/event is not eligible for funding.
Portable and attractive item	Are items that are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale. For example: laptop computers, mobile phones, cameras, data projectors, label printers, televisions, power tools, DVD/video players and kitchen appliances.
Student	As per the JCUSA Constitution means: <i>“a person who has been admitted and enrolled in a course or subject at the James Cook University and whose enrolment for that course or subject has not lapsed or been cancelled.”</i> As per the Higher Education Support Act 2003 - Schedule 1: means: <i>(a) a person who is enrolled in a * course of study with a higher education provider, and includes a person who is enrolled in a unit of study access to which was provided by * Open Universities Australia; or</i> <i>(b) a person who is enrolled in a * VET course of study with a * VET provider.</i>
Student Association	James Cook University Student Association
Student Services and Amenities Fee	The Student Services and Amenities Fee (SSAF) is charged to students to assists funding non-academic services and amenities for the student cohort, such as: <ul style="list-style-type: none"> • Clubs and Societies; • Student advocacy; • Sport and recreation; • Campus amenities

	SSAF must be distributed and utilised in according with the Student Services, Amenities, Representation and Advocacy Guidelines and the Higher Education Support Act 2003.
SWOTVAC	A study period immediately before exams typically one week long
University	Means the James Cook University (JCU) as established under the James Cook University Act 1997.
University Council	Means the Council of the James Cook University as established under the James Cook University Act 1997.

6 Acronyms

ABN	Australian Business Number
CaSC	JCUSA Clubs and Societies Committee
GM	General Manager
JCU	James Cook University
JCUSA	James Cook University Student Association
SSAF	Student Services and Amenities Fee
SWOTVAC	Study While On Term or Study Without Teaching Vacation

7 Policy

- (a) There are two (2) application rounds for funding and they commence at the start of each Semester.
- (b) The funding amounts are capped based on the amount of SSAF that the JCUSA receives from the University.
- (c) All SSAF grants are subject to the availability of JCUSA SSAF funds and are granted at the discretion of the JCUSA Clubs and Societies Committee (CaSC).
- (d) SSAF grant proposals must comply with SSAF legislation to be eligible for consideration.
- (e) JCUSA Regulations Part 7 are to be met, including, but not limited to:
 - 7.5 Financial Grants to Clubs and Societies, 7.5.1 An affiliated Club or Society which wishes to obtain financial assistance from the Association must submit to the Clubs and Societies Committee a proposed annual budget which must include:
 - (a) all proposed expenditure and expected income;
 - (b) those matters in respect of which an Association grant is requested;
 - (c) the amount of the grant requested; and
 - (d) anything reasonably requested by the Clubs and Societies Committee.

All submissions must be made by the date specified each semester for consideration by the Clubs and Societies Committee.

8 Eligibility

For a Club/Society to be eligible to apply for and receive a JCUSA SSAF Grant, they must:

- (a) Be an affiliated Club/Society;
- (b) Be charging a membership fee of at least five (5) dollars;
- (c) Have had 2 Executive Officers attend the duration of the mandatory Clubs and Societies Induction Program;
- (d) Not have any outstanding debt/s to JCUSA except where the CaSC agrees and has pre-approved the provision of a projected budget detailing the financial program of the Club/Society and the source of funds for the repayment of the debt;
- (e) Have the President and Treasurers signature on Form 183 Club/Society JCUSA SSAF Grant Application Form;
- (f) Have submitted previous grant acquittal documentation with all of the receipts; and
- (g) Act in accordance with and agree to the Terms and Conditions of JCUSA SSAF Funded Grants listed in this policy.

9 Ineligible SSAF Grant Application Content

Grant applications will not be approved for the following:

- (a) Events or activities which are not open to all JCU students;
- (b) Events or activities which are not open to the entire membership of the Club or Society holding the event or activity;
- (c) Formal Balls or equivalent, in that the function is only for members and/or partners and would only be attended by a particular student cohort predominately from that particular club/society rather than the student populous;
- (d) Prizes (including cash);
- (e) Gifts;
- (f) Flowers;
- (g) Applications for individual activities and/or pursuits;
- (h) Unapproved events;
- (i) Personal or individual transport costs;
- (j) Off-campus food or drink;
- (k) Incorporation costs;
- (l) Merchandise and promotional materials for one single event;
- (m) Pub Crawls;
- (n) The purchase of alcohol, tobacco or illegal substances;
- (o) Offsite room/hire when there is a suitable option on campus;
- (p) Portable and attractive items, e.g. kettle, camera etc.;
- (q) Single use plastic water bottles and single use plastic items banned by the Queensland Government ;
- (r) Funds to support a political party, or to support the election of a person as a member of the legislature of the Commonwealth, a State or a Territory, or as a member of a local government body;
- (s) Expenses at an event that is used to promote candidate/s for any office or appointment, including JCUSA elections;
- (t) Donations to charities or other external organisations;

- (u) The purchase of items that become the personal property of the club or society members;
- (v) The payment of debts or overdrafts due to mismanagement of club or society finances;
- (w) Any activity by a club or society which is intended to promote, or is in itself, an illegal activity;
- (x) Any activities (including their promotion) that do not comply with relevant federal and territory anti-discrimination legislation;
- (y) Any activities that discriminate or harass on the basis of sex, race, age, or disability or to intimidate or physically threaten an individual or group;
- (z) Any promotional activities that do not comply with JCUSA policies;
- (aa) Clubs and Societies that are not affiliated when the event or activity occurs and/or have been refused affiliation for the period in which the event or activity is to occur; and
- (bb) Affiliation fees to other organisations.

10 JCUSA SSAF Grant Assessment Criteria

As per the JCUSA Regulations, when allocating money to affiliated Clubs and Societies the Clubs and Societies Committee must take into account the following factors:

- (a) the intrinsic contribution to University life;
- (b) the degree of self-help (e.g. sponsorship / membership fees) undertaken by the Club or Society;
- (c) the number of participants taking part in or benefiting from the activity/event for which funding is being requested;
- (d) the extent to which the activity/event furthers the aims of the Club or Society;
- (e) any relevant legislation; and
- (f) any other reasonable criteria deemed necessary.

Other criteria may include, but is not limited to:

- (a) Meets the SSAF Guidelines;
- (b) Application includes a completed budget and quotes for all related expenses;
- (c) Does not duplicate an existing service provided by JCUSA, JCU or another affiliated/non-affiliated Club/Society;
- (d) That the JCUSA members and the wider JCU student cohort benefit;
- (e) Existing bank balances of the Club/Society;
- (f) Member numbers of the Club/Society;
- (g) Commitment to representation of student groups, cohorts and campuses;
- (h) Events/activities are covered by JCUSA public liability insurance; and
- (i) Events/activities are low risk, e.g. no water based activities.

SSAF Guidelines

Applications for JCUSA SSAF Grant funding must meet at least one of the following Student Service and Amenities Fee (SSAF) Guidelines:

- (a) Providing food and drink on campus;
- (b) Supporting sport and recreational activities;
- (c) Supporting the administration of clubs;
- (d) Promoting student health and welfare;
- (e) Providing career and employment advice;
- (f) Supporting student debate;
- (g) Providing non-academic student spaces;
- (h) Supporting artistic activities by students;
- (i) Supporting student media;
- (j) Developing skills for study;
- (k) Providing orientation assistance; or
- (l) Assisting overseas students with welfare and employment.

11 Terms and Conditions of JCUSA SSAF Funded Grants

- (a) Online or paper based Form 183 JCUSA SSAF Grant Application Form must be received by the local Campus Officer by 4.30pm on the application due date, unless otherwise stated or pre-approved;
- (b) All funding applications for events/activities being conducted by a Club/Society must ensure that the event/activity is covered by JCUSA insurance;
- (c) Events/activities that are to be held on campus must ensure they comply with JCUSA, JCU and JCU Estates and Health Safety Unit policies and procedures;
- (d) Activities must comply with legislation in relation to the spending of the Student Services and Amenities Fee (SSAF) and demonstrate benefit to JCU students;
- (e) Funding will be provided as a one-off payment only and will not be guaranteed for annual or ongoing events;
- (f) Acceptance of JCUSA SSAF grant funds is taken as an agreement by the relevant Club/Society to supply any required reporting or evaluation requirements requested of it by any member of the CaSC and the JCUSA General Manager (GM);
- (g) Funding must be spent within the year it is granted;
- (h) Retrospective funding maybe approved by the Clubs and Societies Committee for items purchased within each assessing Academic Year and the decision of the Clubs and Societies Committee is final;
- (i) The CaSC can fully fund, partially fund or reject an application;
- (j) Approved JCUSA SSAF Grants will only be paid to a Club/Society named bank account;
- (k) Clubs/Societies are required to complete Form 171 Club/Society Grant Acquittal Form prior to the conclusion of SWOTVAC in each Semester;
- (l) JCUSA SSAF funding is not to be used for any purchase that has not been documented on Form 183 JCUSA SSAF Grant Application Form;
- (m) The CaSC can choose to impose additional approval conditions on a Clubs/Societies application, if warranted;

- (n) Full and accurate financial records must be retained in a paper based and electronic format;
- (o) All assets purchased or created by the use of JCUSA SSAF grant funds will be owned by JCUSA;
- (p) Any Club/Society member who, in the opinion of the Association Council, wilfully or negligently damages, loses or destroys any property of the Club or Society or the Association must pay the amount of such damage or loss as determined by the Council and the Council may suspend such member from the privileges of Club or Society membership until they repay;
- (q) All new reusable assets must be recorded on Form 167 Club/Society Capital Asset Register (Equipment Register);
- (r) JCUSA will own all material and intellectual property rights developed or created in the course of undertaking the SSAF funded event/activity;
- (s) Detailed risk assessments that adequately identify hazards and document mitigation strategies are required for all events/activities that are being funded via JCUSA SSAF Grants;
- (t) All activities/events/goods funded through the grants program must ensure that the JCUSA and SSAF logo is clear, legible and visible. This includes the incorporation of the two (2) logos on funded T-shirts, marketing resources, membership recruitment materials, pull up banners and membership documents and anything else that is of a size for the logos to be clearly visible;
- (u) Unspent JCUSA SSAF Grant funding must be returned to the JCUSA SSAF Clubs/Societies budget before the end of the calendar year in which the funds were received;
- (v) If a Club/Society utilises approved JCUSA SSAF grant funding for an event/activity/purchase of goods/services that was not outlined in the JCUSA grant Funding application the Club/Society will be liable for the repayment of the full amount of the relevant component of the grant to JCUSA;
- (w) The funded activities/events/goods/services must meet/comply all local, state and federal legislation and JCUSA and JCU policies;
- (x) The CaSC reserves the right to deny or cancel JCUSA SSAF grant funding and to redeem costs from Clubs/Societies who have received JCUSA SSAF grant funding for an activity/event that:
 - i. Did not proceed;
 - ii. Was unsafe;
 - iii. Did not start on time;
 - iv. Was not approved by the CaSC or JCUSA General Manager: and
 - v. Was held in a location that was not approved by JCUSA or JCU; and
- (y) JCUSA may use information provided in applications and activity reports for promotional purposes.

12 Dates:

- (a) Semester 1: Online applications open Week 2 and close at the end of week 4.
- (b) Semester 2: Online applications open Week 2 and close at the end of week 4.
- (c) Incomplete and late applications will not be considered by the CaSC.
- (d) Clubs/Societies that miss the JCUSA SSAF grant application deadline are encouraged to re-submit in the following semester.

New clubs or societies affiliated after the end of week 4 will have to wait until the next available grant dates to apply.

13 JCUSA SSAF Grant Funding Caps:

If sufficient SSAF funding allows, JCUSA SSAF grant funding applications in 2020 and 2021 will be capped at \$1000 for both round 1 (Semester 1) and round 2 (Semester 2).

Certain items/services are capped and these include but are not limited to:

Item/Service	Maximum limits that can be approved
COVID-19 Hygiene Resources	\$100 per semester
Medal/Trophy	\$30 per semester
Free lunch	\$200 per event
Running costs	\$50 per semester
BBQ event	\$200 per event
BBQ utensils/supplies	\$50 per semester
Annual General Meeting costs	\$150 per year
Advertising (including pull up banners)	\$100 per semester
Clothing	\$400 per year
Field Hire	\$1500 per year
Photographer	\$500 per year
Sporting teams	\$600 per semester
Uniforms (Sporting teams only)	\$300 per semester
Merchandise (non-clothing)	\$300 per year
Speakers Fees	\$200 per semester

14 Outcome notification

- (a) Applicants will be notified in writing of the result of their JCUSA SSAF grant application and this includes ineligible or unsuccessful applications;
- (b) The CaSC decision is final, and no correspondence will be entered into;
- (c) Acceptance of revised applications will be at the discretion of the CaSC;

- (d) Funding will be distributed as soon as possible following submission of the Form 184 Payment Requisition Form but this will be dependent on JCUSA payment cycles and the final check of the required financial paperwork by the Finance Officer; and
- (e) Payments could take fourteen (14) days to be processed after the submission of Form 184 Payment Requisition Form, if the documentation is in order.

Appeals

There is no right to appeal however the Vice President can provide feedback on the application upon request.

JCUSA encourages Clubs/Societies who were unsuccessful to seek feedback and reapply in the following Semester.

15 JCUSA SSAF Grant Acquittal

All Clubs/Societies are required to accurately complete in its entirety Form 171 Club/Society Grant Acquittal Form and submit this to the relevant JCUSA Campus Officer.

The Club/Society must retain original and scanned/photocopies of receipts as per DOC018 Clubs and Societies Finances and produce a copy of all receipts with Form 171 Club/Society Grant Acquittal Form.

All incoming receipts/tax invoices, must include an itemised list of what was supplied and it must include the criteria documented in the picture below.

Sample Receipt:

ABN: 96 799 820 080
James Cook University Student Association
 Student Services Mall
 Angus Smith Drive
 Townsville QLD 4811

Print Copy

Qty	Description	Extend
1	International Event	20.00
1	International Event	20.00
	Subtotal	36.36
	Taxes	3.64
	Total	\$40.00
	Paid Debit Card	\$40.00

Receipt# 6190

Date: 16/08/2019, 4:27 PM

Thank You for Shopping with us!

What must be on a receipt

ABN is included
 Store name is clearly identifiable

Item and price individually listed

GST is identifiable
 Total cost is identifiable

Receipt number
 Date of the transaction

When the company is not registered for GST, the receipt or invoice should say “[the company] is not registered for GST”. Receipts that do not contain one or more of the items listed above will usually be omitted from the grant.

All copies of receipts must be clear and complete (i.e. the whole receipt is visible) – where copies are unclear or incomplete, Clubs/Societies will be asked to bring the original receipt into the office to be sighted by staff/JCUSA Student Councilors.

Photographs of receipts are not acceptable, as often it is hard to make out important details.

JCUSA will not accept the following:

- (a) EFTPOS slips;
- (b) Receipts that don't show the amount as having been paid;
- (c) Ticket stubs;
- (d) Screen shots of bank transfers/direct deposits; and
- (e) Receipts from overseas must be in English and be from a registered business in the appropriate country.

Tax Invoices

The below information must be on tax invoices received by the Club/Society:

- (a) The title "Tax Invoice".
- (b) Supplier name.
- (c) Supplier ABN.
- (d) Supplier business address.
- (e) Supplier contact phone number.
- (f) Supplier email address.
- (g) Invoice date.
- (h) An appropriate name/description for each line item
- (i) The total amount.
- (j) Whether or not GST has been added.

Invoices without ABNs

For any Australian purchase where the supplier is unable to supply an ABN on their invoice, 'Statement by Supplier not quoting an ABN' form is required. It can be sourced from the Australian Taxation Office website.

This form must be completed by the supplier and they must still provide an invoice with all of the other required details such as the name of supplier, date, breakdown of products supplied and total charges.

Prohibited methods of accepting payment/funds/compensation:

- (a) Gift cards (Prepaid or reloadable);
- (b) Store credit;
- (c) PayPal® or similar; and/or
- (d) Digital currencies or currency analogues, including cryptocurrencies such as Bitcoin.

Related Legislation and Documents

Financial Accountability Act 2009 (Qld)
 Higher Education Support Act 2003 (Cth)
 James Cook University Act 1997 (QLD)
 Student Services, Amenities, Representation and Advocacy Guidelines

JCU Student Code of Conduct
 JCU Student Misconduct Policy

JCUSA Regulations

PRO037 Clubs and Societies JCUSA SSAF Grant Procedure
 DOC007 Clubs & Societies Code of Conduct
 DOC012 Clubs and Societies Role of the President
 DOC015 Clubs and Societies Role of the Treasurer
 DOC016 Clubs and Societies Governance
 DOC017 Clubs and Societies Meetings
 DOC018 Clubs and Societies Finance
 DOC035 JCUSA Branding and Merchandise Guidelines

JCUSA POL048 Club and Societies Policy
 JCUSA POL091 Disaffiliation Policy
 JCUSA POL093 Clubs and Societies Governance
 JCUSA Club & Societies Internet Handbook

Form 120 Clubs and Societies Risk Assessment Form
 Form 167 Capital Asset Register
 Form 169 Club/Society Recordkeeping Template
 Form 171 Club/Society JCUSA SSAF Grant Acquittal Form
 Form 180 Club/Society Risk Assessment_ Alcohol
 Form 181 Club/Society Risk Assessment_ Water Based Activities
 Form 182 Club/Society Risk Assessment_ Bake Sale
 Form 183 Club/Society JCUSA SSAF Grant Application Form
 Form 184 Payment Requisition Form
 Form 185 Club/Society Summary of Grant Applications Received

Administration

Note: Printed copies of this policy are uncontrolled and currency can only be assumed at the time of printing.

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