LeaderFund Fact Sheet
Point of contact: Amber Shannon Barbosa, SGA Treasurer
amber.shannon.barbosaSGA@gmail.com

What is LeaderFund?
LeaderFund is a reimbursement program. It is designed to provide financial support for Registered Student Organizations (RSOs) that host events or participate in activities that provide leadership or learning opportunities for students or that contribute to an increased sense of campus community. Reimbursement is allocated at the discretion of the Student Government Association finance committee.

How do you qualify?
● Your RSO must be registered with Student Activities and be in good standing with the University
● Your RSO must submit your application within 30 days of your event/activity
● Your RSO must have a Cost Center Number with Student Activities
● Planning and implementation of your event must be exclusively student-run
● On-campus activities must be open to all UTSA students
● If a person in your organization is receiving funds to attend a conference or off-campus event, they must be a registered student in good academic and disciplinary standing
● Your RSO has to have the ORIGINAL, zero-balance receipts - unpaid invoices cannot be accepted
● Receipts must be in before August 15th to meet the end of the fiscal year

How much can we get?
An RSO can be reimbursed up to $750 per academic school year. The amount of money available to all RSOs each year is limited to $8900, so apply early before LeaderFund runs out!

What LeaderFund doesn’t cover:
● Individual expenses (fees must be for RSO use)
● Day-to-day operations (office supplies, organization fees or dues)
● Organization start-up costs
● Expenses incurred by UTSA faculty or staff
● Fundraising activities, to include BestFest or Fiesta UTSA booth fees and supplies
● Gifts or loans of any kind
● Off-campus advertising
● Support of any political candidate or campaign
● Per-diem allocations
● Gas or fuel costs, unless included in the cost of a rental vehicle

Food and Beverage Reimbursement:
● The event must be documented as attended by students, either through RowdyLink or a sign-in sheet, which must be submitted with your application
● No alcohol of any kind
● Cannot be part of a fundraising event

In summary:
Your organization pays for an event, and if the event is good for the student body, you are reimbursed AFTER the event at the discretion of SGA’s finance committee.
● Submit your application, available on the Student Government RowdyLink, any time within 30 days of your event
● Your packet has been reviewed and assembled, you will be contacted to arrange a meeting to discuss your submission and to sign the paperwork
  o Paperwork signed on or before the 15th of the month will be submitted for reimbursement the same month
  o Paperwork signed after the 15th may be held for processing until the following month’s payment cycle
● Your RSO’s reimbursement is processed through the Department of Student Life and deposited into your account
• Please allow 2-6 weeks for your reimbursement to process after you have signed your packet