

LIBERTY
UNIVERSITY
STUDENT GOVERNMENT
ASSOCIATION

Office of the Treasury
Clubs Vetting Process

Beginning the 2nd week of September, all Liberty University student clubs will be annually vetted. This “Vetting Process” will ensure that space in the budget is not reserved for inactive or disbanded clubs, thus freeing up potential funding for active clubs. Below is a brief timeline of how this process will take place:

1. 2nd Week of September – Club presidents will be notified and given 1 week to respond to the Treasury department with notice of any changes in the club that could potentially warrant changes to categorization of the club.
 - a. i.e. The club would like to begin charging member dues, or has gained use of a ‘parent’ organization’s Tax ID, or has its own Tax ID number, etc.
2. If there are no such changes, the club does not need to be re-categorized, and is therefore expected to abide by their current categorization for the remainder of the year.
3. If the club responds with changes, they will be given 1 additional week to fill out a new Classification Inquiry Form (“short form”) to request re-categorization.
 - a. The University’s Accounting department would then proceed with re-categorizing the club.
4. Clubs that do not respond during the initial 1-week period allotted for notification of changes will be assumed to be “inactive” or “disbanded” clubs, and thus will not be eligible for funding for the remainder of the year.

Key facts about this vetting process:

- The ONLY time that clubs will be allowed to request a new categorization would be during this annual vetting process.
- This process has been designed and will be implemented for the benefit of clubs; if we are able to clear out some inactive and or disbanded clubs, the active clubs would be eligible for more funding.