Virginia Tech
USS Appropriations Committee
Registered Student Organizations (RSO) & University Student Life Programs (USLP)

Funding Policies & Procedures

Approved by Undergraduate Student Senate, April 2024

Table of Content

Part I: Policy

ARTICLE I:
SECTION I:

MISSION

The USS Appropriations Committee is a standing committee of the Undergraduate Student Senate (USS). The Appropriations Committee manages the allocation process of a portion of the student activities fee to University Chartered Student Organizations (UCSO), Registered Student Organizations (RSO), and University Student Life Programs (USLP) alongside the Graduate Student Budget Board (GSBB). USS Appropriations is a policy board that strived to fund organizations fairly. Funds allocated through the Appropriations are meant to enrich the student body's experiences and exposure during their time at Virginia Tech.

SECTION II:

SUPPORTING STATEMENTS

The views and opinions expressed by organizations that are funded through the USS Appropriations Committee do not reflect any official policy, stance, or position of the Committee or USS and are solely the opinions, viewpoints, or reflections of that specific organization.

Given that students attending the Roanoke campus pay the Blacksburg Campus student activity fee, organizations functioning at that campus are eligible for Appropriations funds. According to the document, if the Blacksburg campus community is named, the Roanoke campus community is the equivalent location for student organizations that are at the Roanoke campus.

ARTICLE II:
SECTION I:

USS APPROPRIATIONS COMMITTEE MEMBERSHIP POLICIES

Definition
- The USS Appropriations Committee consists of current USS Senators selected to sit on this committee.
  - 9 Senators

Intentional time and thought are given to those who are selected for various committees within USS to ensure transparency, alignment of interests, and diversity of thought across all.

Responsibilities
- Members
  - Attend and actively participate in USS Appropriations meetings.
  - Review and present assigned requests ahead of time.
  - Respond to any and all eVotes.
  - Accept and complete delegated tasks from the Chair.
- Membership Absences
  - Absences by members of the USS Appropriations Committee at committee meetings will follow attendance procedures outlined in the USS Constitution and Bylaws.
- eVotes
  - Failure of an organization to respond to an eVote will result in one absence per eVote missed.

SECTION II:
<u>USS APPROPRIATIONS CHAIR AND VICE CHAIR</u>

Chair and Vice Chair
- The USS Appropriations Committee is chaired by the USS Vice President for Finance.
- Responsibilities include:
  - Set agendas for the meetings
  - Facilitate and attend all meetings
  - Maintain USS Appropriations Email Account
  - Unbiasedly be Appropriations guide to unilaterally applying policy and precedent
  - Hold regular office hours to meet with organizations
  - Attend university meetings as necessary
  - Coordinate Annual Budget strategy with the Advisor and Chair of GSBB
  - Meet weekly with the Advisor
  - Policy revisions and edits (precedent review)
  - Represent Appropriations' interests at Appeals meetings
  - Coordinate Annual Budgeting process
  - Chair:
    - Delegate tasks to the Vice Chair and/or other Appropriations representatives
    - Coordinate with Chair of Graduate Student Budget Board eligibility criteria
    - Student Activity Fee Allocation Board
  - Vice Chair:
    - Support and take delegation from the Chair
    - Take the place of Chair at meetings, if needed

SECTION III:

APPROPRIATIONS ADVISOR

- The advisor for the USS Appropriations Committee is a full-time staff member appointed through the Advising Team for the Undergraduate Student Senate
- The advisor is a non-voting member who works closely with the students and the Budget Office managers.

ARTICLE III:

SECTION I:

FUNDING CATEGORIES AND MAXIMUMS

Below are the types of funding available to each organization. All maximums outlined are per organization and per academic year (August to August). Details for maximums within line items can be found later under restricted Items and caps.
Please note that you may not apply for more than one funding category per event.

Operational Funding
- Consists of the following expenditures:
  - Non-event specific expenses including, but are not limited to, Insurance, Operational Supplies, and Non-Event Specific Advertisements
    - Organizations may request up to $1,500 for non-event specific expenses
  - Non-event specific items or equipment that an organization uses throughout the year in an effort to meet their mission
    - Please review funding guidelines on Equipment for further information
    - Organizations may request up to $1,500 for non-event specific items or equipment
  - General programs and events that are open to the campus community.
    - General programs will be funded up to $6,000.
    - Funding may be spent on multiple events by the organization, but each event must be applied for individually.
    - This includes funding for one or more contracted guests (performer, speaker, artist, etc.) whose contract fees sum up to a maximum of $4999.
- Requests must be submitted 30 days in advance of needing to purchase the items or spend the funds.

Major Event Funding
- Organization's programs and events open to the campus community are booked in a major campus venue and meet one or both criteria.
  - Proven attendance of 1,000 or more at the event.
  - One or more contracted guests (performer, speaker, artist, etc.) whose contract fees sum to more than $5,000.

- Major venues are the GLC Auditorium, GLC Multipurpose Room, Squires Commonwealth Ballroom, Haymarket Theatre, Colonial Hall, Burruss Hall, the Drillfield, Moss Arts Center, and the Lyric Theater.
- This funding category will be funded up to $7,500 per organization.
- Collaborations between two or more organizations must meet the mission of both organizations and be an active collaboration. As many organizations may collaborate as needed and are strongly encouraged. Collaboration events will be funded up to $5,000 per organization.
- Requests must be submitted 60 calendar days prior to the event.
- If an organization requests funds for a Major Event and fails to meet any of the criteria stated above to be classified as a Major Event, (such as $5000 minimum in contract fees) they shall be capped for reimbursement at the General Program max of $6,000 if any funds remain.

Conference/Competition Funding
- Funding costs associated with organizations attending conferences and/or competitions.
- Organizations must demonstrate how conference/competition attendance:
    o Meets the organization's mission
    o Benefits the organization (not individual members)
    o Benefits the campus community
- A maximum of 6 conferences and/or competitions per academic year will be funded.
- Conference/competition funding includes travel accommodations (airfare, gas, train, commercial bus, ride share, car rental, parking, shuttle), registration fees, and lodging only.
- Conference/competition attendance with the purpose, or intention, of presenting work or projects specific to, or associated with, academic progress will not be funded.
- This funding category will be funded up to $3,000.
- Requests that fall under this funding category must be submitted 30 calendar days prior to the conference/competition start date or when payment is due, whichever is first.
- A maximum of 8 students are used to calculate lodging and/or transportation costs.
- Competition or conference schedules must also be submitted 30 calendar days prior to the competition/conference date.
- Given that conferences allow for a meaningful experience for our students, but do not have a wide reach, overall funding for this category will not exceed 25% of the overall USS Appropriations Committee RSO/USLP budget allocation.
    o Once 25% of the budget is allocated, organizations can continue to apply, and requests will be given consideration based on their application date and if funding is returned from other organizations.
    o This portion of the budget will be split into allocations for conferences/competitions happening in the Fall and Spring semesters equally.

ARTICLE IV:

SECTION I:
FUNDING GUIDELINES AND RESTRICTED ITEMS
Academic and Administrative Programs
- Programs and activities normally considered under the University's academic and/or administrative budget will not be considered for funding.
- If more than 50% of an organization(s) membership receives academic credit, they are not eligible for funding.
- USS Appropriations will not fund for a speaker to teach individual classes for academic credit.

Accommodations
- All events funded by the USS Appropriations Committee must include an accommodation statement on all marketing and advertisement materials for events.
  - Marketing and advertisement materials include posters, flyers, social media posts, etc.
- Paid accommodations are fundable through the USS Appropriations Committee
  - Accommodation includes ASL interpreters, CART services, etc.

Alcohol/Alcohol Licenses
- Alcoholic beverages and licenses for events involving alcohol will not be funded.
  - This includes insurance costs relating to the service and/or presence of alcohol at events.
- Events with alcohol or held at locations where alcohol is actively being served will not be considered for funding.

Application for Production or Event Services Rentals
- If you have a need for Production Services, please put one line item labeled "Production" that is inclusive of all charges associated with Production.
  - Production Services include rentals and labor.
  - As stated in policy, recordings will not be funded unless explicit approval is given.
- If you have a need for Event Services, please put one line item labeled "Event Services" that is inclusive of all charges associated with Event Services.
  - Event Services may include tables, chairs, early/late access to buildings, and cleaning fees.
- Live streaming may be funded if integral to the event and not used for memorabilia purposes. Requests for live streaming will be closely examined.
  - Live Streaming costs will be funded at a maximum of $1000.
- The USS Appropriations Committee will consider requests for Photography/Videography not using Virginia Tech Production Services.
  - Justification, including a convincing argument as to why Production Services cannot meet the organization's needs and a detailed cost-benefit

analysis highlighting savings by using a different entity must be provided.

Awards
- Awards, plaques, certificates, trophies, and prizes will not be funded.

Campus Campaigns
- Election campaigns for individuals/organizations will not be funded.

Contract/Honoraria
- Payment of honoraria and contractual services from Appropriations Committee funds may be subject to hiring and payroll regulations of the University.
  - Appropriations will not fund contract payments or honoraria to employees of Virginia Tech.
- The Appropriations Committee must know who the contracted guest is before funds are allocated.
  - Appropriations does not judge the content; we only verify that bringing the guest aligns with the mission of the organization.
  - Appropriations will not fund contract payments, honoraria, or any costs related to the travel and lodging of students from other universities to come to Virginia Tech.
- If the organization enters into a verbal or written contract without the appropriate funding approval, the organization will be responsible for payment.
- Please note that contracts or agreements entered into on behalf of an RSO/USLP are the sole responsibility of the individual or the organization. Virginia Tech holds no responsibility for RSO/USLP contracts or agreements.
- It is strongly encouraged that before an organization enters any sort of agreement or contract, they consult with Student Legal Services in Squires 143 (http://legal.uss.vt.edu/)
  - No pre-payments including security deposits will be funded.
- Requests for travel, lodging and meal amounts, in support of contracted guests whether there is an actual payment for a contract/honorarium, may be requested by the organization.
- The following maximums are set for per contracted performer:
  - Maximum $500 for airfare per contracted guest
  - Maximum $175 on night of event for lodging
  - Maximum $30 total for meals (not including alcohol) on day of event
  - Fees for rental vehicles will be funded up to $35 per day
  - $0.33 per mile for gas reimbursement for private vehicle or rental cost of guest (Value is based on 50% of the Federal 2023 Standard Mileage Rates for Business listed on IRS.gov – It is at the discretion of the committee with considerations of USS Appropriations Committee's available funds to decide whether to adjust this value.)
- Travel, lodging, and meals for support staff for performers (managers, agents, entourage, etc.) will not be funded.
- All-Inclusive contracts/honoraria
  - All-Inclusive contracts are contracts that include travel, lodging, and meals at a blanket cost for the guest.
  - They are strongly encouraged for all requests.

10

- o All contracts must be paid directly from the Appropriations Committee to the contracted performer.
- o Reimbursements to the organization will not be funded.

Decorations
- ● Decorations are defined as single-use, non-reusable items specific to an organization event or program.
- ● Decorations are capped at 20% of the total amount requested for the event or sum up to no more than $300 per event, whichever is lower.
- ● If choosing to create handcrafted decorations, additional justification must be provided as to why the supplies are needed to create the decoration.

Dues
- ● Individual or organizational membership dues are not funded.

Employment
- ● Costs of employment will not be funded.
- ● Student employment will not be funded unless it is paid for as part of a department within the university.
  - o For example: A student working as a Production Technician can be paid. A student working as a DJ, or a private contractor cannot be paid.
- ● Payment of services for performances to other students and/or organizations will not be funded.

Equipment, Large Line Items, and Similar Purchases
- ● Requests for funding of equipment will be closely examined.
- ● Equipment is any item with the potential to be used more than once in its lifespan and with a lifespan of more than three years.
  - o Items that are not equipment may be considered at the discretion of the Appropriations Committee.
- ● Requests must be well-developed and supported by the following documentation:
  - o Justification, with a convincing argument for the necessity of the purchase.
  - o Detailed understanding of what equipment will be used for and how it will be utilized by the organization.
  - o Price quotations by at least three (3) vendors for any single item $150 or more. Any like items (multiples of the same item) that together add up to over $150 must include quotes from three (3) vendors.
    - ▪ Rental or contract services provided or arranged by university vendors and contracts (theater/speaker/performer) are exempt from this provision.
    - ▪ If an item is less than $150, please be sure to find the least expensive option.
  - o If you are purchasing an item versus renting it, a cost-benefit analysis is required to reflect savings to be achieved by the purchase.
  - o Food service supplies are not considered under equipment or decorations (please see Food and Beverages).
- ● A storage location for the equipment must exist.
  - o Organizations are expected to keep their equipment with them from year to year.
  - o Costs associated with non-item specific storage of equipment will not be funded.

(e.g., general storage bin)
- Items must be organization specific and not accessible for rental through the university's vendors.
  - o If an item is accessible through the university's vendors, but purchasing is still desired, a cost-benefit analysis and significant justification must be presented for funding consideration.
- Equipment repair is categorized within the operational funding category.
- If an organization is funded for equipment, it cannot be funded for the same, or similar piece of equipment, for 3 years following.
  - o For example: If your organization were funded in 2022-2023, you would be eligible for the same equipment again in 2025-2026.
  - o Items can be requested within a three-year lifespan if the item becomes unsafe or is no longer functional
    - ▪ Additional justification is required when submitting this request and will be considered by Appropriations with a detailed explanation as to why an item is being requested.
- The Appropriations Committee will examine the purpose, type, size, and scope of an event when awarding decoration-related funding.
- USS Appropriations recognizes pricing changes may occur between the award of funds and the actual purchase date for certain types of equipment.
  - o The purchase of upgraded equipment that does not exceed the original funding proposal does not require any further action from the organization.
  - o However, a letter of justification and prior Appropriations Committee approval are required for the purchase of upgraded equipment that results in additional costs, unless the organization will pay the additional out of non-USS Appropriations funds.

Financial Aid and Scholarships
- Tuition assistance in the form of financial aid, scholarships, assistantships, internships, externships, and similar assistance models will not be funded.
- Tutoring expenses will not be funded.

Fines and Penalties
- Costs incurred from violations of, or failure to comply with, federal, state, local, or foreign laws or restrictions will not be funded.
- Fines and penalties incurred by past due payments or other acts of non-compliance with contractors and others will not be funded.

Fireworks
- Due to the increased risks in presenting a firework display for celebrations, festivals and increased funding needed to close roads, blocking off large areas of campus, etc., the Appropriations Committee will not fund fireworks and pyrotechnics.

Food and Beverage
- The maximum amount of funding for cultural tastings and educational demonstrations for the food category per organization per academic year is $1,500.

- Food service charges (i.e., delivery, etc.), food, and beverages will not be funded, unless they are a core part of a cultural event, or food items that are being used for an educational demonstration (i.e., a cooking demonstration by the Cooking Club).
- Food service supplies will not be funded as they will be provided by the Source.
- Food and non-alcoholic beverages consumed by a visiting lecturer, entertainer, or guest of an organization will be funded at up to $30.00 per individual on the day of the event only.
- If an organization is planning to have USS Appropriations pay an invoice directly to a vendor to cover food costs, food must be purchased through America To Go. This does not apply to non-prepared food items purchased at a grocery store.
  - Prior approval must be received from USS Appropriations for any exceptions.

Fundraising, Philanthropies, Benefits, & Charities
- The costs associated with charitable events may be fundable.
  - If any organization is hosting a philanthropy, benefit, or similar type of event, costs associated with the event may be funded.
  - The event must be an activity open to the Blacksburg campus community.
- Allocated funds from the Appropriations Committee cannot go directly to charities, benefits, third parties, etc.
- Organizations can host events that may result in generated money.
- The Appropriations committee will not fund items that will be resold as a fundraiser.

Games
- Games will not be funded, unless it is a core part of the organization's mission (i.e., a videogame club requesting a videogame)
- There will be a cap of $200 per organization per semester.

Giveaways
- Promotional items that are event or organization specific will not be funded.

Health & Safety
- All events funded must abide by the university's health and safety guidelines.
  - When using venues either on/off-campus, organizations must adhere to capacity limits set forth by the university or the off-campus venue.

Installment Funding
- The Appropriations Committee will consider funding annual subscriptions for requests that are mission specific to the organization.
- Funding for security deposits/refundable charges will not be allocated through the Appropriations Committee.
- Costs associated with subscriptions will be funded at a cap of $1,000 if mission specific to the organization.
  - Ex. Canva Pro, Adobe, Etc.

Intramural Fees
- Registration fees for intramurals will not be funded.

Insurance

- General liability insurance (GLI) for organizations will be funded. The Appropriations committee will allocate a portion of the annual budget for general liability insurance. These requests will be reviewed by full-time staff members.
- Single event insurance will be reviewed by the Appropriations Committee
  - GLI is defined as a policy that comprehensively covers an organization for the activities, they are hosting which fit within the parameters of Appropriations funding.
  - Insurance coverage for individual members of the organization will not be funded. This includes but is not limited to accident insurance.
- Costs associated with adding additional insured individuals/entities outside of those required by the university will not be funded.
- Insurance will be capped at $1,000 per single event and up to $2,000 for the annual insurance policy.
- Two quotes must be provided for insurance funding requests.
  - Insurance requests are exempt from the "Equipment, Large Line Items and Similar Purchases" stipulation.
- If the Appropriations Committee feels that the quote is higher than average, they may ask for a third quote to be provided before rendering a decision.
- Vehicle insurance will not be funded.
- Insurance costs associated with optional terrorism coverage will not be funded.

Lodging
- Lodging for student travel will be funded up to $72 per night per student for a maximum of eight (8) students for competitions and/or competitions.
- Lodging requests per organization must not exceed a maximum of six (6) nights during the academic year.
- Organizations are encouraged to make reasonable requests based on comparative lodging costs or alternative lodging options.

Memorabilia
- Yearbook pages, photo albums, videos, or photography of the event, and similar memorabilia will not be funded since they have intrinsic value for only the organization and not the broader campus community.
  - Recordings of performances and concerts will not be funded.
  - Electronic versions will also not be funded.
  - Costs associated with producing electronic versions will also not be funded.
    - This includes photography/videography services, and any costs associated with them, unless deemed an integral part of the event itself.

Off-Campus Events
- Funding for off campus events will be considered if…
  - Facilities are unavailable on campus and/or
  - Facilities prove inadequate for the event.
- If an organization is applying to host an event off-campus the event location must be within Blacksburg town limits, accessible by the Blacksburg Transit, and in an accessible event venue.

- Accessibility is based on several factors, including but not limited to:
  o Distance from bus stop to event location, routes available throughout the event, and landscape between Blacksburg Transit stop and event venue.
  o If the event is being sponsored by an organization at the Roanoke campus, the event must be within 5 miles of the Virginia Tech Carilion Research Institute. Student organizations based at the Blacksburg campus may not receive funding for events at the Roanoke campus.
- When applying for funding, justification must be given as to the need for hosting the event off-campus vs. on-campus.
- If an organization is requesting a space reservation fee, even if the event is free to students, a cost-benefit analysis (of the event being hosted off-campus vs. on-campus) must be submitted along with the request.

Operational Supplies
- Operation supplies are any items with the potential to be used more than once in its lifespan and with an expected lifespan of less than 3 years.
- Operational supplies must be integral to an organization fulfilling its mission to be funded.
  o General office supplies are provided by The Source and not fundable. Requests must be well-developed and supported by the following documentation:
    ▪ Justification, with a convincing argument for the necessity of the purchase.
    ▪ Detailed understanding of what operational supplies will be used for and how they will be utilized by the organization.
    ▪ Price quotations by at least three (3) vendors for any single item $150 or more.
      □ Insurance is exempt from this provision (please see Insurance section).
    ▪ Food service supplies are not considered under operational supplies or decorations (please see Food and Beverages).
- A storage location for the operational supplies must exist.
  o Costs associated with storage of operational supplies will not be funded.
- Items must be organization specific and not accessible for rental through the university's vendors.
- If an item is accessible through the university's vendors, but purchasing is still desired, a cost-benefit analysis and significant justification must be presented for funding consideration.

Organization Retreats
- Workshops, orientations, and similar types of events will not be funded unless it is open to all the campus community.

Personal Financial Gain
- Organizations will not be funded for programs and activities that result in financial gain for individual members.
- This includes…
  o Conference attendance to obtain a job or internship.
  o Conferences where a networking event/series or career fair make up more than 25% of the conference schedule.

o   Requesting equipment that will be used for personal profit.

Photography and Videography
- Photography/videography services, and any costs associated with them, unless deemed an integral part of the event itself will not be funded.
- Costs associated with photography and videography unless deemed integral to the event itself will not be funded.

Practice Rentals
- Rental fees for on-campus practice rooms and other spaces reservable through Rec Sports (ex. McComas, War Memorial, Rec Fields, Field House) for organizations that are performance or competition based, will be funded up to $750 per year.
- Costs associated with Dress Rehearsals, including room rental fees, production and/or event services, will be funded.

Printing or Copying Material
- For print-related advertising (flyers, posters, table cards) organizations will be funded up to $50 per event (please see "Publicity and Advertising" below). They must be procured from The Source.
  o   The type/size of an event when awarding print-related funding will be considered
- The printing of programs for events will be printed by The Source.
- Printing or publishing organization-specific material (agendas, minutes, recruiting, newsletters, etc.) will not be funded.
- Non-event specific advertising will be funded up to $100 per year.
  o   Must be funded under the Operational funding category.
- Banners (professionally made) will be funded up to the following amounts:
  o $150 per banner
  o   Table covering will be funded up to $150
  o $25 for reprinting per banner
  o   Banners will only be funded for general organization logos/information and may not be event or date specific.

Publicity and Advertising
- The Appropriations Committee will consider the percentage of costs related to publicity and advertising.
  o   Expenses should be realistically developed within the type/size of the event.
- No more than twenty percent (20%) of an overall program cost will be awarded for publicity and advertising costs.
  o   If 20% of the overall program cost is larger than the maximum listed below, then the organization will be limited to those maximums.
- For social media-related advertising (Facebook, Instagram, Snapchat), organizations will be funded up to $75 per event.
- Publicity funding will be considered for media that directly focuses on currently enrolled students at the Blacksburg/Roanoke campuses.
- CDs for promotional use will not be funded.

Recruitment

- All costs associated with recruitment will not be funded.

Registration Fees
- Conference and competition registration fees will be funded up to $250 per student per conference/competition with a maximum of 8 students per in-person conference/competition.
- There is no limit to the number of members that can attend a virtual conference or competition.
- Competition and conference registration fees will be funded up to $1000 for each event and $2,000 per year per organization.

Room Rental Fees
- Room Rental fees will not be funded unless the event is free to students.
  - Please see the "Off-Campus Events" for provisions regarding events off-campus.
  - Please see the "Practice Rentals" for provisions regarding practices/rehearsals.

Security and House Management Costs
- Required security costs and payments will be managed directly through VTPD (Virginia Tech Police Department), Rhino, and Student Engagement and Campus Life (SECL) and are not funded by USS Appropriations.
- If an event is off-campus or contains alcohol, the organization will be responsible for these costs.
- Organizations may request funds for events requiring House Management staff when the event itself qualifies for funding and the organization is billed directly for these charges.
- Definitions
  - Security
    - Rhino Staff members present at events must provide services like bag checks, crowd control, administer wrist bands, etc.
  - House Management
    - Rhino Staff members who are present at events are to: aid in an evacuation, provide directions, parking attendants, tear tickets, etc.

Student Travel for Conferences and Competitions
- Expenses incurred by students engaged in travel for conferences and competitions will be limited to costs of transportation, lodging, and registration fees.
  - Costs of meals will not be funded.
- University guidelines and policies will be followed related to funding of travel.
- Funding for attendees at competitions and/or Conferences will be limited to eight members of the organization who are participating in the event.

International Travel
- Expenses incurred by faculty/staff will not be funded.
- Expenses incurred by an individual who is not a VT student will not be funded.
- If an organization is requesting funding for travel to a location outside of the United States, the organization agrees they are aware of the following information and are responsible to complete the following requirements:
  - Travel by Registered Student Organizations (RSO) is not considered a university

sponsored activity and is not covered by university travel insurance.
- o RSO's receiving funding for international travel from the USS Appropriations Committee should understand that any travel will be at risk for the organization, unless otherwise designated so by the Office of Global and Risk Management.
- o Written proof from the State Department and Center of Disease Control (CDC) websites of the current level needs to be submitted with the budget request.
  - ▪ International travel will NOT be funded for any designation the Center of Disease Control (CDC), or the State Department has designated at a level 3 or above.
- o All Student Organizations must meet with Allie Oberoi, Associate Director for Global and Risk Management (AOberoi@vt.edu) in the Gobal Education Office before departure on any international travel trip (including Canada). Global Safety & Risk Management will provide any safety guidelines and travel tips prior to any international travel.
  - ▪ The Appropriations Committee will not reimburse any expenditures if the Office of Global and Risk Management is not contacted before the organization departs on the trip.

Transportation
- ● The travel location must be known before the Appropriations Committee approves funding.
- ● The Appropriations Committee will fund vehicle rental costs and gas mileage reimbursement.
  - o A maximum of 7 days will be funded for vehicle rental costs.
- ● The use of private/rented vehicles may be reimbursed at $0.33 per mile.
- ● Milage for travel reimbursement should always have a starting point of Squires Student Center, 290 College Ave., Blacksburg, VA 24060.
- ● One vehicle may be reimbursed for 1-4 students traveling. Two vehicles may be reimbursed for 4-8 students traveling.
  - o Fees for rental vehicles will be maxed at $35 per day for use by 1-4 students traveling.
    - ▪ If there are more than 4 students, costs for an additional vehicle may be allocated at a maximum of $70 per day for two vehicles and a maximum of 8 students.
- ● Airfare, commercial bus, and train fare may be funded up to $250 per student and at no more than $1,000 per year per organization. Organizations may purchase tickets before their request is reviewed and approved by the Appropriations Committee. **All Organizations that purchase tickets before receiving approval by the Appropriations Committee must acknowledge and understand this is at the financial risk of the Organization.**
  - o Commercial buses may be funded up to $50 dollars per day for a maximum of $250 per student and no more than $1,000 per year per organization.

Target Audience
- ● Events, on-campus conferences/competitions must include the majority participation of VT students and benefit those students.
  - o On-campus conferences or competitions with the primary intention of hosting the event for outside groups, or students from other colleges, will not be funded.

Taxes
- Sales tax will be funded as needed, but this must be included in the original request for funds.
- Sales tax will not be funded if it is requested after approval, more than the amount the group was approved for.

Telephones
- Telephone expenses are non-fundable.

Towing Services
- Towing will never be funded in any capacity.

Wearing Apparel
Funding of wearing apparel will be considered under the following conditions:
- All items funded must remain with the organization, may not become the property of individuals, and must have a storage location. (See requirements under Equipment)
- All items funded must be used in organizational programs and activity and not used for private wear.
- Wearing apparel intended for advertising the organization, such as T-shirts, will not be funded.
- Rentals are strongly encouraged for cultural shows and performance organizations.
- Graduation cords and stoles will not be funded.
- Requests for uniforms will be funded only for competition-based organizations if required to compete.

Wearing Costumes
USS Appropriations will consider funding under the following conditions:
- All items funded must remain with the organization, may not become the property of individuals, and must have a storage location. (See requirements under Equipment)
- All items funded must be used in organizational programs and activity and not used for private wear.

USS Appropriations will only fund one set of costumes per organization per year.
- Costumes are defined as clothes worn by an individual to appear as a different person, period, place, or thing. Costumes are not considered items that may be worn in casual, everyday settings (examples, jeans, t-shirts, athletic wear, sweatshirts, undergarments, leggings, etc.).
- Supplies related to the creation of a costume will only be considered if the premade costume is not available. Additional justification must be provided as to why the supplies are needed to create the costume.
- Rentals are strongly encouraged for cultural shows and performance organizations.

Website Services
- Registration and maintenance of domain names for organization websites or webmaster services will be funded if a student is not acting as webmaster.

- o Must be mission specific to organization or funding will not be provided.
- o This category is capped at $500.

SECTION II:

<u>CHANGING POLICY</u>

- To amend any items disclosed in this policy document, approval for changes must be made through a majority vote of the Undergraduate Student Senate.
- Procedure for updating Policy:
  - o First reading in Appropriations Committee
  - o First reading in Undergraduate Student Senate
  - o Second reading and vote in Appropriations Committee
  - o Second reading and vote in Undergraduate Student Senate

Part II: Procedure

ARTICLE I:

SECTION I:

APPROPRIATION COMMITTEE MEETING PROCEDURES

Frequency of Meetings
- The Appropriations Committee meets once per week during the Fall and Spring semesters.
- Extra meetings may be held if needed and can be called by the Chair.
- The Appropriations Committee typically meets beginning the third week of the Fall semester and second week of the Spring semester.
- The last meeting of each semester is the week before the last day of classes.

Quorum
- A quorum is needed for each Appropriations meeting to vote on requests.
- Quorum is any number of members above 50 percent of voting members.

Urgent Summer Decisions
- The Appropriations Committee will appoint three members from the previous year to a summer committee, along with the Chair for the following year, to decide on questions presented by organizations over the summer.
- All four of these members are "on call" for the entire summer.
- The three members are the primary voters.

ARTICLE II:

SECTION I:

FUNDING PROCEDURES FOR RSO & USLP FUNDING

Expectations for Organizations
The Appropriations Committee has expectations for student organizations that apply for funds. These expectations are outlined below.
- Reasonable and justified funding requests
- Programs, events, and travel that align with the organization's mission.
- Everything that the organization does helps to achieve their mission.
- Fiscal integrity and prudent use of funds
- Diverse programing that engages and educates the community.
- Abide by all Appropriations Committee deadlines.

If a request does not meet these expectations, it may be denied funding.

SECTION II:

<u>GUIDELINES FOR STUDENT ORGANIZATION ADVISORS</u>

- The Appropriations Committee acknowledges that student organization advisors play a crucial role in the support/advisement of student organizations and their leaders. However, that role should be focused on supporting, not completing work on behalf of the organization.
- Student organization advisors may not do the following:
  - o Submit funding applications on behalf of the organization.
  - o Serve as the primary contact for an organization on a request.
  - o Complete reimbursement paperwork on behalf of the organization.
  - o Communicate with Appropriations about the organization's request without involvement from a student leader.
- Advisors may help student leaders navigate these processes, but they are unable to complete the processes themselves.

SECTION III:

<u>FUNDING APPLICATION REQUIREMENTS</u>

To apply for funding from the USS Appropriations Committee, your organization must meet the following criteria:
- Be registered with Student Engagement and Campus Life (SECL)
  - o For returning organizations, you must be fully re-registered with SECL by 5 PM on the Friday of the 4th week of the semester.
  - o For new organizations, you must be fully registered following SECL procedures.
- If your organization falls out of good standing with the university, your funds will be revoked and/or you will not be eligible for reimbursement.
  - o Good standing is defined as meeting registration and on-going student organization requirements through SECL.
- The Appropriations Committee will provide the forms for organizations to apply for funding.
- Forms must be filled out correctly and submitted by the deadlines outlined below for a request to be considered.

SECTION IV:

<u>DEADLINES FOR SUBMISSION</u>

- Each funding category has a submission deadline requirement:
  - Operational, Conference and Competition Funding:
    - ▪ 30 calendar days from the date of the event or the date the money must be spent.
  - o Major Event Funding:
    - ▪ 60 calendar days from the date of the event.
  - o If the funding request does not come prior to that deadline, the Appropriations Committee will not consider funding for that request, and it will be automatically denied.
  - o If you do not have the exact cost ready for submission by the deadline, you

may use estimated costs based off past years or reasonable expectations.

TYPE	DEADLINE
Operational Funding	30 calendar days
Conference/Competition Funding	30 calendar days
Major Event Funding	60 calendar days
Submission of Payment Documentation (event specific)	15 days following the event date or expenditure. For bills/invoices you have not received within 15 days following the event (i.e., Event Services/Production Services), you must submit the bills/invoices you must submit within 5 days upon receiving the bill/invoice.
Accommodations Invoice/Bill	Within 7 calendar days of receiving invoice/bill
Purchase and Submission of Payment Documentation of Non-Event Specific Equipment	Prior to 45 calendar days after receiving award notification
Appeals	14 calendar days from the date of award notification

- **Calendar Dates for Funding Application Deadlines:**

- Summer funding must be turned in before March 30 of each year. Break Periods
  - o The Appropriations Committee does not meet over Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Summer Break.
  - o Please know that this affects requests that will be heard.

SECTION V:

COLLABORATIVE EVENTS

- USS Appropriations encourages collaboration between organizations for events. Collaborations are crucial to help with the success of events and allow programs to reach a broader audience.

- Collaborations between two or more organizations must meet the mission of both organizations and be an active collaboration. As many Orgs may collaborate as needed and strongly encouraged.

  - o The USS Appropriations Committee defines active collaboration as involvement from members of all involved organizations in the creation, planning, and execution of the program and may include financial contribution from all parties involved.

- If you are collaborating on an event, each organization must apply for their own funding for the event.

● There is a funding cap of $5,000 per Organization.

SECTION VI:

HOW REQUESTS ARE HEARD

● Requests are heard in the order they are received.
● The Appropriations Committee meets once per week and every effort is made to hear funding requests as quickly as possible.
  ○ Please note that there are over 800 organizations on campus. The earlier your organization submits their funding request the more time they will have to plan for their event.
● The Appropriations Committee makes their funding decision based on:
  ○ How the budget request helps the organization meet its mission
  ○ If the request follows funding policies and precedents
  ○ If the target audience is currently enrolled VT students
  ○ How well justified and estimated the funding request is with appropriate supporting documentation.
● The Appropriations Committee reserves the right to a) ask for additional clarity if needed or b) meet with organizations before awarding funding.
  ○ If the organization is sent an email seeking clarity on a request, they have one week (7 calendar days) from the date the email is sent, to respond.
    ▪ If a response is not given within 7 calendar days, the request will be voted on with the information, or lack thereof, provided.
  ○ If the organization is asked to meet with the Appropriations Committee, the organization will be notified of the date and time.
    ▪ If a representative of the organization is not present, the request will be voted on with information, or lack thereof, provided.

SECTION VII:

APPROVED FUNDS

● Once a request is approved, the organization will be notified of what the Appropriations Committee approved in their request.
● The organization is approved for ONLY what is on the request and award letter.
● If requesting funds for a program, organizations must put their program/event on their GobblerConnect page a minimum of 15 days prior to the event, with an accommodations statement.
  ○ If 15 days does not exist between approval and the event, the organization must create the event ASAP.
  ○ If this does not happen, the organization would lose funding for that event.
  ○ This does not apply to conference or competition funding.
● If funds are spent outside of what was approved and/or the amount approved, the organization will be solely responsible for paying those expenditures.

Retroactive Funding
● Organizations cannot be reimbursed for payments made prior to funding approval except for plane, train, bus, or lodging expenses which are at the risk of the

organization.
- All other payments must take place after approval from the Appropriations Committee.
- If payments are made prior to approval, the organization is solely responsible for paying those expenditures.

Change of Event Information and Reallocations
- Organizations are required to seek the Appropriations Committee's approval for reallocation of funds if there is a change in previously approved funds and/or events and/or dates.
- Reallocation requests must be submitted no less than 7 calendar days prior to the event or expense. The reallocation approval must be received prior to the requested funds' expenditure or before the event, whichever is first.
- This request to reallocate is done by emailing appropriations@vt.edu
- The email should include which line item(s) and amount(s) from the original request and identify what line item(s) the reallocation is being requested for.
- The email should also include a statement explaining the reason for the reallocation.
- Reallocation may only occur within the singular event originally requested. Funds cannot be reallocated between separate events, nor can they be reallocated to a new event.
  - Examples that can be approved:
    - Your organization is approved for a speaker and that person is no longer available, but you are bringing another speaker.
    - Your organization was approved for airfare for a speaker, but they have decided to drive instead.
- Reallocations and/or changes concerning the following can be made at the discretion of the Chair + 2 additional Appropriations Committee members.
  - Change of date/time
  - Change of location
  - Reallocation of funds from line items to already approved line items.
- Reallocations and/or changes concerning the following will require review and vote from the entirety of the Appropriations Committee:
  - Significant changes to the content/programming of the request.
  - Reallocation of funds from line items to new line items.
  - Any additional change that may come forward, not previously outlined in policy.

ARTICLE III:

SECTION I:

<u>PAYMENT AND REIMBURSEMENTS</u>

- There are several documents that must be completed and via GobblerConnect before a check request can be forwarded to the Controller's Office.
- Approved funds are <u>only</u> dispersed through Direct Pay/Invoice or reimbursement.

- Submitting an invoice and/or contract for a direct payment is the preferred method of utilizing the funding.
- If the invoice or charge is more than what was approved through the Appropriations Committee, the organization is responsible for paying the remainder of the costs.
- Contracted speakers, guests and artists must be paid directly through the university, not through student organizations or their members. Other purchases from outside vendors (such as supplies, equipment, etc.) may be purchased by the student organization, provided they have received pre-approval to purchase and submit proper receipts and documentation for the purchase to receive reimbursement.

Deadline for Payment
- Organizations are required to submit the payment documentation, direct pay vendor invoice, contract, or reimbursement receipts and payment verification electronically.
  - o All necessary signatures must be completed on Payment Processing Forms.
- If the payment documentation is not turned in within 5 days after receiving all receipts/invoices and 15 days, the organization forfeits the right to be reimbursed and those funds will be returned to the Appropriations Committee.
- All reimbursement paperwork for the same event/expenditure/conference/competition must be turned in at the same time.
  - o For example - If your organization is being reimbursed for a conference, reimbursement paperwork for all individuals who need to be reimbursed, and any additional payments made must be turned in together.
  - o **This does not include payments for contracts and vendors needed in advance.**

Date Non-Specific Funding
- If the approved funding is not for a specific event date, (i.e., equipment), the organization has 45 days after they are sent award notification to make the purchase and turn in all paperwork for reimbursement or payment.
- Failure to meet this deadline will result in the organization forfeiting access to the funding and the funds will be returned to the Appropriations Committee.

Payment for Contracts/Honoria
- Before an organization enters into a contract, it is strongly encouraged that the organization meets with Student Legal Services in Squires 143.
- Payment processing forms completed and signed contract, up to date W-9 form, and 20 question form must all be **turned in 4-6 weeks prior to your**

event.
- o Failure to turn in forms 4-6 weeks prior to your event will result in a check not being ready for payment to the contracted guest on the day of your event.
- o The University must pay the contracted performer directly and the organization cannot be reimbursed for prior payments.
- o Payment made by an organization to a contracted guest, no matter the cost of the contract, and turned in for reimbursement, cannot be processed, and will be denied by the Appropriations Committee.
- Failure to submit the appropriate forms and/or to have these forms completed will delay the ability to have a check made. If a payee has a US Taxpayer ID or Federal ID number, the up-to-date W-9 form will need to be submitted and signed by the person the check is being made out to (or an agency representative, if applicable). This process can take 30 days to complete once all materials are submitted to the Controller's Office.

Reimbursement for Personal Purchases
- The organization should submit the original detailed receipt along with any appropriate backup documentation and the Student Payment Processing Form, available online.

Payment for University Services
- Invoices from University Services/Departments should be submitted to the Student Organization Accounting Office and will be paid directly with Appropriations funds.

ARTICLE IV:

SECTION I:

APPEALS

- Appeals may only be based on the following criteria:
- Established policies and procedures were not followed.
- The decision was not made within parameters with previous decisions of the Appropriations Committee, in the same academic year.
- That the Appropriations Committee did not fund an item at the requested level is not grounds for appeal.

Hearing Appeals
- RSO/USLP appeals will be heard by the USS Appropriations Appeals Committee.
- The Appeals Committee
  - o Consists of 3 members from USS Senate.
  - o The three chosen to sit on any appeal must not have been present and/or voted on the original request. An appeal will be convened as soon as one can be arranged by all parties involved.
- An Appeals Committee will be created at the beginning of the year.

Filing an Appeal
- All appeals must be submitted by the organization through GobblerConnect and filed

in accordance with the following appeal criteria.
- All appeals of Appropriations Committee allocation decisions must be submitted, no later than 5 PM on the date two (2) weeks from the date on the award letter.
- The appeal will be delivered to the Appropriations Committee Advisor to begin the appeal process.
- The Appropriations Committee Advisor will review the appeal and determine if it meets the appeal criteria.
- If it does, the Appropriations Committee Advisor will convene the Appeals Committee for the upcoming week.

Hearing an Appeal
- The convened panel will review the request and meet with members of the organization who filed the appeal and the Chair or Vice Chair of the Appropriations Committee.
- The Appropriations Committee Advisor will be present to ensure both sides are presented.
- Once both sides are presented, and the panel feels they have enough information to decide, they will privately deliberate.
- The appeal decision will be emailed to the organization contacts and to the chair of the Appropriations Committee.
- The decision of the panel is final.

SECTION II:
CHANGING PROCEDURE

- To amend any minor items disclosed in this procedure document, approval for changes must be made through a majority vote of the USS Appropriations Committee after two readings.
  - If there is a tie, the Chair will make the final decision.