Virginia Tech

Student Budget Board
Funding Policies and Procedures

Approved by the Commission on Student Affairs
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Table of Contents

Mission & Supporting Information.................................................................3
Membership.......................................................................................................4
Policy & Procedures for RSO Funding...............................................................7
Types of Funding Programs and Guidelines for RSO........................................8
Policy and Procedures for USCO Funding.......................................................13
Non Fundable and Restricted Funding Items................................................15
Appeals............................................................................................................21
Mission

The Student Budget Board (SBB) is a standing committee of the Commission of Student Affairs (CSA). The board manages the allocation process of a portion of the student activities fee to Registered Student Organizations (RSO) and University Chartered Student Organizations (UCSO). SBB is a policy board that strives to fund organizations in a fair and equitable manner. Funds allocated through SBB are meant to enrich the experiences and exposure of the student body (both undergraduate and graduate) during their time at Virginia Tech.

Supporting Thoughts

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

Commission on Student Affairs & Student Budget Board Purpose

The Commission on Student Affairs is one of the standing committees of the University Council and serves as an integral part of Virginia Tech’s university governance structure. Each Commission reports to the University Council.

The specific charge to the Commission on Student Affairs and additional information regarding the Commission on Student Affairs can be found at the following website: http://www.governance.vt.edu/uc_constitution_and_by-laws.html

The creation of the Student Budget Board (SBB) was initiated, by the Commission on Student Affairs (CSA), in order to have a mechanism for reviewing and making allocation decisions in support of student organization programming. The funding comes from a portion of the student activity fees, paid by each Graduate and Undergraduate student. The Policies and Procedures were approved by the CSA and any additional policy changes must also be approved by the CSA.

The Student Budget Board is charged with the responsibility of recommending to the Commission on Student Affairs, with their appropriation strategy, the amount of funds to be distributed to the student organizations for each fiscal year. Procedures for distribution shall be the responsibility of the Student Organization Accounting Office.
**Membership**

**Chair**
- Only student member on the board not representing a UCSO.
- Must be a member of the board from the previous academic year, and have sat for, at minimum, one full semester
- Is a non-voting member
- Responsibilities include; set agendas for the meetings, facilitate meetings, and unbiasedly be the board’s guide to unilaterally apply policy and precedent.
- Election of the Chair
  - The Chair will be elected by majority vote of current SBB students in February of the year prior to their serving.
  - Nominations for the Chair will be taking at the first meeting in February.
    - All nominations must have a second.
  - At the second meeting in February, all nominees will give a 2-minute speech that speaks to their abilities and desire to serve as Chair.
  - After all speeches are heard, the Board will conduct a secret vote.
  - Votes will be counted by the advisor.
  - The elected Chair is expected to shadow the current Chair throughout the remainder of Spring Semester.

**Vice Chair**
- Will be appointed at the beginning of the academic year by the Chair
- The selection of the chair must be approved by a majority vote by the board
- They will be picked from one of the USCO student members outlined below
- Selection of the Chair
  - At the SBB Training at the beginning of the year, individuals interested in being Vice Chair will submit a one-page letter of interest
  - Letters will be reviewed by the Chair
  - The Chair may ask for interviews with those interested, if necessary

**Student Voting Members**
The following UCSO’s each have one voting seat on the board:
- Asian American Student Union (AASU)
- The Big Event (TBE)
- Black Organizations Council (BOC)
- Black Student Alliance (BSA)
- Class Systems
- Council of International Student Organizations (CISO)
- Graduate Student Assembly (GSA)
- HokiePRIDE
- Homecoming Board
- Jewish Student Union (JSU)
- Latino Association of Student Organizations (LASO)
- Residence Hall Federation (RHF)
- Student Government Association (SGA)
- Virginia Tech Union (VTU)
- Greek Councils
  - Interfraternity Council
  - Panhellenic Council
  - National Panhellenic Council (NPHC)
  - United Council of Fraternities & Sororities
  - These organizations will rotate one seat on the board, every four years.

**Membership Appointments**
- The student members of the SBB, must be a member of the officer board of their respective University Chartered Student Organizations (UCSO), or a designee.
- Members must be appointed by their UCSO each year by the end of the first week of classes.
- Proxies
  - Each organization is allowed to have one proxy member.
  - A proxy member is defined as someone from within each UCSO who can vote on behalf of the organization if the appointed member is not able to attend the meeting.
  - Both the sitting member and the proxy must attend the Board training that takes place at the beginning of the year.
  - These are the only two individuals who can sit on BB on behalf of their organization; otherwise the organization must take an absence.
  - In case of emergency and organization can send an emergency proxy that does not hold voting power but is present so the organization's interests are represented.

**Absences**
- Each organization is allowed two (2) unexcused absences per semester.
- Excused absences including but not limited to: illness, personal/family emergency, or exam scheduled during the meeting time.
- Unexcused absences are at the discretion of the Chair and Vice Chair.
- All unexcused absences will be reported to the organization’s advisor and president
- If an organization has more than two (2) unexcused absences per semester, they will forfeit their seat on SBB for the current academic year.
  - Such an organization can submit a letter of appeal to CSA. CSA can decide to reinstate the organization with a majority vote.

**Reinstatement/New Membership**
- In order to amend the members of SBB, groups must submit a letter to the SBB and CSA explaining why membership should be extended/changed.
- A majority vote of the CSA can change SBB policy.
Advisor
- The advisor for the Student Budget Board is the Associate Director, Engagement within Student Engagement and Campus Life (SECL).
- The advisor is a non-voting member who works closely with the students as well as the Budget Office managers.

Student Budget Board Meetings
- As stated above, SBB is a board comprised of many student members.
- The Board meets once per week during the Fall and Spring academic semesters.
- Extra meetings may be held if needed
- The SBB 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 prior to the last day of classes.

Quorum
- Quorum is needed for each SBB meeting in order to vote on requests.
- Quorum is any amount of members above 50 percent of voting members.
Policy & Procedures for RSO Funding

Expectations for Organizations
SBB 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
- Fiscal integrity and prudent use of funds
- Diverse programming that engages and educates the community
- Abide by all SBB deadlines

Requirements for Application

- In order to apply for funding from Student Budget Board your organization must meet the following criteria:
  - Be registered with Student Engagement and Campus Life (SECL)
    - For returning organizations, you must be fully re-registered with SECL by 5 pm on the Friday of the 4th week of the semester.
    - For new organizations, you must be fully registered following SECL procedures.
  - Have a representative attend a Funding Workshop.
    - These workshops will be offered during the entire Fall and the beginning of the Spring semester.
    - The list of workshops will be available on the SECL website.
    - It is strongly encouraged that your Treasurer be the representative to attend.
- If both of these are not completed, your organization will be ineligible to apply for funding for the entire academic year.
- If your organization received funding in the spring semester, of the previous academic year, your organization is beholden to these requirements or your allocated funds will be forfeited.

How to Apply

- Funding request forms can be found on SECL website
  - http://www.campuslife.vt.edu/student_organization_information/budget_board/budget_board.html
  - There are different forms for RSO and UCSO Contingency.
- These forms must be completed in their entirety.
- Directions can be found on the top of the form; these must be read and followed.
  - Providing all necessary information is the responsibility of the organization and a lack of information is reason for the board to not hear a request.
  - SBB does not have to hear a request until all information is provided.
- Once the form is complete, it can be submitted to SBB via email at budgetboard@vt.edu.
- Deadlines for Submission
  - Each funding program has an advance submission deadline requirement (30 or 60 calendar days depending on the type of funding program).
If the funding request does not come in prior to that deadline, the board cannot approve funding for that request.

Break periods

- SBB does not meet over Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Summer Break.
- Please know that this affects requests that will be heard.

Deadlines for Winter and Summer Break Submissions

- Any events or payment dates Dec. 1 to Feb. 1, must be submitted by the end of the 1st week of November and at least 30 calendar days in advance.
- Any event or payment dates from May 1 to Oct. 1, must be submitted by the end of the last week in March

Co-Sponsored Events

- If you are co-sponsoring an event, it must be clearly outlined on your request.
- If the approved funding is to be split between two organizations, that must be stated.
- If a split is not clearly outlined, the organization whose name is on the funding form will have the approved funding applied to their maximums for the year.
- Co-sponsorship of programs and activities is encouraged but not required, except for Major Event Funding.
- Events that costs exceed the maximums on the chart below must be co-sponsored to be considered for additional funds.

<table>
<thead>
<tr>
<th>Types of Funding Programs and Guidelines for RSO</th>
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<tbody>
<tr>
<td><strong>Funding Program</strong></td>
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| Small Grant Funding | $2500 | 30 Calendar Days | ● Types of requests not covered under another program of funding:  
● Generally consisting of equipment, uniform, and non-event specific related requests.  
● Can be used to compliment general program (as outlined below) funding for a maximum of $7500 per organization per year. |
| General Program Funding | $5000 | 30 Calendar Days | ● Programming must be on the Blacksburg campus and open to the campus community (see Restricted Items for exception to location).  
● Contract fees under $5000 will be used towards General Program Funding and Small Grant Funding |
<table>
<thead>
<tr>
<th>Funding Type</th>
<th>Single/Total Cost</th>
<th>Time Frame</th>
<th>Additional Requirements</th>
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| **Major Event Funding**            | Single contract fee of $5000 $7500 total | 60 Calendar Days | • Programming must be on the Blacksburg campus and open to the campus community.  
• If the contract + all associated costs are over $5000, the request falls into Major Event Funding. Major Event Funding is capped at $7500 per organization. If the event is over $7500 organizations must co-sponsor with another organization. |
| **Conference Travel Funding**      | $2500             | 30 Calendar Days | • Maximum of 2 conferences per organization per year  
• Maximum of 4 students per conference  
• Funding cannot be approved for students to pursue job or internship purposes |
| **Team Competition Funding**       | $7500             | 30 Calendar Days | • Competition funds can only be applied to organizations where competitions are a part of their mission or an integral part of the organization’s functions. For example: competitive sports clubs, debate clubs, Model UN, etc.  
• Maximum of 4 competitions per organization per year  
• Maximum of 8 students to calculate hotel and/or transportation |
| **Individual Competition Funding** | $3500             | 30 Calendar Days | • Competition funds can only be applied to organizations where competitions are a part of their mission or an integral part of the organization’s functions. For example: competitive sports clubs, debate clubs, Model UN, etc.  
• Maximum of 4 competitions per year  
• Maximum of 4 students per competition to calculate registration, hotel and/or transportation costs |
| **Semester in Advance Funding**    | Maximums are applied via funding programs above. | 5pm on Friday of the ninth week of the semester. | • Can be applied for events and/or items that need to be known further in advance for planning purposes (most likely, contract fees and large events) |
How the Requests Are Heard

- Once a request is submitted, it is initially reviewed for missing information.
- If additional information is needed, the organization will be contacted.
- If additional information is not needed, the request will be passed along to the entire board for consideration.
- Requests are heard in the order they are received.
- SBB meets once per week and every effort is made to hear requests as quickly as possible.
  - Please note that there are approximately 750 organizations on campus. The earlier your organization submits their request the more time they will have to plan for their event.
- SBB makes their funding decision based on:
  - how the request helps the organization meet its mission
  - if the request follows funding policies and precedents
  - if the target audience is currently enrolled students at the Blacksburg campus.
  - how well it is justified/estimated with appropriate supporting documentation
  - whether or not there is sufficient funding remaining with SBB
- SBB reserves the right to meet with organizations before awarding funding.
  - The organization will be notified of the date and time they need to meet with the Board.
  - If an organization is asked to meet with the board, they are required to attend the meeting.

Approved Funds

- Once a request is approved, the organization will be notified via email of what exactly the board approved in their request.
- The organization is approved for ONLY what was on the request and award letter.
- If funds are spent outside of what was approved and the amount approved, the organization will be solely responsible for paying those expenditures.
- Retroactive Funding
  - Organizations cannot be reimbursed for any payments made prior to the Board’s approval of funding.
  - All payments must take place after approval from the board.
  - If payments are made prior to SBB approval, the organization is solely responsible for paying those expenditures.
- Reallocation
  - Organizations are required to seek approval for reallocation of funds if there is a change in previously approved funds and/or events and/or dates.
  - The approval of the reallocation must be received prior to the expenditure of the requested funds or prior to the event, whichever is first.
  - This request to reallocate is done by e-mailing the budgetboard@vt.edu.
  - The e-mail 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 e-mail should also include a statement explaining why the reallocation is being requested.
Reallocation can only be requested for the event that was already approved not between multiple events.

Examples:
- Your organization is approved for a speaker and that person is no longer available but you’re bringing another speaker.
- Your organization was approved for air travel for a speaker but they decide to drive instead.

Payment for Events/Reimbursements
- Once funding has been approved, there are several documents needed to be completed and submitted, to the Student Organization Accounting Office, before a check request can be forwarded to the Controller’s Office.
- All Board approved funds are dispersed through Direct Pay/Invoice or reimbursement only.
- Submitting an invoice and/or contract for a direct payment is the preferred method of utilizing the funding.
- Deadline for Payment
  - Organizations are required to submit the payment documentation, direct pay vendor invoice, contract, or reimbursement receipts and payment verification to the Student Organization Accounting Office no later than 45 days after the date of event.
  - If the payment documentation is not turned in within 45 days, the organization forfeits the right to be reimbursed and those funds will revert back to the SBB.
- Date Non-Specific Funding
  - If the approved funding is not for a specific event date, (i.e. equipment), the organization has 30 days after they receive the award notification to make the purchase.
  - All payment information must be submitted within 45 days of the purchase.
  - Failure to meet this deadline will result in the organization forfeiting access to the funding and the funds will revert back to the SBB.
- Payment for Contracts/Honoria
  - Before an organization enters into a contract, it is strongly encouraged that the organization meets with Student Legal Services (Squires 143).
  - Organizations entering into contracts/honoraria agreements must consider tax implications.
  - If the payee does not have a US Taxpayer ID or Federal ID number, tax must be withheld and can take up to 90 business days to process.
  - If tax is required to be withheld that actual payment amount will be less than the stated contract fee.
  - Organizations should consult with the Student Organization Accounting Office, 225 Squires, prior to entering into any verbal or written agreement with a contract entity or individual that does not have the appropriate ID number.
  - Failure to submit the appropriate forms and/or to have these forms completed will delay the ability to have a check cut. If a payee has a US Taxpayer ID or Federal ID number, the 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 material is submitted to the Controller’s Office.
• Reimbursement for Personal Purchases
  o The organization should submit the original detailed receipt along with any appropriate backup documentation and the Student Payment Processing Form, available online and in Squires 225.
    • If paying with cash, check, or credit/debit card the original detailed receipt is all that is needed.

• Payment for University Services
  o Invoices from University Services or Departments can be submitted to the Student Organization Accounting Office and will be paid directly through SBB funds after it is approved.
  o If the invoice or charge is more than what was approved through SBB, the organization is responsible for paying the remainder.
Policy & Procedures for UCSO Funding

Annual Funding

- Annual Funding is a program of funding that allows UCSO’s to submit a budget, in the Spring semester, for programs that will occur during the following academic year.
- An opportunity to request annual funding is available to those organizations whose programs and activities are widely varied and recur over the course of the entire fiscal year.
- Annual hearings are conducted in the spring semester for annual funding requests for the following fiscal year.
- Organizations must submit budget requests in the prescribed format by the designated deadline.
- Requests submitted after the deadline will not be considered for annual funding for the following fiscal year.
- Due to limited financial resources, organization-funding requests may not be funded in full and some costs and/or projects may be directed to submit contingency funding requests.
- Funding decisions are e-mailed to the UCSO in April.
- These funds are available after July 1.

Contingency Funding

- Contingency funding, is available to UCSO’s, during the academic year for which they received annual funding.
- The contingency funding program is designed to address unforeseen needs relating to existing or new programs arising in the course of the fiscal year.
- Organizations must submit their contingency requests at least 30 calendar days prior to the scheduled event or before the requested items need to be paid, whichever is first.
- The request must be submitted in the format prescribed by the Board and is available on the SBB website: http://www.campuslife.vt.edu/student_organization_information/budget_board/budget_board.html

Approved Funds & Payment

- Organizations cannot be reimbursed for any payments made prior to the Board’s approval of funding.
- Organizations receiving funds are expected to expend those funds in accordance with the way in which they were allocated.
- Organizations are required to seek approval for reallocation of funds if there is a change in previously approved funds/line items. The approval of the reallocation must be received prior to spending funds or prior to the event, whichever is first.
- UCSO are required to submit the payment documentation, direct pay vendor/contract, or reimbursement receipts and payment verification to the Student Organization Accounting Office must be submitted no later than May 1st.
• Failure to meet this deadline will result in the organization forfeiting the funding and it will revert back to the SBB.
  o It is highly encouraged that all payment documentation be turned in within 45 days of the event or payment date.
• Contract/Honoraria Agreements
  o Organizations entering into contracts/honoraria agreements must consider tax implications. If the payee does not have a US Taxpayer ID or Federal ID number, tax must be withheld and can take up to 90 days to process.
  o If tax is required to be withheld that actual payment amount will be less than the stated contract fee.
  o Organizations should consult with the Student Organization Accounting Office, Squires 225, prior to entering into any verbal or written agreement with anyone/organization that does not have the appropriate Tax ID number.
Non Fundable and Restricted Funding Items

Academic and Administrative Programs
● Programs and activities of student organizations normally considered under the University's academic and/or administrative budget will not be considered for funding.
● Organizations whose members receive academic credit for participating in organizational activity are prohibited from petitioning for funds.
● The board will not fund for a speaker to teach individual classes for academic credit.

Alcohol/Alcohol Licenses
● Alcoholic beverages and licenses for events involving alcohol will not be funded.
● Events with alcohol or held at locations where alcohol is actively being served will not be funded.

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

Campus Campaigns
● Election Campaigns for individuals or organizations will not be funded.

Contract/Honoraria
● Payment of honoraria and contractual services from Budget Board funds may be subject to hiring and payroll regulations of the University.
● The board must know who the contracted guest is before funds will be allocated.
● If the organization enters into a verbal or written contract without the appropriate funding approval, the organization will be responsible for the payment of monies.
  o Please note that contracts or agreements entered into on behalf of an RSO are the sole responsibility of the individual or the organization. Virginia Tech holds no responsibility with RSO contracts or agreements.
  o It is strongly encouraged that before an RSO enters any sort of agreement or contract, they consult with Student Legal Services.
● The following maximums are set for per contracted performer
  o Fees for rental vehicles will be maxed at $35 per day
  o Maximum $100.00 on night of event for lodging
  o Maximum $28.00 total for meals (not including alcohol) on day of event
  o Maximum $500.00 for airfare per contracted guest
  o $0.27 per mile for gas reimbursement for private vehicle or rental car use of guest
    (Value is based on 50% of the Federal 2016 Standard Mileage Rates for Business listed on IRS.gov – It is at the discretion of the board with considerations of SBB’s available funds to decide whether to adjust this value.)
● Lodging, travel and meals for support for performs (managers, agents, entourage, etc.) will not be funded.
• Inclusive contracts/honoraria
  o Inclusive contracts are contracts that include travel, food, and lodging in a blanket cost for the guest.
  o They are required for Annual Funding for UCSO and Semester in Advance funding for RSO.
  o They are strongly encouraged for all other requests.
  o Requests for travel, lodging and meals, in support of invited guests whether there is an actual payment for a contract/honoraria, may be requested.

Employment
• Costs of employment will not be funded.
• Student employment will not be funded unless they are being paid 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 or student organizations are not funded.

Equipment
• Requests for funding of equipment will be closely examined.
• Requests must be well-developed and supported by the following documentation:
  o Needs justification, which states a convincing argument for 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.
  o Cost-benefit analysis, which would reflect savings to be achieved by the purchase.
  o Methods of providing upkeep/maintenance services and supplies consumed in the use of the equipment.
  o Evidence of an official and secure on-campus storage is required for all equipment requests.
    ▪ On campus storage must be an organization’s office, advisor’s office, or other lockable storage options on campus.
    ▪ Items cannot be stored in a student’s residence hall room or in an individual’s vehicle parked on campus.
    ▪ If office equipment or supplies are requested- organization must have an on-campus office space in order to receive funding.
• Cost for off campus storage for organizations will not be funded.
• The Board recognizes technological and pricing changes may occur between the award of funds and the actual purchase date for certain types of equipment.
  o A purchase of upgraded equipment that does not exceed the original funding proposal does not require any further action from the organization.
However, a letter of justification and prior Board approval are required for the purchase of upgraded equipment that results in additional costs, unless the organization will pay the additional out of non-budget board funds.

Dues
- Individual or organizational membership dues are not funded.

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

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

Food and Beverages
- Food service charges, food service supplies, 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).
- Cultural tastings, and demonstration supplies can be funded up to $100 per event.
- Food and non-alcoholic beverages consumed by a visiting lecturer, entertainer, or guest of an organization will be funded at up to $28.00 per individual on the day of the event only.
- Full course meals will not be funded.
- Food service supplies for cultural tastings and/or educational demonstration can be funded up to $15 per event.

Fund Raising and Philanthropies, Benefits, & Charities
- The costs associated with charitable events may be fundable.
- Allocated funds from SBB cannot go to charities, benefits, third parties etc..
- Organizations can host events that may result in generated funds.
- The board will not fund for contributions to philanthropies, benefits, charities, and/or similar fund raising events.

Giveaways
- This promotional items that are event or organization specific are purely non-fundable.
- Educational in nature and program specific giveaways may be considered by the board.
- Eligible programs to obtain funding for giveaways must be core to the organization’s mission and have written justification submitted with the request.
- If the board finds merit in the justification provided, giveaway funding may not exceed $150
Installment Funding

- The Board will not enter a funding scenario that would incrementally set aside funds over several consecutive years to fund a single program. On occasion, the Board may allocate amounts for temporary purposes, such as security deposits or refundable charges, which will be returned to the Board when the purpose of the allocation has been satisfied.

Intramural Fees

- Registration fees for intramurals are not funded

Large line item expenses $150 or more

- The Board requires three (3) quotes before it will consider funding large line items
  - Large line items are single items that cost $150 or more.
  - For example: computer, office equipment, etc.
- Rental or contract services provided or arranged by university vendors and contracts (theater/speaker/performer) are exempt from this provision.
- Insurance
  - Insurance is exempt from this provision.
  - If organizations are requesting insurance, a quote must be provided.
  - If the Board feels that the quote is high, they may ask for a second quote to be provided before rendering a decision.

Mailing

- Mailing costs are not funded for RSOs
- On a limited basis they are funded for UCSO specifically to mail checks.

Memorabilia

- Yearbook pages, photo albums, and similar memorabilia will not be funded.
- Electronic versions will also not be funded.
- Costs associated with producing electronic versions will also not be funded.
- This includes photographers and/or videography services.

Off Campus Events

- Priority will be given to on campus events. When facilities are unavailable on campus or prove inadequate for the event (objective/logistical reasons only), SBB may fund events held off campus in venues where alcohol is not actively being served.
- In such cases, organizations must demonstrate the ability of all students to reach the event.
  - The location of the event must be within 0.5 miles of campus or accessible by Blacksburg Transit.

Organization Retreats

- Workshops, conferences and orientations will not be funded unless open to all of campus
Personal Financial Gain
- Organizations will not be funded for programs and activities that result in personal financial gain for individual members.
- This includes conference attendance for the purpose of obtaining a job or internship.

Political Programs and Activity
- Organizations will not be provided funding to support in whole or part the campaign of an individual candidate for political office at any level; including campus campaigns.

Practices and Rehearsals
- Practices and rehearsals will not be funded.

Printing or Copying Material
- Printing or copying costs of anything 8 ½” x 11” will be funded at a maximum of $0.10 per copy.
- Printing for copying/cutting of table cards will be funded at a maximum of $0.14 per copy.
- Programs for events will be funded at a maximum of $0.14 per copy.
- Posters 11” x 17” will be funded at a maximum of $3 per copy.
- Printing or publishing organization-specific material (agendas, minutes, recruiting, newsletters, etc.) will not be funded.
- Color ink cartridges, for organizations with on campus office space, are not funded.
- Banners professionally made will be funded at $100 per year and $25 for reprinting.
  - Banners will only be funded for general organization logos/information, and may not be event or date specific.

Publicity and Advertising
- The Board will consider the percent of costs that relate to printing, publicity, and advertising in relation to the total program context.
- Elements of expense should be realistically developed within the nature and size of the program.
- No more than twenty percent (20%) of an overall program cost will be awarded for publicity and advertising.
- The board will only fund television advertisement for VTTV. Other media publicity funding will be considered for media that directly focuses on currently enrolled students at the Blacksburg campus.
- Publicity for membership events/activities or organization meetings are not fundable.
- Printing program material(s) specific to the event is not considered publicity or advertising, so not restricted by this percentage. See Printing or Copying material above.
- CD’s for promotional use will not be funded.
- All cost associated with recruitment will not be funded.

Room Rental Fees
- Room rental fees will not be funded unless the event is free to students.
Student Travel and Lodging
- Expenses incurred by students engaged in off campus travel will be limited to costs of transportation, lodging, and registration fees for conferences and competitions only.
- Funding for attendees at conferences will be limited to four members of the organization who are participating in the event.
- Funding for attendees at competitions will be limited to eight members of the organization who are participating in the event.
- Costs of meals will not be funded.
- International travel is not funded
- Expenses incurred by faculty/staff will not be funded

Transportation
- The travel location must be known before the board will approve funding.
- The board will fund vehicle rental costs and gas mileage reimbursement.
- The use of private and rented vehicles may be reimbursed at $0.27 per mile.
  - One vehicle may be reimbursed for 1-4 people traveling. Two vehicles may be reimbursed for 4-8 people traveling.
- Fees for rental vehicles will be maxed at $35 per day for use by 1-4 students. If there are more than 4 students, costs for an additional vehicle may be allocated at a maximum of $70 a day for two vehicles and a maximum of 8 students.
- Airfare may be funded up to $250 per student for a maximum of four students for conferences and competitions.
- Airfare cost will not exceed $1000 per organization per year.
- Parking and shuttle costs may be funded at up to $20 per day.

Lodging
- Lodging for student travel will be funded at $50 per night, per student for a maximum of four students for conferences and eight students for competitions.
- Additionally, lodging requests per organization must not exceed a maximum of six nights during the fiscal year.
- Organizations are encouraged to make reasonable requests based on comparative lodging costs or alternative lodging options.

Registration Fees
- Conference registration fees will be funded at a maximum of $250 per student per conference with a maximum of four (4) students per conference and a maximum of two (2) conferences per academic year.
- Team competition registration fees will be funded at a maximum of $2000 per year total for a maximum of four (4) competitions per year.
- Individual competition registration will be funded at a maximum of $250 per student per competition with a maximum of four (4) students per competition and a maximum of four (4) competitions per year.
Telephones
- Only organizations that maintain an office on-campus will be funded for telephone expenses.
- Only one phone line and/or Ethernet line will be funded per organization.

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

Wearing Apparel
If wearing apparel is requested, the board can consider funding under the following conditions:
1. All items funded must remain with the organization, may not become the property of individuals, and must be stored on campus. (See requirements under Equipment)
2. All items funded must be used in organizational programs and activity and not used for private wear.
3. Wearing apparel intended for purposes of advertising, such as T-shirts, will not be funded.
4. Rentals will be encouraged for wearing apparel for cultural shows and performance organizations.
5. Graduation cords and stoles will not be funded.

Website Services
- Registration and maintenance of domain names for organization web sites or web master services will not be funded
**Appeals**

All appeals must be submitted by the organization in writing and filed in accordance with the following appeal criteria. Appeals shall be presented to the appropriate appellate committee, see specific location below. The statements must outline the specific funding decision being appealed and the reason for the appeal.

Appeals may only be based on the following criteria:
- Established policies and procedures were not followed
- The organization was denied the opportunity to present significant evidence at the time of the hearing.
- The decision was not made within parameters with previous decisions of the board, in the same academic year.

*The fact that a Board did not fund an item at the requested level does not constitute grounds for appeal.

**UCSO Appeals**

- UCSO’s may appeal Student Budget Board allocation decisions to the Commission on Student Affairs (CSA).
- All appeals of allocation decisions must be submitted in writing (via email) to the chair of the Commission on Student Affairs. Appeals must be submitted no later than 5pm on the date two (2) weeks from the date on the award letter.
- The email must have the name of the organization and indicate that it is an appeal in the subject line. The appeal will be delivered to the appeal subcommittee chair to begin the appeal process as outlined below.

**CSA Appeals Process**

- A standing subcommittee (that does not include any individual who served on the SBB, an individual who is a member of the organization appealing a decision, and is comprised of individuals external to SECL) will review the organization’s written appeal to determine if it meets the criteria outlined in the Funding Policy and Procedures.
- If the appeals criteria are met, a full Commission hearing of the CSA will take place.
  - Members of the appealing organization and the SBB will be invited to the appeal hearing.
- If the Appeals Subcommittee determines that the appeals criteria have not been met, then the appeal will be rejected.
- If the appeal decision is rejected the decision will be sent via e-mail to the organization contacts and the Chair of the CSA.

**RSO Appeals**

- RSO appeals will be heard by an Appeals Panel.
- The Appeals Panel
  - Consists of 3 members from the SBB who are approved proxies for the academic year.
The three chosen to sit on any appeal, must not have been present and/or voted on the original request.

Members to hear the appeal will be selected based on availability once the appeal notification is received.

**Process for Appeals**

- All appeals of the SBB allocation decisions and must be submitted via the online form (found on GobblerConnect), no later than 5pm on the date two (2) weeks from the date on the award letter.
- The appeal will be delivered to the SBB Advisor to begin the appeal process.
- The Advisor will review the appeal and determine if it meets the appeal criteria (listed above).
- If it does, the SBB Advisor will contact eligible proxies. Three will be selected to convene and hear the appeal.
  - Individuals eligible to hear appeals are SBB members and proxy members who did not hear the original request.
- Once selected, 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 SBB.
- The Advisor will be present to take minutes and ensure both sides are presented.
- Once both sides are presented, and the panel feels they have enough information to make a decision, they will privately deliberate (minutes will be kept).
- The appeal decision will be e-mailed to the organization contacts and the chair of the SBB.
- The decision of the panel is final.

**Changing Policy**

- In order to amend any items disclosed in this policy document, approval for changes must be made through a majority vote of the CSA.