

Virginia Tech Student Activity Fee  
Allocation Board (SAFAB)  
Policies and Procedures

# Table of Contents

## Part I: UCSO Funding Policy

### I. Article I:

- i. Section I: Mission
- ii. Section II: Supporting Statements

### II. Article II:

- i. Section I: SAFAB Membership Policies
- ii. Section II: SAFAB Chair and Vice Chair
- iii. Section III. Voting
- iv. Section IV. SAFAB Advisor

### III. Article III.

- i. Section I: Funding Guidelines and Restricted Items
  - Academic and Administrative Programs
  - Accommodations
  - Alcohol/Alcohol Licenses
  - Application for Production or Event Services Rentals
  - Awards
  - Campus Campaigns
  - Contract/Honoraria
  - Decorations
  - Dues
  - Employment
  - Equipment, Large Line Items, and Similar Purchases
  - Financial Aid and Scholarships
  - Fines and Penalties
  - Food and Beverage
  - Fundraising, Philanthropies, Benefits, & Charities
  - Furniture
  - Games
  - Giveaways and Promotional items
  - Health & Safety
  - Installment Funding
  - Intramural Fees
  - Insurance
  - Memorabilia
  - Off-Campus Events
  - Office Supplies
  - Operational Supplies
  - Organization Retreats
  - Personal Financial Gain
  - Practice Rentals
  - Printing or Copying Material
  - Publicity and Advertising
  - Recruitment
  - Room Rental Fees
  - Security and House Management Costs
  - Student Travel and Lodging for Conferences and Competitions
  - Subscriptions
  - Target Audience
  - Taxes
  - Towing Services
  - Wearing Apparel
  - Website Services

- ii. Section II. Changing Policy

## **Part II: UCSO Funding Procedure**

### I. Article I

- i. Section I: SAFAB Committee Meeting Procedures
  - Quorum
  - Urgent Summer Decisions

### II. Article II:

- i. Section I: Annual Allocation Procedure
- ii. Section II: Policy Review Procedure

### III. Article III:

- i. Section I: Funding Procedures for UCSO Funding
- ii. Section II: Guidelines for Student Organization Advisors
- iii. Section III: Funding Application Requirements
- iv. Section IV: Funding Breakdowns
  - i. Annual Budgeting
  - ii. Contingency Funding
  - iii. Winter/Summer Funding
- v. Section V: Approved Funds and Reallocation
  - Approved Funds & Payment
  - Reallocations and Spending of Funds
  - Collaborative Events

### IV. Article IV:

- i. Section I: Payment and Reimbursements
  - Deadline for Payment
  - Date Non-Specific Funding
  - Payment for Contracts/Honoraria
  - Reimbursement for Personal Purchases
  - Payment for University Services

### V. Article V

- i. Section I: Appeals
  - UCSO Appeals
  - Appeals Process
- ii. Section II: Changing Procedure

# Part I: Policy

## Article I.

### Section I.

#### MISSION

The Student Activities Fee Allocation Board (SAFAB) is a joint committee of the Undergraduate Student Senate (USS) and Graduate and Professional Student Senate (GPSS). The SAFAB manages the appropriations strategy to all student organizations by allocating funds to all University Chartered Student Organizations (UCSOs) and to the USS Appropriations Committee and the Graduate Student Budget Board (GSBB). Additionally, the SAFAB manages the allocation process to individual University Chartered Student Organizations (UCSOs). The SAFAB is a policy board that strives to fund organizations in a fair and equitable manner. Funds allocated through the SAFAB are meant to enrich the experiences and exposure of the student body (both undergraduate and graduate) during their time at Virginia Tech.

### Section II.

#### SUPPORTING STATEMENTS

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

## Article II.

### Section I.

#### STUDENT ACTIVITIES FEE ALLOCATION BOARD MEMBERSHIP POLICIES

The SAFAB will have the following Membership:

- President of USS
- President of GPSS
- VP of Finance for USS (Chair of SAFAB)
- Director of Finance for GPSS (Vice Chair of SAFAB)
- One Rep from GSBB
- One Rep from SBB

#### **Responsibilities:**

- Members
  - Attend and actively participate in all SAFAB 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 SAFAB at committee meetings will follow attendance procedures outlined
- eVotes
  - Failure of a member to respond to an eVote will result in one absence per eVote missed.

## Section II.

### SAFAB CHAIR AND VICE CHAIR

#### Chair and Vice Chair

- The USS Vice President for Finance is the chair for SAFAB. Responsibilities include:
  - Set agendas for the meetings
  - Facilitate and attend all meetings
  - Maintain SAFAB Email Account
  - Unbiasedly be SAFAB' guide to unilaterally apply 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 as needed with the advisor
  - Represent SAFAB' interests at Appeals meetings
  - Coordinate Annual Budgeting Processes
    - \* Review Annual funding workshop created by the Appropriations Committee and GSBB Representative
  - Being a voting member of SAFAB
  - Chair:
    - \* Delegate tasks to the Vice Chair and/or other SAFAB representatives
    - \* Coordinate with Chair of Graduate Student Budget Board eligibility criteria
- The GPSS Director of Finance is the Vice Chair for SAFAB. Responsibilities include:
  - Review Funding Workshop content
  - Assist Chair to create the Appropriations Strategy
  - Policy revisions and edits (precedent review)
  - Support and take delegation from the Chair
  - Take the place of Chair at meetings, if needed
  - Being a voting member of SAFAB

## Section III.

### SAFAB Voting

Everyone votes including the Chair and Vice Chair. In the case of the tie, a super majority is required for the motion to pass (4/6).

## Section IV.

### SAFAB Advisor

- The advisor for the SAFAB is a full-time staff member appointed together with Student Engagement and Campus Life (SECL) and the chair and vice chair of SAFAB.
- The advisor is a non-voting member who works closely with the students as well as the Budget Office managers.

## Article III.

### Section I.

#### UCSO 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.

- Organizations whose members receive academic credit for participating in organizational activity are prohibited from petitioning for funds.
- SAFAB will not fund a speaker to teach individual classes for academic credit.

### **Accommodations**

- All events funded by the SAFAB must include an accommodations 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 SAFAB
  - Accommodations include 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 still be eligible for funding if all the following criteria are met:
  - Target audience of individuals over the age of 21, with reasoning for why the target audience is this group as opposed to all Virginia Tech students. Must also align with the mission of the organization.
  - Presence of officially licensed security to check IDs and provide some method of identification of those who are 21 and up (For example, wristbands).
  - Alternative, non-alcoholic beverages are present for those choosing not to drink alcohol, or those who cannot.
  - Alternative activities to do, so the event’s primary focus is not serving alcohol.
- Funding will not be provided for events occurring at a location whose primary purpose is serving alcohol (bars, etc.)

### **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, but are not limited to 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 SAFAB 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 showcasing 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, unless those elections are open to the entire campus community or entire undergraduate/graduate population.

- Expenses funded must align with other USS Appropriations Committee and GSBB funding priorities (maximum of \$2000 per organization).

### **Contract/Honoraria**

- Payment of honoraria and contractual services using SAFAB funds may be subject to hiring and payroll regulations of the University.
  - SAFAB will not fund contract payments or honoraria to employees of Virginia Tech.
- The SAFAB must know who the contracted guest is before funds will be allocated.
  - SAFAB does not judge the content, we only verify that bringing the guest aligns with the mission of the organization.
  - SAFAB 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.
- Requests for travel, lodging and meal amounts, in support of contracted guests whether there is an actual payment for a contract/honoraria, may be requested by the organization.
- Any organization requesting \$50,000 or more in contracted performer fees (includes contracts which are all-inclusive or not all-inclusive) is required to co-sponsor the event with another UCSO. The intended UCSO co-sponsors must be listed at the time the budget request is submitted.
- The following maximums are set for per contracted performer (contracts which are not all-inclusive):
  - Maximum \$500 for airfare per contracted guest
  - Maximum \$100 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 Board with considerations of the SAFAB’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 in a blanket cost for the guest.
  - They are required for Annual Budgeting.
  - They are strongly encouraged for all other requests.
- Force Majeure
  - In case there is a need for a contract cancellation, it is recommended by SAFAB to have a Force Majeure clause in every contract held by organizations. This ensures that the organization is not charged for the contract in the event of a Force Majeure. If the organization is forced to cancel, it will be their responsibility to cover the fees.
  - The SAFAB will reimburse for performer travel, lodging, meals, Production/Event Services and/or similar costs of a canceled event if they are incurred only if there was a Force Majeure clause in the original contract, and it must be the reason for contract cancellation.

### **Decorations**

- The maximum amount of funding for the decorations category per organization per academic year is \$2,000.
- Decorations are defined as single-use, non-reusable items specific to an organization event or program.



## Dues

- Individual or organizational membership dues are not funded.

## 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.
  - 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.
  - Examples of Equipment items included but not limited to audio speakers, cap and gowns, permanent lights, reuseable table clothes, etc.
  - Items that are not equipment may be considered, at the discretion of the SAFAB.
- 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 equipment will be used for and how it will be utilized by the organization.
  - Price quotations by at least three (3) vendors for any single item \$150 or more
    - \* Rental or contract services provided or arranged by university vendors and contracts (theater/speaker/performer) are exempt from this provision.
    - \* Insurance is exempt from this provision (please see Insurance section).
  - If an item is less than \$150, please be sure to find the least expensive option.
  - If you are purchasing an item versus renting it, a cost-benefit analysis is required to reflect savings to be achieved by the purchase.
  - Food service supplies are not considered under equipment or decorations (please see Food and Beverages).
- 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.
- If an organization is funded for equipment, it cannot be funded for the same, or similar piece of equipment, for 3 years following.
  - For example: If your organization was funded in 2021-2022, you would be eligible for the same equipment again in 2024-2025.
  - 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 the board with a detailed explanation as to why an item is being requested.
  - SAFAB will examine the purpose, type, size, and scope of an event when awarding decoration-related funding.
  - SAFAB recognizes pricing changes may occur between the award of funds and the actual purchase date for certain types of equipment.
    - \* 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 SAFAB approval are required for the purchase of upgraded equipment that results in additional costs, unless the organization will pay the additional out of non-SAFAB 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 also 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 late payments or other acts of non-compliance with contractors and others will not be funded.

### **Food and Beverage**

- The maximum amount of funding for the food category per organization per academic year is \$4,000
- Events at which food and beverage funds are used must be free to attend and open to all students. SAFAB Food and beverage funds cannot be used for fundraising type events.
- SAFAB will not fund food and beverage requests for events which are internal to the organization. This includes e-board and committee meetings.
- The maximum per person cost of food requested cannot exceed \$15 per person per event. This \$15 per person includes the cost of food, beverages, food service charges, delivery charges, and taxes.
- Food service charges, delivery charges, food, and beverages will only be funded for meetings and events specific to the organization's mission and which are open to the campus community (not events which are internal to the organization).
  - Tips will only be funded up to 20% of the total bill.
- Food service supplies and related items which are available through The Source will not be funded.
- Mileage for cost associated with traveling to get food will not be reimbursed.
- If an organization is planning to have SAFAB 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.
- The meeting or event must be held on the Virginia Tech campus or at a space subject to the approval of the Board, based on justification by the organization
- Alcoholic beverages may be served for organization meetings/events in accordance with SAFAB Policies, but will not be funded by the SAFAB
- Funding will not be provided for events occurring at a location whose primary purpose is serving alcohol (bars, etc.)

### **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 that is participatory in nature.
- Allocated funds from SAFAB cannot go directly to charities, benefits, third parties, etc.
- Organizations can host events that may result in generated money.

### **Furniture**

- If an organization requires furniture of any kind, they must come to SAFAB to request these funds.
- Furniture will not be funded that does not meet the needs of an office (Lounge material appropriate for resource centers will not be funded).

### **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).

### **Giveaways and Promotional items**

- 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.
- SAFAB has created Personal Protective Equipment (PPE) kits to be used by organizations for events; these can be requested from the front desk of Squires Student Center. When hosting events on-campus please indicate your request of PPE kits when making your space reservation.
  - The SAFAB will not fund any PPE that is listed as a line item in a funding request.

### **Installment Funding**

- The SAFAB will not consider a funding scenario that would incrementally set aside funds over several consecutive payments to fund a single program.
- Funding for security deposits/refundable charges will not be allocated through the SAFAB.

### **Intramural Fees**

- Registration fees for intramurals will not be funded.

### **Insurance**

- General liability insurance (GLI) will be funded for organizations.
  - GLI is defined as a policy that comprehensively covers an organization for activities they are hosting which fit within the parameters of SAFAB 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.
- One quote must be provided for insurance funding requests. The quote must include a date or range of dates contained within the current fiscal year.
  - Insurance requests are exempt from the "Equipment, Large Line Items and Similar Purchases" stipulation outlined.
- If the SAFAB feels that the quote is higher than average, they may ask for a second quote to be provided before rendering a decision.
- Vehicle insurance will not be funded.
- Liquor Liability Insurance will not be funded.
- Counter Terrorism Insurance will not be funded.

### **Memorabilia**

- Yearbook pages, photo albums, videos, or photography of the event, and similar memorabilia will not be funded. 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 and accessible by the Blacksburg Transit.
  - If the event is being sponsored by an organization at the Roanoke campus, the events 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 needs 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.
- Exception for Off-Campus Events:
  - USCOs can sponsor group trips that are open to the entire campus community and meet their organization's mission.
  - UCSO Off-Campus Group Travel
    - \* UCSOs, by nature of their organization's mission, are able to take large groups of students off-campus to experience opportunities that are not able to be held on-campus.
      - This travel must be open to all students on campus.
      - Examples: BOC's trip to the African American Smithsonian museum and USS's Hokie Day

### Office Supplies

- Office supplies will not be funded by SAFAB. Office supplies will be available through the Source.

### Operational Supplies

- Operation supplies are any items with the potential to be used more than once in its lifespan and with having an expected lifespan of less than 3 years
- Operational supplies must be integral to an organization fulfilling its mission in order to be funded
  - General office supplies will not be considered.
- 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 it 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.
  - 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 type of events will not be funded unless open to all of 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 . . .
  - conference attendance for the purpose of obtaining a job or internship.
  - conferences where a networking event/series or career fair make up more than 25% of the conference schedule.
  - requesting equipment that will be used for personal profit.

### **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 \$600 per year.
  - 25% of practice hours must be open to the campus community and posted as an event on GobblerConnect.
- Costs associated with Dress Rehearsals, including room rental fees, production and/or event services, will not be funded.

### **Printing or Copying Material**

- For print-related advertising (flyers, posters, table cards, A-frames, banners, yard signs) organizations will be funded up to \$150 per event (please see “Publicity and Advertising” below).
  - The type/size of an event when awarding print-related funding will be considered
- Non-event specific advertising will be funded up to \$250 per year

### **Publicity and Advertising**

- The Board will consider the percentage of costs related to publicity and advertising.
  - 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.
  - If 20% of the overall program cost is larger than the maximums listed below, then the organization will be limited at 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.
- CD’s for promotional use will not be funded.

### **Recruitment**

- All costs associated with recruitment will not be funded.

### **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, Rhino, and Student Engagement and Campus Life (SECL) and are not funded by SAFAB.
- 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 ultimately billed directly for these charges.
- Definitions
  - Security
    - \* Rhino Staff members who are present at events to: provide services such as bag checks, crowd control, administer wrist bands, etc.
  - House Management
    - \* Rhino Staff members who are present at events to: provide assistance in an evacuation, provide directions, parking attendants, scan tickets, etc.

## Student Travel and Lodging for Conferences and Competitions

- Funds associated with conferences and competitions are maxed at \$3000 per year per organization.
- Organizations must demonstrate how conference and competition attendance:
  - Meets the organization's mission; and
  - Benefits the organization and members of the organization as a whole
  - Benefits the larger campus community
- 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.
- International travel is not funded
- Expenses incurred by faculty/staff will not be funded.
- Expenses incurred by an individual who is not a VT student will not be funded.
- The SAFAB funding decisions will follow university travel guidelines regarding the funding of travel.
  - **Transportation**
    - \* The travel location must be known within 10 miles of the conference or competition location before the SAFAB will approve funding.
    - \* The SAFAB will fund vehicle rental costs and gas mileage reimbursement.
      - A maximum of 7 days will be funded for vehicle rental costs
    - \* The use of private/rented vehicles may be reimbursed at \$0.49 per mile. This is set to 75% of the privately owned vehicle mileage reimbursement rate (<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/private-vehicle-pov-mileage-reimbursement-rates>)
    - \* Gas per vehicle may be reimbursed per 4 students traveling For example, one vehicle for 1-4 students traveling, two vehicles may be reimbursed for 5-8 students traveling, three vehicles may be reimbursed for 9-12 students traveling, etc.
    - \* Fees for rental vehicles will be maxed at \$50 per day per 4 students traveling. For example, \$50 per day for 1-4 students traveling, \$100 per day may be reimbursed for 5-8 students traveling, \$150 per day for 9-12 students traveling, etc.
  - Airfare and train fare may be funded up to \$250 per student and at no more than \$1000 per year per organization.
  - Parking and shuttle (including ride-share) costs will be funded up to \$20 per day per 4 students traveling. These are separate line items which are funded up to a total of \$20 per day per 4 students traveling. For example, \$20 per day for 1-4 students traveling, \$40 per day for 5-8 students traveling, 9-12 students traveling, etc.

- ***Lodging***

- Lodging for student travel will be funded up to \$80 per night per student. This is set to 75% of the nightly lodging rate for an unknown destination based on the university controller: Rates for Lodging and M&IE ([https://www.controller.vt.edu/content/dam/controller\\_vt\\_edu/ledger/2023/september.pdf](https://www.controller.vt.edu/content/dam/controller_vt_edu/ledger/2023/september.pdf)).
- Lodging requests per organization must not exceed a maximum of six nights during the academic 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 up to \$250 per student per conference.

### **Subscriptions**

- Subscriptions (monthly, annual, etc.) are not funded. This includes, but is not limited to digital storage, design software, etc.

### **Target Audience**

- Events, on-campus conferences/competitions must include the majority participation of VT students and be for the benefit of those students.
  - 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, in excess of the amount the group was approved for.

### **Towing Services**

- Towing will not be funded in any capacity.

### **Wearing Apparel**

- Funds associated with wearing apparel are maxed at \$2000 per year per organization.
- Funding of wearing apparel for official purposes by their executive board will be considered under the following conditions:
  - Organizations may request for wearing apparel to be used for official purposes (such as branded polos) for their executive board, up to 10 members.
  - Organizations may request for nametags to be used for official purposes for their executive board, up to 10 members.
  - 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.
- Organizations may request event specific apparel only for the use of volunteer identification. The budget request must include a quote for the current fiscal year and must include a screenshot of the proposed apparel item.
  - Apparel must have the word “volunteer”, “staff” or another word which clearly identifies the individual as a volunteer necessary for the operation of the event.
  - Volunteer wearable apparel will only be funded at a maximum of \$10 per person.
- Wearing apparel intended for purposes of 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.

### **Website Services**

- Registration and maintenance of domain names for organization websites or webmaster services will not be funded.

## Section II.

### 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 SAFAB.



## Part II: Procedure

## Article I.

### Section I.

#### SAFAB MEETING PROCEDURES

- The SAFAB meets as needed during the Fall and Spring semesters.
- Extra meetings may be held if needed and can be called by the Chair.
- The SAFAB typically meets beginning the tenth week of the Fall semester and through the Spring Semester. The full UCSO Funding Request Review meeting occurs around the sixth week of the Spring semester.

#### **Quorum**

- Quorum is needed for each SAFAB meeting in order to vote on requests.
- Quorum is any number of members above 50 percent of voting members.

#### **Urgent Summer Decisions**

- The SAFAB will appoint three members from the previous year to a summer committee, along with the Chair for the following year, in order to make decisions on questions presented by organizations over the summer.
- All four of these members are “on call” for the entire summer. This means they (or their proxies) can be expected to meet and discuss, or have an evote, within a week of an urgent matter arising.
- The three members are the primary voters.

## Article II.

### Section I.

#### UCSO ALLOCATION ANNUAL PROCEDURE

#### ANNUAL FEE ALLOCATION PROCEDURE

In the Fall Semester, the SAFAB reviews these policies and procedures and then creates powerpoints and a workshop on canvas for UCSOs to understand this policy. The SAFAB then creates the funding request form on GobblerConnect and releases all information to UCSOs on how to submit these requests for funding for the following year. If an organization is requesting above their “Recommended number” provided by SAFAB, they should provide significant and detailed justification of their needs. This should include an overview of their current budgetary usage, the number of students impacted by events held by the UCSO, and any other relevant information.

In the Spring, the SAFAB receives budget requests from UCSOs and then reviews each request, approving, rejecting, or modifying all items. The SAFAB operates with funding procedures approved in the previous academic year.

This board receives a note from the Budget Office indicating the total amount of student fee money to be appropriated by SAFAB. SECL is responsible for maintaining a record of previous years’ funding. SAFAB splits this into funding amounts for:

- RSOs/USLPs: Split between Appropriations and GSBB
- UCSOs
- Student Legal Services
- Accommodation Request Expenses
- UCSO Contingency Funding
- USS
- GPSS

USS and GPSS receive operational funding from this Board. Appropriations and GSBB solely distribute their funds to other registered student organizations (RSO) and University Student Life Programs (USLP). Based on the available money and needs of the various entities, SAFAB can cut the total approved funding that UCSOs have requested to get the approved amount of funding from the budget office. However, SAFAB will honor the recommended number provided during the annual budget request for organizations which do not request above the recommended number.

During the year, the SAFAB can meet or have an evote in order to hear UCSO contingency and reallocation requests.

## **Section II.**

### **Policy Review Procedure**

Each spring, the SAFAB conducts a review and update of these policies and procedures. This document is then approved by the SAFAB.

Each year, the SAFAB operated under the policies and procedures approved at the end of the previous academic year.

## **Article III.**

### **Section I.**

#### **FUNDING PROCEDURES FOR UCSO FUNDING**

##### **Expectations for Organizations**

The SAFAB 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 SAFAB deadlines

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

### **Section II.**

#### **GUIDELINES FOR STUDENT ORGANIZATION ADVISORS**

- The SAFAB 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:
  - Submit funding applications on behalf of the organization.
  - Serve as the primary contact for an organization on a request.
  - Complete reimbursement paperwork on behalf of the organization.
  - Communicate with SAFAB 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.

#### FUNDING APPLICATION REQUIREMENTS

In order to apply for funding from the SAFAB 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.
- Attend a Funding Workshop
  - Each individual who is submitting a funding request must have taken the Funding Workshop in the outlined format.
  - The format, details, and list of workshops will be available on the SECL website. If both of these are not completed, your organization will be ineligible to apply for funding for the entire academic year.
- 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.
  - Good standing is defined as meeting registration and on-going student organization requirements through SECL.
- The SAFAB 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.

After a funding application is submitted one member of the organization must meet with the SAFAB to discuss further details in their funding application and answer clarifying questions.

### Section IV.

#### FUNDING BREAKDOWNS

##### **Annual Budgeting**

- Annual Budgeting is a program of funding that allows UCSOs to submit a budget, in the Spring semester, for programs that will occur during the following academic year.
- UCSOs must submit budget requests in the prescribed format by the deadline.
- Requests submitted after the deadline will not be considered for Annual Budgeting for the following 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, if contingency funding becomes available.
- Annual Budgeting allocation decisions are emailed to each UCSO in April, and funds will become available for use after July 1st.

##### **Contingency Funding**

- Contingency Funding is available to UCSOs, during the academic year for which they received Annual Budgeting.
- The contingency funding program is designed to address unforeseen needs relating to existing or new programs arising throughout the 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 for, whichever is first.

##### **Winter/Summer Funding**

- All funding that is to be spent during the winter or summer breaks must be explicitly voted on by the SAFAB.

- The organization must show that students will be able to run the event, and how they plan to get attendance at the event.
- If the organization has not requested for the winter or summer break event through Annual Budgeting, the deadlines for reallocation or contingency requests to be considered for such events are:
  - Winter break events must be submitted by November 1st.
  - Summer break events must be submitted by March 31st.

## Section V.

### APPROVED FUNDS AND REALLOCATION

#### Approved Funds & Payment

- Organizations cannot be reimbursed for payments made prior to funding approval.
- Organizations receiving funds are expected to expend those funds in accordance with approved Annual Budgeting allocations.
- UCSOs are required to submit the payment documentation, direct pay vendor/contract, or reimbursement receipts and payment verification to the Student Organization Accounting Office no later than 15 days following the event or payment date, whichever is first.
  - If the organization has not received a vendor bill/invoice within 15 days following the event, the organization must submit the bill/invoice within 5 days of receiving the documentation.
- Failure to meet this deadline will result in the organization paying for those acquired costs through their organization's generated funds.
- Contract/Honoraria Agreements
  - 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.
  - 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 in Squires 225, prior to entering into any verbal or written agreement with anyone/organization that does not have the appropriate Tax ID number.

#### Reallocations and Spending of Funds

- Disbursements of funds must follow policy, Annual Budgeting allocation strategies, and specific notes written on each request.
  - If the expenditure does not align with policy, it will not be funded.
  - If there is a question on an expenditure, the organization should contact the SAFAB Chair prior to spending the funds.
- It is expected that organizations meet their mission and fulfill the projects they applied for in their funding request.
- Funds do not carry over from one school year to another. Funds not spent within the year they are allocated through Annual Budgeting or Contingency Funding, will be brought back into the general SAFAB fund for the following year.
- Allowed to spend funds for any approved line item in an approved project.
- Allowed to move funds across approved projects into previously approved line items.
- If any organization needs funding for a new line item or for a new project, SAFAB approval must be granted before spending funds.
- Request for approval of reallocations must be submitted 14 calendar days prior to the event or expense, or it will not be considered.

#### Collaborative Events

- The SAFAB encourages collaboration between organizations for events. Collaborations are crucial to help with the success of events as well as allowing for programs to reach a broader audience.
- Collaborations between two or more organizations must meet the mission of both organizations and be an active collaboration\*
  - \* The SAFAB 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.
- UCSOs are prohibited from giving the SAFAB funds to other organizations directly.

## Article IV.

### Section I.

#### PAYMENT AND REIMBURSEMENTS

- There are several documents that must be completed via GobblerConnect before a check request can be forwarded to the Controller's Office.
- Approved funds are only 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 SAFAB, 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 in order 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 to the Student Organization Accounting Office no later than 15 days after the date of event.
  - If the organization has not received a vendor bill/invoice within 15 days following the event, the organization must submit the bill/invoice within 5 days of receiving the documentation.
- If the payment documentation is not turned in within 15 days, the organization forfeits the right to be reimbursed and those funds will revert back to SAFAB.
  - 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.
  - **This does not include payments for contracts and vendors that are needed ahead of time or if the organization has not received the invoice within 15 days following the event.**

#### 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 revert back to the SAFAB.

#### Payment for Contracts/Honoraria

- 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, W-9 form, and 20 questions form must all be **turned in 4-6 weeks prior to your event.**
  - 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.
  - 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 SAFAB.
- 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 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**

- The organization should submit the original detailed receipt along with any appropriate backup documentation and the Student Payment Processing Form, available online.
  - If paying with cash, check, or card, only the original detailed receipt is needed, in addition to the Payment Processing Form.

### **Payment for University Services**

- Invoices from University Services/Departments should be submitted to the Student Organization Accounting Office and will be paid directly with SAFAB fund.

## **Article V.**

### **Section I.**

#### **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 an 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:
  1. Established policies and procedures were not followed.
  2. The decision was not made within parameters with previous decisions of the board, in the same academic year.
- The fact that the Board did not fund an item at the requested level does not constitute grounds for appeal.

### **UCSO Appeals**

- UCSOs may appeal the Allocation Appeals Board (AAB), an ad hoc subcommittee of the SAFAB. The membership of the AAB will be:
  1. Chaired by the Director of SECL
  2. Three Senators from the USS (cannot hold membership on SFAB)
  3. Three Senators from the GPSS (cannot hold membership on SFAB)
- All appeals of allocation decisions must be submitted in writing (via email) to the Chair of SAFAB and the advisor. Appeals must be submitted no later than 5 PM 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. Within this request, the UCSO must outline: 1) what they are appealing, 2) why they are appealing, and 3) what outcome they would find amenable.
- The appeal will be delivered to the AAB Chair to begin the appeal process as outlined below.

## Appeals Process

- Allocation Appeals Board (AAB) will review the organization's appeal request to determine if it meets the criteria outlined above. The AAB may investigate the matter before holding a meeting to determine if they will overturn the initial allocation determined by the SAFAB.
- This meeting must be held within two-weeks of the appeal date.
- When faced with an appeal, the SAFAB Chair will represent SAFAB and the UCSO's finance director will represent the UCSO.
- In order to overrule the initial SAFAB decision, the AAB must propose a remedy and achieve a relative majority when voting for approval.
- If the AAB determines that the appeals criteria have not been met, then the appeal will be rejected.
- After the appeal, the decision will be sent via email to the organization contacts by the Chair of the AAB.

## Section II.

### CHANGING PROCEDURE

- In order to amend any items disclosed in this procedure document, approval for changes must be made through a majority vote of SAFAB after two readings.