

Virginia Tech
Student Budget Board
Registered Student
Organizations (RSO) and
University Student Life
Programs (USLP)

Funding Policies & Procedures

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Part I: Policy

**ARTICLE I:
SECTION I:**

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 University Chartered Student Organizations (UCSO), Registered Student Organizations (RSO), and University Student Life Programs (USLP). 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.

SECTION II:

SUPPORTING STATEMENTS

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.

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

SECTION III:

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 and additional information about the Commission on Student Affairs can be found on this 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 to support student organization programming. The funding comes from a portion of the student activity fees, paid by each Undergraduate/Graduate student. These Policies & 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.

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The Student Budget Board serves organizations with a majority membership of undergraduate students. Organizations which have a split of graduate/professional students and undergraduate students will be considered for SBB funding based on organizational mission, intended audience, etc.

ARTICLE II: SECTION I:

SBB MEMBERSHIP POLICIES

Definition

- SBB consists of student members selected from our UCSOs.
 - All UCSOs are required to have a seat on the Board, unless they are a part of the four Greek Councils or Class Systems, which rotate seats, every four years.
- 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.
- Each organization is required to have a primary and secondary member.
 - Both members must attend training that takes place at the beginning of the year.
 - These are the only two individuals who can sit on SBB on behalf of their organization; otherwise, the organization must take an absence.
- Members must be appointed by their UCSO by the end of the first week of classes each year.
 - If there is a need to change a member, that need must be made known to the Chair and Advisor, ASAP.
 - If this occurs at the semester change - membership must be appointed by the end of the first week of classes.
- Should an UCSO decline membership on SBB, they forfeit the right to apply for and be awarded Annual Funding.
 - Should an organization decide they would still like to apply for funding, the Board will evaluate their situation.
 - Should the Board deem it reasonable for the organization to apply, they may be eligible for application through RSO processes and policies.
- Once a new UCSO is established, the start of the following academic year will commence their membership on Budget Board.

Responsibilities

- Primary Members
 - Attend and actively participate in SBB meetings.
 - Review and present on assigned requests ahead of time.
 - Pass information from SBB on to other SBB members within the organization and their respective UCSO.
 - Respond to any and all eVotes.
 - Accept and complete delegated tasks from the Chair.
- Secondary Members
 - Attend and actively participate in SBB meetings in the absence of their primary member, including all responsibilities in that capacity.

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- Serve as the organization's representative on Appeals Hearings.
- Membership Absences
 - Each organization is allowed two (2) 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 absences will be reported to the president and advisor of the organization.
 - If a representative is more than 30 minutes late to a meeting, it will be counted as an absence for the UCSO.
 - Exceeded Absence Allowance
 - If an organization has more than two (2) absences per semester, they will incur a 1% cut to the following academic year's Annual Funding request, per absence, over the allotted two (2).
 - Removal of an organization from SBB due to excessive absence will be considered at the discretion of SBB.
 - A recommendation would be made to CSA; with that body having final approval on the matter.
 - Notification will be given to the organization prior to consideration for removal.
 - An organization that removed from SBB can submit a letter of appeal to CSA.
- eVotes
 - Failure of an organization to respond to an eVote will result in one absence per eVote missed.

Removal of Members from SBB

- Process for Removal
 - If a member of SBB is not upholding their responsibilities, they may be removed from their position.
 - A letter outlining detailed evidence of why the member should be removed, must be presented to the SBB Advisor.
 - The letter may be written by other members of the Board, Vice Chair, and/or the Chair.
 - The President and Advisor of the organization of the member up for removal will be notified that the removal process has been initiated.
 - At that time, the SBB Advisor will commence a review of the letter and determine if a hearing needs to take place.
 - If a hearing is needed, it will follow the structure for appeals.
 - Members of the same organizations as the member up for removal cannot sit on the hearing committee.
- If a SBB member is removed, the UCSO has two (2) weeks from date of removal to find a replacement.
- If a replacement is not found in 2 weeks, the organization forfeits their seat on SBB.

Voluntary Suspension of UCSO Activities

- In the event a UCSO voluntarily suspends its activities for any period of time to reorganize, they shall not be unduly penalized for this decision.
- The UCSO will forfeit any awarded funds for the duration of their voluntary

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suspension but will be eligible to request for funds upon their successful return, if they attend follow-up meetings with Advisors and SBB to create a plan of action for their organization.

SECTION II:

SBB CHAIR AND VICE CHAIR

Chair

- Only student member 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
- Serves from the conclusion of the final meeting in the Spring semester through the following final meeting of the Spring semester.
- Responsibilities include
 - Set agendas for the meetings
 - Facilitate and attend all meetings
 - Maintain SBB Chair email account
 - Unbiasedly be SBB's guide to unilaterally apply policy and precedent
 - Review Funding Workshop content
 - Hold regular office hours to meet with organizations
 - Attend university meetings as necessary
 - Coordinate appropriations strategy with the Advisor
 - Meet weekly with the advisor
 - Delegate tasks to the Vice Chair and/or other SBB representatives
 - Coordinate with Chair of Graduate Student Budget Board eligibility criteria
 - Participate on Student Organization Finance Leadership Team
- Election of the Chair
 - The Chair will be elected by a simple majority vote of current SBB students in February prior to their term.
 - Nominations for the Chair will be taken 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 an anonymous vote.
 - Votes will be counted by the advisor and current Chair.
 - If the current Chair is re-running, another member, who is not running, will be selected to help count votes.
 - The elected Chair is expected to shadow the current Chair throughout the remainder of Spring Semester.
- Removal of the Chair
 - If the Chair is not upholding their responsibilities, they may be removed from their position on SBB.
 - A letter outlining detailed evidence of why the Chair should be removed, must be presented to CSA.
 - The letter may be written by Board members, Vice Chair, and/or the Advisor.

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- At that time, CSA will commence a review of the letter and determine if a hearing needs to take place.

Vice Chair

- Responsibilities include
 - Attend all meetings
 - Support and take delegation from the Chair
 - Take the place of Chair at meetings, if needed
 - Policy revisions and edits (precedent review)
 - Represent the Board's interests at Appeals meetings
 - Coordinate Annual Funding process
 - Coordinate appropriations strategy with the Advisor
 - Meet weekly with the advisor
- Appointment of the Vice Chair
 - The Vice Chair is appointed by the Chair serving within the same academic year.
 - The Chair will solicit interest from members after their election in Spring semester.
 - Those who are interested must be returning to the Board the following academic year, as a representative from an UCSO.
 - If no one fits the above criteria, then interest will be solicited at the SBB training that takes place at the beginning of the fall semester.
 - The selection of the Vice Chair must be approved by a simple majority vote by the board.
 - Their term commences at the same time as the Chair, if they're selected in the Spring, or immediately upon selection and approval, if done in the Fall.
 - Individuals interested in being the Vice Chair will need to submit a letter of interest to the Chair.
 - Letters will be reviewed by the Chair and Advisor.
 - The Chair may ask for interviews with those interested, if necessary.
 - Upon review, the Chair will make a recommendation to the Board.
- Removal of the Vice Chair
 - If the Vice Chair is not upholding their responsibilities, they can be removed from their position, not the Board, by the Chair.
 - A letter can be submitted to the Chair from Board Members or the Chair may draft their own document outlining their lack of responsibility.
 - The Chair will review the letter or take their own statement to the Board for review and a vote to uphold the removal decision or deny it.

SECTION III:

PROXIES

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.

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- 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 SBB on behalf of their organization; otherwise, the organization must take an absence.
- In case of emergency an organization can send an emergency proxy that does not hold voting power but is present, so the organization's interests are represented.

SECTION IV:

SBB ADVISOR

- The advisor for the Student Budget Board is a full time, staff member appointed through 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.

ARTICLE III: SECTION I:

FUNDING CATEGORIES AND MAXIMUMS

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

Small Grant Funding

- Consists of non-event specific items or equipment that an organization uses through the year in an effort to meet their mission.
- This category will be funded up to \$1,500.
- Requests must be submitted 30 days in advance of needing to purchase the equipment or spend the funds.

Operational Funding

- Consists of non-event specific expenses which helps an organization function.
- Example expenses include, but are not limited to, Insurance, Operational Supplies and Non-Event Specific Advertisements
- This category will be funded up to \$1,500
- Requests must be submitted 30 days in advance of needing to purchase the items or spend the funds.

General Program Funding

- Organization's programs and events that are open to the campus community.
- This category will be funded up to \$6,000.
- Funding may be spent on multiple events by the organization, but each event must be applied for individually.
- Contract fees for this funding category are funded up to \$4,999. Requests must be submitted 30 calendar days prior to the event.

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Major Event Funding

- Organization's programs and events that are open to the campus community, are booked in a major venue on campus. And meet one or both of the two criteria.
 - Proven attendance of 1,000 or more at the event.
 - One or more contracted guests (performer, speaker, artist, etc.) whose contract fees sum to more than \$5,000.
- Major venues are the GLC Auditorium, GLC Multipurpose Room, Squires Commonwealth Ballroom, Haymarket Theatre, Colonial Hall, Burruss Hall, and the Drillfield, Moss Arts Center, and the Lyric Theater.
- This funding category will be funded up to \$7,500.
- Requests must be submitted 60 calendar days prior to the event.
- If an organization requests funds for a Major Event and fails to meet any of the criteria stated above to be classified as a Major Event, (such as \$5000 minimum in contract fees) they shall be capped for reimbursement at the General Program max of \$6000 if any funds remain.

Conference Travel Funding

- Funding costs associated with organizations attending conferences.
- Organizations must demonstrate how conference attendance:
 - Meets the organization's mission
 - Benefits the organization (not individual members)
 - Benefits the campus community
- A maximum of 2 conferences per academic year will be funded.
- Conference funding includes travel accommodations (airfare, gas, train, car rental, parking, shuttle), registration fees, and lodging only.
- Conference attendance with a purpose, or intention, of presenting on work or projects specific to, or associated with, academic progress will not be funded.
- This funding category will be funded up to \$2,500
- Requests that fall under this funding category must be submitted 30 calendar days prior to the conference start date or when payment is due, whichever is first.
 - Conference schedules must also be submitted 30 calendar days prior to the conference start date.
- Given that conferences allow for a meaningful experience for our students, but do not have a wide reach, overall funding for conferences will not exceed 10% of the overall SBB RSO/USLP budget allocation.
 - Once 10% of the budget is allocated, organizations can continue to apply, and requests will be given consideration based on their application date and if funding is returned from other organizations.
 - This 10% portion of the budget will be split into allocations for conferences happening in the Fall and Spring semesters equally.

Competition Funding

- Funding for organizations where competitions are an integral part of the organization's functions (Sports clubs, debate teams, Model UN, etc.)
- A maximum of 4 competitions per academic year will be funded.
- Maximum of 8 students used to calculate lodging and/or transportation costs.
- Competition funding includes travel accommodations (airfare, gas, train, car rental,

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- parking, shuttle, ride sharing), registration fees, and lodging only.
- Competition attendance with a purpose, or intention, of presenting on work or projects specific to, or associated with, academic progress will not be funded.
- This funding category will be funded up to \$6,500.
- Requests that fall under this funding category must be submitted 30 calendar days prior to the competition start date, or when payment is due, whichever is first.
 - Competition schedules must also be submitted 30 calendar days prior to the competition state date.
- Given that competitions allow for a meaningful experience for our students, but do not have a wide reach, overall funding for competitions will not exceed 15% of the overall SBB RSO/USLP budget allocation.
 - Once 15% of the budget is allocated, organizations can continue to apply, and requests will be given consideration based on their application date and if funding is returned from other organizations.
 - This 15% portion of the budget will be split into allocations for competitions happening in the Fall and Spring semesters equally.

ARTICLE IV: SECTION I:

FUNDING GUIDELINES AND RESTRICTED ITEMS

Academic and Administrative Programs

- Programs and activities normally considered under the University's academic and/or administrative budget will not be considered for funding.
- 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.

Accommodations

- All events funded by Student Budget Board 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 SBB
 - 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 not be considered for funding.

Application for Production or Event Services Rentals

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- 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 includes 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 is 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 Board 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.

Contract/Honoraria

- Payment of honoraria and contractual services from Budget Board funds may be subject to hiring and payroll regulations of the University.
 - SBB will not fund contract payments or honoraria to employees of Virginia Tech.
- The board must know who the contracted guest is before funds will be allocated.
 - SBB does not judge the content, we only verify that bringing the guest aligns with the mission of the organization.
 - SBB will not fund contract payments, honoraria, or any costs related to the travel and lodging of students from other universities to come to Virginia Tech.
- If the organization enters into a verbal or written contract without the appropriate funding approval, the organization will be responsible for payment.
- Please note that contracts or agreements entered into on behalf of an RSO/USLP are the sole responsibility of the individual or the organization. Virginia Tech holds no responsibility with RSO/USLP contracts or agreements.
- It is strongly encouraged that before an RSO/USLP enters any sort of agreement or contract, they consult with Student Legal Services in Squires 143.
- 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.
- The following maximums are set for per contracted performer
 - Maximum \$500 for airfare per contracted guest
 - Maximum \$100 on night of event for lodging
 - Maximum \$28 total for meals (not including alcohol) on day of event

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- Fees for rental vehicles will be funded up to \$35 per day
- \$0.29 per mile for gas reimbursement for private vehicle or rental cost 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.)
- 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 Semester-in-Advance funding.
 - They are strongly encouraged for all other requests.
 - All contracts must be paid directly from SBB to the contracted performer. Reimbursements to the organization will not be funded.

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.
 - Items that are not equipment may be considered, at the discretion of the Board.
- 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).
- A storage location for the equipment must exist.

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- Organizations are expected to keep their equipment with from year to year.
- Costs associated with storage of equipment 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.
- Equipment repair is categorized within the Small Grant funding category.
- If an organization is funded for equipment, it cannot be funded for the same, or similar piece of equipment, for 3 years following.
 - For example: If your organization was funded in 2020-2021, you would be eligible for the same equipment again in 2023-2024.
 - 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.
- SBB will examine the purpose, type, size, and scope of an event when awarding decoration-related funding.
- The Board 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 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-SBB 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

- Food service charges, 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 service supplies for cultural tastings and/or educational demonstration can be funded up to \$15 per event.

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- 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.
- If an organization is planning to have SBB pay an invoice directly to a vendor to cover food costs, food must be purchased through America To Go. This does not apply to non-prepared food items purchased at a grocery store.
 - Prior approval will need to be received from the board for any exceptions.

Fundraising, Philanthropies, Benefits, & Charities

- The costs associated with charitable events may be fundable.
 - If any organization is hosting a philanthropy, benefit, or similar type of event, costs associated with the event, may be funded.
 - The event must be an activity open to the Blacksburg campus community that is participatory in nature.
- Allocated funds from SBB cannot go directly to charities, benefits, third parties, etc.
- Organizations can host events that may result in generated money.

Games

- SBB will fund online activities for organizations that encourage building of community (i.e. Jackbox games) to be used at events open to the campus community
 - Games should be requested under the Small Grant Funding category.
 - Each request will be considered based on the size and scope of the organization.
 - Organizations must showcase how games will be stored from year to year.
 - Requests for digital games must provide a description how ownership will be kept in the organization and not with an individual member.
 - Games cannot be requested again within a three (3) year period.

Giveaways

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

Health & Safety

- All events funded by SBB 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.
- SBB 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.
 - SBB will not fund any PPE that is listed as a line item in a funding request.

Installment Funding

- SBB will not consider a funding scenario that would incrementally set aside funds over several consecutive payments to fund a single program.

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- Funding for security deposits/refundable charges will not be allocated through SBB.

Intramural Fees

- Registration fees for intramurals will not be funded.

Insurance

- SBB will fund general liability insurance for organizations.
 - GLI is defined as a policy that comprehensively covers an organization for activities they are hosting which fit within the parameters of SBB funding.
 - Insurance coverage for individual members of the organization will not be funded. This includes but is not limited to accident insurance.
- One quote must be provided for insurance funding requests.
 - Insurance requests are exempt from the “Equipment, Large Line Items and Similar Purchases” stipulation.
- General liability insurance must be requested under the Operational funding category.
- If the Board 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.

Memorabilia

- Yearbook pages, photo albums, videos, or photography of the event, and similar memorabilia will not be funded since they have intrinsic value for only the organization and not the broader campus community.
 - 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

- SBB will consider funding off campus events 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.

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

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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) organizations will be funded up to \$100 per event (please see "Publicity and Advertising" below).

RSO & USLP Funding Policies & Procedures

- SBB may examine the type/size of an event when awarding print-related funding.
- Printing of programs for events will be funded up to \$0.14 per copy.
- Printing or publishing organization-specific material (agendas, minutes, recruiting, newsletters, etc.) will not be funded.
- Non-event specific advertising will be funded up to \$100 per year
 - Must be funded under the Operational funding category
- Banners (professionally made) will be funded up to the following amounts:
 - \$100 per year
 - \$25 for reprinting per year
 - Banners will only be funded for general organization logos/information and may not be event or date specific.
 - Banners must be funded under the Operational funding category

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.

Student Travel and Lodging for Conferences and Competitions

- Expenses incurred by students engaged in travel for conferences and competitions will be limited to costs of transportation, lodging, and registration fees.
- SBB will follow university guidelines and policies related to funding of travel
- 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.
- Expenses incurred by an individual who is not a VT student will not be funded.

RSO & USLP Funding Policies & Procedures

- SBB funding decisions will follow university travel guidelines regarding the funding of travel.

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/rented vehicles may be reimbursed at \$0.29 per mile.
 - One vehicle may be reimbursed for 1-4 students traveling. Two vehicles may be reimbursed for 4-8 students traveling.
 - Fees for rental vehicles will be maxed at \$35 per day for use by 1-4 students traveling.
 - If there are more than 4 students, costs for an additional vehicle may be allocated at a maximum of \$70 per day for two vehicles and a maximum of 8 students.
- Airfare 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.

Lodging

- Lodging for student travel will be funded up to \$50 per night per student for a maximum of four students for conferences and eight students for competitions.
- 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 with a maximum of four (4) students per in person conference and a maximum of two (2) conferences per academic year.
 - There is no limit to the number of members that can attend a virtual conference or competition
- Competition and conference registration fees will be funded up to \$2000 per year per organization.

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

- SBB will fund sales tax as needed, but this must be included in the original request for funds.

RSO & USLP Funding Policies & Procedures

- SBB will not fund sales tax if it is requested after approval, in excess of the amount the group was approved for.

Telephones

- Telephone expenses are non-fundable.

Towing Services

- Towing will never be funded in any capacity.

Wearing Apparel

SBB will consider funding under the following conditions:

- All items funded must remain with the organization, may not become the property of individuals, and must have a storage location. (See requirements under Equipment)
- All items funded must be used in organizational programs and activity and not used for private wear.
- 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.
- SBB will only fund one set of costumes per organization per year.
 - If it is for a specific event, please apply under the General Program category.
 - If the costumes are for general use for the year, please apply under the Small Grant category.

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 CSA.

Part II: Procedure

**ARTICLE I:
SECTION I:**

SBB MEETING PROCEDURES

Frequency of Meetings

- The Board meets once per week during the Fall and Spring semesters.
- Extra meetings may be held if needed and can be called by the Chair.
- The 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 number of members above 50 percent of voting members.

Urgent Summer Decisions

- The Board 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.
- The three members are the primary voters.

**ARTICLE II:
SECTION I:**

FUNDING PROCEDURES FOR RSO & USLP 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
- Everything that the organization does helps to achieve their mission.
- Fiscal integrity and prudent use of funds
- Diverse programming that engages and educates the community
- Abide by all SBB deadlines

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

SECTION II:

GUIDELINES FOR STUDENT ORGANIZATION ADVISORS

- SBB 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.

RSO & USLP Funding Policies & Procedures

- Complete reimbursement paperwork on behalf of the organization.
- Communicate with SBB about the organizations 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 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.
- 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 received Semester-in-Advance funding in the spring semester of the previous academic year, your organization must adhere to these requirements, or your allocated funds will be forfeited.
- 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.
- SBB will provide the forms for organizations to apply for funding.
- Forms must be filled out correctly and submitted by the deadlines outlined below for a request to be considered.

SECTION IV:

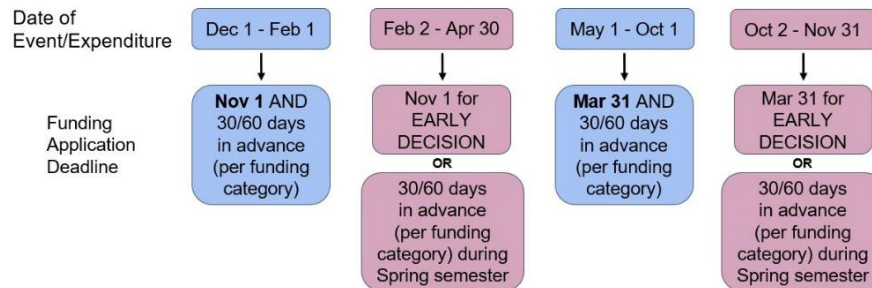
DEADLINES FOR SUBMISSION

- Each funding category has a submission deadline requirement:
 - Small Grant, General Programming, Operational, Conference and Competition Funding
 - 30 calendar days from the date of the event or the date that the money needs to be spent.
 - Major Event Funding
 - 60 calendar days from the date of the event.
 - If the funding request does not come in prior to that deadline, the board will not consider funding for that request, and it will be automatically denied.
 - If you do not have the exact cost ready for submission by the deadline, you may use estimated costs based off of past years or reasonable expectations.

RSO & USLP Funding Policies & Procedures

TYPE	DEADLINE
Small Grant Funding	30 calendar days
General Program Funding	30 calendar days
Operational Funding	30 calendar days
Conference Funding	30 calendar days
Competition Funding	30 calendar days
Major Event Funding	60 calendar days
Submission of Payment Documentation (event specific)	Prior to 45 calendar days after the date of the event
Accommodations Invoice/Bill	Within 7 calendar days of receiving invoice/bill
Purchase and Submission of Payment Documentation of Non-Event Specific Equipment	Prior to 45 calendar days after receiving award notification
Appeals	14 calendar days from the date of award notification

- Calendar Dates for Funding Application Deadlines
 - See the flowchart below for calendar dates deadlines throughout the year.
- 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.
- Early Decision
 - These deadlines must be met in order for a request to be heard during the semester it is submitted.
 - If your organization misses the early decision deadline your request will not be heard until the following semester.



SECTION V:

COLLABORATIVE EVENTS

- SBB 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*

RSO & USLP Funding Policies & Procedures

*SBB 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.

SECTION VI:

HOW REQUESTS ARE HEARD

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

SECTION VII:

APPROVED FUNDS

- Once a request is approved, the organization will be notified of what the board approved in their request.
- The organization is approved for ONLY what is on the request and award letter.
- If requesting funds for a program, organizations must put their program/event on their GobblerConnect page a minimum of 15 days prior to the event, with an accommodations statement.
 - If 15 days does not exist between approval and the event, the organization must create the event ASAP.
 - If this does not happen, the organization would lose funding for that event.

RSO & USLP Funding Policies & Procedures

- This does not apply to conference or competition funding.
- If funds are spent outside of what was approved and/or the amount approved, the organization will be solely responsible for paying those expenditures.

Retroactive Funding

- Organizations cannot be reimbursed for payments made prior to funding approval.
- 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.

Change of Event Information and Reallocations

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

ARTICLE III:

SECTION I:

PAYMENT AND REIMBURSEMENTS

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

RSO & USLP Funding Policies & Procedures

- 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 SBB, 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 electronically.
 - All necessary signatures must be completed on Payment Processing Forms.
- 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 SBB.
- All reimbursement paperwork for the same event/expenditure/conference/competition must be turned in at the same time.
 - 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.**

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 SBB.

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.
 - The University must pay the contracted performer directly and the organization cannot be reimbursed for prior payments.
 - 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 SBB.
- 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 SBB funds.

ARTICLE IV: SECTION I:

APPEALS

- 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.

Hearing Appeals

- RSO/USLP appeals will be heard by the SBB Appeals Committee.
- The SBB Appeals Committee
 - Consists of 3 secondary members from SBB.
 - The three chosen to sit on any appeal, must not have been present and/or voted on the original request.
- An appeals schedule will be created at the beginning of the year and assigns organizations appeal weeks.
 - If an appeal needs to be heard that week, secondary members from the three organizations listed will hear the appeal.
 - If an appeal does not need to be heard, they will have the week off.

Filing an Appeal

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

Hearing an Appeal

- The convened panel will review the request and meet with members of the organization who filed the appeal and the Chair or Vice Chair of the SBB.

RSO & USLP Funding Policies & Procedures

- The SBB Advisor will be present to take minutes and to ensure that both sides are being presented.
- Once both sides are presented, and the panel feels they have enough information to make a decision, they will privately deliberate.
- The appeal decision will be emailed to the organization contacts and to the chair of the SBB.
- The decision of the panel is final.

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 SBB after two readings.
 - If there is a tie, the Chair will make the final decision.