

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

Funding Policies & Procedures

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Part I: Policy

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ARTICLE I:

SECTION I:

MISSION

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

SECTION II:

SUPPORTING STATEMENTS

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

Given that students, attending the Roanoke campus pay the Blacksburg Campus student activity fee, organizations functioning at that campus are eligible for Appropriations funds. 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.

ARTICLE II:

SECTION I:

USS APPROPRIATIONS COMMITTEE MEMBERSHIP POLICIES

Definition

- The USS Appropriations Committee consists of current USS Senators who have been selected to sit on this committee.
 - 2 At-Large Senators
 - 2 UCSO Senators
 - 3 College Senators

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

Responsibilities

- Members
 - Attend and actively participate in USS Appropriations meetings.
 - Review and present on assigned requests ahead of time.
 - Respond to any and all eVotes.

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- o Accept and complete delegated tasks from the Chair.
- Membership Absences
 - o Absences by members of the USS Appropriations Committee at committee meetings will follow attendance procedures outlined in the USS Constitution and Bylaws.
- eVotes
 - o Failure of an organization to respond to an eVote will result in one absence per eVote missed.

SECTION II:

USS APPROPRIATIONS CHAIR AND VICE CHAIR

Chair and Vice Chair

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

SECTION III:

APPROPRIATIONS ADVISOR

- The advisor for the USS Appropriations Committee is a full time, staff member appointed through 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.

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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 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.
- One or more contracted guests (performer, speaker, artist, etc.) whose contract fees sum up to a maximum of \$4999.
- . Requests must be submitted 30 calendar days prior to the event.

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, 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

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be capped for reimbursement at the General Program max of \$6000 if any funds remain.

Conference 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 USS Appropriations Committee 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, 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 USS Appropriations Committee RSO/USLP budget allocation.
 - Once 15% of the budget is allocated, organizations can continue to apply, and

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requests will be given consideration based on their application date and if funding is returned from other organizations.

- o 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.~~
- If more than 50% of an organization(s) membership receives academic credit, they are not eligible for funding.
- USS Appropriations will not fund for a speaker to teach individual classes for academic credit.

Accommodations

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

Alcohol/Alcohol Licenses

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

Application for Production or Event Services Rentals

- If you have a need for Production Services, please put one line item labeled "Production" that is inclusive of all charges associated with Production.
 - o Production Services includes rentals and labor.
 - o 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.
 - o 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

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memorabilia purposes. Requests for live streaming will be closely examined.

- o Live Streaming costs will be funded at a maximum of \$1000.
- The USS Appropriations Committee will consider requests for Photography/Videography not using Virginia Tech Production Services.
 - o 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 Appropriations Committee funds may be subject to hiring and payroll regulations of the University.
 - o Appropriations will not fund contract payments or honoraria to employees of Virginia Tech.
- The Appropriations Committee must know who the contracted guest is before funds will be allocated.
 - o Appropriations does not judge the content, we only verify that bringing the guest aligns with the mission of the organization.
 - o Appropriations will not fund contract payments, honoraria, or any costs related to the travel and lodging of students from other universities to come to Virginia Tech.
- If the organization enters into a verbal or written contract without the appropriate funding approval, the organization will be responsible for payment.
- Please note that contracts or agreements entered into on behalf of an RSO/USLP are the sole responsibility of the individual or the organization. Virginia Tech holds no responsibility 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 (<http://legal.uss.vt.edu/>)
 - o No pre-payments including, but not limited to, security deposits will be funded.
- Requests for travel, lodging and meal amounts, in support of contracted guests whether there is an actual payment for a contract/honoraria, may be requested by the organization.
- The following maximums are set for per contracted performer
 - o Maximum \$500 for airfare per contracted guest
 - o Maximum ~~\$400~~ \$175 on night of event for lodging
 - o Maximum \$30 total for meals (not including alcohol) on day of event
 - o Fees for rental vehicles will be funded up to \$35 per day
 - o ~~\$0.29~~ \$0.33 per mile for gas reimbursement for private vehicle or rental cost of guest (Value is based on 50% of the Federal 2023 Standard Mileage Rates for Business listed on IRS.gov – It is at the discretion of the committee with considerations of USS Appropriations Committee's available funds to decide

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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 the Appropriations Committee to the contracted performer.
 - Reimbursements to the organization will not be funded.

Decorations

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

Dues

- Individual or organizational membership dues are not funded.

Employment

- Costs of employment will not be funded.
- Student employment will not be funded unless 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 Appropriations Committee.
- 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.

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- o If you are purchasing an item versus renting it, a cost-benefit analysis is required to reflect savings to be achieved by the purchase.
- o Food service supplies are not considered under equipment or decorations (please see Food and Beverages).
- A storage location for the equipment must exist.
 - o Organizations are expected to keep their equipment with from year to year.
 - o Costs associated with non-item specific storage of equipment will not be funded. (e.g. general storage bin)
- Items must be organization specific and not accessible for rental through the university's vendors.
 - o If an item is accessible through the university's vendors, but purchasing is still desired, a cost-benefit analysis and significant justification must be presented for funding consideration.
- Equipment repair is categorized within the 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.
 - o For example: If your organization was funded in ~~2021-2022~~ 2022-2023, you would be eligible for the same equipment again in ~~2024-2025~~ 2025-2026.
 - o Items can be requested within a three year lifespan if the item becomes unsafe or is no longer functional
 - o Additional justification is required when submitting this request and will be considered by Appropriations with a detailed explanation as to why an item is being requested.
- The Appropriations Committee will examine the purpose, type, size, and scope of an event when awarding decoration-related funding.
- USS Appropriations recognizes pricing changes may occur between the award of funds and the actual purchase date for certain types of equipment.
 - o A purchase of upgraded equipment that does not exceed the original funding proposal does not require any further action from the organization.
 - o However, a letter of justification and prior Appropriations Committee approval are required for the purchase of upgraded equipment that results in additional costs, unless the organization will pay the additional out of non-USS Appropriations funds.

Financial Aid and Scholarships

- Tuition assistance in the form of financial aid, scholarships, assistantships, internships, externships, and similar assistance models will not be funded.
- Tutoring expenses will 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 cultural tastings and educational demonstrations for the food category per organization per academic year is \$1,500

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- Food service charges (i.e. delivery, etc), food, and beverages will not be funded, unless they are a core part of a cultural event, or food items that are being used for an educational demonstration (i.e. a cooking demonstration by the Cooking Club).
- Food service supplies will not be funded as they will be provided by the Source.
- ~~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 of the total \$100 cap.~~
- Food and non-alcoholic beverages consumed by a visiting lecturer, entertainer, or guest of an organization will be funded at up to \$30.00 per individual on the day of the event only.
- ~~Full course meals will not be funded.~~
- If an organization is planning to have USS Appropriations pay an invoice directly to a vendor to cover food costs, food must be purchased through America To Go. This does not apply to non-prepared food items purchased at a grocery store.
 - Prior approval will need to be received from USS Appropriations for any exceptions.

Fundraising, Philanthropies, Benefits, & Charities

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

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

- 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.
- USS Appropriations 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 Appropriations Committee will not fund any PPE that is listed as a line item in a funding request.

Installment Funding

- The Appropriations Committee will not consider a funding scenario that would

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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 Appropriations Committee.
- Costs associated with subscriptions will not be funded
 - Ex. Canva Pro, Adobe, Etc.

Intramural Fees

- Registration fees for intramurals will not be funded.

Insurance

- General liability insurance (GLI) for organizations will be funded.
 - GLI is defined as a policy that comprehensively covers an organization for the activities they are hosting which fit within the parameters of Appropriations funding.
 - Insurance coverage for individual members of the organization will not be funded. This includes but is not limited to accident insurance.
- Costs associated with adding additional insured individuals/entities outside of those required by the university will not be funded.
- 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 Appropriations Committee 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.
- Insurance costs associated with optional terrorism coverage 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.
 - Recordings of performances and concerts will not be funded.
 - Electronic versions will also not be funded.
 - Costs associated with producing electronic versions will also not be funded.

This includes photography/videography services, and any costs associated with them, unless deemed an integral part of the event itself.

Off-Campus Events

- Funding for off campus events will be considered if...
 - facilities are unavailable on campus and/or
 - facilities prove inadequate for the event.
- If an organization is applying to host an event off-campus the event location must be within Blacksburg town limits, accessible by the Blacksburg Transit, and in an accessible event venue.
- Accessibility is based on several factors, including but not limited to:
 - Distance from bus stop to event location, routes being available throughout the duration of the event, and landscape between Blacksburg Transit stop and event

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venue.

- o If the event is being sponsored by an organization at the Roanoke campus, the event must be within 5 miles of the Virginia Tech Carilion Research Institute. Student organizations based at the Blacksburg campus may not receive funding for events at the Roanoke campus.
- When applying for funding, justification must be given as to the 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 to be funded
 - o General office supplies will not be considered.
- Requests must be well-developed and supported by the following documentation:
 - o Justification, with a convincing argument for the necessity of the purchase.
 - o Detailed understanding of what operational supplies will be used for and how it will be utilized by the organization.
 - o Price quotations by at least three (3) vendors for any single item \$150 or more
 - Insurance is exempt from this provision (please see Insurance section).
 - o Food service supplies are not considered under operational supplies or decorations (please see Food and Beverages).
- A storage location for the operational supplies must exist.
 - o Costs associated with storage of operational supplies will not be funded.
- Items must be organization specific and not accessible for rental through the university's vendors.
- If an item is accessible through the university's vendors, but purchasing is still desired, a cost-benefit analysis and significant justification must be presented for funding consideration.

Organization Retreats

- Workshops, orientations, and similar types of events will not be funded unless 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...
 - o conference attendance for the purpose of obtaining a job or internship.
 - o conferences where a networking event/series or career fair make up more than 25% of the conference schedule.
 - o requesting equipment that will be used for personal profit.

Photography and Videography

- Photography/videography services, and any costs associated with them, unless

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deemed an integral part of the event itself will not be funded.

- Costs associated with photography and videography unless deemed integral to the event itself will not be funded.

Practice Rentals

- Rental fees for on-campus practice rooms and other spaces reservable through Rec Sports (ex. McComas, War Memorial, Rec Fields, Field House) for organizations that are performance or competition based, will be funded up to ~~\$600~~ \$750 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.
- Costs for practice spaces must be requested under General Program Funding

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).
 - The type/size of an event when awarding print-related funding will be considered
- 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 banner
 - \$25 for reprinting per banner
 - 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 Committee 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

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- 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 USS Appropriations.
- If an event is off-campus or contains alcohol, the organization will be responsible for these costs.
- Organizations may request funds for events requiring House Management staff, when the event itself qualifies for funding and the organization is 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, tear tickets, etc.

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.
- University guidelines and policies will be followed 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.
- Appropriations funding decisions will follow university travel guidelines regarding the funding of travel.

Transportation

- The travel location must be known before The Appropriations Committee will approve funding.
- The Appropriations Committee 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 ~~\$0.29~~ \$0.33 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

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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~~ \$72 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

- 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.

Telephones

- Telephone expenses are non-fundable.

Towing Services

- Towing will never be funded in any capacity.

Wearing Apparel

Funding of wearing apparel will be considered under the following conditions:

- All items funded must remain with the organization, may not become the property of individuals, and must have a storage location. (See requirements under

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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.
- Requests for uniforms will be funded only for competition-based organizations if required to compete.

Wearing Costumes

USS Appropriations will consider funding under the following conditions:

- All items funded must remain with the organization, may not become the property of individuals, and must have a storage location. (See requirements under Equipment)
- All items funded must be used in organizational programs and activity and not used for private wear.

USS Appropriations will only fund one set of costumes per organization per year.

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

Part II: Procedure

RSO & USLP Funding Policies & Procedures

ARTICLE I:

SECTION I:

SBB MEETING PROCEDURES

Frequency of Meetings

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

Quorum

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

Urgent Summer Decisions

- The Appropriations Committee will appoint three members from the previous year to a summer committee, along with the Chair for the following year, 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

The Appropriations Committee has expectations for student organizations that apply for funds. These expectations are outlined below.

- Reasonable and justified funding requests
- Programs, events, and travel that align with the organization's mission
- Everything that the organization does helps to achieve their mission.
- Fiscal integrity and prudent use of funds
- Diverse programming that engages and educates the community
- Abide by all Appropriations Committee deadlines

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

SECTION II:

GUIDELINES FOR STUDENT ORGANIZATION ADVISORS

- The Appropriations Committee acknowledges that student organization advisors play a crucial role in the support/advisement of student organizations and their leaders. However, that role should be focused on supporting, not completing work on behalf of the organization.

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- 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.

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- o Complete reimbursement paperwork on behalf of the organization.
- o Communicate with Appropriations about the organization's request without involvement from a student leader.
- Advisors may help student leaders navigate these processes, but they are unable to complete the processes themselves.

SECTION III:

FUNDING APPLICATION REQUIREMENTS

In order to apply for funding from the USS Appropriations Committee, your organization must meet the following criteria:

- Be registered with Student Engagement and Campus Life (SECL)
 - o For returning organizations, you must be fully re-registered with SECL by 5 PM on the Friday of the 4th week of the semester.
 - o For new organizations, you must be fully registered following SECL procedures.
- Attend a Funding Workshop
 - o Each individual who is submitting a funding request must have taken the Funding Workshop in the outlined format.
 - o 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.
 - o Good standing is defined as meeting registration and on-going student organization requirements through SECL.
- The Appropriations Committee will provide the forms for organizations to apply for funding.
- Forms must be filled out correctly and submitted by the deadlines outlined below for a request to be considered.

SECTION IV:

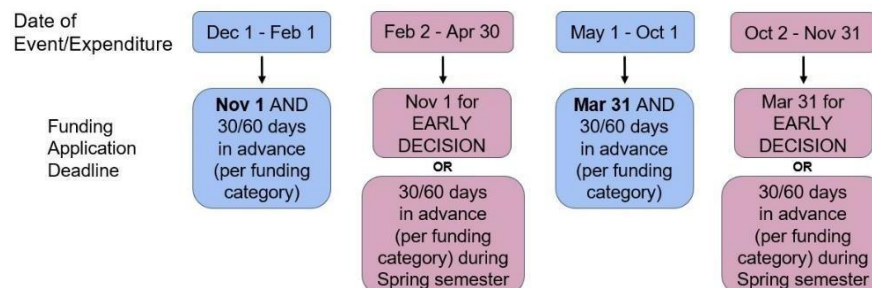
DEADLINES FOR SUBMISSION

- Each funding category has a submission deadline requirement:
 - o 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.
 - o Major Event Funding
 - 60 calendar days from the date of the event.
 - o If the funding request does not come in prior to that deadline, the Appropriations Committee will not consider funding for that request, and it will be automatically denied.
 - o If you do not have the exact cost ready for submission by the deadline, you may use estimated costs based off of past years or reasonable expectations.

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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)	15 days following the event date or expenditure. For bills/invoices you haven't received within 15 days following the event (i.e. Event Services/Production Services), you must submit the bills/invoices you must submit within 5 days upon receiving the bill/invoice.
Accommodations Invoice/Bill	Within 7 calendar days of receiving invoice/bill
Purchase and Submission of Payment Documentation of Non-Event Specific Equipment	Prior to 45 calendar days after receiving award notification
Appeals	14 calendar days from the date of award notification

- Calendar Dates for Funding Application Deadlines
 - See the flowchart below for calendar dates deadlines throughout the year.
- Break Periods
 - The Appropriations Committee 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.



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SECTION V:

COLLABORATIVE EVENTS

- USS Appropriations 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*
 - *USS Appropriations Committee defines active collaboration as involvement from members of all involved organizations in the creation, planning, and execution of the program and may include financial contribution from all parties involved.
- If you are collaborating on an event, each organization must apply for their own funding for the event.

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

SECTION VII:

APPROVED FUNDS

- Once a request is approved, the organization will be notified of what the Appropriations Committee approved in their request.

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- 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.

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- o 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 Appropriations Committee.
- If payments are made prior to approval, the organization is solely responsible for paying those expenditures.

Change of Event Information and Reallocations

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

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- Submitting an invoice and/or contract for a direct payment is the preferred method of utilizing the funding.
- If the invoice or charge is more than what was approved through the Appropriations Committee, the organization is responsible for paying the remainder of the costs.
- Contracted speakers, guests and artists must be paid directly through the university, not through student organizations or their members. Other purchases from outside vendors (such as supplies, equipment, etc.) may be purchased by the student organization, provided they have received pre-approval to purchase and submit proper receipts and documentation for the purchase 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 5 days after receiving all receipts/invoices and 15 days, the organization forfeits the right to be reimbursed and those funds will revert back to the Appropriations Committee.
- 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 the Appropriations Committee.

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 the Appropriations Committee.
- Failure to submit the appropriate forms and/or to have these forms completed will delay the ability to have a check made. If a payee has a US Taxpayer ID or Federal

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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.

Payment for University Services

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

ARTICLE IV: SECTION I:

APPEALS

- Appeals may only be based on the following criteria:
 1. Established policies and procedures were not followed.
 2. The decision was not made within parameters with previous decisions of the Appropriations Committee, in the same academic year.
- The fact that the Appropriations Committee 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 USS Appropriations Appeals Committee.
- The Appeals Committee
 - o Consists of 3 members from USS Appropriations.
 - o 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.
 - o If an appeal needs to be heard that week, secondary members from the three organizations listed will hear the appeal.
 - o 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 Appropriations Committee allocation decisions must be submitted, no later than 5 PM on the date two (2) weeks from the date on the award letter.
- The appeal will be delivered to the Appropriations Committee Advisor to begin the appeal process.
- The Appropriations Committee Advisor will review the appeal and determine if it meets the appeal criteria.
- If it does, the Appropriations Committee Advisor will convene the Appeals Committee

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for the upcoming week.

Hearing an Appeal

- The convened panel will review the request and meet with members of the organization who filed the appeal and the Chair or Vice Chair of the Appropriations Committee.
- The Appropriations Committee Advisor will be present to 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 Appropriations Committee.
- 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 the USS Appropriations Committee after two readings.
 - If there is a tie, the Chair will make the final decision.