2020-2021 Student Budget Board Policy & Procedure Addendum

Information on this addendum is up-to-date to align with university guidance as of September 28, 2020. Please be aware that this a "living" document meaning it is subject to change at any time in order to best align with university, CDC, and health official restrictions and guidelines. It will be updated as more information from the university becomes available. Organizations will be notified of updates.

All SBB funding decisions will align with the university’s statements found on this website (https://vt.edu/ready).

The changes below, may contradict, or be in addition to, what is currently outlined in the UCSO or RSO/USLP 2020-2021 Policy & Procedure documents. If there is a contradiction (as outlined), this document will take precedent.

Policy Changes for 2020-2021 Academic Year:

Health & Safety Guidelines

• All events funded by SBB must abide by the university’s health and safety guidelines (https://vt.edu/ready/fall2020_message.html#limited-gathering, https://vt.edu/ready/fall2020_message.html#athletics-and-performances, and https://vt.edu/ready/for-students.html#events). 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 PPE kits to be used by organizations for events, these can be requested from the front desk of Squires Student Center. SBB will not fund any PPE that is listed as a line item in a funding request.

Conferences and Competitions

• The university has strongly discouraged non-essential travel (https://vt.edu/ready/fall2020_message.html#academic-calendar). SBB has decided that costs associated with conferences and competitions will not be funded, except for registration fees for virtual events; through Fall 2020, or until further, differing guidance.

• Organizations can apply, per normal procedures, for registration costs. There is no limit to the number of members that can attend a virtual conference or competition, but registration fees will only be funded at a maximum of $1000 per organization per year. (This supersedes UCSO Policy & Procedure on Page 15 and RSO/USLP Policy & Procedure on Page 16).
• Organizations can apply for full conference and competition funding for future semesters (as long as they follow Policy and Procedural deadlines). Travel and Lodging costs may be funded contingent on travel guidance from the university. If travel is still unadvised in Spring 2021 (or beyond), these funds may be revoked. Organizations may not spend these funds until given full approval from SBB.

Events Post-Thanksgiving Break
• In the university's adjusted 2020-2021 academic calendar, all on-campus events and activities will end by Thanksgiving break. Between this time and the beginning of the Spring 2021 semester, SBB will not fund any in-person event that occurs on/off-campus, only funding for virtual events will be considered. (This supersedes UCSO Policy & Procedure on Page 13 and RSO/USLP Policy & Procedure on Page 15)

Photography/Videography and Live Streaming
• In an effort to promote virtual events, SBB will fund photography/videography costs associated with event production, including Live Streaming options. However, funds associated with photography/videography must still be integral to the event and if used for memorabilia purposes will not be funded. (This supersedes UCSO Policy & Procedure on Page 13 and RSO/USLP Policy & Procedure on Page 14)
• Live Streaming costs will be funded at a maximum of $1000, in addition to your original funding request for a General Program or Major Event. These costs may vary depending on the type, duration, and needs of the event.

Procedure Changes for 2020-2021 Academic Year

Form Submission Procedure
• All forms must be submitted electronically, nothing will be accepted in person. Forms must be downloaded from the SBB website and filled out digitally. (This supersedes UCSO Policy & Procedure on Page 23 and RSO/USLP Policy & Procedure on Page 25)