

Virginia Tech Student Activity Fee Allocation Board (SAFAB)

Policies & Procedures

Approved by Student Activity Fee Allocation Board, 1/21/2025

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Part I: Policy

**ARTICLE I:
SECTION I:**

MISSION

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

**SECTION
II:**

SUPPORTING STATEMENTS

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

**ARTICLE II:
SECTION I:**

STUDENT ACTIVITIES FEE ALLOCATION BOARD MEMBERSHIP POLICIES

The SAFAB will have the following Membership:

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

Responsibilities

- Members
 - Attend and actively participate in all SAFAB meetings.
 - Review and present assigned requests ahead of time.
 - Respond to any and all eVotes.
 - Accept and complete delegated tasks from the Chair.
- Membership Absences

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- o Absences by members of the SAFAB at committee meetings will follow attendance procedures outlined in the USS and GPSS Constitution and Bylaws, according to the member that is absent.
- eVotes
 - o Failure of a member to respond to an eVote will result in one absence per eVote missed.
- Board finance liaisons
 - o Meet with organizations at least two weeks prior to each quarterly meeting.
 - o Discuss pushback and reallocation strategy preceding mid-year balancing.

**SECTION
II:**

SAFAB CHAIR AND VICE CHAIR

Chair and Vice Chair

- The USS Vice President for Finance is the chair for SAFAB. Responsibilities include:
 - Set agendas for the meetings
 - Facilitate and attend all meetings
 - Maintain SAFAB Email Account
 - Unbiasedly be SAFAB' guide to unilaterally apply policy and precedent
 - Hold regular office hours to meet with organizations
 - Attend university meetings as necessary
 - Coordinate Annual Budget strategy with the Advisor and chair of GSBB
 - Meet as needed with the advisor
 - Represent SAFAB' interests at Appeals meetings
 - Coordinate Annual Budgeting Processes
 - Being a voting member of SAFAB
 - Chair:
 - ☐ Delegate tasks to the Vice Chair and/or other SAFAB representatives
 - ☐ Coordinate with Chair of Graduate Student Budget Board eligibility criteria
 - Communicating with orgs for tabled evotes and moderating further deliberation with the board.
 - Approvals of contingencies and reallocations in GC.
- The GPSS Director of Finance is the Vice Chair for SAFAB. Responsibilities include:
 - ☐ Review Funding Workshop content
 - ☐ Policy revisions and edits (precedent review)
 - ☐ Support and take delegation from the Chair
 - ☐ Take the place of Chair at meetings, if needed
 - ☐ Being a voting member of SAFAB
 - ☐ Managing GobblerConnect Form updates.
 - ☐ Managing reallocation evotes.

**SECTION
III:**

SAFAB Voting

Everyone votes including the Chair and Vice Chair. In the case of the tie, a super

majority is required for the motion to pass (4/6).

**SECTION
IV:**

SAFAB ADVISOR

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

ARTICLE III:

SECTION I:

UCSO FUNDING GUIDELINES AND RESTRICTED ITEMS

Academic and Administrative Programs

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

Accommodations

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

Alcohol/Alcohol Licenses

- Alcoholic beverages and licenses for events involving alcohol will not be funded.
 - This includes insurance costs relating to the service and/or presence of alcohol at events.
- Events with alcohol or held at locations where alcohol is actively being served will still be eligible for funding if all the following criteria are met:
 - Target audience of individuals over the age of 21, with reasoning for why the target audience is this group as opposed to all Virginia Tech students. Must also align with the mission of the organization.
 - Presence of officially licensed security to check IDs and provide some method of identification of those who are 21 and up (For example, wristbands).
 - Alternative, non-alcoholic beverages are present for those choosing not to drink alcohol, or those who cannot.

Application for Production or Event Services Rentals

- If you have a need for Production Services, please put one line item labeled “Production” that is inclusive of all charges associated with Production.
 - Production Services 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.
- The SAFAB will consider requests for Photography/Videography not using Virginia Tech Production Services.
 - Justification including a convincing argument as to why Production Services cannot meet the organization’s needs and a detailed cost-benefit analysis showcasing savings by using a different entity must be provided.

Campus Campaigns

- Election campaigns for individuals/organizations will not be funded, unless those elections are open to the entire campus community or entire undergraduate/graduate population.
- Expenses funded must align with other USS Appropriations Committee and GSBB funding priorities (maximum of \$2000 per organization).

Contract/Honoraria

- Payment of honoraria and contractual services using SAFAB funds may be subject to hiring and payroll regulations of the University.
 - SAFAB will not fund contract payments or honoraria to employees of Virginia Tech.
- Any organization requesting \$50,000 or more in contracted performer fees (includes contracts which are all-inclusive or not all-inclusive) is required to co-sponsor the event with another UCSO. The intended UCSO co-sponsors must be listed at the time the budget request is submitted.
- The SAFAB must know who the contracted guest is before funds will be allocated.
 - SAFAB does not judge the content, we only verify that bringing the guest aligns with the mission of the organization.
 - SAFAB will not fund contract payments, honoraria, or any costs related to the travel and lodging of students from other universities to come to Virginia Tech.
 - If the organization enters into a verbal or written contract without the appropriate funding approval, the organization will be responsible for payment.

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- 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 \$30 total for meals (not including alcohol) on day of event
 - 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 2022 Standard Mileage Rates for Business listed on IRS.gov – It is at the discretion of the Board with considerations of the SAFAB's available funds to decide whether to adjust this value.)
- Travel, lodging, and meals for support staff for performers (managers, agents, entourage, etc.) will not be funded.
- All-Inclusive contracts/honoraria
 - All-Inclusive contracts are contracts that include travel, lodging, and meals in a blanket cost for the guest.
 - They are required for Annual Budgeting.
 - They are strongly encouraged for all other requests.
- Force Majeure
 - In case there is a need for a contract cancellation, it is recommended by SAFAB to have a Force Majeure clause in every contract held by organizations. This ensures that the organization is not charged for the contract in the event of a Force Majeure. If the organization is forced to cancel, it will be their responsibility to cover the fees.
 - The SAFAB will reimburse for performer travel, lodging, meals, Production/Event Services and/or similar costs of a canceled event if they are incurred only if there was a Force Majeure clause in the original contract, and it must be the reason for contract cancellation.

Decorations

- Decorations are defined as single-use, non-reusable items specific to an organization event or program

Dues

- Individual or organizational membership dues are not funded.

Employment

- Costs of employment will not be funded.
 - ❑ Student employment will not be funded unless they are 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

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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 SAFAB.
- Requests must be well-developed and supported by the following documentation:
 - Justification, with a convincing argument for the necessity of the purchase.
 - Detailed understanding of what equipment will be used for and how it will be utilized by the organization.
 - Price quotations by at least three (3) vendors for any single item \$150 or more
 - Rental or contract services provided or arranged by university vendors and contracts (theater/speaker/performer) are exempt from this provision.
 - Insurance is exempt from this provision (please see Insurance section).
 - If an item is less than \$150, please be sure to find the least expensive option.
 - If you are purchasing an item versus renting it, a cost-benefit analysis is required to reflect savings to be achieved by the purchase.
 - Food service supplies are not considered under equipment or decorations (please see Food and Beverages).
- Items must be organization specific and not accessible for rental through the university's vendors.
 - If an item is accessible through the university's vendors, but purchasing is still desired, a cost-benefit analysis and significant justification must be presented for funding consideration.
- If an organization is funded for equipment, it cannot be funded for the same, or similar piece of equipment, for 3 years following.
 - For example: If your organization was funded in 2021-2022, you would be eligible for the same equipment again in 2024-2025.
 - Items can be requested within a three-year lifespan if the item becomes unsafe or is no longer functional
 - Additional justification is required when submitting this request and will be considered by the board with a detailed explanation as to why an item is being requested.
- SAFAB will examine the purpose, type, size, and scope of an event when awarding decoration-related funding.
- SAFAB recognizes pricing changes may occur between the award of funds and the actual purchase date for certain types of equipment.

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- A purchase of upgraded equipment that does not exceed the original funding proposal does not require any further action from the organization.
- However, a letter of justification and prior SAFAB approval are required for the purchase of upgraded equipment that results in additional costs, unless the organization will pay the additional out of non-SAFAB funds.

Financial Aid and Scholarships

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

Fines and Penalties

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

Food and Beverage

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

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Fundraising, Philanthropies, Benefits, & Charities

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

Furniture

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

Giveaways

- Promotional items that are event or organization specific will not be funded.
- Prizes will not be funded. Prizes are defined as anything that has monetary value while non-monetary awards are defined as a structured plaque or figure given for the purpose of recognition.
- Non-monetary awards will be funded at max \$500 per event for a maximum of \$1000 per year.

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.

Installment Funding

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

Intramural Fees

- Registration fees for intramurals will not be funded.

Insurance

- General liability insurance (GLI) will be funded for organizations.
 - GLI is defined as a policy that comprehensively covers and organization for activities they are hosting which fit within the parameters of SAFAB funding.

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- o 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.
 - o Insurance requests are exempt from the “Equipment, Large Line Items and Similar Purchases” stipulation outlined.
- If the SAFAB feels that the quote is higher than average, they may ask for a second quote to be provided before rendering a decision.
- Vehicle insurance will not be funded.

Memorabilia

- Recordings of performances and concerts will not be funded.
 - o Electronic versions will also not be funded.
 - o Costs associated with producing electronic versions will also not be funded.

Off-Campus Events

- Funding for off campus events will be considered if facilities are unavailable on campus and/or facilities prove inadequate for the event.
- If an organization is applying to host an event off-campus the event location must be within Blacksburg town limits and accessible by the Blacksburg Transit.
 - o If the event is being sponsored by an organization at the Roanoke campus, the events must be within 5 miles of the Virginia Tech Carilion Research Institute. Student organizations based at the Blacksburg campus may not receive funding for events at the Roanoke campus.
- When applying for funding, justification must be given as to the needs for hosting the event off-campus vs. on-campus.
- If an organization is requesting a space reservation fee, even if the event is free to students, a cost-benefit analysis (of the event being hosted off-campus vs. on-campus) must be submitted along with the request.
- Exception for Off-Campus Events:
 - o USCOs can sponsor group trips that are open to the entire campus community and meet their organization's mission.
 - o UCSO Off-Campus Group Travel
 - UCSOs, by nature of their organization's mission, are able to take large groups of students off-campus to experience opportunities that are not able to be held on-campus.
 - This travel must be open to all students on campus.
 - Examples: BOC's trip to the African American Smithsonian museum and USS's Hokie Day

Office Supplies

- Office supplies will not be funded by SAFAB. Office supplies will be available

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through the Source.

Operational Supplies

- Operational supplies are any items with the potential to be used more than once in its lifespan and with having an expected lifespan of less than 3 years
- Operational supplies must be integral to an organization fulfilling its mission in order to be funded
 - General office supplies will not be considered.
- Requests must be well-developed and supported by the following documentation:
 - Justification, with a convincing argument for the necessity of the purchase.
 - Detailed understanding of what operational supplies will be used for and how it will be utilized by the organization.
 - Price quotations by at least three (3) vendors for any single item \$150 or more
 - Insurance is exempt from this provision (please see Insurance section).
 - Food service supplies are not considered under operational supplies or decorations (please see Food and Beverages).
- A storage location for the operational supplies must exist.
 - Costs associated with storage of operational supplies will not be funded.
- Items must be organization specific and not accessible for rental through the university's vendors.
- If an item is accessible through the university's vendors, but purchasing is still desired, a cost-benefit analysis and significant justification must be presented for funding consideration.

Organization Retreats

- Workshops, orientations, and similar type of events will not be funded unless open to all of the campus community.

Personal Financial Gain

- Organizations will not be funded for programs and activities that result in financial gain for individual members.
- This includes...
 - conference attendance for the purpose of obtaining a job or internship.
 - conferences where a networking event/series or career fair make up more than 25% of the conference schedule.
 - requesting equipment that will be used for personal profit.

Practice Rentals

- Rental fees for on-campus practice rooms and other spaces reservable through Rec Sports (ex. McComas, War Memorial, Rec Fields, Field House) for organizations that are performance or competition based, will be funded up to \$600 per year.
 - 25% of practice hours must be open to the campus community and posted as an event on GobblerConnect.

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Printing or Copying Material

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

Publicity and Advertising

- The Board will consider the percentage of costs related to publicity and advertising.
 - Expenses should be realistically developed within the type/size of the event.
- No more than twenty percent (20%) of an overall program cost will be awarded for publicity and advertising costs.
 - If 20% of the overall program cost is larger than the maximums listed below, then the organization will be limited at those maximums.
- For social media-related advertising (Facebook, Instagram, Snapchat), organizations will be funded up to \$75 per event.
- Publicity funding will be considered for media that directly focuses on currently enrolled students at the Blacksburg/Roanoke campuses.

Recruitment

- All costs associated with recruitment will not be funded.

Room Rental Fees

- Room rental fees will not be funded unless the event is free to students.
 - Please see the “Off-Campus Events” for provisions regarding events off-campus.
 - Please see the “Practice Rentals” for provisions regarding practices/rehearsals.

Security and House Management Costs

- Required security costs and payments will be managed directly through VTPD, Rhino, and Student Engagement and Campus Life (SECL) and are not funded by SAFAB.
- If an event is off-campus or contains alcohol, the organization will be responsible for these costs.
- Organizations may request funds for events requiring House Management staff, when the event itself qualifies for funding and the organization is ultimately billed directly for these charges.
- Definitions
 - Security
 - Rhino Staff members who are present at events to: provide services such as bag checks, crowd control, administer wrist bands, etc.

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- 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

- Funds associated with conferences and competitions are maxed at \$3000 per year per organization.
- Organizations must demonstrate how conference and competition attendance:
 - Meets the organization's mission; and
 - Benefits the organization and members of the organization as a whole
 - Benefits the larger campus community
- Expenses incurred by students engaged in travel for conferences and competitions will be limited to costs of transportation, lodging, and registration fees.
- Costs of meals will not be funded.
- International travel is not funded
- Expenses incurred by faculty/staff will not be funded.
- Expenses incurred by an individual who is not a VT student will not be funded.
- The SAFAB funding decisions will follow university travel guidelines regarding the funding of travel.

Transportation

- The travel location must be known within 10 miles before the SAFAB will approve funding.
- The SAFAB will fund vehicle rental costs and gas mileage reimbursement.
 - A maximum of 7 days will be funded for vehicle rental costs
- The use of private/rented vehicles may be reimbursed at \$0.47 per mile. This is set to 75% of the privately owned vehicle mileage reimbursement rate (<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>).
 - Gas per vehicle may be reimbursed per 4 students traveling. For example, one vehicle for 1-4 students traveling, two vehicles may be reimbursed for 5-8 students traveling, three vehicles may be reimbursed for 9-12 students traveling, etc.

Fees for rental vehicles will be maxed at \$50 per day per 4 students traveling. For example, \$50 per day for 1-4 students traveling, \$100 per day may be reimbursed for 5-8 students traveling, \$150 per day for 9-12 students traveling, etc.

- Airfare and train fare may be funded up to \$250 per student and at

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no more than \$1000 per year per organization.

- Parking and shuttle (including ride-share) costs will be funded up to \$20 per day per 4 students traveling. These are separate line items which are funded up to a total of \$20 per day per 4 students traveling. For example, \$20 per day for 1-4 students traveling, \$40 per day for 5-8 students traveling, 9-12 students traveling, etc.

Lodging

- Lodging for student travel will be funded up to \$72 per night per student. This is set to 75% of the nightly lodging rate for an unknown destination based on the university controller Procedure 20335r: Rates for Lodging and M&IE (https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/travel/20335r.pdf).
- Lodging requests per organization must not exceed a maximum of six nights during the academic year.
- Organizations are encouraged to make reasonable requests based on comparative lodging costs or alternative lodging options.

Registration Fees

- Conference registration fees will be funded up to \$250 per student per conference.

Subscriptions

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

Target Audience

- Events, on-campus conferences/competitions must include the majority participation of VT students and be for the benefit of those students.
 - On-campus conferences or competitions with the primary intention of hosting the event for outside groups, or students from other colleges, will not be funded.

Taxes

- Sales tax will be funded as needed, but this must be included in the original request for funds.
- Sales tax will not be funded if it is requested after approval, in excess of the amount the group was approved for.

Towing Services

- Towing will never be funded in any capacity.

Wearing Apparel

- Funds associated with wearing apparel are maxed at \$20,000 per year per organization.
- Funding of wearing apparel for official purposes by their executive board will be considered under the following conditions:

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- o Organizations may request for wearing apparel to be used for official purposes (such as branded polos) for their executive board, up to 10 members.
- o Organizations may request for nametags to be used for official purposes for their executive board, up to 10 members.
- o All items funded must be used in organizational programs and activity and not used for private wear.

Organizations may request event specific apparel only for the use of volunteer identification. The budget request must include a quote for the current fiscal year must be provide and must include a screenshot of the proposed apparel item.

- o Apparel must have the word “volunteer”, “staff” or another word which clearly identifies the individual as a volunteer necessary for the operation of the event.
- o Volunteer wearable apparel will only be funded at a maximum of \$10 per person.
- Wearing apparel intended for purposes of advertising the organization, such as T-shirts, will not be funded.
- Rentals are strongly encouraged for cultural shows and performance organizations.
- Graduation cords and stoles will not be funded.

Website Services

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

SECTION

II:

CHANGING POLICY

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

Part II: Procedure

Student Activity Fee Allocation Board Policies & Procedures

ARTICLE I:

SECTION I:

SAFAB MEETING PROCEDURES

- The SAFAB meets quarterly
- Extra meetings may be held if needed and can be called by the Chair.

Quorum

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

Urgent Summer Decisions

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

ARTICLE II:

SECTION I:

UCSO ANNUAL ALLOCATION PROCEDURE

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

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

This board then receives the total amount of money for the year for students from the budget office. SECL is responsible for maintaining a record of previous years’ funding. SAFAB splits this into funding amounts for:

- RSOs/USLPs: Split between Appropriations and GSBB

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- UCSOs
- Student Legal Services
- Accommodation Request Expenses
- UCSO Contingency Funding
- USS
- GPSS

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

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

SECTION II:

Policy Review Procedure

Each year, SAFAB will engage in a review and update of policy in the fall semester in order to provide updated policy for the annual budget process in the spring. Those policies and procedures will be used for the entirety of the following academic year.

ARTICLE III:

SECTION I:

FUNDING PROCEDURES FOR UCSO FUNDING

Expectations for Organizations

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

- Reasonable and justified funding requests
- Programs, events, and travel that align with the organization's mission
- Everything that the organization does helps to achieve their mission.
- Fiscal integrity and prudent use of funds
- Diverse programing that engages and educates the community
- Abide by all SAFAB deadlines
- Attendance of at least one member of the organization to each quarterly UCSO Gathering hosted by SECL and SAFAB
- Establish a consistent communication method with your SAFAB representative

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- o Communicate requested changes or reallocations with your assigned SAFAB representative quarterly
- Abide by all SAFAB deadlines
 - o Meet the quarterly deadline for contingency and pushback funding by meeting with your assigned representative before the SAFAB quarterly meeting
 - These deadlines will be set by SAFAB
 - o Base Budget requests for the following fiscal year must be submitted on the date in spring that SAFAB sets as the deadline

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

SECTION

II:

GUIDELINES FOR STUDENT ORGANIZATION ADVISORS

- The SAFAB acknowledges that student organization advisors play a crucial role in the support/advisement of student organizations and their leaders. However, that role should be focused on supporting, not completing work on behalf of the organization.
- Student organization advisors may not do the following:
 - o Submit funding applications on behalf of the organization.
 - o Serve as the primary contact for an organization on a request.
 - o Complete reimbursement paperwork on behalf of the organization.
 - o Communicate with SAFAB about the organization's request without involvement from a student leader.
- Advisors may help student leaders navigate these processes, but they are unable to complete the processes themselves.

SECTION

III:

FUNDING APPLICATION REQUIREMENTS

In order to apply for funding from the SAFAB your organization must meet the following criteria:

- Complete constitution updates and review by the Commission on Undergraduate Student Affairs every 5 years, as outlined in Policy 8012
- 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 the UCSO Quarterly Gatherings where budget policies and procedures

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- are reviewed and discussed
- If your organization falls out of good standing with the university, your funds will be revoked and/or you will not be eligible for reimbursement.
 - Good standing is defined as meeting registration and on-going student organization requirements through SECL.
- The SAFAB will provide the forms for organizations to apply for funding.
- Forms must be filled out correctly and submitted by the deadlines outlined below for a request to be considered.
- After a funding application is submitted one member of the organization must meet with the SAFAB to discuss further details in their funding application and answer clarifying questions.

SECTION

IV:

FUNDING BREAKDOWNS

Annual Budget

- Annual Budgeting is a program of funding that allows UCSOs to submit a budget, in the Spring semester, for programs that will occur during the following academic year.
 - Organizations should do their best to anticipate funding needs for the upcoming year. The goal of this allocation is to push funds for expected/guaranteed expenditures for the upcoming year.
- UCSOs must submit budget requests in the prescribed format by the deadline.
- expenditures occurring within the end of the school year, should 1) be included in the previous year's annual allocation budget request or 2) in a blocks or Annual Budgeting allocation decisions are emailed to each UCSO in April, and funds are distributed in August for the new academic year after all funding agreements are submitted confirming allocations

Funding of SAFAB

- SAFAB Allocates money from the Student Activity Fee
 - The funds received through the Budget office awarded amount and a certain amount of carryover will go directly to base budgets for UCSO's and the funding to be allocated by GSBB/Appropriations in addition to other costs within the Annual Appropriations Strategy, including funding for Student Legal Services and The Source that support all organizations
 - Any funds remaining unspent at the end of the fiscal year will be compiled into the contingency funding pool or held for the following year's Appropriations Strategy

Carryover Funds

- The amount of funds in Carryover that will be used for base budgets for the fiscal year and for Quarterly changes will be decided by the SAFAB based on the current needs of the UCSO's and the amount of Carryover

Quarterly Cycles

- There are four quarters in the academic year that SAFAB will meet to discuss contingency and reallocations requests, as well as policy updates
- Quarter Deadlines will be provided at the first UCSO Gathering each year
 - UCSO's must be prepared with their contingency, pushback, and reallocation requests at each set deadline date
 - UCSO's must submit their requests via GobblerConnect and discuss them with their assigned SAFAB Representative prior to the deadline

Base Budget Annual Allocation Request Timeline

- By the beginning of spring semester, SAFAB will have notified each UCSO of their recommended number of their base budget for the following year
- The strategy for setting recommended numbers based on the amount of funds anticipated and the historical spending trends of each organization is voted on by SAFAB each year
- UCSO's then meet with their assigned SAFAB Rep to discuss the recommended number & any policy questions prior to submitting a proposed base budget annual allocation request
- SAFAB will meet and deliberate the base budget annual allocation requests in Quarter 3 and funding award letters will be sent out to UCSO's in April

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Base Budgets

- Base Budgets are reviewed and approved with the intention to fund the most essential and consistent function of the organizations for the following academic year

Buckets

- UCSO's must follow the "Bucket Strategy" in their requests
- Buckets are defined as line items established to fund the same expense across multiple events like contract fees, Production services, decorations, etc.) to allow for more flexible spending throughout the year and to ensure consistency in structures
- Example: If Event A has production and food costs, and Event B has production and Food costs, the line items should include the Event A and B production costs together and the Event A and B Food costs together

Contingency

- Contingency Funding is the only opportunity for UCSO's to request additional funds during the current academic year in addition to their base budgets for current year funding that UCSO's can gain access to if Reallocation isn't able to happen and there are no pushbacks
- Contingency Requests will be reviewed quarterly
- Contingency Requests must include the amount of money being requested as well as which Bucket the funding is going to, along with detailed justification
- SAFAB will vote on the request based on the contingency pool, expected contingency requests, and overall funding philosophy

Pushbacks

- Pushbacks can occur every Quarter
- Pushbacks are an opportunity for UCSO's to give money back to the Contingency Pot if they know the funding will no longer be used

SECTION V:

APPROVED FUNDS

Approved Funds & Payment

- Organizations cannot be reimbursed for payments made prior to funding approval, and must use generated funds to cover expenses not approved by SAFAB

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- Organizations receiving funds are expected to expend those funds in accordance with approved Annual Budgeting allocations.
- UCSOs are required to submit the payment documentation, direct pay vendor/contract, or reimbursement receipts and payment verification to the Student Organization Accounting Office no later than 15 days following the event or payment date, whichever is first.
 - If the organization has not received a vendor bill/invoice within 15 days following the event, the organization must submit the bill/invoice within 5 days of receiving the documentation.
- Failure to meet this deadline will result in the organization paying for those acquired costs through their organization's generated funds.
- Contract/Honoraria Agreements
 - Organizations entering into contracts/honoraria agreements must consider tax implications. If the payee does not have a US Taxpayer ID or Federal ID number, tax must be withheld and can take up to 90 days to process.
 - If tax is required to be withheld that actual payment amount will be less than the stated contract fee.
- Disbursements of funds must follow policy, Annual Budgeting allocation strategies, and specific notes written on each request.
 - If the expenditure does not align with policy, it will not be funded.
 - If there is a question on an expenditure, the organization should contact the SAFAB Chair prior to spending the funds.
- It is expected that organizations meet their mission and fulfill the projects they applied for in their funding request.

Collaborative Events

- The SAFAB encourages collaboration between organizations for events. Collaborations are crucial to help with the success of events as well as allowing for programs to reach a broader audience.
- Collaborations between two or more organizations must meet the mission of both organizations and be an active collaboration*
 - *The SAFAB defines active collaboration as involvement from members of all involved organizations in the creation, planning, and execution of the program and may include financial contribution from all parties involved.
- If you are collaborating on an event, each organization must apply for their own funding for the event.
- UCSOs are prohibited from giving the SAFAB funds to other organizations directly via transfers or making donations directly to nonprofit groups.

ARTICLE IV: SECTION I:

PAYMENT AND REIMBURSEMENTS

- There are several documents that must be completed via GobblerConnect before a check request can be forwarded to the Controller's Office.
- Approved funds are only dispersed through Direct Pay/Invoice or reimbursement.
- Submitting an invoice and/or contract for a direct payment is the preferred method of utilizing the funding.
- If the invoice or charge is more than what was approved through the SAFAB, the organization is responsible for paying the remainder of the costs.
- Contracted speakers, guests and artists must be paid directly through the university, not through student organizations or their members. Other purchases from outside vendors (such as supplies, equipment, etc.) may be purchased by the student organization, provided they have received pre-approval to purchase and submit proper receipts and documentation for the purchase in order to receive reimbursement.

Deadline for Payment

- Organizations are required to submit the payment documentation, direct pay vendor invoice, contract, or reimbursement receipts and payment verification to the Student Organization Accounting Office no later than 15 days after the date of event.
 - If the organization has not received a vendor bill/invoice within 15 days following the event, the organization must submit the bill/invoice within 5 days of receiving the documentation.
- If the payment documentation is not turned in within 15 days, the organization forfeits the right to be reimbursed and those funds will revert back to SAFAB.
 - For example - If your organization is being reimbursed for a conference,

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reimbursement paperwork for all individuals who need to be reimbursed, and any additional payments made, must be turned in together.

- o **This does not include payments for contracts and vendors that are needed ahead of time or if the organization has not received the invoice within 15 days following the event.**

Date Non-Specific Funding

- If the approved funding is not for a specific event date, (i.e. equipment), the organization has 45 days after they are sent award notification to make the purchase and turn in all paperwork for reimbursement or payment.
- Failure to meet this deadline will result in the organization forfeiting access to the funding and the funds will revert back to the SAFAB.

Payment for Contracts/Honoraria

- Before an organization enters into a contract, it is strongly encouraged that the organization meets with Student Legal Services in Squires 143.
- Payment processing forms, completed and signed contract, W-9 form, and 20 questions form must all be **turned in 4-6 weeks prior to your event.**
 - o 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.
 - o Payment made by an organization to a contracted guest, no matter the cost of the contract, and turned in for reimbursement, cannot be processed, and will be denied by the SAFAB.
- Failure to submit the appropriate forms and/or to have these forms completed will delay the ability to have a check made. If a payee has a US Taxpayer ID or Federal ID number, the W-9 form will need to be submitted and signed by the person the check is being made out to (or an agency representative, if applicable). This process can take 30 days to complete, once all material is submitted to the Controller's Office.

Reimbursement for Personal Purchases

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

Payment for University Services

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

ARTICLE V: SECTION I:

APPEALS

- All appeals must be submitted by the organization in writing and filed in accordance with the following appeal criteria. Appeals shall be presented to an

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appellate committee, see specific location below. The statements must outline the specific funding decision being appealed and the reason for the appeal.

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

UCSO Appeals

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

Appeals Process

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

SECTION

II:

CHANGING PROCEDURE

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

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readings.