

Virginia Tech

Student Budget Board

Registered Student Organizations (RSO)
and

University Student Life Program (USLP)
Funding Procedures

Approved by the Commission on Student
Affairs

4/26/2018

MISSION

The Student Budget Board (SBB) is a standing committee of the Commission of Student Affairs (CSA). The board manages the allocation process of a portion of the student activities fee to Registered Student Organizations (RSO), University Chartered Student Organizations (UCSO), and University Student Life Programs (USLP). SBB is a policy board that strives to fund organizations in a fair and equitable manner.

Funds allocated through SBB are meant to enrich the experiences and exposure of the student body (both undergraduate and graduate) during their time at Virginia Tech.

SUPPORTING STATEMENTS

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

There are over 800+ student organizations at Virginia Tech. It is impossible to create policy and procedure that will adhere to each funding request that is considered. While SBB strictly follows the policies and procedures outlined below, occasionally there are exceptional situations. Should one of these exist, the Board reserves the right to make exceptions as it deems fit. Exceptions will not be given regularly or lightly. If one is extended, it will be consistently applied to all subsequent situations that arise that are similar in nature.

COMMISSION ON STUDENT AFFAIRS & STUDENT BUDGET BOARD PURPOSE

The Commission on Student Affairs is one of the standing committees of the University Council and serves as an integral part of Virginia Tech's university governance structure. Each Commission reports to the University Council.

The specific charge to the Commission on Student Affairs and additional information regarding the Commission on Student Affairs can be found at the following website:

http://www.governance.vt.edu/uc_constitution_and_by-laws.html

The creation of the Student Budget Board (SBB) was initiated, by the Commission on Student Affairs (CSA), in order to have a mechanism for reviewing and making allocation decisions in support of student organization programming. The funding comes from a portion of the student activity fees, paid by each Graduate and Undergraduate student. The Policies and Procedures were approved by the CSA and any additional policy changes must also be approved by the CSA.

The Student Budget Board is charged with the responsibility of recommending to the Commission on Student Affairs, with their appropriation strategy, the amount of funds to be distributed to the student organizations for each fiscal year. Procedures for distribution shall be the responsibility of the Student Organization Accounting Office.

MEETINGS

Frequency of Meetings

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

Quorum

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

Urgent Summer Decisions

- The Board will appoint three members from the previous year to a summer committee, along with the Chair for the following year, in order to make decisions on questions presented by organizations over the summer, on previously allocated money.
- All four of these members are “on call” for the entire summer.
- The three members are the primary voters.

FUNDING PROCEDURES FOR RSO & USLP FUNDING

Expectations for Organizations

SBB has expectations for student organizations that apply for funds. These expectations are outlined below:

- Reasonable and justified funding requests
- Programs, events, and travel that align with the organization's mission
- Fiscal integrity and prudent use of funds
- Diverse programming that engages and educates the student community
- Abide by all SBB deadlines

If organization and requests do not meet these expectations, they may be denied funding by the Board.

Requirements for Application & Application Forms

- In order to apply for funding from SBB your organization must meet the following criteria:
 - Be registered with Student Engagement and Campus Life (SECL)
 - For returning organizations, you must be fully re-registered with SECL by 5 pm on the Friday of the 4th week of the semester.
 - For new organizations, you must be fully registered following SECL procedures.
 - Funding Workshop Attendance
 - Each individual who is submitting a funding request must have taken the Funding Workshop in the outlined format.
 - The format, details, and list of workshops will be available on the SECL website.
- If both of these are not completed, your organization will be ineligible to apply for funding for the entire academic year.
- If your organization received semester-in-advance funding in the spring semester, of the previous academic year, your organization is beholden to these requirements or your allocated funds will be forfeited.
- If your organization falls out of good standing with the university, your funds will be revoked and/or you will not be eligible for reimbursement.
 - Good standing is defined as meeting registration and on-going student organization requirements through SECL.
- SBB will provide the forms for organizations to apply for funding.
- Forms must be filled out correctly and submitted by the deadlines outlined below for a request to be considered.

Deadlines for Submission

- Each funding category has a submission deadline requirement:
 - Small Grant, General Programming, Conference and Competition funding
 - 30 calendar days from the date of the event or the date money needs to be spent
 - Major Event Funding
 - 60 calendar days from the date of the event.
 - If the funding request does not come in prior to that deadline, the board will not consider funding for that request and it will be automatically denied.
- Break Periods
 - SBB does not meet over Fall Break, Thanksgiving Break, Winter Break, Spring

- Break, and Summer Break.
 - Please know that this affects requests that will be heard.
- Deadlines for Winter and Summer Break Submissions
 - Any events or payment dates Dec. 1 to Feb. 1, must be submitted by November 1st and at least 30 calendar days in advance.
 - Any event or payment dates from May 1 to Oct. 1, must be submitted by March 31st and at least 30 calendar days in advance.
 - If there are extenuating circumstances (changes to the academic calendar, etc.) changes to these deadlines will be shared with all student organizations.

TYPE	DEADLINE
Small Grant Funding	30 calendar days
General Program Funding	30 calendar days
Conference Funding	30 calendar days
Competition Funding	30 calendar days
Major Event Funding	60 calendar days
Submission of Payment Documentation (event specific)	Prior to 45 calendar days after the date of the event
Purchase of Non-Event Specific Equipment	Prior to 30 days after receiving award notification
Submission of Payment Documentation (non-event specific equipment)	Prior to 45 calendar days after the purchase
Semester-in-Advance For Dec. 1 to Feb. 1	November 1 st AND at least 30 calendar days in advance
Semester-in-Advance For May 1 to Oct. 1	March 31 st AND at least 30 calendar days in advance
Appeals	14 calendar days from the date of award notification

Collaborative Events

- SBB encourages collaboration between organizations for events. Collaborations are crucial to help with the success of events and allows for programs to reach a broader audience.
- Collaborations between two or more organizations must:
 - a) meet the mission of both organizations and
 - b) be an active collaboration*.

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

HOW REQUESTS ARE HEARD

- Requests are heard in the order they are received.

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

APPROVED FUNDS

- Once a request is approved, the organization will be notified of what the board approved in their request.
- The organization is approved for ONLY what is on the request and award letter.
- If requesting funds for a program, organizations must put their program/event on their GobblerConnect page a minimum of 15 days prior to the event.
 - 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.
 - 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 *any* payments made prior to the Board's approval of funding.
- All payments must take place after approval from the board.
- If payments are made prior to SBB approval, the organization is solely responsible for paying those expenditures.

Change of Event Information and Reallocations

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

PAYMENT AND REIMBURSEMENTS

- Once funding has been approved, there are several documents needed to be completed and submitted, to the Student Organization Accounting Office in person, before a check request can be forwarded to the Controller's Office.
- All Board approved funds are dispersed through Direct Pay/Invoice or reimbursement only.
- Submitting an invoice and/or contract for a direct payment is the preferred method of utilizing the funding.
- If the invoice or charge, is more than what was approved through SBB, the organization is responsible for paying the remainder.
- 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 in person no later than 45 days after the date of event.
 - If the payment documentation is not turned in within 45 days, the organization forfeits the right to be reimbursed and those funds will revert back to the SBB.
- Date Non-Specific Funding
 - If the approved funding is not for a specific event date, (i.e. equipment), the organization has 45 days after sent award notification is sent 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 SBB.
- Payment for Contracts/Honoraria
 - Before an organization enters into a contract, it is strongly encouraged that the organization meets with Student Legal Services (Squires 143).
 - 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 business days to process.
 - If tax is required to be withheld, actual payment amount will be less than the stated contract fee.
 - Organizations should consult with the Student Organization Accounting Office, 225 Squires, prior to entering into any verbal or written agreement with a contract entity or individual that does not have the appropriate ID number.
 - Failure to submit the appropriate forms and/or to have these forms completed will delay the ability to have a check cut. 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.
 - In case there is a need for a contract cancellation, it is recommended by SBB 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 upon them to cover the fees.
 - SBB will reimburse for performer lodging, transportation, and meals, and Production and/or similar costs of a cancelled event if they are incurred, only if there was a Force Majeure clause in the original contract, and only if a Force Majeure was the reason for cancellation.

- 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 and in Squires 225.
 - If paying with cash, check, or credit/debit card, the original detailed receipt is all that is needed.
- Payment for University Services
 - Invoices from University Services or Departments can be submitted to the Student Organization Accounting Office and will be paid directly through SBB funds after it is approved.

Reimbursement for Personal Purchases

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 - If paying with cash, check, or credit/debit card, the original detailed receipt is all that is needed.

Payment for University Services

- Invoices from University Services or Departments can be submitted to the Student Organization Accounting Office and will be paid directly through SBB funds after it is approved.

APPEALS

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

Hearing Appeals

- RSO & USLP appeals will be heard by an Appeals Committee.
- The Appeals Committee
 - Consists of 3 secondary members from SBB.
 - The three chosen to sit on any appeal, must not have been present and/or voted on the original request.
- An appeals schedule will be created at the beginning of the year and assigns organizations Appeal Weeks.
 - If an appeal needs to be heard that week, secondary members from the three organizations listed will hear the appeal.
 - If an appeal does not need to be heard, the organizations listed 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 conditions.
- All appeals of the SBB allocation decisions must be submitted, no later than 5pm on the date two (2) weeks from the date on the award notification.
- The appeal will be delivered to the SBB Advisor to begin the appeal process.
- The Advisor will review the appeal and determine if it meets the appeal criteria (listed above).
- If it does, the SBB Advisor will convene the Appeals Committee for the upcoming week.

Hearing An Appeal

- The convened panel will review the request and meet with members of the organization who filed the appeal and the Chair or Vice Chair of the SBB.
- The Advisor will be present to take minutes and ensure both sides are presented.
- Minutes will be taken and the Advisor will facilitate the hearing.
- 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 the chair of the SBB.
- The decision of the panel is final.

CHANGING PROCEDURES

- In order to amend any items disclosed in this procedure document, approval for changes must be made through a majority vote of SBB after two readings.
 - If there is a tie, the Chair will make the final decision.