

SAF-B GUIDELINES 2021-2022

**OFFICE OF
STUDENT INVOLVEMENT**





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INTRODUCTION

PURPOSE STATEMENT

DePaul University, recognizing the value of student-led and co-curricular programming, established and maintains the Student Activity Fees as a source of income to support the cultural, spiritual, recreational, artistic and experiential learning of its students outside the classroom. Its overarching goals are to provide students with opportunities to shape the DePaul experience and to promote leadership and service to the DePaul community.

OBJECTIVES

The objectives of the guidelines contained herein are:

1. To uphold DePaul University's commitment to meaningful student participation in activities, which further the University's mission and adhere to its policies;
2. To provide a format whereby student organizations can solicit and receive Student Activity Fee monies to fund programs, which benefit the DePaul student community;
3. To direct the spending of Student Activity Fee monies in such a way that their impact on the student experience is maximized;
4. To establish an organizational structure for the Student Activity Fee Board, the student body responsible for allocating Student Activity Fee monies.

These guidelines are reviewed as needed by the Student Activity Fee Board. Recommendations are then forwarded to the Student Government Association for endorsement and to the Vice President for Student Affairs for approval.

SOURCE AND USES

Full-time undergraduate students are required to pay the \$25 Student Activity Fee each quarter. Based on projected enrollment, the Office of Student Involvement estimates the sum of these collections (the number of students multiplied by three quarters of payments) and budgets for them as follows:

- The Student Activity Fee Board receives 54 percent of actual fee collections. The majority of these monies are then allocated to student organizations who apply for funding. Other uses include nominal scholarships for the Board and administrative expenses;
- The DePaul Activities Board receives 46 percent of actual fee collections. The majority of these monies fund DAB programming, such as Winter Quarter Concert and FEST. Other uses include hiring a graduate assistant and administrative expenses;
- If the Student Activity Fee has year-end excess, university financial procedures will be followed.

- \$5,000 will be allocated to DePaul Community Service Association and Spiritual/Religious organizations for operations or programming because of their tie with the Vincentian Mission. The Division of Mission and Ministry will review and approve requests via an established request form. All organizations that apply for MMOF funding must maintain organization registration requirements with the Office of Student Involvement and Mission & Ministry in order to be eligible to receive funding. Remaining funds at the end of the year shall go back to SAF-B.
- The Office of Student Involvement will provide a projection on any excess expected by the fee by mid-April. The Board will make suggestions for using the excess money following the existing guidelines. These suggestions will be submitted to the VP of Student Affairs for consideration.

In order for a group to receive funding, the roster must be 75 percent made of undergraduate students. However, only undergraduate students will be able to receive funding towards travel, lodging, and registration for conferences or tournaments. If the group is primarily composed of graduate students, the organization may apply to The Graduate Organization Fund. The Graduate Organization Fund (GOF) represents a source of financial assistance for graduate groups that plan on traveling and/or plan events in the DePaul community. DePaul's Office of Student Involvement reserves funding for active graduate organizations and manages the process for allocation. It is the goal from the Office of Student Involvement to help support DePaul's graduate students in meeting their organizations' mission and purpose during their co-curricular time at DePaul University.

SAF-B CYCLE

SAF-B cycle operates based on DePaul's fiscal year.

- The budget period runs May 2019 – April 2020
- Please Note: After April, all limits on funding are reset and SAF-B rule changes may go into effect to ensure the same rules are followed throughout the next fiscal year.
- There are two budgets per month, Hearing and Discretionary, as well as Snap funding, our rolling application.
- Events/expenses must fall between July 1, 2019– June 30, 2020
- Events/expenses occurring at the end of the academic year should be applied for in April.
- The May budget periods are only for events/expenses occurring after July 1 (the start of the new fiscal year)
- Eligible events/expenses must occur at least 30 days from the application deadline, with the exception of May, which must occur after July 1 for following cycle

PROCESS OVERVIEW

This section provides a general overview of the Student Activity Fee Board's (SAF-B) allocation process. For detailed information on how to apply, funding limits and restrictions, and decision criteria, please see the sections that follow.

Hearing Applications

- Budget periods for hearing funds, applications over \$1,000, are once a month during the fall and winter quarters. 15 hearing applications (decided on a first come, first serve basis) will be accepted for each hearing period, and those 15 student organizations must attend a hearing to briefly present their need for funding (10 minutes).
 - The President and/or Treasurer of the organization applying for funding must present their expenses to the Student Activity Fee Board. The board will generally have questions, so the organization should give adequate time for this.
 - The presentation should include the purpose of the event, connection to DePaul and student organization's mission, how many students the event will serve, and break down of the cost.
- During the spring quarter, only two hearing budget periods are held.
 - At the April hearing, the remainder of the current SAF-B cycle's funding is distributed. 15 applications will be accepted for this hearing; all programs must take place before June 30th.
 - At the May hearing, funding is allocated to programs taking place the following SAF-B cycle (after June 30th). 35 applications will be accepted for this hearing.
- Following presentations, the Board reviews applications and deliberates. Based on the decision-making criteria outlined in this document, the information provided in the hearing, and the student organizations' application, the Board may choose to allocate full, partial or no funding. A quorum is required for the Board to grant hearing funding. A quorum consists of at least five voting members of the Board (a simple majority).

Discretionary Applications

- Allocations for discretionary funds, applications less than \$1,000, are once a month during the fall and winter quarters. For discretionary periods, there will be no limit to how many applications will be accepted. Student organizations applying for discretionary funds do not need to attend a hearing. Only the non-voting members and at least two voting members of the board will be necessary to grant discretionary funding.
 - During the spring quarter, only two discretionary budget periods are held. At the April discretionary period, the remainder of the current SAF-B cycle's funding is distributed; all programs must take place before June 30th. At the May discretionary period, funding is allocated to programs taking place the following year (after June 30th).
 - The president and treasurer of a student organization should be prepared to answer any emails/phone calls if the board has questions regarding funding requests.

Snap Funding

- Snap Funding allows Student Organizations to receive up to \$200 for event funding outside of the normal SAF-B process.
- The student organization would request funding via DEHUB budget module, and would receive an answer as to whether they receive the funding within 24 business hours after being reviewed by the SAF-B Board Chair and Advisor.

- Student organizations must apply at least 7 days in advance of the event for which they request snap funding by 11:59pm on their deadline day.
- All proposals must be in alignment with spending guidelines and for events for DePaul students.
- Snap funding is only for on-campus events and must be an activity or event that students can actively participate in.
- Snap funding cannot be used for operational expenses or fundraising.
- Student organizations cannot apply for Snap Funding for previous denied events.
- Snap funding events must be open to all DePaul students.
- SAF-B will fund up to 20 Snap events per academic year.
- Only one Snap Funding application is allowed per event. If a student organization decides to collaborate with another student organization, only one organization can apply for the snap funding.
- All Snap Events must occur within the academic school year.

General

- All allocation hearings are open to the campus community. Deliberations are closed to ensure the integrity of the process and allow for free conversation among the board members.
- Award letters are sent electronically to student organizations within 7 days following the application deadline. The award letter is sent to the student organization's president and treasurer and provides information on the board decision to allocate full, partial or no funding.

APPEAL PROCESS

- Student organizations and advisors may appeal the results of the allocation process if they believe the decision is unfair such as in cases of an incorrect interpretation of the application or rules.
- Groups wishing to appeal must submit a written letter of justification within seven business days of receiving an award letter to the Advisor of the Student Activity Fee Board, Sam Schubert, sschube3@gmail.com.
- Groups in need of clarification of the decision or appeals process should reach out to the SAF-B Advisor.
- Should that determination prove unsatisfactory, the appealing student organization may resubmit their written appeal to the Associate Vice President for Student Development within seven business days of the Student Activity Fee Board's decision.
- After reviewing the written statements of the Student Activity Fee Board and the student organization, the Associate Vice President will make a final decision on the matter.

STUDENT ORGANIZATION INFORMATION

FUNDING ELIGIBILITY

To be eligible for Student Activity Fee funding:

1. A student org must be registered and in good standing with the Office of Student Involvement
2. 75% of the organization's members must be undergraduate students
3. Members cannot be limited to employees of a University department
4. The organization's president and treasurer must attend the SAF-B training workshop

For a student organization to be in good standing, all of their bills must be paid and all forms submitted before the SAF-B application deadline. If a student organization's president and treasurer fail to attend the SAF-B training workshop, their organization will be ineligible for funding until they attend one. Should executive leadership change during the academic year, the newly elected president and treasurer must attend a SAF-B training workshop. Workshops are held on a monthly basis.

An organization can lose their funding privileges at any time by violating the policies and procedures of DePaul University or the guidelines contained herein.

FUNDING LIMITS

To ensure equitable funding for all student organizations, the Student Activity Fee Board places limits on certain expenses. In most cases, student organizations may receive:

1. Up to \$1,500 for food and beverages per event.
2. Up to \$2,000 per SAF-B cycle for instructors and coaches.
3. Up to \$3000 per SAF-B cycle for domestic conference registration fees, lodging, and domestic travel combined.**
4. Funding for up to six members when attending a conference, including registration fees, airfare, other travel, and lodging.
5. Funding for only 33 percent of costumes and uniforms purchases.
6. Funding for only 49 percent of benefit/fundraising programs.
 - Benefit programs are any event with a fundraising component, i.e. admission fee, raffle, silent auction, bake sales etc.
7. **Competitive organizations and clubs may receive up to \$8000 per SAF-B cycle for domestic competition/tournament registration fees, lodging, and domestic travel.

Note: competitive organizations are ones whose main goal/mission is to compete.

FUNDING RESTRICTIONS

Because the Student Activity Fee is intended to support programs which impact the student experience, further the University's mission, and adhere to its policies, student organizations may **NOT** request funding for the below:

1. Items that have already been paid for or debts;
2. Political candidates or lobbying efforts;
3. Contributions to any private business, association, group, or person;
4. Contributions/donations to charitable organizations;
5. Employment of faculty, staff, advisors or students (other than instructors and coaches);
6. Gifts/awards/prizes for members or advisors;
7. Payments of debts and previous expenditures;
8. Alcohol or events where alcohol is available;
9. International travel;
10. Individual membership dues;
11. Online advertising;
12. Websites (organizations can create a free website through DEHUB)
13. Food for general body or executive meetings;
14. T-Shirts;
15. Formals;
16. Personal Expenses.

In addition, because the Student Activity Fee is intended to support student-led programming, student organizations may only request funding to co-sponsor programs with University departments, if they are actively involved in the planning and execution of the event.

APPLICATION PROCESS

All student organizations must follow the process below when applying for SAF-B funding. By submitting an application, student organizations agree to abide by the guidelines contained herein. Any additional questions and concerns should be directed to the SAF-B Advisor.

General Rules for Submissions

- **Student organizations must apply at least 30 days in advance of the event for which they request funding.**
- Any student organization who received funding for an event must list the event on the DEHUB calendar with detailed information.
- The president or treasurer of the student organization must submit the application.
- Applications must be submitted using DEHUB's budget module. Deadlines for submission can be found on DEHUB on the Hub's website under the Student Activity Fee Board section.

- Student organizations cannot apply to consecutive hearing budget periods. However, if a group applies and their application is denied, the group would be eligible to apply for the next hearing. Student organizations may apply to consecutive discretionary budget periods.
- The president and/or treasurer of the student organization must attend the allocation hearing.
 - Student organizations must not be late to their scheduled hearing. Missing the assigned hearing time will make you ineligible for that budget period.
 - The Board has the option to set lateness allowances or may vote to reschedule a hearing if possible.
- If student organizations are partnering with one another or with a University department on a program, they must explain the involvement of each party on the application.

Date and Location

- Student organizations must secure a date and location for their program before applying for funding. A room reservation should be uploaded to the application. The Status must read “Confirmed” or “Pending”, not “Web Request”.

Quotes

- Student organizations must obtain quotes for all budget items. These quotes must be uploaded to their application on the DEHUB budget module.
- Quotes must be in English or a translation must be included.
- At least one quote is required for every line item. Two quotes are only required when a single item price is over \$100.
 - Example: if a single hotel room costs \$150/night you will need two different hotel quotes.
 - Example: A single pack of balloons costs \$5 and you’re getting \$150 worth of balloons, you would NOT need two quotes as the single item is less than \$100.
- Exceptions to the two quote requirement include the following: Chartwells, registration fee, gas/mileage, coaches/speakers/performers, and DePaul security. Only one quote is required for these items.
- SAF-B may request additional quotes if needed.

Travel

- Students wishing to attend a conference, tournament, or competition must include a letter of recommendation from a faculty or staff member to help the board understand the need and importance of these such events.
- Student organizations must submit an itinerary/agenda for any requests involving travel to a conference, tournament, competition, etc.
- If a group is driving and requesting funds for gas/mileage they must include maps showing round-trip miles

Vendors, Speakers, Performers

- Student organizations must also upload biographies for anyone they are requesting to bring to campus, including coaches, DJs, speakers/performers, etc.
- Student organizations must include a Guest Speaker Approval Letter if planning on bringing a guest speaker to campus for an open event. (Meaning students outside of your organization will attend.) The Guest Speaker Approval Form can be found under Forms on DEHUB. *Please note the approval board meets monthly, so it is best to submit the speaker request form at least two months prior to event.

REPORTING AND USING FUNDS

The requirements of SAF-B funding extend beyond the application process and hearing. Student organizations that receive Student Activity Fee monies need to be aware of the following:

1. Student organizations and their advisors are responsible for maintaining an accurate record of all expenditures;
2. All expenses must be made after the award letter has been sent to the organization;
3. The president or treasurer can schedule a meeting with the Coordinator for Office of Student Involvement to pay for the expenses on the university pro-card;
4. All purchases and reimbursements must be submitted to the Coordinator for Office of Student Involvement via the Payment Processing Form on DEHUB;
5. In order for a student organization or person to be reimbursed an original copy of the receipt must be submitted with the Payment Processing Form on DEHUB;
6. Venmo, Quick Pay, Paypal, and other share payment applications are NOT acceptable forms of payment. Student organizations will not be reimbursed if they choose to use share payment applications.
7. Payments that require a contract (performer, DJ, speaker, venue, etc.) must be paid by the University. Students cannot pay for these services and request a reimbursement.
8. Contracts must be completed at least 21 days prior to the event. Performance/vendor agreements will be uploaded to a student organization's funding application at the time of funding allocations along with the award letter. Students must NOT sign contracts themselves. This agreement must be completed by the performer/vendor, and then uploaded by the student organization into the Contract Submission Form on DEHUB.
9. The SAF-B logo or full name (Student Activity Fee Board) must substantially appear on all publications and promotional items associated with the program receiving funding, even if the program is co-sponsored by a University department;
10. Organizations will receive the SAF-B logo for use in their award letter.

REALLOCATION OF AWARDS

Requests to reallocate awards across line items within a funding application may be made using the DEHUB budget module; organizations will select “Reallocation of previously awarded funds” in the drop-down for budget period. A Reallocation Request must be submitted when:

- The group received only partial funding of the request and it wishes to move the money to a different line item that did not originally receive full funding; the reallocated amount should not exceed the original amount requested for that line item.
- The date of the event changes.

If the student organization received the full request, reallocation across line items is not permitted. This is to ensure the integrity of the quotes provided during the original application and decision making process.

All reallocations must be completed at least **14 days prior** to the event.

VIOLATIONS

If the Board has cause to believe that a student organization or advisor is using SAF-B funds for purposes other than those originally intended and approved, they may recommend freezing or removing allocated funds or otherwise sanctioning the organization in collaboration with the Office of Student Involvement. In such cases, due process will be insured and adequate time for thorough deliberation of the issues will be allowed.

ADDITIONAL NOTES

The objective of the Student Activity Fee is to support programs which benefit the whole DePaul community. In certain circumstances, the Board may require that a student organization attending a conference or similar event to share the knowledge gained with their fellow students. For example, if the Board allocates funds to send a student organization to a leadership conference, that organization may be expected to facilitate a leadership workshop on campus.

SAF-B BOARD INFORMATION

DECISION-MAKING CRITERIA

This section, referenced in other parts of these guidelines, outlines the objective criteria on which allocation decisions are to be made.

Mission

- How does this program further the student organization's mission?
- How does this program further DePaul's mission?

Inclusivity

- Is this program open to all students?
- Is this program free to attend?
- How many students are expected to participate?
- If a conference, how does the group plan on sharing the information to it?

Diversity

- How does this program enhance students' cultural awareness?

Innovation

- How is this program different from past events?

Effectiveness

- How will success be measured?

Cost Efficiency

- How much does this program cost per student?
- Is there a financial need from the organization?
- Has the organization sought out other sources of funding?

MEMBERSHIP

The Student Activity Fee Board (SAF-B) is composed of 13 members, three of which are non-voting. All voting members will serve for a minimum of one academic year but may remain on the Board for additional terms at the discretion of the appointing official or office. Elections and appointments to the Board shall be effective from June 1st to May 31st.

Non-voting members

- Treasurer of the Student Government Association (SGA)
 - This member serves as the Chair of the Board.
- SAF-B Advisor, Office of Student Involvement
- Assistant Director, Engagement, Office of Student Involvement

Voting Members (at large members)

- Student Representative appointed by the Cultural Allocation Fund Advisor
- Student Representative appointed by the Advisor to the Residence Hall Council.
- Student Representative selected by the DePaul Activities Board
- Student Representative selected by the DePaul Community Service Association (DCSA)
- Student Representative selected by the Interfraternity Council, the Panhellenic Council, and the Multicultural Greek Council
- Student Representative selected by the Student Government Association
- Staff Representative selected by the Division of Student Affairs
- Student at large selected by application process
- Student at large selected by application process

In the event of a tie between the voting members, the Chair of the Board will cast the deciding vote.

RESPONSIBILITIES OF NON-VOTING MEMBERS

The primary responsibilities of the non-voting members of the Board are: to give guidance to both the Board and applying student organizations; to oversee the application and allocation processes; and to enforce guidelines when violations occur or are suspected.

Responsibilities of the Chair of the Board

1. Preside over the hearings and discretionary allocation meetings.
2. Assist SAF-B Advisor with administrative tasks.

Responsibilities of the SAF-B Advisor

1. Actively advise and meet with members of the Board.
2. Actively advise and meet with student organizations when requested about the funding process.
3. Provide the Board with the materials and information necessary to make allocation decisions, including copies of applications, past funding requests, and supporting documentation.
4. Serve as Secretary of the Board, including keeping minutes at meetings and writing a summary of allocation hearings for the Vice President for Student Affairs. (Summaries will be open to the public, available for public inspection, and distributed to Board members.)
5. Present SAF-B workshops at least once a month to allow organizations to apply for funding.
6. Review funding applications and communicate allocations to student organizations.
7. Review appeals from student organizations.

Responsibilities of the Coordinator for Student Involvement

- Process all payment processing forms for student organizations.

RESPONSIBILITIES OF VOTING MEMBERS

Board members are elected or appointed based on their involvement in one facet of the DePaul experience. Their primary responsibility is to share their insight and to engage in thoughtful dialogue when considering funding applications from student organizations.

Board members are expected to always treat each other and all student organizations with the utmost respect and dignity. Board members must also be able to maintain confidential information such as, but not limited to, board meetings, financial or academic information from all members of the DePaul community, or hearing and discretionary meetings. Other responsibilities include:

1. Must be present at and stay for the duration of all eight allocation hearings held the second Friday of every month. If a member cannot attend all or part of a hearing, he or she must notify the SAF-B Advisor and Chair of the Board one week in advance.
2. Must sign up for and present for at least four discretionary meetings, held the third Friday of every month.
3. Must attend Fall quarter training, Winter Quarter one-on-one meetings with SAF B advisor, and Spring Quarter end of year meeting.
4. Must be cognizant of the guidelines governing the application and allocation processes.
5. Must objectively make recommendations to allocate funds based on the decision-making criteria outlined in these guidelines. For this reason, no member of the Board may vote on any application from an organization with which he or she is affiliated.
6. Cannot ask other Board members questions about organizations with which they are affiliated. These questions should be directed at the president or treasurer during their presentation.
7. Can request a special meeting of the Board with at least two other voting members.
8. Review structure, policies, and procedures governing the allocation of funds to organizations.

Voting members may be removed from the Board for violating the Student Activity Fee Guidelines, two unexcused absences, or negligence of their duties. The recommendation to remove a member may be initiated by another member, the Chair of the Board, or the SAF-B Advisor. The member in question must be notified of the concerns either in writing or verbally and given the opportunity to respond. The Office of Student Involvement will facilitate this process.