

SGA Funding Guidelines

Revised on 10.23.23

Overview:

SGA collects a fee from every student at the beginning of the semester and uses that money to help support RSOs (Recognized Student Organizations) and students on various events, projects, and functions. This document outlines specific stipulations and guidelines involved with SGA funding.

Scope:

Nothing in this document may overrule or violate policy laid out in the *SGA Constitution* or *SGA Bylaws*. In conjunction with those documents, this document serves as the primary document outlining SGA funding policies. Aside from the *SGA Student Treasury Bylaws*, any other prior SGA funding document, manual, or guidelines are considered obsolete.

Service Organizations:

Each semester, a portion of the accumulated \$100 SGA fee is designated for the use of SGA Service Organizations. The split of the fee is SGA receives \$44, SCEF receives \$30, BCA (Board of Campus Activities) receives \$20, and Horizons receives \$6. This funding is designed to help financially support Service Organizations chartered through the Student Government Association as per the *SGA Bylaws*.

1. Service organizations must adhere to the following definition:
 - a. A student-run organization that at the heart of its conception provides a needed service to benefit the whole student body rather than the desires of the organization itself
 - b. Service Organizations must operate consistently with the *SGA Constitution* and *SGA Bylaws*
2. A proposed budget including all sources of income and all expected expenses must be submitted to the SGA Treasurer by the first Budget Committee meeting of the semester. The budget will be reviewed by the Budget Committee and approved by the Student Government Association during the first month of the funded semester.
3. Any line item/budget category change of 50% or more in a Service Organization budget requires notification and approval from the Student Government Association.
 - a. If this occurs, then the Service Organization's operations will be put on hold until a meeting is set with the SGA Treasurer, the SGA President, and the SGA advisor to discuss the budgeting issues and come to a solution.
4. A representative of the Service Organization is required to attend Student Government Association Open Meetings in accordance with the *SGA Bylaws*.
5. All Ad-Hoc members must attend necessary meetings in accordance with the agreement made between SGA and its Service Organizations to be eligible for funding.
6. SCEF will receive \$30/student of the SGA fee charged to students at the beginning of the Fall and Spring.

- a. This cannot change without a two-thirds (2/3) vote from both the SGA Council and voting SCEF members
7. Funding for Service Organizations will be proposed at the end of each semester for the following semester's funding.
8. Tentative budgets and actual monetary requests must be submitted at the deadline as put forward by the SGA Treasurer.

SGA RSO (Recognized Student Organizations) Grants:

Each semester, a portion of the accumulated SGA budget is designated for the use of RSO's (Recognized Student Organizations). This funding is designed to assist organizations in attaining goals beyond their reach. These goals should directly or indirectly affect all students at ERAU (Embry Riddle Aeronautical University), foster school spirit, and promote school recognition.

1. The SGA Council determines the total SGA Grants Budget at the beginning of each term.
2. The maximum amount of funding an organization is eligible to apply for is determined by the SGA RSO Funding Tier System.
3. The Student Budget Committee will review each request for funds and approve budgets by a majority vote.
4. To be granted these funds, the RSO must meet the following criteria, in addition to the criteria determined by their specific tier (found below):
 - a. The organization must be in good standing with the Department of Student Engagement to apply for and receive funds
 - b. The RSO must have a Financial Officer (Treasurer).
 - c. It is strongly recommended that they also have clear Bylaws defining their financial process
 - d. An RSO must have a Faculty/Staff Advisor to endorse funding requests on behalf of the RSO
 - i. For RSOs without a Faculty/Staff Advisor, a member from DSE shall act as the RSO advisor to endorse the funding request.
 - e. For travel funding, funds will be granted on a matching basis.
 - i. Therefore, the RSOs must submit \$4,000 worth of acceptable receipts to receive a maximum of \$2,000.
 - f. RSOs must request funding during the semester in which the event will take place unless other arrangements are made with the SGA Treasurer.
 - g. Grants must be claimed during the semester in which they were approved unless other arrangements have been made with the SGA Treasurer.
 - h. RSOs are requested to make positive contributions to the campus.
 - i. RSOs recognized by the Department of Student Engagement and supported by a university budget must completely disclose their income and expenditures for the current and previous semesters at the time of registration.
 - j. In the event the RSO has a university account, any inter-account transfer of funds must be pre-approved by the SGA Treasurer.
5. All approved funds should be used by the RSO.
 - a. The SGA Treasurer will keep track of how much RSOs spend of their approved budget, which can positively or negatively impact future budgets.

SGA RSO Funding Tier System

Overview:

The SGA RSO Funding Tier System was built to allow student organizations access to funding and reward RSOs that have a significant positive impact on the student body. The Tier System criteria in each tier are built to allow RSOs to develop and encourage a strong foundation for the organization to build upon for years to come.

Timeline:

These funding guidelines took effect January 1st, 2023. Any previous versions of these funding guidelines are void.

RSO Grant Request forms shall be submitted during the end of the semester at a date specified by the SGA Treasurer. These forms shall determine the RSO's tier for the following semester. The eligibility for each tier will last for one semester and must be reapproved each semester. RSOs will have an opportunity to appeal to the Student Treasury Board before funding forms are due if they believe they are not placed in the correct tier. All criteria met during a specified semester contribute to the RSO's tier status for the following semester.

Tier Requirements and Funding:

Each tier has unique criteria that must be met in order for the RSO to be eligible for the specified funding amount at that tier. All requirements build upon the requirements from the previous tier (i.e., to be eligible to be in Tier 4, RSOs must meet all requirements of tiers 1-3).

Tier 1 Criteria:

- Must be registered and in good standing with the Department of Student Engagement
- Minimum of 5 members must be registered with the RSO (4 members + President)
- Disclose additional funding sources
- EagleLife must be updated with current officers, contacts, and events at the time of the tier submission deadline

Tier 1 is eligible for the SGA RSO Subsidy

Tier 2 Criteria:

- Must have at least 1 full semester of establishment
- One officer as well as one other member must attend at least one SGA Open Meeting
 - The RSO's name must appear a total of two times over the semesterly list of RSO SGA Involvement over one SGA open meeting. The RSO must send at least one officer once.
 - If the officers of an RSO are not able to attend any Open Meeting, two general members may be sent in the officer's place. Approval from the SGA Treasurer must occur before this can take place.
- Two members must attend a BCA or SGA event
 - The RSO's name must appear a total of two times over the semesterly list of RSO Involvement over one BCA or SGA event
- 75% of past approved items must be purchased over the past 3 semesters
- Must have a well-defined meeting schedule

- Must submit semesterly goals
- Must have an executive board of a President, Vice President, and Treasurer (or equivalents)
- All Tier 1 criteria

Tier 2 is eligible for the SGA RSO Subsidy as well as requesting up to \$2000 from the SGA Grant

Tier 3 Criteria:

- Must have 2 full semesters of establishment
- One officer as well as one other member must attend at least two SGA Open Meetings
 - The RSO's name must appear a total of four times over the semesterly list of RSO SGA Involvement over two SGA open meetings. The RSO must send at least one officer twice.
 - If the officers of an RSO are not able to attend any Open Meeting, two general members may be sent in the officer's place. Approval from the SGA Treasurer must occur before this can take place.
- Minimum of 20 active members
- Two members must attend two BCA or SGA events
 - The RSO's name must appear a total of four times over the semesterly list of RSO Involvement over two BCA or SGA events
- RSO Officers must attend Officer Orientation
- Defined Officer transition saved on EagleLife
- One recruitment event
- One RSO sponsored event
 - Competition, guest speaker, etc.
- One RSO sponsored community service event
 - Ex. Yard/road/park cleanup, community-based collections, and donations, etc.
 - The RSO must generate at least 20 man-hours of service
 - A man-hour is the average amount of work one person can do over 1 hour. 20 man-hours is interpreted to mean that 20 people must each contribute 1 hour to the minimum amount of hours the RSO must produce.
- Orientation for new members
- Internal document review
- 10% of the funding requested through the grant must be contributed by the RSO. This can be acquired through fundraising or member dues.
- All Tier 1 and 2 criteria

Tier 3 is eligible for the SGA RSO Subsidy as well as requesting up to \$3500 from the SGA Grant

Tier 4 Criteria:

- Must have 4 full semesters of establishment
- One officer and two other members must attend 3SGA Open Meetings
 - The RSO's name must appear at least nine times over the semesterly list of RSO SGA Involvement over 3 SGA open meetings. At least three times the RSO must send an officer.

- If the officers on an RSO are not able to attend any Open Meeting, two general members may be sent in the officer's place. Approval from the SGA Treasurer must occur before this can take place.
- Minimum of 25 active members
- One RSO sponsored community service event
 - Ex. Yard/road/park cleanup, community-based collections, and donations, etc.
 - The RSO must generate at least 25 man-hours of service
 - A man-hour is the average amount of work one person can do over 1 hour. 25 man-hours is interpreted to mean that 25 people must each contribute 1 hour to the minimum amount of hours the RSO must produce.
- Three members must attend three BCA or SGA events
 - The RSO's name must appear at least nine times over the semesterly list of RSO Involvement over at least three BCA or SGA events.
- All Tier 1, 2, and 3 criteria

Tier 4 is eligible for the SGA RSO Subsidy as well as requesting up to \$5000 from the SGA Grant

Appeal Board:

The Student Treasury Board shall make up the Tier System Appeal Board. The appeal board is meant to allow RSO's who believe they have been placed in the wrong tier an opportunity to appeal that decision.

Who is eligible to apply for an appeal:

- Any RSO that feels they have been placed in the wrong tier due to an error by the Student Treasury/Treasurer or if they believe a requirement is unreasonable

How to apply for an appeal:

- Contact the SGA Treasurer with the following information:
 - In the subject line of your email, include **"*RSO Name* Tier Appeal"**
 - RSO information (name, group ID#, contact info)
 - For help finding the group ID#, contact the Department of Student Engagement or the SGA Treasurer
 - What tier your RSO was placed in
 - What criteria you are challenging with evidence and/or reasoning why you believe that criteria was incorrectly or unfairly applied
 - What tier you believe your RSO belongs in

Appeal Timeline:

- The SGA Treasurer shall set a reasonable funding deadline at least 3 weeks before the end of school. This date will also serve as the deadline for RSO's to submit paperwork for tier requirements.
- The SGA Treasurer, along with the Student Treasury Board, will review all tier system submissions and determine what tier each RSO belongs in. They will then distribute this information to RSO officers at least 2 weeks before the end of school.

After receiving the tier that your RSO belongs to, RSO officers have the opportunity to submit an appeal. These appeals are due no later than 1 week before the end of school. The Treasurer and the Student Treasury shall meet to make a final decision on these appeals before the end of the school year.

Applying for SGA Grant Funds

- 1) Discuss funding needs with RSO officers.
- 2) A RSO representative must fill out an SGA Grant funding form and return it to the SGA Treasurer by the requested deadline.
 - a) These can be found on EagleLife, the SGA Website, and the SGA Office
- 3) A RSO representative must also make the same proposal at that term's corresponding Budget Committee Proposal Meeting.
 - a) This should be the President and/or Financial Officer of the RSO
 - b) If a representative fails to appear at these meetings, the proposal will be tabled until an RSO member is present
- 4) If a representative fails to appear at this meeting, the proposal will be tabled and/or rejected until an RSO member is present.
- 5) The SGA Treasurer will email decisions after they have been voted on. This should take about a week and a half.
 - a) The email will outline purchasing instructions
- 6) SGARSO Grants are processed through an SGA Advisor, who will order items on the RSO's behalf. The RSO can also opt to seek funding on a reimbursement basis.
 - a) If the RSO seeks reimbursement, the RSO must bring in receipts totaling the amount granted before a check is issued
 - b) The RSO must contact the SGA Advisor to order approved items**
- 7) Please note that the funding available through these grant guidelines does not include the SGA RSO Subsidy available to all RSOs.
- 8) Please plan ahead as the allocation of funds can take several weeks.

Purchasing Instructions

To purchase items, you will need to contact Leah Richwine at richwil@erau.edu. Items will not automatically be ordered.

In the email you will need to include:

- Links for items you want to purchase
- Quantity for each item.
- Leah may ask for more information and will try to order items from your email. However, she may ask you to come to her office located in Building 38 if she has questions or feels it would be beneficial to have you review the order.
- Once the items are received Leah will contact you and you may pick them up in her office.

Reimbursement for conventions/registration:

- SGA can approve educational/ conference travel over the summer.
- Any type of travel that occurs in the beginning of the spring semester (before February 1st) can be proposed in the fall SGA Grant Process to the Budget Committee.
 - If the trip is not proposed in the fall, there will not be a chance for it to be proposed in the spring and will not be eligible for any SGA funding.
- Remember that travel and registrations are on a matching basis. If you were awarded \$1000 you will need to have \$2000 in receipts.
- When you have completed your travel please gather your receipts, place them in an envelope with your RSO's name on the envelope.

- Take them to Leah in Building 38. You may also want to email or call her at 928-777-3723 to let her know when you will be stopping by her office.
- Once the check is issued, Leah will contact you and you may pick up your check in Accounting located in Building 38.
- SGA does not fund Airbnb's without written approval from the legal department.
- The RSO must provide proof that the trip was registered and approved in Eagle Life.
- If your event has alcohol:
 - SGA will not contribute to any cost that will go towards paying for the alcohol
 - Ex: a venue that includes the cost of the bar in the total.
 - SGA will help pay for other expenses for the event that does not include the alcohol (the RSO must pay for the alcohol themselves or find another organization that will).

Questions may be directed to Leah at richwil@erau.edu & 928-777-3723 or the SGA Treasurer at prsgatre@erau.edu & 253-670-9419.

Unapproved Uses of SGA Grant Funds

Unapproved uses of SGA RSO Grant Funding include:

- Entertainment and/or food costs
- Political endorsements
- Direct monetary contributions to any organization
- Scholarships, awards, prizes, gifts, or anything resulting in private gain by the organization or student
- Any miscellaneous expenditures deemed inappropriate by the SGA Budget Committee
- Clothing not staying within the RSO
- Alcohol (new policy as of Fall 2023)
 - The reasoning behind this is:
 - Each event that has alcohol is officially a liability of SGA
 - There is not enough university staff to properly man these events
- Anything else prohibited by university policy
 - SGA cannot fund any items that fall under the University weapons policy.
 - Any exemption to this policy must be obtained by University Safety

Some items to consider when presenting a proposal to SGA for funding:

- Professional appearance and presentation format
- Community Service
- Campus Involvement
- Student Benefits
- Other attempts to raise additional funding
- Other money from campus organizations supporting your cause
- Previous funding history

SGA RSO Subsidies:

Each semester, an additional portion of the accumulated SGA budget is designed for the use of approved student RSOs. This funding is designed to assist organizations in enhancing their organizations activities and other miscellaneous costs.

1. Each RSO is eligible for up to \$250 in the form of an SGA RSO Subsidy.
2. All funding is granted on a reimbursement basis.
 - a. All receipts must be kept and turned in with the funding form
 - b. Receipts with food must be accompanied by a list of each person who ate the food
3. SGA RSO Subsidies may only be used one time per semester, regardless of the amount funded.
4. All SGA RSO Subsidies must be approved by the SGA Treasurer.
 - a. Seek approval from the SGA Treasurer before purchasing items, as it is never guaranteed that SGA will approve funding
5. This funding is in addition to all other SGA Funding and does not count against it.
6. To receive these funds, the RSO must meet the following criteria:
 - a. The RSO must be a registered RSO with the Office of Student Enhancement
 - i. Unlike SGA Grants, RSO's do not need a semester of establishment
 - b. The RSO must be in good standing Department of Student Engagement.
 - c. The RSO must have a Financial Officer (Treasurer) and a campus advisor. It is strongly recommended that they also have clear by-laws defining their financial process
 - d. The SGA RSO subsidy must be used during the semester it is granted. (Receipts must be turned in by the last day to use funding, set by the SGA Treasurer, unless special permission is granted through the SGA Treasurer)
 - e. Before receiving an SGA RSO Subsidy, the RSO must submit appropriate receipts (determined by the SGA Treasurer) totaling at least the amount requested
7. Like the SGA RSO Grants, an advisor must sign on behalf of the RSO.

Additional SGA Funding

1. Organizations or Departments may request funding for on-campus events for students.
 - a. A detailed proposal including costs must be presented to the SGA council for their approval prior to any funds being disbursed.
2. Any student may submit a proposal for a new SGA Sponsored project or program.
 - a. A detailed proposal including costs must be presented to the SGA council for their approval prior to any funds being disbursed.
 - b. SGA will not fund alcohol through SGA sponsored events.

Student Campus Enhancement Fund (SCEF)

\$30/student out of the \$100 SGA Fee is for SCEF. SCEF is comprised from all areas of campus, including each college, ROTC, ISA (International Student Association), Greek Life, SVO (Student Veterans Organization), Athletics, and more. These members vote for large projects and campus improvements that benefit the entire campus. SCEF has funded projects

such as the Basketball Court, Test Cell 3, Athletic remodeling, and STEM building improvements.

1. Any student may submit a proposal to SCEF, whether tied to an organization or not.
2. SCEF has four categories of predetermined allocations
 - a. Activities 25% – Includes OctoberWest, Casino Night and other events
 - b. Athletics 25% – Requests from or approved by Athletics
 - c. Capital 20% – Large projects and long-term items, including equipment and buildings
 - d. Miscellaneous 30% – Requests that do not fit into another area, including speakers, scooters, International Festival. This may also be used as additional funding in other three categories
3. All unused funds at the end of the fiscal year go into the capital budget.
 - a. The capital budget may spend more than 20% of its budget that year to fund large projects
4. Voting Procedures, membership, and general rules about SCEF can be found in the *SCEF Bylaws*.

SGA Budget Committee

Eligibility

1. Students from every class standing, Freshman to Graduate students, are invited and encouraged to join the Budget Committee.
2. SGA Council members can be members of the Budget Committee.
3. SGA Student Treasury members are members of the Budget Committee by virtue.
4. Ad-Hoc Members of service organizations that sit in on SGA Closed Meetings can be members of the Budget Committee. However, they must step out of the meeting if/when their budget is discussed.
5. Officers of RSO's that are proposing a budget that semester are prohibited from voting on any RSO's funding vote.
 - a. These officers may still attend the meetings for viewing purposes only if they would like
 - b. These officers must exit the room when the Budget Committee looks over their RSO's budget
 - c. These officers can still vote and weigh in discussion regarding service organization funding and the SGA Budget
 - d. Officers of RSOs that are not presenting a budget this semester are not included in this restriction and can vote in such measures
6. General members of RSO (non-officers) may join the Budget Committee even if their RSO is presenting a budget.
 - a. Members of an RSO are prohibited from voting on the budget of their own RSO
 - b. They are still permitted to voice their opinion and answer any question the Budget Committee may have about their RSO

Procedure

1. The SGA Treasurer shall hold an introductory meeting at the beginning of each Fall semester explaining the process to the members of the Budget Committee

- a. The SGA Treasurer may hold the same meeting in the Spring semester if they deem it necessary.
 - b. The SGA Treasurer should present or provide the Budget Committee with the Funding Guidelines at this meeting.
2. The SGA Treasurer should publicly release the funding form at least one week before the form's deadline.
 - a. This should take place within the first month of each semester.
3. The SGA Treasurer will publicly announce a deadline on when RSOs must turn in their funding form.
 - a. If an RSO turns in a form late, every 24 hours that pass from the deadline results in a 25% deduction from the total amount the Budget Committee will approve in their budget.
 - b. The Budget Committee can also decide to not fund an RSO based on form submission past a deadline.
 - c. The SGA Treasurer can make exceptions only in extenuating circumstances.
4. The SGA Treasurer should then schedule an SGA Budget Committee meeting at the beginning of each semester where RSOs present their proposals.
 - a. Each RSO will have an allotted time to present its proposal and answer questions. The amount of time will be determined by SGA Treasurer.
5. The SGA Treasurer shall distribute a list of the SGA Proposal schedule to the officers of the RSOs no later than two business days prior to the SGA Budget Committee Meeting.
 - a. The SGA Treasurer should also allow time for any RSO to change a timeslot and put forward a deadline for when the last changes to the schedule can be made.
6. The Budget Committee will then schedule a decisions meeting within the same week to discuss the decisions of each RSO's budget.
 - a. There must be at least 5 members on the Budget Committee, including the Student Treasury members.
 - b. In the event that the number of members is not at least 5, the SGA Executive Council shall appoint members to the committee. These members can be from, but are not restricted to, SGA Service Organizations or SGA Auxiliaries, and in extreme circumstances, the SGA Council.
 - c. The SGA President shall make a reasonable effort to attend Budget Committee meetings.
 - a. At the SGA Treasurer's discretion, the decisions can be made on the same day as the proposals if there are not enough RSOs.
7. The Budget Committee should hold one day of SGA Budget Committee Proposals.
 - a. In extenuating circumstances, the SGA Budget Committee can hold proposals on a rolling basis.
8. A majority vote from the Budget Committee members is needed to approve RSO's budget.
 - a. All Budget Committee members shall vote on RSO's budgets if they have attended funding training conducted by the SGA Treasurer. Or, in extenuating circumstances, they were approved by the SGA Executive Council.
 - b. In the event of a vote ending in a tie, the Student Treasury Assistant Director has the tie-breaker vote. Otherwise, the Assistant Director shall not have a vote regarding RSO's budgets.

- c. The SGA Treasurer shall not have a vote regarding RSO's budgets. They will sign or veto all approved budgets from the Budget Committee. A two-thirds (2/3) majority of the Budget Committee voting members can override a veto.
 - d. SGA Council members shall not have a vote regarding RSO's budgets unless otherwise determined by the SGA Executive Council.
- 9. The SGA Treasurer should lead the discussion in the Budget Committee but let all Budget Committee members voice their opinion.
 - 10. The SGA Treasurer shall appoint one of the Student Treasury members to lead the discussion of an RSO seeking funding that the SGA Treasurer is a member of.

Frequently Asked Questions

What should I bring to the SGA Budget Committee Proposal Meeting?

The SGA Treasurer will have your proposal ready to view, and a 2–3-minute time slot allocated for you. All you need to do is wear Business Professional attire. PowerPoints and other presentations are acceptable as well. For remaining guidelines, consult the SGA Grant funding form.

What if I do not agree with the amount I was allocated?

If your RSO does not agree with the allocation amount, your RSO is encouraged to meet with the SGA Treasurer to discuss the allocation and the process for appealing the amount.

What if my RSO's budget changes after we receive the allocation amount?

This is okay! Prices fluctuate all the time and various things come up. Please send a written request for a change to the SGA Treasurer and SGA Advisor. For significant changes, the Treasurer may forward it to the Budget Committee for review. You will be notified by email once a decision is made.

What are some examples of using the SGA RSO Subsidy instead of the SGA RSO Grant?

The SGA RSO subsidy can fund food, stoles, or other small expenses in addition to SGA Grant funding. RSOs may need as much funding as possible or find this process much quicker and easier than the SGA RSO Grant process.

What if I cannot get an itemized receipt?

We can only reimburse your RSO for purchases verified by an itemized receipt.

When will my reimbursement check or items be ready?

The reimbursement process can take anywhere from 1-2 weeks as purchase requests must be reviewed by the ERAU Accounts Payable Department. To receive your reimbursement quickly, submit all receipts and/or email the SGA Advisor with confirmation of purchase as quickly as possible. You will receive an email when your RSO's check, or items are ready to pick up.

My advisor was out of town, and I could not get approval on time. Is there anything I can do?

You may use an electronic signature. It is the RSO's responsibility to have this signature submitted by the deadline put forward by the SGA Treasurer. We recommend contacting the advisor at the beginning of each semester and working with them well in advance.

Other Sources of Funding

Member Dues

Member dues provide an excellent, recurring source of funding for your RSO. Member dues can range from a few dollars to hundreds of dollars each semester.

Fundraising

We encourage you to explore fundraising. There are many resources available and lots of opportunities. This can include donut and bake sales, but could also include car smashing, piing, raffles, challenges, and more. Get creative!

Information on fundraisers is available in the Leadership Resource Center in the Department of Student Engagement. All fundraisers conducted require the RSO to fill out a Student Organization Fundraiser Registration Form with the Department of Student Engagement with at least forty-eight (48) hours of notice.

External Funding

Try reaching out to campus departments, community businesses, your college, and industry leaders to sponsor your RSO and your events. This especially applies to project based RSOs that conduct research or have missions.

Ignite

ERAU's Office of Undergraduate Research Institute (URI) and the Ignite Initiative sponsors annual grants for students and student RSOs conducting undergraduate research.

Student Campus Enhancement Fund (SCEF)

See SCEF defined earlier.

Annual Fund Donations

The fund for ERAU dollars is made possible through contributions from alumni and friends of the university. This money is set aside to support and supplement the activities that enhance student life on campus, and generally come through various RSOs unable to meet their financial needs. Contact the Office of Philanthropy and Alumni Engagement for more information.

SGA Internal Funding Guidelines

SGA Budget Line Descriptions

These line items found in the SGA Budget will help students better understand what SGA spends its money on.

- **Estimated Term Revenue:** This number is provided by the Assistant Director of Business after add/drop and all adjustments have been made.
 - It is important to know that this number usually decreases a small amount during the semester, due to students withdrawing and fees being adjusted.

- **BCA:** BCA generally receives \$20 per student, and generally uses up about \$15 per student. This number is calculated from the number after add/drop and decreases during the semester.
 - At the end of the fiscal year, any unused funds in BCA are returned to the SGA and based on what the SGA votes either go back to SGA General Funds or to the BCA Concert Fund
 - If BCA exceeds their operating budget for the semester, the amount overspent will be pulled from the funding for the next semester.
 - BCA will present their budget at the SGA Budget Committee Meeting. The budget will outline entertainers and other operating expenses.
 - SGA reviews the budget and may make comments
 - This budget is presented the semester before to allow for contracting in advance
- **Horizons:** Horizons receives \$6 per student as of Fall 2023. This number is calculated from the number after add/drop and decreases during the semester. In the past, the SGA has paid for printing, travel, software, or other items needed.
 - At the end of the fiscal year, any unused funds in Horizons are returned to the SGA.
 - If Horizons exceeds their operating budget for the semester, the amount that was overspent will be pulled from the funding for the next semester.
 - This funding can be used for printing, wages, web hosting, general supplies, adobe software, and polos only.
 - Postage is paid for by Horizons
 - All other items will need to be requested by a separate proposal to SGA
 - Horizons does have their own operating budget and can pay for items themselves. Any ad revenue acquired will remain in their budget.
 - Main source of revenue is selling advertising to departments
 - Horizons will present their budget at the SGA Budget Committee Meeting. The budget will outline all operating expenses for the semester.
 - SGA will review the budget and may make changes and/or give suggestions to ensure that Horizons stays within budget and is only purchasing approved items with SGA Funding
 - The SGA Treasurer and the SGA President have the right to review Horizons paid working hours at any time to ensure the records match with the payroll records through Leah Richwine.
 - The SGA Treasurer can request to meet with Horizons at any point in the semester to ensure that they are staying within their allotted budget for the semester.
- **Safe Ride Cards:** Every couple of years we need to purchase supplies for the Eagle Card office who prints the cards for us.
- **Safe Ride:** AAA Taxi provides Service. We are billed monthly based on the number of rides given. In addition, this service is used by Wellness and Counseling for students who need transportation to outside appointments.
- **Shuttle Service:** Service provided by Groome Transportation. Billed monthly for service based on the number of hours shuttle is used. The shuttle operates on Wednesday evenings and goes to Fry's and Walmart.

- **Improvements:** Used for small improvements around campus. Some examples are water filling stations, hand dryers in bathrooms or bike racks. These are smaller projects SGA wants to sponsor. Large projects are coordinated with SCEF.
- **SGA RSO Grants:** RSO funding defined earlier. A portion of the SGA budget is set aside for this. The amount is based on past usage and available funds.
- **SGA Subsidy:** RSO funding up to \$250 defined earlier given to RSOs with the completion of the request form and receipts. The amount is based on past usage and available funds.
- **Hospital Fund:** Used to support memorial services or send flowers after the death of a student, faculty, or staff. Can also be used to send flowers for extended illness.
- **Beverage Snack Service:** Pays for supplies for beverages, candy drawer and snacks. Based on pass usage numbers.
- **Office:** Items needed for office operations. Can also be budgeted for items that are more permanent. In the past, we have purchased computer monitors and chairs.
- **Travel and Meetings:** Sub sections for different types:
 - **Training-Outings:** Used to pay for training or outings. SGA shall use these funds responsibly and not take advantage of them.
 - **Meetings:** Food supplies for meetings such as Budget or Open or College.
 - **Travel:** Expenses for travel or conference expense
- **Election:** Spring only expenses related to the election (printing, food, other).
- **Miscellaneous:** For expenses that do not have a specific line and do not fit in another category (i.e., Staff/Faculty awards, badge waist holders).
- **Shirts/Stoles:** Funds used to Purchase SGA T-shirts, Polos, and Jackets each Fall. Also purchases stoles for graduating seniors, including past council members.
- **SGA Sponsored Events:** Support for SGA events such as tailgates, End of Year Send Off, SGA Address or support for other organization events such as Arts Night. Specific requests must be submitted. Any RSO may submit a request, as well as any other student, staff, faculty, or other organization.
- **Easter Egg Hunt:** Funding for the Annual SGA Easter Egg Hunt. Including prizes, candy, and food for the event. Based on past expenses
- **Grants not paid:** Used to record SGA Grant exception not paid in the semester awarded.
- **Concert Fund:** Set up with residual money from BCA. Used to reserve funds for a large concert. The current plan is to have one every other year.
- **SOAR:** Covers any expenses SOAR might encounter, including the Halloween Event, Spirit Week, etc.
- **Marketing:** Covers any expense related to promoting SGA, including cameras, printing, promotions.
- **Compassion Initiative:** Covers any expenses related to the Compassion Initiative, including Compassion shirts, Compassion Days, etc.
- **Outdoor Recreation Service:** Used to fund wages or equipment for the Outdoor Recreation Equipment rentals service.

Jurisdiction

As defined in the SGA Bylaws, the SGA Treasurer has the power to appropriate funds within the accepted budget. With these guidelines:

1. The SGA Treasurer may spend up to \$1,000 within a budget on their own.
 - a. Any expense greater than \$1000 should receive additional approval from the Executive Council
 - b. Some budgets have separate discretion as well
2. The SGA Treasurer has full discretion within university policy over the use of SGA RSO Subsidies
3. The SGA Treasurer has full discretion with the SGA Credit Card, as the limit is \$500.
 - a. Do not exceed \$500 in one day for a single vendor
 - b. Do not exceed \$1500 in one month
 - c. No split transactions
4. The Marketing Director has the discretion to spend up to \$500 within the Marketing budget. They should still seek approval from the SGA Treasurer.
 - a. Any expense greater than \$500 should receive additional approval from the SGA Executive Council
5. SGA Sponsored Events require approval from the SGA Council.
6. The Compassion Initiative has the discretion to spend up to \$500 within their budget.
7. They should still seek additional approval from the SGA Treasurer. Big purchases like shirts or events should seek approval from the SGA Council.
8. Improvements over \$1000 should seek approval from the SGA Council.
9. The Election Committee should provide a detailed itemized budget for approval similar to an RSO.
10. SGA Shirts/stoles may be purchased prior to budget allocations to ensure clothing arrives before the start of classes.
11. All allocations from the BCA Concert Fund must be approved by the SGA Council.

