*Albion College Student Senate*

*Appropriations Committee*

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*STUDENT ACTIVITY FEE (SAF)*

*GUIDELINES*

*Last Revised Fall 2011*

**Statement of Purpose**

The Appropriations Committee of the Albion College Student Senate sets forth in this document guidelines concerning the disbursement of the Student Activity Fee of Albion College to recognized student organizations. Senate's first and foremost concern is optimizing the Student Activity Fee by promoting programming that includes all aspects of the College and greater Albion community. The Senate is committed to promoting programming that is educational, culturally enriching, entertaining, and beneficial to the organization that oversees its implementation.

**Article 1 – SAF Allocation**

1. The Appropriations Committee is dedicated to the allocation of SAF funds to student organizations without regard to favoritism or neglect.
2. The committee reserves the right to contact an organization to clarify uncertain points. The committee will review the proposals in light of the funding criteria and the amount of funding available for the given semester.
3. All decisions regarding SAF allocation will be at the discretion of the CFO (Chief Financial Officer/Chair of the Appropriations Committee) and Appropriations Committee.
4. The committee will form a recommendation for the allocation of the Student Activity Fee for each semester.
	1. This recommendation is presented to the General Senate in the form of legislation and then voted upon.

**Article 2 – Eligibility**

**Section 1 – Existing Organization Eligibility**

1. All organizations must be registered and recognized by:
	1. Campus Programs and Organizations
		1. Campus Programs and Organizations Registration Requirements
			1. A registration card must be turned into CPO each year
			2. A current membership roster must be submitted to CPO each semester
			3. A current constitution and by-laws must be submitted to CPO every two years
	2. Student Senate
	3. Dean of Students Office
2. Organizations must be fully registered and recognized at the time of submitting applications for funding.
3. Must attend a Student Senate Budget Workshop each semester
	1. In order to explain the details and workings of a successful budget application, budget workshops will be held each semester. Either the President or the Treasurer of each organization requesting funds from Senate must attend one of these workshops. Failure to attend will result in no funding for the current semester, unless prior arrangements have been made with the CFO.

**Section 2 – New Organization Eligibility**

1. Organizations that establish and are recognized mid-semester as a registered organization with CPO, Student Senate, and the Dean of Students Office may receive funding before the next SAF allocation.
2. New organizations must submit a copy of their mission statement and a formal request for money, up to the maximum amount of $500, to be determined by the Appropriations Committee.
3. The Committee will make a formal recommendation to the Senate in the form of a motion.
4. The organization will be notified of Senate's decision and, if applicable, a check will be written within one week.
5. The organization must submit a budget proposal, in accordance with the general SAF guidelines, for the next semester if funding is required.
	1. The new organization will be entitled to funding the first full semester in which they become an official organization.

**Section 3 – Program, Activity, Equipment and Supply Eligibility**

1. Definition
	1. The term "program, activity, equipment or supply" is used in a generic sense to include any activity, event, service, or expenditure undertaken by an organization that is potentially funded by the Appropriations Committee.
	2. Funding is limited to programs, activities, equipment or supplies that correspond to the mission of the organization and which follow the ideals of the Appropriations Committee's "statement of purpose".
	3. Non-programs such as office supplies, equipment, or start-up money for fundraisers may also be requested.

**Article 3 – Funding**

1. Allocation
2. Funds are allocated at the beginning of each semester to organizations for programs, activities, equipment or supplies that will be utilized during that semester.
3. Each funding cycle is for the current semester, and each organization must apply each semester for which they request funding.
4. Funds are only allocated for fall and spring semesters.
5. Programs/Activities
6. Priority funding will be given to those programs/activities which are open to all members of the college community, and which correspond to the mission of the organization.
7. Conferences and/or leadership programs/activities may also be funded if said program corresponds to the mission statement of the organization.
8. Equipment/Supplies
9. The Appropriations Committee will give consideration to any organization that requests funding for equipment/supplies that is able to provide documentation of:
	* 1. Where the equipment/supplies will be stored:
			1. Equipment/supplies must be stored on campus, in an area that is easily accessible, such as the library or Kellogg Center. Areas such as dorm rooms ARE NOT considered proper places for storing equipment/supplies.
		2. Who will be using the equipment/supplies regularly:
			1. All members must have access to the equipment/supplies.
			2. It is preferable, though not required, that other students of Albion College also have access to the equipment/supplies.
		3. The equipment/supplies should serve a vital function, which the organization cannot attain through use of Albion College owned equipment.
		4. The equipment/supplies is otherwise not supported by designated college/organizational funds.
10. Organizations are strongly encouraged to use other means, such as fundraisers and dues collection, to achieve the desired amount of money for equipment/supply purchases.
11. Travel/Lodging
12. The Appropriations Committee will give consideration to any organization that requests funding for travel/lodging (including arrival of guests on campus) that is able to provide documentation of:
13. Estimated number of organization members participating.
14. Exact mileage (if driving), or copies of flight itinerary with exact prices noted. If driving, then submit a map and/or directions showing the driving route and mileage traveled.
15. Exact cost of lodging.
16. Mileage reimbursements will be in accordance with rates set by the IRS
17. Co-Sponsored Events
18. Programs over $800 for one organization will not be funded directly by Student Senate.
19. If organizations wish to plan a program over $800, they may combine with other student organizations to submit a Co-Sponsorship Request.
20. If approved, each organization included may receive up to $800for the program, (i.e. three organizations would be eligible for up to $2400).
21. To file a proposal for Co-Sponsorship Funding, the following must be adhered:
22. Each organization MUST fill out a co-sponsorship form, which is available on the Appropriations website.
23. One organization must act as the primary sponsor of the proposal. They will be responsible for the oversight of the event and will file all check requests for that program.
24. All requests must list the name of the program, and adhere to all the guidelines stipulated for general budgets.
25. Co-Sponsorship Forms must be submitted with the general budget.
26. General Exclusions
27. Funds will not be allocated for the following except as specifically described.
28. Salaries, wages, and honoraria may not be funded except as part of a contractual obligation for performance or professional service required for the presentation of a program.
29. Programs or activities for which academic credit is awarded.
30. Awards or trophies may not be funded except for the printing of certificates by Albion College, excluding honorary organizations.
31. Food and beverage purchases may be funded only if it can be shown that:
	* + 1. Such items are a critical part of a cultural or educational program
			2. Part of a contracted obligation for performances or professional services required for the presentation of a program.
			3. Is a critical component of the event and supports the participants or guests
				1. Food is NOT to be purchased for the sole purpose of generating attendance at events, recruitment, or as the main focus of the event.
32. Donations cannot be made to individuals, charities, or other non-College affiliated organizations with the exception of Student Senate, Student Volunteer Bureau, and W.I.N.G.S. Student Senate may donate to any non-profit organization with the approved vote of Student Senate. Student Volunteer Bureau and W.I.N.G.S. may make donations of any programs, activities, equipment or supplies to a non-profit organization.
	1. If an organization is interested in making donations to any individuals, charities, or other non-College affiliated organizations then fundraisers may be organized to procure the necessary funds.
		1. Start-up money for fundraisers may be requested in the organization’s budget proposal.
33. Any form of non-campus PR except paper flyers
34. Pledging or ritual initiation activities
35. Inter/national dues
36. Any items purchased through the organization’s inter/national headquarters.
37. Luxury items or gifts
38. The purchase of t-shirts will not be funded unless is applied for under the fundraising category and subjected to fundraising restrictions
	* + 1. Set-up/ design fees are eligible for funding
39. Alcohol and/or illegal substances
40. Phone expenditures
41. Funding Restrictions
42. Restrictions include:
43. A limit of $800 will be placed on each program
44. A limit of $200 will be placed on Public Relations expenditures (i.e. fliers and Pleaid advertisements)
45. A limit of $150 will be placed on set-up/ design fees for t-shirt printing.
46. A limit of $800 will be placed on each equipment purchase.

**Article 4 – Budgets**

1. General Budgets
	1. A general budget is that which is submitted by one student organization that itemizes their requests for funding for a given semester.
2. Submission of General Budget Proposal
	1. A copy of the budget proposal must be emailed to senatecfo@albion.edu by the established deadline.
		1. Budgets will not be accepted after the deadline.
	2. Proposals must be typed and filled in completely on official Appropriation Forms and include:
		1. Cover Page
		2. Supply Request Form (if applicable)
		3. Equipment Request Form (if applicable)
		4. Fund Raising Request Form (if applicable)
		5. Program Request Form (if applicable)
		6. Co-Sponsorship Request Form (if applicable)
	3. In extreme extenuating circumstances, the President or Treasurer of the organization may request an extension from the CFO. This request will be considered only if made at least 24 hours before the posted budget deadline and will be granted at the discretion of the CFO. If an extension is granted, the requestor will be notified.
3. Notification of Senate Decisions
	1. Organizations applying for funds will be notified via e-mail.
		1. This notice will include the amount of money allocated and the items for which the money may be spent.
		2. It will be in the form of an itemized budget.
4. Appeals
	1. Any organization on campus that submits a budget has the right to an appeal.
	2. The appeal process is as follows:
		1. The organization President or Treasurer must notify the CFO via email that they wish to appeal within 72 hours of the budgets being released.
		2. The CFO will email then set-up a meeting with both the President and Treasurer of the organization, the CFO, the Vice-Chair of the Appropriations committee, and at least 3 Appropriations Committee members who choose to attend to discuss the reason why the item(s) was not funded. The organization should attend the meeting prepared to verify that the item(s) do not violate the SAF guidelines.
		3. In private, the CFO, the Vice-Chair of the Appropriations committee and the Appropriations Committee members who choose to attend will discuss and vote on whether or not to approve the item. A majority vote is required to overturn the original ruling.
		4. The President and Treasurer of the appealing organization will then be notified of the decision.
	3. The decision is final, and any request for a re-appeal will be denied.

**Article 5 – Requesting, Spending and Accounting for Allocated SAF Funds**

1. Requesting Allocated SAF Funds
	1. Checks are written for organizations upon submission and approval of a Check Request Form or a Mileage Check Request Form.
	2. Request Forms must meet the following requirements to be considered for approval:
		1. All information must be completed on the Check Request Form or Mileage Check Request Form.
		2. All checks to be used to pay college expenses (i.e. CPO costs, accounting costs, dining and hospitality costs, etc.) will be written out to “Albion College”
	3. RECEIPTS, CONTRACTS, QUOTES or INVOICES must accompany all requests.
		1. Proof must be shown that the money was spent on the appropriated program(s) or item(s).
		2. If money is needed up-front, organizations must provide an invoice for the item, in which case the check can only be made out to the company in which the purchase will be made at.
		3. Receipts must be stapled onto the respective check request.
		4. Receipts will not be returned to any organization, so copies are acceptable.
		5. All checks will be distributed at the CPO front desk.
			1. Only those who are on the signature card may pick up checks.
			2. Note: Checks expire 60 days after they are written.
		6. All requests must be turned into the appropriate folder outside the Student Senate Office (4th Floor of the Kellogg Center)
		7. All requests must be turned in by the deadline set by the CFO and Appropriations Committee
2. Spending and Accounting for Allocated SAF Funds
	1. Once an organization receives funds from Senate, it is responsible for abiding by the rules regarding spending and accounting that are described below and the rules set forth by Albion College.
		1. Organizations receiving Senate funding are accountable for how funds are spent.
		2. Because organizations often have income from other sources (dues, fundraiser, etc.), it is recommended that they internally account for the funds separately.
		3. Organizations will be required to keep track of Senate Funding using the itemized budget format provided by the Appropriations Committee.
	2. Once organizations are allocated funds by the Appropriations Committee they must:
		1. Spend at least 70% of the funds in the semester for which they were allocated.
			1. Funds not spent must be returned to the Appropriations Committee to be placed in the general rollover for the next semester.
			2. Organizations that fail to spend at least 70% of their allocated funds by the end of the semester are subject to probationary status.
				1. Probationary actions are at the discretion of the CFO and Appropriations Committee.
		2. Spend the funds only on the item within the program funded unless a line-item change or request for variance has been approved. See Sections III or IV of Article 5.
	3. Organizations may be eligible to rollover a portion of their budget from fall semester to spring semester.
		1. Rollover requests for a particular budget must be explained in writing and submitted with the budget proposal for fall semester to be reviewed and decided on by the committee.
	4. The Appropriations Committee will conduct audits in April of each year of all percentage and special exception organizations.
		1. If it is found that the organization has inappropriately or failed to spend allocated funds (and did not return unspent funds), a recommendation for sanctions will be presented to the full Appropriations Committee and then to full Senate (if necessary) for debate and vote.
			1. These sanctions may include up to one semester of no funding from Senate. No further funding will be released until all money is accounted for to the satisfaction of the Appropriations Committee.
3. Line Item Changes
	1. Student organizations can request to transfer unused funds to an already existing budgeted line by completing a Line-Item Change form.
	2. The Appropriations Committee will review said request and will notify the organization of their decision.
	3. No funds can be transferred to a line if it will exceed the established exclusions or restrictions.
4. Requests for Variance
	1. Student organizations can request to transfer unused funds to new line-item by completing the Request for Variance form.
	2. The Appropriations Committee will review said request and will notify the organization of their decision.
	3. New line-items must abide by all general exclusions and funding restrictions.
5. Emergency Funding
	1. Occasionally, a student organization may need to apply for funding outside the normal process. This is possible and the following outlines the rules governing this process:
		1. The funding and disbursement criteria used for the regular semester grants will be the criteria used for emergency funding.
		2. Requests will be considered only for programs that will take place during the semester in which they are requested.
		3. No organization may receive more than one emergency funding grant in any one semester.
		4. Organizations must be able to describe, in a presentation to the committee, the extenuating circumstances that prevented them from applying through the regular funding process.
	2. Process
		1. Organizations interested in applying for emergency funding must contact the Appropriations Committee to request an Emergency Funding hearing.
		2. The hearing will be held at the discretion of the committee, at which the organization will give a presentation as to why they need the funding.
		3. The CFO will bring the committee's recommendation to the Senate floor in the form of a motion and Senate shall debate and vote.
		4. The organization will be notified of Senate's decision and, if appropriate, a check will be written upon request.

**Article 6 – Distinct Organizations**

1. Special Exception Organizations
	1. Special Exception Organizations shall be considered those organizations that rely on one major program for their existence.
	2. These organizations shall be eligible for a lump sum of up to $3,000 per semester as determined by the committee, inclusive of all events, except Fundraisers.
	3. To obtain Special Exception status organizations must:
		1. Submit a proposal to the Appropriations Committee outlining how the status will help them obtain their mission statement and focus on one major program.
	4. Special Exception organizations must adhere to all SAF guidelines with the exception of the $800 limit placed on each program as stated in Article 3 of these guidelines.
	5. The committee also reserves the right to revoke Special Exception status for an organization at any time upon review by the committee.
2. Percentage Organizations
	1. Percentage organizations shall be considered those organizations who:
		1. Create a large impact on the Albion College and greater Albion Community
		2. Are in need of alternative funding options to meet their mission statement
		3. Consist of multiple organizations and/or expansive membership
	2. To obtain Percentage Organization status organizations must:
		1. Submit a proposal to the Appropriations Committee/CPO outlining how the status will help them obtain their mission statement.
	3. Percentage Organizations must adhere to all SAF guidelines with the exception of the $800 limit placed on each program as stated in Article 3 of these guidelines.
	4. The committee also reserves the right to revoke Percentage Organization status for an organization at any time upon review by the committee.

**Article 7 – Applying for Exception to the SAF Guidelines**

1. Organizations may apply for exceptions to these guidelines by submitting, in writing, a request to the CFO.
2. The request will be considered at the next regular meeting of the Appropriations Committee.

**Article 8 – Interpretation of the SAF Guidelines**

1. SAF Guidelines are at the full interpretation of the CFO and Student Senate Appropriations Committee.

**Article 9 – Maintaining the SAF**

1. SAF funds may be used to maintain and distribute the SAF
	1. Money for these purchases will be debited from the funds which were not spent the previous semester (Rollover Funds)
	2. Purchases can not exceed 3% of the rollover funds
2. All purchases must not violate the exclusions as listed in Article 3, section VI
3. All purchases must be approved by the appropriations advisor and pass a majority vote of the general Senate
4. Checks must be written directly to the vendor for the purchases, and receipts must be shown to the appropriations advisor and the general Senate for verification
5. All purchases are for the use of the Appropriations Committee to maintain the SAF, no purchases can be made for any other committee or organization

**Article 9 – Review of SAF Guidelines**

1. The Appropriations Committee will conduct a review of the SAF guidelines every:
	1. Two years
	2. As deemed necessary by the Chief Financial Officer.
2. The committee will make recommendations for any changes which will then be brought to the General Senate to be voted upon.