

Student Government

Student Activities Funding Committee Document

Amended September 10, 2014

1. Introduction

1.1. In order to provide the most valuable experience at Florida Tech, Student Government ensures students the right to any appropriate activity as defined by Florida Tech. Student Government shall accomplish this by assisting in the providing of funds necessary for such student activities to exist. Student Government is also responsible for enforcing the rules prescribed to all student activities. Rules include, but are not limited to, this document, the Student Handbook, Student Government Constitution and By-Laws, and policies set by the office of Student Activities and Florida Tech. Student Government reserves the right to modify this document in coordination with the Constitution and By-Laws, and republish it. For more information about Student Government, please go to their website, send an email to SGA@fit.edu, or attend a meeting.

2. Purpose

2.1. This document is intended to describe everything from the collection, management, and distribution of the student activities funding. Also described shall be the committee in charge of student activities funding, how it is constructed, and the rules it must follow. Lastly, it is to act in the best interest of the students using only the representation and opinions of students.

3. Student Services Fee

- 3.1. The Student Services Fee is to provide Student Government with the money necessary to distribute among student organizations to foster the growth and excellence in the experience at Florida Tech.
- 3.2. All undergraduate and graduate students who are enrolled with full-time status at Florida Tech will be charged a Student Services fee per semester whether they live off campus or on campus.
- 3.3. The Student Government is in charge of determining the amount of the Student Services Fee to be presented to the Board of Trustees for approval.
- 3.4. The money will be deposited into an account that is operated exclusively by Student Government under the supervision of the Dean of Students.
- 3.5. The student activities fund balance shall be available to all students when requested in person, attending a Student Government Meeting, or visiting the Student Government website.
- 3.6. It is the responsibility of both Student Government and the Crimson to publish the Student Activity Fund Balance and a breakdown of allocations by organization every month.

4. Student Activities Funding Committee (SAFC)

4.1. Voting Members' General Responsibilities

- 4.1.1. Distribute the funding to those organizations that apply.
- 4.1.2. Determine the appropriateness of organization's funding requests and approve or deny them as described in this document.

- 4.1.3. Debate each request in a fair and impartial manner based on the event/program and how it benefits the campus community and the organization.
- 4.1.4. Be part of other organizations. However if a voting member is affiliated with the organization being voted on, then they must abstain their vote.
 - 4.1.4.1. They are not allowed to talk on behalf of their organization unless a question from the Student Activities Funding Committee arises.
 - 4.1.4.2. The affiliated member may then, and only then, answer the specific question posed by the committee.
- 4.1.5. Attend one of the mandatory procedures meetings that are hosted by the Office of Student Activities.
- 4.1.6. Determine a set of funding standards for the academic year prior to the first procedures meeting and publish them and announce them in the procedures meeting and general meeting. The Student Activities Funding Committee reserves the right to change the standards throughout the course of the year. Standards include but are not limited to:
 - 4.1.6.1. Both operating budgets (Basic and Extended) and their respective lifetimes of either a semester or an academic year.
 - 4.1.6.2. A limit, per attendee, on food-based events based on Panther Dining Hall's catering fees.
 - 4.1.6.3. A percentage and hard limit to match fundraising.
 - 4.1.6.4. A per semester or per year maximum allocation for all requests from any single organization.

4.2. Voting Member Positions & Specific Responsibilities (9)

4.2.1. Treasurer of Student Government (1)

4.2.1.1. The Treasurer of Student Government will be the chairman of the Student Activities Funding Committee.

4.2.1.1.1. Therefore he/she is responsible for scheduling.

4.2.1.1.2. Being a spokesperson.

4.2.1.1.3. Communicating and maintaining a functioning Student Activities Funding Committee.

4.2.1.1.4. Assigning a Vice-Chair who is responsible for filling in when the Treasurer is unavailable to perform his/her duties.

4.2.1.1.5. Responsible for publishing an itemized Student Activity Fund balance to the Student Government website. The document should be updated every week.

4.2.1.1.6. Announcing the weekly allocations in every Student Government general meeting.

4.2.1.1.7. Responsible for communicating with the student body as frequently as possible through social networks and email.

4.2.1.1.8. Representing Student Government.

4.2.2. President of Campus Activities Board (1) or his/her designee from the executive board.

4.2.3. General Manager of FITV (1) or his/her designee from the executive board.

4.2.4. Editor-in-Chief of the Crimson (1) or his/her designee from the executive board.

4.2.5. President of Florida Tech College Radio (1) or his/her designee from the executive board.

4.2.6. President of Kaleidoscope (1) or his/her designee from the executive board.

4.2.7. Appointed Senators (3).

4.3. Non-Voting Members General Responsibilities

4.3.1. Non-Voting members are not required to attend a Student Activities Funding Meeting, but are welcome to participate as they have limited roles.

4.3.2. Non-Voting members are not allowed to show any bias, or try to persuade any of the voters' opinions. The purpose of the Student Activities Funding Committee is to reflect the opinions of students only and act in the best interest of students.

4.3.3. Non-Voting members are also responsible for helping Student Government communicate with the students and organizations about deadlines, policies, and meetings.

4.4. Non-Voting Member Positions & Specific Responsibilities

4.4.1. Dean of Students.

4.4.1.1. Decisions of the Student Activities Funding Committee do not require approval of the Dean. However, the Dean reserves the right to supersede Student Government if deemed necessary, as approved by the Board of Trustees of Florida Tech.

4.4.1.2. He/she also represents the connection between the President and Board of Trustees of Florida Tech. Such connections means his/her actions may reflect the President's and Board of Trustees' actions

4.4.2. Director of Student Activities.

4.4.2.1. Enforces all Student Activity policies as set by the Office of Student Activities.

4.4.3. Financial Coordinator for Student Affairs.

- 4.4.3.1. Provides documentation such as allocations as set by the Student Activities Funding Committee, and balances of the Student Services Fee account

4.5. Other Participants

- 4.5.1. Meetings are closed to outside entities, except in the case of appeals. See section 12.

4.6. Member/ Participant Removal

- 4.6.1. Members will be dismissed by the discretion of the Treasurer of Student Government.

- 4.6.2. The Treasurer must act in the best interest of the Student Body, Student Government, or School Administration when dismissing a member.

- 4.6.3. Dismissal is directly related to the policies set in this document, the Student Government Constitution and By-Laws, the Student Handbook, and policies set by the Office of Student Activities and Florida Tech.

4.6.4. After Dismissed

- 4.6.4.1. Another member from his/her executive board will substitute the position with the exception of the appointed students and Senators.

- 4.6.4.2. If an appointed Senator is removed, another Senator will be appointed.

- 4.6.4.3. If no one can fill the position, it may remain vacant until it is taken over by someone who can.

5. Meetings

5.1. Frequency

5.1.1. The Student Activities Funding Committee is expected to meet every week.

5.1.2. The first Student Activities Funding Meeting is to happen no later than the first week of September.

5.1.3. Meetings may be canceled if there are no funding requests or business.

5.1.4. Meetings during a week that there is a holiday or vacation may be canceled at the approval of the Treasurer of Student Government.

5.2. Location

5.2.1. The meetings will take place in a predetermined location decided by the Student Activities Funding Committee.

5.3. Time

5.3.1. The meeting will be either before or after the Student Government Meeting.

5.3.2. If that time is not available, then another time may be chosen at the discretion of the Treasurer of Student Government.

5.4. Attendance

5.4.1. A member may not have more than two unexcused absences; otherwise they will be dismissed from their position.

5.4.2. There must be 5 voting members present to reach quorum.

5.4.2.1. If quorum is not met, then the meeting cannot take place.

6. Qualifications

6.1. Only official school sanctioned organizations will be eligible for funding.

- 6.2. In order to be an official school sanctioned organization, it must follow all rules as set by Student Government, the Student Activities Office, and Florida Tech. This includes, but is not limited to, this document, the Student Government Constitution and By-Laws, and the Student Handbook.
- 6.3. All organizations are required to attend one of the two mandatory procedures meetings hosted by the Student Activities Office during the beginning of the fall semester.
- 6.3.1. The president and/or the treasurer of each organization should attend.
- 6.3.2. It is each organization's responsibility to notify Student Government and the Office of Student Activities with excuses.
- 6.3.2.1. Substitutions of another executive board member will be required.
- 6.4. Rules for following qualifications will go into effect every year starting after the first procedures meeting in the fall semester.
- 6.4.1. Student activities and organizations must meet all deadlines and mandatory meetings as described in the mandatory procedures meetings.
- 6.4.2. A representative of every organization is required to attend all open SGA meetings. The representative must sign in for their organization to receive credit.
- 6.4.2.1. Student Government determines how many organizations a single representative may sign in for.
- 6.4.3. Student Government meets every other Wednesday at 8:00pm in EVL-P133.
- 6.4.3.1. Probation may be given to a new organization or an organization that did not follow the rules.

6.4.3.2. The probation will be issued by Student Government or the Office of Student Activities and will last a defined period of time as described in the procedures meetings.

6.5. FITV, Campus Activities Board, Crimson, Florida Tech College Radio, Kaleidoscope, Orientation, Homecoming, Greek Life, and any other organization that receives an operating budget directly from the Office of Student Activities are not eligible to receive funding through the Student Activities Funding Committee. However, they may pursue funding directly through Student Government.

6.6. Student Government may use Student Activity Funding only when used for campus-wide projects and events that all students benefit from. It may not be used for internal purposes.

6.7. A funding request must comply specifically, but not limited to, the Funding Rules & Guidelines (8), Non-Fundable Requests (9), and Procedure (10) sections.

7. Operating Budgets

7.1. Every organization that attends the mandatory procedures meeting and is considered active will automatically be given a basic operating budget with an amount and expiration date as determined by the Student Activities Funding Committee. Student Government attendance can be a limiting factor at the discretion of the SAFC.

7.2. Student government will use the attendance reports from the general meeting of the previous semester to determine if qualifying organizations are eligible for an extended operating budget as determined by the Student Activities Funding Committee.

7.2.1. The attendance will be published by the Student Government secretary to the Student Government website on a weekly basis.

7.3. A unique operating budget as well as respective guidelines may be given to any organization if felt appropriate by the Student Activities Funding Committee.

7.4. See section 4.1.6.1 for more details.

8. Funding Rules and Guidelines

8.1. Requested events, with the exception of competitions and conferences, must be open to all students.

8.2. Closed Events

8.2.1. The Student Activities Funding Committee may grant requests for funding for events not open to the general campus community, such as conferences, participation in competitions, or other similar events.

8.2.2. The Student Activities Funding Committee will fund the following components of such events, listed from most important to least importantly.

8.2.2.1. Registration and other related fees.

8.2.2.2. Lodging of a reasonable price and proximity to the event.

8.2.2.3. Transportation costs.

8.2.2.4. Unavoidable costs, such as equipment (e.g. bicycles, surfboards) shipping.

8.2.3. For all closed events, a roster of all participating students must accompany the request. This roster must include each participating student's name and Florida Tech email address.

8.3. Food Policy

8.3.1. Food purchases will only be allowed for public events that are available to all students. For further details, see the Non-Fundable requests section 9.10.

8.4. Travel

8.4.1. Travel Expenses will be funded for competitions and conferences. See the Competitions/ conferences section for more details.

8.4.2. Student Government reserves the right to allow further exceptions based on the success and involvement of the requesting organization.

8.5. Property

8.5.1. All approved equipment purchases are property of Florida Tech, must remain on university property, and must have an up-to-date inventory at the end of each academic year. Individual members must pay for missing items before any organization can be considered for future funding. After the academic year, an organization may be ineligible for funding if an inventory list cannot be provided.

8.6. Criteria considered when reviewing a funding request:

8.6.1. The amount of funding available.

8.6.2. The extent to which the requested event is likely to entertain, educate and/or strengthen the student body.

8.6.3. The historical performance and the projected needs of the activity for the period to be funded.

8.6.4. The amount of outside funding the activity has previously received and the potential for additional funding from other sources.

8.6.4.1. Organizations that fundraise and try to raise money themselves will be given more favorable consideration.

8.6.4.1.1. In the scenario that an organization is requesting an unreasonable amount of money, it is recommended to use fundraisers to cover the

remaining balance. The Student Activities Funding Committee reserves the right to match a percentage of the fundraised amount in addition to the amount allotted before fundraising. The Student Activities Funding committee also reserves the right to not exceed a hard limit when matching fundraised money. See [section 4.1.6.3](#) for more details.

8.6.4.1.2. Fundraising is defined by the Student Activities Funding Committee. Only qualifying fundraising methods will be eligible.

8.6.5. Organizations that receive funding and/or a budget from another department at Florida Tech will be reviewed with more scrutiny and will have a lower consideration for funding.

8.6.6. Student Government's general meeting attendances will not be a limiting factor for requesting funding. However they will be used to determine the operating budget in section 7.0.

8.6.7. Evaluation forms from previous years' events will be considered when evaluating future funding requests. The committee reserves the right to deny requests if an organization does not complete the evaluation form in a timely manner.

8.7. Event Advertising

8.7.1. All events paid for by SAFC, with the exception of closed events, must be advertised to students.

8.7.2. All advertising for SAFC-funded events must bear the phrase "funded by SAFC".

8.7.3. The event must be advertised publicly on Orgsync within 48 hours of approval by the Student Activities Funding Committee.

8.7.4. The event must be submitted to SGA for publication in the Crimson and the SGA calendar. Since this requires advance time for publication, that submission must be made at the same time as the funding request, and be noted as contingent upon SAFC approval.

8.7.5. Organizations can request additional funding to use for event advertising.

8.7.6. The amount of additional advertising funds will be left to the decision of SAFC.

8.7.7. All advertisements must be approved by the Student Life Office

8.7.8. Organizations must take down advertisements by the date designated by the Student Life Office.

9. Non-Fundable Requests

9.1. Alcohol.

9.2. Equipment such as, but not limited to, furniture, computers, printers, A/V equipment, cabinets, chairs, uniforms, clothing, outing equipment, etc. Exceptions will be made at the discretion of the Student Activities Funding Committee.

9.3. Capital equipment. Capital equipment is any tangible nonexpendable property having a useful life of more than one year and an acquisition cost of \$1500 or more per unit.

9.4. Paying off existing debts or financing loans.

9.5. Individual membership dues, certifications, courses, workshops, lectures, or other items of personal benefit.

9.6. Projects, programs, or services that are a duplication of another organization's request already approved by the Student Activities Funding Committee.

9.7. Private lessons and tutoring.

9.8. Legal fees.

9.9. Charitable organizations, donations, scholarships, fundraisers, or any other type of philanthropy.

9.10. Food and/or beverages purchased for consumption at general meetings of an organization.

9.11. Requests that have already been denied, unless it was denied due to lack of funds.

9.12 SAFC cannot allow the funding for any prizes, gifts, giveaways, or cash.

10. Procedures

10.1. Funding for the academic year will be first available for request following the first mandatory procedures meeting hosted by the Office of Student Activities during the fall semester.

10.1.1. Requests will be continuously available until April, the end of the fiscal year.

10.1.2. Request for the summer up until September must be made before May.

10.2. Make sure all Qualifications, Funding Rules & Guidelines, and Non-Fundable Requests are met. See sections named accordingly.

10.3. Funding requests will be submitted only by using the online request form located in Orgsync's Florida Tech portal.

10.4. Requests must be made at least 3 weeks prior to the scheduled event and no earlier than 6 months prior to the event.

10.5. Requests must have an attached spreadsheet that includes a detailed breakdown of the events costs in order to be considered for funding.

10.6. The request will then be reviewed by the Student Activities Funding Committee.

10.7. Orgsync will notify the organization electronically and/or by mail entailing whether the request was "Approved", "Denied", or "Provide More Information".

- 10.8. A “Denied” request cannot be resubmitted, unless it was denied due to the lack of funds. However an appeal may be made. See section 12.0.
- 10.9. A “Provide More Information” status can only happen once per request. If it is denied on the second try, the organization still holds to the right to appeal.
- 10.10. An appeal can be filed in the case an organization is dissatisfied with their results.
- 10.11. If “Approved”, the following steps must be taken to ensure funding.
- 10.11.1. The event must comply with all rules as stated by Student Government, the Office of Student Activities, and Florida Tech.
- 10.11.2. The event must also be accurate to the description written on the request form.
- 10.11.3. The requested event can be paid either by the Financial Coordinator of Student Affairs directly or by using a receipt reimbursement form.
- 10.11.4. All requests for reimbursement must be turned in within ten working days after the event.
- 10.11.5. Event evaluation forms are required to be completed within ten working days. Evaluation forms are required for each submitted funding request. The form will be located at the same location as the funding request form in the Florida Tech Orgsync Portal. Organizations will not be reimbursed for purchases until this form is complete. SAFC can chose not to approve funding for an organization if this form has not been completed.

11. Change in Request Status

- 11.1. Designated funds must be used for the event purposes; however, funds can be transferred for other purposes within the same event or to another event requested by the

same organization with Student Activities Funding Committee approval. The Student Activities Funding Committee reserves the right to redistribute allocated funds from one event to another event on a case-by-case basis.

12. Appeals

- 12.1. In the case that an organization is dissatisfied with a denied request they have the right to file one appeal per request.
- 12.2. An appeal, stating the basis for the request for reconsideration, must be submitted in writing and delivered to one of the executive members of Student Government.
- 12.3. The appeal must be submitted no later than the next Sunday following the physical or electronic reception of the denied request.
- 12.4. The Student Government Executive Board will review the appeal during their next executive board meeting, and then have the senate vote on it during the next general meeting.
- 12.5. The verdict will be given, then announced in that week's Student Activities Funding Committee meeting by the Student Government Treasurer.

13. Violations

- 13.1. By submitting a Student Activity Funding Request, the organization verifies that they have read and understand that they will follow all the rules within this document, the Student Activities Funding Document. Organizations verify that they will follow the rules within the Student Handbook, and the Student Government Constitution and Bylaws. Lastly, organizations verify that they will follow any regulations deemed necessary by Student Government, the Office of Student Activities, and Florida Tech. They shall follow all these rules throughout each funding request phase, throughout each Student Activities Funded event, and throughout each after-event completion process.
- 13.2. Failure to comply will result in meeting with the Student Government Executive Board, The Director of Student Activities, and/or the Dean of Students depending on the severity of the infraction.
- 13.3. Immediate consequences include, but are not limited to, freezing of an organization's funding, forfeiting allocated funds, and/or revocation of any Student Government, Office of Student Activities, or Florida Tech property.

Official:

Student Government President

_____ Date _____

Dean of Students

_____ Date _____