

SFC GUIDELINES

ARTICLE I

Purpose

The Student Funding Committee, hereafter referred to as SFC, was established, as a part of the Memorandum of Agreement, to receive proposals and allocate funding to *recognized* student organizations at the University of Central Missouri. SFC is authorized to distribute 40% of the Student Involvement Fee, as indicated in the Memorandum of Agreement. The intent of SFC is to spread the available funds throughout the academic year to ensure that contingency funds are available and the funds are best used by a variety of organizations.

ARTICLE II

Objectives

1. To assist, via funding, recognized student organizations in their effort to sponsor services or events that directly contribute to the betterment of the UCM student community.
2. To assist, via funding, recognized student organizations' efforts to sponsor events on campus to improve the social, cultural, recreational, and educational offerings to the students and the rest of the University community.
3. To assist, via funding, recognized student organizations' efforts to participate in services or events designed to foster members' educational, leadership or career focused growth, or to assist in the attainment of the respective organization's mission/purpose.
4. To assist, via funding, recognized student organizations' efforts to sponsor physical and/or environmental improvements in the quality of the UCM student community.

ARTICLE III

Membership

Section I. Membership

The Committee is composed of University students and administrators and shall not exceed 20% of the total voting congresspersons of the Student Government Association.

Section II. Advisors

1. Director of Student Activities or designee - The Director of Student Activities serves for the length of his/her stay in this respective position and acts as a non-voting chair of Committee meetings. As advisor under the scope of The Memorandum of Agreement, the Director has the authority to deny approval to financial requests. The Committee may appeal such denials to SGA, which shall render an opinion on the granting of funding for a request. If the Senate concurs with SFC on whether a given request should be funded, the SGA President shall represent the student interest to the Vice President for Student Experience & Engagement, who shall have final approval authority.

2. Assistant Director of Student Leadership and Development – The Assistant Director of Student Leadership and Development is appointed by the Director of Student Activities and serves a one fiscal year term (July 1 to June 30). The Assistant Director of Student Leadership and Development can be reappointed for unlimited terms.

Section III. Student Members

1. Treasurer of the Student Government Association (SGA) - This student is selected by the SGA president and shall serve as the chair of the Student Funding Committee, coordinating all of the necessary actions to fulfill his/her committee responsibilities. This student member serves a one academic year term (August 1 to May 31).
2. Student Members, selected by the Treasurer of SGA – These student members are selected by the Treasurer of SGA and must be an active member of the Student Government Association. These students serve a one academic year term (August 1 to May 31).
3. Graduate Assistant of Leadership and Student Organizations - This student is selected by the Office of Student Activities. This student member serves a one academic year term.

Section IV. Member Restrictions

1. All student members must be in good academic and judicial standing with the University and their respective organizations.
2. Executive Board members of SGA and other recognized student organizations are permitted to serve as members of SFC, but not as a representative of their respective organization in which they hold an executive board position.
3. Student members of SFC and advisors are expected to abstain from discussions and voting for funding requests of student organizations for which they are active members.

Section V. Selection/Application Process

1. The names of selected student members from SGA must be submitted to the Director or his/her designee.

ARTICLE IV

Meetings

Section I. Frequency

1. The Committee will meet each semester for allocations. Additional meetings will be held when deemed necessary.
2. In the event an SFC member is absent from two consecutive meetings without formal communication, s/he will be considered inactive.
 - a. It will be the responsibility of the Director to inform the member of their inactive status, and to seek a replacement for the position.

- b. During inactive status, the position will not be considered for quorum.

ARTICLE V

Funding Criteria

Section I. Eligibility

1. Any student organization, with the exception of club sports, that is currently recognized by the Office of Student Activities is eligible to apply for funding, provided records are updated and the group is considered to have "active" status.
2. Academic Competitive Teams that receive departmental funds for travel through their academic sponsor are still able to request funds from SFC for campus events if a recognized student organization: i.e., guest speaker.

Section II. Programming Criteria

1. Funding request meets one or more of SFC's objectives.
2. SFC will not allocate funds to any group that has an outstanding balance due to the University that is more than 30 days past due.
3. SFC will not fund any activity that is required by an academic department or directly supports classroom instruction.
4. SFC will not support funding of University personnel.
5. Honoraria requests must be in range, or lower, for similar speakers/performances.
6. The facility for the event must comply with all university facility use guidelines. Travel expenses must be reasonable for the type of event and distance to/from location.
7. On-campus SFC funded events are required to be publicized and open to all students.
8. Proposals must be properly completed, including accurate and thorough calculations on funding request forms.
9. Oral presentations for each proposal must be made by the student organization's president or his/her designee (both of whom must be UCM students). If student organizations fail to attend their scheduled oral presentation time, SFC will decide allocation amounts based solely on information provided in the proposal.

Section III. Items that SFC will not fund, listed as follows:

1. Clothing items/Uniforms
2. Pledge activities of any kind
3. Academic paper presentations at conferences.
4. Awards, prizes, scholarships, and/or gifts
5. Charitable contributions
6. Telephone and postage
7. Taxes
8. Organizational newsletters
9. Organizational parties or ceremonies

10. Departmental banquets/awards ceremonies
11. Personal or organizational membership dues (local, national, or international)
12. Membership recruitment activities
13. Letterhead/stationary for organizations
14. Damages made to a rental vehicle or hotel room/Airbnb

Section IV. Additional Restrictions

1. Unless a review of the proposal is delayed due to a full meeting agenda, SFC will not fund any activity unless it has been previously approved by SFC and was listed in the proposal submitted.
2. To encourage the greatest amount of student involvement in activities, student organizations receiving SFC funding are encouraged to hold their events on-campus. Groups requesting funds to rent local facilities will not be funded.
3. Any items purchased that will continue to exist upon the completion of the funded event must be turned into the Office of Student Activities before reimbursement can be processed.

Section V. Guidelines for Programming

Total funds available in the SFC account will affect flexibility or limitations in award amounts to student organizations. In addition, SFC has placed limits on some areas of funding. These are general limits, however, and the Committee will review proposals on a case to case basis.

1. SFC will not allocate funds to any event that is being funded by Mo's Activities Council.
2. Program planning, including adequate lead time for advertising and fundraising, is of utmost importance to facilitating successful campus events. Unless there are extenuating circumstances, SFC will not approve any funding for activities, conferences, or events unless proposals are submitted to the SFC office two weeks before the event occurs.
3. Student organizations are not allowed to enter into contractual agreements without the support of the Office of Student Activities or their associated University department.
4. Funding of DJ services will be limited to \$400 per event with a maximum of \$800 per academic year in DJ services. Funding for DJ services will be approved for university-wide functions only, not parties of individual student organizations.
5. SFC encourages cooperative efforts among student organizations and events, and partnerships are encouraged amongst the student organizations. Annual funding for a single organization will be limited to \$2,000.

Section VI. Guidelines for Travel

1. Conference travel may be limited, and funds are provided to a maximum of four (4) students to attend each event.
2. SFC will fund a maximum academic year travel allocation of \$1000 per requesting student organization.

3. Reimbursement for travel for use of rented vehicles, other than university-owned vehicles, will be in the form of original receipt reimbursement for actual amount spent.
4. Mileage reimbursement will be considered for personal and university vehicles.
 - a. Mileage rates are reimbursed according to current rates, as determined by State of Missouri travel policies.
5. SFC will not reserve University vehicles for student organizations.
 - a. In order to use a university vehicle, a sponsoring department must reserve the vehicle.
 - b. Upon return from a trip, SFC will reimburse the aforementioned department.

ARTICLE VI

Process

Section I. Form Access

Student organization representatives may request the guidelines for funding at ucmo.edu/sfc, or from the Office of Student Activities (UN 217). An electronic funding request form will be emailed to all student organization advisors and presidents in addition to being available at the above website.

Section II. Timeline

SFC proposals are due on date designated by the Assistant Director of Student Leadership and Development and shared at the annual recognized student organization (RSO) meeting.

Section III. Review Process

1. All proposals will be reviewed that have been turned in timely and meet SFC guidelines for application.
2. Proposals must be submitted via the electronic form as specified by SFC.
3. Proposals must be accompanied by an oral presentation before SFC.
4. Meetings dates will be posted on the SFC web page no later than the first week of each semester.
5. The oral presentation must be made by the student organization's president or his/her designee (both of whom must be UCM students), and should not exceed five (5) minutes, (extra time will be allowed for questions from SFC).
 - a. Due to the fact that Student Activity Fees are being allocated it is appropriate that requests for such funding be articulated by students. For that reason, student representatives, rather than faculty/staff advisors, will be asked to describe the request and answer questions.
 - b. Faculty/Staff advisors may be present, and may be asked questions by SFC members. However, faculty advisors should not be extensively involved in the student presentation requesting funds.

6. SFC will review proposals and funding will be allocated within ten (10) business days following the meeting.
7. Once any SFC sponsored event takes place, the student organization must within two weeks complete an 'Request for Reimbursement' and submit it to the Office of Student Activities.

Section IV. Appeals

1. The Director of Student Activities has the authority to deny approval to financial requests.
2. The Committee may appeal such denials to SGA, which shall render an opinion on the granting of funding for a request.
3. If SGA concurs with SFC on whether a given request should be funded, the SGA President shall represent the student interest to the Vice President for Student Experience & Engagement, who shall have final approval authority.

ARTICLE VII

Funding

Section I. Decisions

1. Funding decisions made by SFC will be done in a viewpoint-neutral manner.
2. Funding for approved projects may be granted in any amount deemed reasonable by SFC. This amount may or may not include the entire amount requested.
3. All funds expended by the organization must be according to the allocation approved by SFC.
4. Any advertising or promotions for a SFC funded event must include the following:
[This event was funded in part by the Student Activity Fee, and approved by the Student Funding Committee (SFC).]
 - a. Copies of all advertising used for funded events/activities must be submitted to the Office of Student Activities.
5. For any performances which require a contract between the performer and the University, the organization must follow University contract/addendum procedures.
6. **ALCOHOL IS NOT PERMITTED** at any event funded by SFC, and it is the funded organization's responsibility to prevent the presence of alcohol at any such event.

Section II. Process following allocation

1. Expenses not approved in advance by SFC will not be reimbursed.
2. Funding is allocated based on a majority vote of the voting SFC members present at a meeting (of which there must be a quorum).
3. It is the responsibility of the student organization's president, treasurer, and advisor to comply with all University policies.

4. The student organization who has received funding from SFC must select a designee to meet with either the Assistant Director of Student Leadership and Development or the Graduate Assistant of Leadership and Student Organizations at least two weeks prior to their first event of the semester to discuss the reimbursement process.

Section III. Process following event completion

1. Once funding is approved by SFC, proper University purchasing procedures must be followed.
 - a. All questions, receipts, and necessary documentation must be directed to the Assistant Director of Student Leadership and Development or the Graduate Assistant of Leadership and Student Organizations.
2. In the event an organization submits a payment request to SFC that is larger than the amount allocated to the organization, the amount in excess of the allocation should be submitted with the payment (i.e., SFC allocations \$100 to the organization and the organization submits a payment request for \$150, then the organization needs to include \$50 with the payment request).
3. If receipts from the event are not provided in a timely manner, it may affect SFC's ability to reimburse the organization.
4. In all cases, all invoices from any type of event must be in the Office of Student Activities within two weeks from the date of the event.
5. Unless expressly moved by SFC, funds allocated to a student organization that are not expended by the end of the fiscal year (June 30), remain in the balance of SFC's account for further allocation to any student organization applying for funding.
 - a. SFC will seek to close accounts for specific events shortly after the event date.
 - b. Any remaining funds will be reallocated to SFC's general account to be made available for other organizations seeking funding.
6. All University rules, regulations, and policies are expected to be followed in any event for which SFC provides funding.
7. If any University rules, regulations, or policies are not adhered to in any event for which SFC provides funding, the sponsoring organization who received funding must return the SFC money and will face University sanctions.
8. All organization accounts must be reconciled by the end of the semester in which the event, program, or service was funded. Any funds not spent by the end of the fiscal year will be refunded to the SFC budget.

ARTICLE VIII

Appeal Process

Section I. Decisions

1. An appeal of a decision by SFC for a funding request is limited to one or more of the following purposes.

- a. To determine whether the decision was made in a viewpoint-neutral manner.
 - b. To determine whether the allocation process (review of proposal & student organization presentation (if applicable)) was conducted fairly according to the SFC guidelines.
2. Appeals may be made to the Director of Student Activities. Denials at this level may be made to the Vice President for Student Experience & Engagement, who shall have final approval authority.

ARTICLE IX
Amendments

Section I. Process

1. Any amendment to the SFC guidelines must be approved by a two-thirds affirmative vote of all members of SFC.
2. Amendments will be effective immediately following affirmative vote.
3. Suggestions for amendments to increase or decrease in total amount of budgets must be brought to the Director of Student Activities.
 - a. The Director will call a meeting of the Review Commission as structured in the Memorandum of Agreement.