

SFC GUIDELINES

ARTICLE I

Purpose

The Student Funding Committee, hereafter referred to in this document as SFC, was established, as a part of the Memorandum of Agreement, to receive proposals and allocate funding to *registered* student organizations at 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, registered 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, registered 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, registered 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, registered student organizations' efforts to sponsor physical and/or environmental improvements in the quality of the UCM student community.

Section I.

1. To ensure that these objectives are met, SFC, at its discretion, may require funded organizations or individuals to *give back to the University*.

ie: We will host a conference share extravaganza each semester where groups that have received funds will provide a story board and share with other students their experience and information.

ARTICLE III

Membership

Section II.

The Committee is composed of fourteen (14) University students and administrators.

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 the Senate of the 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 Provost for Student Experience & Engagement, who shall have final approval authority.
2. Accountant, Financial Services, or designee-The accountant is appointed by the Director of Student Activities and serves a one fiscal year term (July 1 to June 30). The accountant can be reappointed for unlimited terms.

Section III. Student Members

1. Student Member, selected by the Student Government Association (SGA) - This student is selected by the SGA president and confirmed by the Student Senate. This student member serves a one calendar year term (August 1 to May 31).
2. Student Member, selected by The Spotlight (The Spotlight) - This student member is selected by The Spotlight and must be an active member of The Spotlight. This student serves a one fiscal year term (August 1 to May 31).
3. Student Member representative from each of the six governance groups. This student is selected by these organizations, must be active, and must act as a liaison among the organizations. This student member serves a one calendar year term (August 1 to May 31).
 - a. Association of Black Collegians (ABC)
 - b. Inter-Fraternity Council, (IFC)
 - c. International Student Organization (ISO)
 - d. National Pan-Hellenic Council (NPHC)
 - e. Pannhellenic Council
 - f. United Student Housing Association (USHA)
4. Student Members (2), from At Large Student Body- These two students are appointed by the Director of Student Activities or his/her designee.
 - a. One student member serves a one calendar year term (January 1 to December 31)
 - b. The other student member serves a one fiscal year term, (July 1 to June 30).
Minority and non-traditional students are encouraged to apply.
5. Graduate Student, selected by the Graduate Student Association (GSA) - This student is selected by the Graduate Student Association and must be a member of GSA. This student member serves a one year term (January 1 to December 31).

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, The Spotlight, ABC, GSA, IFC, NPHC, Panhellenic Council, and USHA 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. SFC student members must act as liaisons between the bodies they respectively represent and SFC.
4. Student members of SFC 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. Applications for At-Large positions should be submitted to the Director of Student Activities or his/her designee.
2. The names of elected student members from SGA, The Spotlight, ABC, GSA, IFC, NPHC, Panhellenic Council, and USHA must also 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 a 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

Any student organization with the exception of club sports & department sponsored organizations currently registered with the Office of Student Activities is eligible to apply for funding, provided records are updated and the group is considered to have "active" status.

Section II. Programming Criteria

1. Whether or not the proposal's funding request meets one or more of SFC's objectives.
2. To what degree the student organization is willing to assist with funding the respective proposal's purpose.
3. 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.
4. SFC will not fund any activity that is required by an academic department or directly supports classroom instruction.
5. SFC will not support funding of University personnel.
6. Honoraria requests must be in range, or lower, for similar speakers/performances.
7. The facility for the event must suit the size of the intended audience and type of event.
8. Travel expenses must be reasonable for the type of event and distance to/from location.
9. On-campus SFC funded events are required to be publicized and open to all students.
10. That a specific event/activity does not substantially duplicate an event/activity held in the current semester, or proper justification is provided to explain the need for a similar event.
11. Student organizations must submit with their proposal a conference brochure for requests to fund conference registration/attendance.
12. That a semester/annual series of events/programs does not substantially duplicate events/programs provided by other University departments/student organizations, or proper justification is provided to explain the need for a similar event.
13. That a similar event in the past was successful and met most of its goals.
14. That all stipulations included with prior SFC allocations were accomplished by the student organization.
15. That all necessary documents from past allocations, including the Event Report Form, were submitted to SFC in a timely manner.
16. Proposals must be typed and properly completed, including accurate and thorough calculations on funding request forms.
17. 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

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 unless there is a clear indication to SFC why a campus facility will not meet the event needs.

Section V. Limitations

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. 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 fiscal year travel allocation of \$1000 per requesting student organization.
3. SFC will not allocate funds to any event that is being funded by The Spotlight.
4. 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.
5. Funding of concerts will be limited to \$1000. Larger funding requests will be considered based on the ability and skill of the student organization to produce a large event. Student organizations like The Spotlight have experience in producing major programs for the campus, and should be contacted for co-sponsorship.
6. Proposals to fund guest speakers and concerts should be reviewed in advance with the professional staff of the Office of Student Activities (UN 217). Such assistance in planning and contract negotiation must be initiated before coming to SFC with a proposal.
7. If a student group has already contracted with a service provider, that group will be ineligible for SFC funds for that event.

8. 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.
9. Since SFC's main purpose is to assist student organizations with funding, only partial funding for social activities will be provided. Student organizations applying for funds for social activities will have to provide 25% of the funds if the event takes place on-campus, and 50% of the funds if the event takes place off-campus.
10. SFC encourages cooperative efforts among student organizations and events that are free to all UCM students for all SFC sponsored activities. Requests for social/entertainment activities that will charge participants will be reviewed on a case by case basis. Any allocations for such activities will include the stipulation that the student organization will pay SFC back in full.
11. Annual funding for a single organization will be limited to \$1,000.

Section VI. Exceptions

1. Funding for newly-forming student organizations may exist as follows
 - a. New organizations trying to form as recognized UCM student organizations will be permitted to apply for start-up money for recruitment purposes (mailers, flyers for a first meeting, etc.).
 - b. Each such organization will be limited to \$100.00 for during the first two semester of their organization.
 - c. Funding for new groups will not be permitted for non-start-up activities such as conferences or socials, and all such new organizations must be approved by the Office of Student Activities as a new student organization.

Section VII. Operating Costs

1. SFC does have annual operating expenses which will be funded through the SFC account, and in general includes
 - a. Office Supplies & Operations
 - b. Graduate Assistant Stipend
 - c. Student Labor
 - d. Computer Equipment
 - e. Training
 - f. Student Organization Data Lines
 - g. Student Organization Computer Maintenance
 - h. Student Organization Travel Insurance
 - i. Postage
2. The Director will provide an annual budget to SFC members for anticipated annual expenses.

ARTICLE VI Process

Section I. Form Access

Student organization representatives may request guideline and proposal forms for funding at <https://www.ucmo.edu/sfc>, or from the Office of Student Activities (UN 217).

Section II. Timeline

1. SFC proposals are due on date designated by the Director of Student Activities and shared at the annual register 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 typed and in the form 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 appointed *SFC GA* in 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 the Senate of the SGA, which shall render an opinion on the granting of funding for a request.

3. 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 Provost 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 after the event/activity.
5. For any performances which require a contract between the performer and the University, the organization must use the contract/addendum approved by the Office of Student Activities.
 - a. This contract, as well as any performer contract, must be approved and signed by the Director of Student Activities before the event can take place.
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. 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 Director of Student Activities or the Assistant Director of Student Activities.
 - b. 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 allocates \$100.00 to the organization and the organization submits a payment request for \$150.00, then the organization needs to include \$50.00 with the payment request).
4. It is the responsibility of the student organization's president, treasurer, and advisor to comply with all University policies.

Section III. Process following event completion

1. If receipts from the event are not provided in a timely manner, it may affect SFC's ability to reimburse the organization.
2. In all cases, all invoices from any type of event must be in the Office of Student Activities within 30 days from the date of the event.
3. 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.
4. All University rules, regulations, and policies are expected to be followed in any event for which SFC provides funding.
5. 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.
6. 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.
7. Any equipment purchased will become the property of UCM and the responsibility of a UCM department through which the student organization is sponsored.
 - a. The sponsoring department must agree in writing to accept responsibility and maintenance for the equipment.

ARTICLE VIII
Stipulations

Section I. Requirements

1. SFC often requests that student organizations assist with Student Activities to better all students.
2. There are many types and forms of stipulations that SFC may require.
3. It is expected that the student organization will provide the SFC office with a typed summary and evidence that the stipulation was completed.
 - a. Failure to do so will negatively impact future funding requests by the student organization.

ARTICLE IX
Travel Expenses

Section I. Reimbursement

1. Reimbursement for travel for use of personal or rented vehicles, other than university-owned vehicles, will be in the form of original receipt reimbursement for actual amount spent.
2. Mileage reimbursement will only be considered for university vehicles.
 - a. Mileage rates are reimbursed according to current rates, as determined by Physical Plant and University travel policies.
3. 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 X
Operational Budgets for Student Organizations

Section I. General

1. Each registered student organization has the opportunity to apply for an operational budget.
2. Amount of each organizations budget will be determined by the amount allocated to this fund divided by the amount of eligible organizations that apply.
3. The amount of the operational budget fund will be decided upon by the Director of Student Activities.

Section II. Process

1. Each organization must apply for an operational budget each semester.
 - a. This can be done at the same time the organization registers.
2. Each organization must identify three authority individuals.
 - a. These individuals are the *only* members of the organization with authority to use funds from the operational budget.
 - i. Example of three authority individuals would be Advisor, President, and Treasurer, or similar titles.

Section III. Limitations

1. All limitations expressed in Article IV – Section III shall apply.

ARTICLE XI
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 Provost for Student Experience & Engagement, who shall have final approval authority.

ARTICLE XII
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.