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# 2016-2017 SPOT FUNDING DIRECTIVES

ASSLU SGA Bylaws, Section VI, A, 2. "Spot Funding. The process of allocating part of a remaining balance from Annual Funding to Chartered Student Organizations (CSOs) and committees of the Association. The Association shall set aside a portion of the monies generated by the Student Activity Fee to provide for unforeseeable financial burdens of Chartered Student Organizations and committees of the association."

## I DEFINITIONS

- a) **Violations:** Failure to meet any of the Directives stated within this document shall constitute a violation. The Finance Committee may recommend to the Student Government Association (SGA) Senate a penalty in response to any violation by a CSO during the current or previous Fiscal Year. The penalty must be confirmed by the SGA Senate in order to take effect. Penalties may include, but are not limited to, reductions in funding and the freezing of funds currently allocated to the organization.
- b) **Student Activity Fee:** A fee paid by students and allocated by the Student Government Association (SGA) for the betterment of the Saint Louis University (SLU) student body. Any student may apply for these funds through the appropriate form of funding as outlined in the SGA bylaws.
- c) **Unforeseeable:** A financial burden is unforeseeable when a reasonable estimation of the cost could not have been made prior to the Annual Funding Process of the previous Fiscal Year
- d) **Foreseeable:** If, prior to the Annual Funding Process of the previous Fiscal Year, a CSO was *aware of* and *able to plan* an event, conference, competition, tournament, or trip in which the CSO would like to participate during the current Fiscal Year, then the event, conference, competition, tournament, or trip in question was foreseeable, as a reasonable estimation of cost could have been made.
  - 1) Based on a presentation to the Finance Committee
  - 2) **Awareness:** If, prior to the Annual Funding Process of the previous Fiscal Year, a CSO was cognizant of a certain type of event, conference, competition, tournament, or trip in which the CSO would like to participate during the current Fiscal Year, then the CSO was *aware of* the event, conference, competition, tournament, or trip in question.
  - 3) **Ability to plan:** If the location of an event, conference, competition, tournament, or trip in which a CSO would like to participate during the current Fiscal Year was disclosed prior to the Annual Funding Process of the previous Fiscal Year, then the CSO was *able to plan* the event, conference, competition, tournament, or trip in question.
    - (i) If a CSO was personally responsible for determining the location of an event, conference, competition, tournament, or trip, then the CSO was *able to plan* the event, conference, competition, tournament, or trip in question.
  - 4) A reasonable **estimation of the cost of durable goods** could have been made under the following circumstance:
  - 5) If, prior to the Annual Funding Process of the previous Fiscal Year, a CSO was *capable of identifying* a circumstance that necessitated the purchase of the durable goods in question for the current Fiscal Year, then the CSO's need for the durable goods in question was foreseeable, as a reasonable estimation of the cost could have been made.
  - 6) **Transitioning of Executive Board:** Failures of the executive board from the previous fiscal year do not justify a Spot Funding request. If the failure of a previous executive board results in no budget being secured for the current fiscal year, or if the necessary information required to host an event was not passed on, the foreseeability of the circumstance is not called into question on that merit alone.

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- 7) **Changes in External Funding:** If a CSO loses grants/aid/ donations or any other form of monetary help from an external organization, college, person/people, etc., then foreseeability of the circumstance is not called into question on that merit alone.
- e) **Zero-Dollar Allocation:** If a CSO is unable to specify a line item of a funding request (i.e. travel costs or registration fees) due to factors outside of its control (i.e. the announcement of a conference's location), then it may submit a Zero-Dollar Request for that line item during the Annual Funding process, and provide an explanation as to the unforeseeable nature of the line item. When the CSO is able to specify the costs of that line item, it is eligible to apply for Spot Funding. However, despite the approval of a Zero-Dollar Allocation, the CSO in question cannot be guaranteed Student Activity Fee funding for that line item, as the decision to allot funds is ultimately up to the Student Government Association Senate.

## II **GENERAL REQUIREMENTS AND RESTRICTIONS**

1. Line items requested must be relevant to a CSO's mission, as determined by its constitution
2. If funds for a given line item are used for any purpose other than the purpose for which the funding was approved, the Finance Committee reserves the power to cut funding for that line item in the future, and/or recommend penalties for the group to the SGA Senate
3. Any item that is deemed to be an undue burden on the Student Activity Fee cannot be funded. An undue burden can be defined as any item that is deemed to be an unjustifiable expense on the Student Activity Fee in relation to the perceived benefit to the student body

## III **FUNDING DIRECTIVES**

### Supplies and Materials

#### I) **PRINTING AND ADVERTISING**

- 1) A CSO's printing and advertising budget may not exceed 10% of the group's total operating costs
- 2) Each CSO may request, but is not guaranteed, one professionally-printed banner per academic year
- 3) Production of a regular magazine or newspaper can be funded by the Student Activity Fee if production of the material is the primary mission of the organization

#### II) **EQUIPMENT AND UNIFORMS**

- 1) The Student Activity Fee may only fund the purchase of durable items, meaning items relevant to the operation of the CSO in question, and that will remain with the CSO for more than one fiscal year. For example, although sports balls are an integral item for many CSOs, they historically have not been funded by the Student Activity Fee, as they are easy to lose or damage beyond repair over the course of one fiscal year
- 2) All equipment purchased by a CSO must be listed in the CSO's Equipment Inventory the following fiscal year
  - a) Equipment inventories must be submitted before budgets are due for any given fiscal year
- 3) Uniforms must be kept within the organization, and must be listed in the Equipment Inventory

#### III) **GENERAL ITEMS**

- 1) National dues paid to affiliated or oversight organizations cannot be funded
- 2) Direct donations to charity cannot be funded by the Student Activity Fee
- 3) Indirect donations to charity, except for those made by primarily charitable CSOs, cannot be funded by the Student Activity Fee. For instance, a performance group cannot put on an event funded by the Student Activity Fee, charge an entrance fee, and donate the funds generated to charity
- 4) Finance and banking charges cannot be funded
- 5) Magazine, periodical, journal, and newspaper subscriptions cannot be funded
- 6) Office supplies cannot be funded due to their tendency to be non-durable

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- 7) Any academic or religious texts cannot be funded
- 8) Whereas SLU enjoys tax-exempt status, sales tax cannot be funded
- 9) Costs related to the development and maintenance of a website cannot be funded
- 10) Any reimbursement for an expense that has already been incurred cannot be funded
- 11) Non-Durable goods, goods that are not expected to last for longer than one fiscal year, cannot be funded
- 12) Gifts, except for those intended to act as an honorarium for a speaker, cannot be funded

## Programming Events

### I) **COST AND ATTENDANCE**

- 1) If the Student Activity Fee is fully funding an event, and the CSO hosting the event is not primarily charitable in nature, students may NOT be charged for attendance
- 2) If an event is only partially funded by the Student Activity Fee, funds generated from an additional charge to students may only be used to break-even
  - a) If the Finance Committee is within reason to believe that students were charged at a rate intended to generate a profit in the previous fiscal year, then the Committee reserves the power to cut funding for the event in the following fiscal year
- 3) If a CSO is allocated \$2400 or more for any event, the CSO must complete the CSO Event Evaluation Form via SLU Groups. All required fields must be completed on the form, including, but not limited to, the date the event occurred and the number of SLU student attendees
  - a) It is not required to use SLU ID readers to track attendance, nor is it required to submit receipts associated with the cost of the event. However, any and all additional forms of documentation that can be used to authenticate the numbers provided are strongly encouraged, and viewed favorably by the Finance Committee
  - b) This form should be submitted no later than 2 weeks following the forecasted date of the event and/or the date that the event occurred
  - c) Failing to submit the CSO Event Evaluation Form may disqualify the CSO from obtaining funding for that event in the future

### II) **INTERNAL EVENTS**

- 1) If a CSO is planning an event or trip to which it invites its members, but does not make a sufficient effort to include the entire student body, the event is deemed "internal," and cannot be funded by the Student Activity Fee
  - a) This is based on the presentation to the Finance Committee by the CSO at the time of the request
  - b) Conferences, competitions, and tournaments are not considered internal events for the purpose of the Student Activity Fee
- 2) The Student Activity Fee cannot fund any activity based in a University department

### III) **FOOD AND BEVERAGE**

- 1) Food and beverage items can be funded by the Student Activity Fee only when linked to a particular, non-internal event
- 2) Food costs may not exceed more than \$8 per person when planning for any given event
- 3) Food expenses related to travel cannot be covered
- 4) Anything alcohol-related is non-fundable, including events held at a venue that makes more than 50% of its revenue from the sale of alcohol

### IV) **SPEAKERS AND ENTERTAINERS**

- 1) Before a CSO hosts a speaker or entertainer, they must have the guest fill out a Standard Service Agreement, which can be found on the Student Involvement Center website
- 2) A CSO may only purchase gifts intended to act as an honorarium for a speaker or distinguished guest

### V) **RECRUITMENT EVENTS**

- 1) SGA may fund a maximum of one recruitment event per CSO, per academic semester. SGA may fund a maximum of \$100 per recruitment event

### VI) **CO-SPONSORSHIPS**

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- 1) If multiple organizations would like to financially co-sponsor an event, they must each list the event in their Annual Budget, under the “Co-sponsorships” section
  - a) If any of the involved CSOs fail to list the event and/or the names of the other CSOs that they are collaborating with in their Annual Budget, the involved organizations may have funding cut for the event in the current or following fiscal year

## Conferences, Competitions, and Tournaments

### I) CONFERENCES

- 1) A conference is defined as a formal event in which schools, organizations, and/or independent parties meet to discuss a particular topic.
- 2) The attained information and experience from a conference must be integral to the leadership operations of the attending CSO
  - a) A conference that is necessary for a CSO to maintain its national charter status is not necessarily integral to the CSO’s leadership operations for the purpose of the Student Activity Fee
- 3) The Student Activity Fee may fund a maximum of \$400 per person for a given conference, and its associated hotel and transportation expenses. SGA may fund a maximum of \$2,400 per CSO for conferences and their associated expenses in a given Fiscal Year

### II) COMPETITIONS

- 1) 40% of a CSO’s competition costs must be covered by its members. This includes, but is not limited to, hotels, registration fees, and travel costs. [See below-TRAVEL]
- 2) The Student Activity Fee may fund a maximum of 3 away competitions per competitive CSO.
  - a) Each competitive CSO may also receive a national qualifier, and may Spot Fund for an earned berth national tournament

### III) TOURNAMENTS

- 1) Tournaments whose attendance by a CSO is funded by the Student Activity Fee must center on inter-collegiate competition in which a berth must be earned by either current or past team activities.
  - a) For multiple-venue tournaments, travel expenses may be funded in accordance with the Directives, for one venue to be determined at the time of the request

### IV) COMPETITIVE BUILD

- 1) Competitive Build CSOs are defined as any group that must design and build a physical object that will be entered into a competition to be judged
  - a) SGA will fund a maximum of one competition per fiscal year per Competitive Build CSO, with travel, lodging, and tournament fee costs to be funded in accordance with the Directives
- 2) Materials for build competitions are considered part of the competition costs, and the SGA Senate will supply a parts budget for the group
  - a) Competitive Build CSOs may purchase nondurable goods using their parts budgets, and the budgeting for the materials shall be treated the same as a special permission marked “PARTS.” (see Overview and General Directives II.3.b)
  - b) The amount of funds allocated will depend heavily on historical costs, and also on the definition of an undue burden presented in the Directives. (see Overview and General Directives II.4)
- 3) All materials for the design have to be approved by the CSO’s advisor before any purchases are made

## Travel and Lodging

### I) TRAVEL

- 1) The Student Activity Fee may fund up to 60% of an organization’s travel expenses
  - a) For national travel (350 miles or more from Saint Louis University – Frost Campus), the Student Activity Fee may fund a maximum of \$180 round-trip per person. The Student Activity Fee cannot fund national travel expenses, except in the case of national competitions that are eligible for Spot Funding

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- b) For regional travel (over 50 miles but fewer than 350 miles from Saint Louis University – Frost Campus), the Student Activity Fee may fund a maximum of \$30 round-trip per person
- c) The Student Activity Fee cannot fund local travel (fewer than 50 miles from Saint Louis University – Frost Campus), except for CSOs whose primary mission is local, off-campus service
- 2) Parking expenses cannot be covered by the Student Activity Fee
- 3) Airline baggage fees cannot be covered by the Student Activity Fee
- II) **HOTELS**
- 1) The Student Activity Fee may fund up to 60% of an organization's hotel costs
  - a) Hotels are funded at a rate of 4 people per room
  - b) A maximum of \$90 per room per night can be funded by the Student Activity Fee