



# FY2018 ANNUAL FUNDING DIRECTIVES

## Overview and General Directives

From the SGA Bylaws: "All Chartered Student Organizations (CSOs) and committees of the Association proven to be fiscally responsible are eligible to petition the Senate for annual funding." Every SLU student pays in the Student Activity Fee (SAF), with the current rate set at \$55 per semester for undergraduate students. Graduate students pay \$30 a semester, with 15% of those funds going towards the general SAF.

The Student Government Association Finance Committee is charged with overseeing the allotment of these funds, and operates under the understanding that the Student Activity Fee is defined as, "A fee paid by students and allocated by the Student Government Association (SGA) for the betterment of the Saint Louis University student body." From this definition, the SGA Finance Committee has determined three guiding ideals, each addressing a specific facet of the debate over how to best allocate the funding collected.

1. Betterment- How is the Student Activity Fee being used to improve the quality of the SLU student experience, and provide for an overall more enjoyable and holistic education?
2. Reach- How can the Student Activity Fee be distributed in order to make the greatest possible impact on the largest number of student, with the limited resources available in mind?
3. Equity- Despite this being a document centered on finances, this is not defined in the financial sense. How can the Student Activity Fee be distributed in a way that respects and empower each and every Chartered Student Organization in good standing with the Association?

As a policy mostly derived from the ideal of "Reach," and partially from the other two as well, the Finance Committee does not consider personal advancement, nor the improvement of the perceived standing of any University department of activity as a justifiable intention in the case of funding. If it does not directly contribute to the day-to-day life of the average SLU student, financial policy will be poised against the event or activity that is being requested. This is the basis for policies against internal event planning, and the barring of funding for any activity based out of a specific University department. However, it is the responsibility of SGA to provide for the CSOs chartered underneath in, and resources should be aligned as effectively as possible so that every CSO performs to the best of its capabilities.

Funding should never be understood as an entitlement, and as such, will always be freely given and taken away based on a group's overall operations and contribution to the SLU student experience. However, the SGA Finance Committee and Senate, both groups consisting wholly of students, are obligated by commonality to consider the human element when approving and denying all legislation. This is especially true when considering the Directives presented below. Objective decision making is the key to a fair process, but a hardline approach to "Betterment," or "Reach" would go against the core mission of the Association. The interests and efforts of every SLU student should be respected and encouraged.

Whereas the statement above is the official position of the Finance Committee and the Senate, the following is expected from every CSO who receives funding from the Association:

1. CSOs should spend funds in a responsible manner, and be truthful when relating costs and expenses
2. Executive board members for CSOs should do their best to empower the members of the organization, and work with them to improve the financial operations of the group in question
3. All financial information and experience attained and collected by executive board members should be passed on to their successors, as failure to do so cannot be compensated for by more lenient financial policy
4. CSOs should continually pursue growth, in order to offer as much as they possibly can to the student body
5. CSOs should be truthful when evaluating their own performance, as failure to disclose information or show signs of critical reflection will be looked upon unfavorably by the Committee
6. CSOs should think critically about the items that they are requesting, as a significant amount of faith is entrusted with the group when funding is allotted

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Any CSO who fulfills these expectations should expect to, at the minimum, maintain a more consistent budget from year-to-year.

## I) VIOLATIONS

- 1) Failure to meet any of the Directives stated within this document shall constitute a violation. The Finance Committee reserves the right to issue penalties 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.

## II) GENERAL REQUIREMENTS AND RESTRICTIONS

- 1) Line items requested must be relevant to a CSO's mission, as determined by its constitution and/or SGA interpretations of the CSO's mission
- 2) CSOs are required to keep a record of all incurred expenses throughout the course of the fiscal year
  - a) This is only required when the organization is spending moneys from the Student Activity, but is strongly recommended for all expenses
  - b) CSOs are not required to provide receipts, 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
  - c) Failure to account for any and all allotted funds shall constitute a violation
- 3) 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
  - a) If the Finance Committee decides to forgo recommending a penalty to the SGA Senate, the Finance Committee may instead decide to flag the event. The line item will appear highlighted in red within the group's budget, and the notes section of the budget will communicate the Finance Committee's concerns. Flagged events will be funded to a maximum of the historical cost of the event, and a minimum of zero
  - b) The Finance Committee also reserves the power to unrestrict the use of funds for that specific line item, as long as the physical items purchased using the funds are integral to the function of the CSO. Items must be in line with the Annual Funding Directives, and in particular those for Supplies and Materials
  - c) The Vice President of Finance reserves the right to allow reallocation of pre-approved funds
    - i. Funds may only be reallocated within a single line item if and only if the reallocation does not violate the FY18 Annual Funding Directives
- 4) 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.
  - a) Any event that has costed over \$200 per attendee is automatically deemed an undue burden, and is subject to penalties
- 5) Competitive CSO members must collectively contribute at least 25% toward their respective operating budgets through dues, donations, sponsorships, and/or fundraising

## III) ANNUAL FUNDING HEARINGS

- 1) Each Annual Funding hearing will be documented by a member of the Finance Committee. At the conclusion of the hearing, the documentation will be approved and signed by at least one member of both the current and incoming executive board of the CSO
- 2) If there is a perceived discrepancy by the involved parties, this issue must be resolved before Finance Committee recommends a funding allocation
- 3) If a CSO requests \$4,000 or more from the Student Activity Fee, two members from the current executive board and two members from the incoming executive board must physically or virtually (i.e. via Skype if abroad) attend the Annual Funding hearing
  - a) If a CSO requests less than \$4,000 from the Student Activity Fee, one member from the current executive board and one member from the incoming executive board must physically or virtually attend the Annual Funding Hearing
  - b) If a CSO does not meet this directive, the CSO will not be eligible to appeal the Finance Committee's recommendation for funding

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- 4) Every CSO has the right to one appeal of a Finance Committee recommendation if the CSO believes a Directive has been misinterpreted or incorrectly enforced
  - a) A CSO has the right to one appeal per SGA Bylaws if and only if the request is submitted within 48 hours of having received its FY18 recommendation. The Committee is at liberty to reject any submissions that are in violation of this Directive
- 5) Club Sports organizations, as defined by SGA, will receive funding from the University Recreation Center. SGA will give up to \$115,000 to the Recreation Center for the purpose of funding Club Sports organizations.
  - a) Given that the University Recreation Center will be in charge of allocating funds, these Directives will serve as a guide for the Center.
  - b) The University Recreation Center will not be given any amount that that would cause their total SGA Funds to exceed \$115,000

## 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.

## 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 at a maximum of \$100
  - 3) Production of a regular magazine or newspaper can be funded by the Student Activity Fee up to a maximum of \$1500 per semester 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 for the following fiscal year
    - a) Equipment inventories must be submitted before budgets are due for any given fiscal year. Failure to accurately report inventory will result in penalties
  - 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
  - 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 unless the primary mission of the organization is to provide an online newspaper/magazine

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- 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
- 13) Payments to SLU students cannot be funded

## Programming Events

### I) **COST AND ATTENDENCES**

- 1) If the Student Activity Fee is fully funding an event, 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 \$2,400 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, 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 will 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 \$7 per person when planning for any given event
- 3) Food expenses related to travel cannot be funded
- 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 \$75 per recruitment event

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

- 1) If multiple organizations would like to financially co-sponsor an event, they must list their event in their Annual Funding Budget, under the “Co-sponsorships” section

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- a) If any of the involved CSOs fail to list the event and/or the names of the other CSOs that they are collaborating within 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 \$300 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

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- 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
  - 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