

Organization Budget Allocation Guidelines

Revised: May 2011

Budget Cycle:

There will be one budget allocation meeting per month. Budget packets must be received by the established deadlines in order to be considered by the budget allocation committee.

Intent of Funding:

Student Organization Council (SOC) funded events must be open and advertised to all currently enrolled, main campus Austin Peay students. SOC will allocate available funds for a wide variety of activities and programs that support the diverse needs and interests of the APSU student population and enhance their university experience. All funded events must be held on main campus and follow all applicable national, state, local, and University policies, and must be planned by students for students. (Groups with small numbers of student members may need to collaborate with another organization to be successfully funded.)

SOC will not fund events intended to fulfill requirements for a class, internship or seminar as part of receiving academic credit or a grade or for the sole benefit of members of a class, organization, or group of students. If the benefit of the activities is primarily for the organization or an organization associated with the primary sponsor, the organization is expected to finance the event and is not eligible for SOC funding.

SOC is committed to the concept of open and honest communication of deadlines, requests for information and other related information to all other boards, committees, and organizations. The Student Organization Council will make every reasonable attempt to publicize its deadlines and to maintain open channels of communication with other boards, committees, and organizations. Funding is at the discretion of the budget committee.

Organizational Requirements:

1. The club/organization must be recognized by Student Life and Leadership by completing the annual registration paperwork.*
2. Any newly registered student organization or any student organization that has been inactive for one academic year or more must have been registered for two full months before becoming eligible to request funds.
3. The club/organization must attend the student organization orientation during the first two weeks of the fall semester.
4. The club/organization must send a representative to the budget training at the beginning of the spring semester.
5. The club/organization must obtain an APSU faculty/staff adviser signature on the budget packet cover page. The organization and their programs must be primarily student-determined and student-directed.

*** Every club/organization must re-register in the fall on Peaylink and sign the Hazing Statement regardless of whether or not they are requesting funds.**

Each Organization Must:

1. **Attend the required meetings which are held before budgets are due.** If a representative of an organization does not attend, that organization will not be allowed to receive funds from SOC for that semester.
2. A student member of an organization must attend all required meetings. If an advisor attends the meetings, it will not count as a member of the organization attending.
3. Make a copy of the budget they submit to keep for *their* organization records.
4. Send a treasurer or representative to the budget allocation meeting if you request more than \$1,000 for a budget cycle.
5. Submit a copy of a contract estimate or other official documentation along with your budget if you are having a band, DJ, performer or outside speaker at an event.
6. Complete the budget on-line and submit the packet (excluding the cover page) electronically to: SOCtreasurer@apsu.edu. The cover page must be submitted by hard copy to the office of Student Life and Leadership with all applicable signatures.

Funding for Events:

NOTE: *This is interpreted to mean that the following items are "eligible" to be funded, not guaranteed of funding. Funding requests that are incomplete or not in compliance with established deadlines will not be considered by the committee. SOC reserves the right to revise these guidelines at any time deemed necessary as a result of changes in the needs or conditions which require such changes.*

I. Time Periods:

1. SOC will not fund any events that occur during the summer months.
2. SOC will only fund events occurring within the proper allocation period and will not fund any expenses not occurring during the current allocation period.
3. SOC may only fund events during the defined school year. The school year, by definition, begins on the first day of classes for both semesters on main campus and ends on the study day for each semester on main campus.
4. Any registered student organization that receives funding during the spring for the following academic year and fails to re-register with the Student Life Office by the specified deadline the following fall semester forfeits the allocation and will not be eligible to request funding again until registration has been current for two full months.
5. All allocations funded by SOC are for a given semester. All unspent allocations remaining at the end of each semester are automatically returned to SOC for reallocation.

II. Off-Campus Policies:

1. SOC will not fund travel expenses for students that may include, but are not limited to: gas, mileage, toll, hotel, vehicle rental expenses, or registration fees. All travel requests must be made to the Office of Student Affairs.
2. The purpose of the funding is solely for the benefit of APSU students. With this in mind, requests to fund off-campus service projects must specifically benefit the APSU students who participate and will be considered on a case-by-case basis.

III. Direct Funding/Contributions:

1. SOC will not fund direct contributions, defined as charitable gifts to nonprofit organizations.
2. SOC will not fund honorariums; instead, all speaker services must be done through a contract process.
3. SOC will not fund profit making ventures for student organizations.
4. SOC will not fund membership dues for any organization on campus.
5. SOC will not fund clothing, uniforms or other attire for personal use by the organization members or events/activities that are for the sole benefit of an individual.
6. SOC will not fund giveaways that are not a part of a larger event. If the giveaway is a part of a larger event, the event description must be given and the need for the giveaway clearly illustrated in detail.
7. SOC funding may not support/oppose or sponsor ballot initiatives or legislation, candidates seeking election, or other partisan political purposes. *
8. SOC funding may not support religious rites, services, or attempts to convert people to a certain religious faith or belief. #

#Religious and charitable registered student organizations or groups may apply for funding for events/activities sponsored by that organization that meet the criteria described in these guidelines such as educational/informative programs. Funding for these expenses will be considered under these established guidelines.

*Partisan political organizations are defined as those affiliated with a registered political party or candidate.

IV. Miscellaneous:

1. SOC will not fund organizations that use forms not contained in the current budget packet.
2. If the organization is submitting a budget packet for multiple events, the priority of those events must be indicated on the budget packet.
3. SOC will not fund more than three events of the same type during a given semester for the same organization (for example: more than three movies).
4. SOC will not fund any activities for the purpose of soliciting students to join the organization, and/or to fulfill any required activity by the organization. This includes events/activities whose primary purpose is to market the organization or bring awareness of the group to other students.
5. Non-food items that are "one time use" will only be approved if the Office of Student Life and Leadership deems the item as of benefit to other student organizations. In those particular cases, the purchased item must be relinquished to the Office of Student Life and Leadership after the event for use by other student organizations.
6. In order for a speaker or any other contractual service to be funded both a date and time must be given and cleared to ensure that there are no conflicting events on the University calendar and a space for the event is available. *Budget requests requiring a contract must be submitted at least four weeks prior to the event date.*
7. The SOC budget committee will examine all events that have high-risk liability concerns with special attention.
8. You may only purchase **PEPSI** products for your events.

V. Funding Limits:

The following funding limits apply to all SOC funded events.

1. Up to \$30 for **office supplies**.
2. No limit to price per person if AP Catering is used in the UC Ballroom.
3. Up to \$7 per person for **food at events where the UC Ballroom is not used**.
4. Up to 8% of total budget requested for **decorations and paper goods** (excluding copyright and contract fees).
5. Up to \$100 in **prizes and give-a-ways** per event. Cash prizes are not eligible.
6. Only \$25.00/hr per officer for **APSU Police Officers**. The security matrix found at: [http://www.apsu.edu/mtg/Police%20Staffing%20Matrix%20\(2\).pdf](http://www.apsu.edu/mtg/Police%20Staffing%20Matrix%20(2).pdf) dictates how many officers are required for an event.
7. No movie rental fees, but **copyright permission to show a movie** must be obtained. An estimate on the cost of the film's copyright permission must be obtained in advance from the film distributor and supplied to the committee.
8. Only **on-campus publicity** and advertisements costs can be requested from SOC. All funded events are automatically placed on the Student Life and Leadership calendar and related publicity.
**Any organization/group receiving allocations from SOC must note on all publicity that the event or activity is funded fully or in part by SOC Budget Committee.*
9. SOC will only fund **one food request per semester, per organization**. A food request is defined as an organizational event where the serving of food is the only activity to occur. (If food is part of a larger program with additional activities (i.e. speaker) it is not restricted under this rule.)

After Funds Are Allocated:

Approval of an allocation by the SOC means that these funds will be available at the actual time funds are needed, and appropriate University paperwork must be processed to expedite the use of funds allocated. The allocation does not constitute authority to commit funds prior to the beginning of the semester for which the funds were allocated unless approved by the committee in advance. Vendors and contractors are paid directly by SOC after a request is approved. The student representative must work with the Office of Student Life and Leadership to expedite the appropriate paperwork related to their allocation (i.e., contract, etc.). All forms must be approved by the Office of Student Life and Leadership. Purchase orders will be issued from the Office of Student Life and Leadership. SOC does not issue cash to organizations or groups.

1. If an organization is dissatisfied with their budget allocations, they have the right to appeal. **A written letter of appeal must be submitted to the SOC Treasurer within five (5) business days after budget decision letters are sent out.** This letter should detail the organization's case for receiving the funds.

If the budget packet is not completed correctly for submission, your organization loses the right to appeal and must resubmit your request for the next budget meeting. Budgets must be submitted no later than 4:00 P.M. on the date that they are due. Late budgets WILL NOT be accepted. NO EXCEPTIONS.

First Appeal

The first level of appeal of the decision of the committee on a funding request or action is back to SOC. Appeals may be heard at the next regularly scheduled meeting during which there is space on the agenda. Appeals should include the presentation of new or additional information which was unavailable at the time of the original request, some alteration of the amount requested, or the presentation of arguments indicating that the decision was not within the policies and provisions of the SOC guidelines.

Final Appeal

The second and final level of appeal is to the SOC Executive Board. It is the responsibility of the appealing group to contact the SOC President to be placed on the agenda of the next available meeting of the SOC Executive Board. The SOC Treasurer (or other member designee from the committee) must be present at the SOC meeting when an appeal is heard. The result of the SOC Executive Board vote is final.

2. The dates and the titles of the organization's events will be placed on a "Calendar of Events" for distribution to the entire APSU campus. **If for some reason there is a change of date, time or location of an event, please notify the Office of Student Life and Leadership a minimum of one business day prior to the scheduled event. *If the organization does not use funding that they are allocated during a given semester the unused funds are re-allocated by SOC during the next semester. If the event is cancelled and the organization does not notify the Student Life office within one business day prior to the event date, the organization forfeits additional funding for the next semester.***
3. If approved for an allocation for a purchase requiring a bid, the organization must submit the detailed information required to the Office of Student Life and Leadership within three calendar days from the approval date. Failure to observe the three-day period may result in forfeiture of the funding.
4. **Receipts from events must be submitted within three (2) business days after the event is held** or SOC reserves the right to withhold the funds originally allocated for that event. Exceptions include Sam's Club or Kroger Card purchases which must have a receipt submitted within the next business day.

****NOTE:** Please do not send the paperwork directly to the business office; it **MUST** be submitted to the Office of Student Life and Leadership for approvals.

If a funded organization fails to submit the appropriate receipts and documentation for the use of SOC funds, they may be liable for all associated expenses and will lose the privilege to request future funding from SOC.

5. **The funds that were allocated to an organization may be used only for the purposes designated by the budget committee.** Any club officer who submitted a budget and misuses funds may possibly face judicial action under the Code of Student Conduct. This will be reviewed on a case-by-case basis.

It is recognized that it may be difficult to accurately estimate all costs for all items. For this reason, SOC will permit the organizations/ groups the flexibility to move funds, up to a limit of \$200, from one approved line item to another for the same event. However, the total amount funded will not change, and the approved purpose approved by SOC will not change. No new line items can be created by the organization. SOC will not honor requests for payment for line items that have not been previously approved. The organization/group incurring such debts will be responsible for the payment from sources other than SOC funds.

SOC reserves the right to review all line item changes and to disapprove any at a regular meeting at which the organization is represented.

Organizations needing to move more than \$200 between line items or needing to create a new line item using existing funds should make this request to SOC at a subsequent meeting.

6. Complete a program evaluation form. The program evaluation form must be received and completed before any additional requests to SOC will be considered.

All allocations are subject to the approval of the Director of Student Life and Leadership who has authority over the use of SOC funds.

University Policies for SOC funded expenditures

- . All payments are made by the University Business Office directly to vendors, and no payments will be made without supporting documentation in the form of receipts, invoices, etc. No cash payments may be made. No tax will be paid. No payments will be made without prior approval from the SOC adviser. All transactions approved by SOC are subject to the rules and regulations which apply to the University. Reimbursements are subject to the prior approval of the committee, and can only be processed with original receipts or invoices. No tax will be paid on reimbursement requests. Generally, reimbursements apply only to purchased items and not services rendered by companies, performers, speakers or other individuals.

State regulations require that all procurement for goods and all procurement for services in excess of \$2,000 must be competitively bid and documentation must be submitted with the request for purchase (this would apply to events co-sponsored by organizations where costs may be split).