

STUDENT ALLOCATIONS FUNDING MANUAL
SGA Budget Oversight Committee
Mardis Administration
2024-2025

Allocations: sgaallocations@una.edu

Budget Oversight Committee members are available for support and questions.

TABLE OF CONTENTS

Funding Requests & Review Dates	Page 3
Funding Eligibility	Page 3
RSO Requirements Expounded	Page 4
The Appellate Process	Page 4
Step-By-Step Guide	Page 5
	Page 6
Areas Available For Funding	Page 7-9
Funding Requests: Submission & Review Process	Page 10-12
Prizes & Giveaways	Page 12-13
Contracts	Page 14
Virtual Speakers & Performers	Page 14
Security Costs*	Page 14
UNA Dining	Page 15
On-Campus Venues	Page 15
Campus Movies	Page 16
Event Promotion & Advertising	Page 16
Contracts	Page 16
Additional Information	Page 17

FUNDING REQUESTS & REVIEW DATES

All funding and budget requests are reviewed by SGA's Budget Oversight Committee, which meets every Tuesday.

Funding Opens: Budget Oversight Committee Meets/Reviews Proposals	Events & Travel Dates	Percentage Allocated
September 1 - November 1	October 1 - December 1	40%
November 1 - November 22 January 10 - March 14	January 16 - April 25 <i>Events may <u>not</u> be scheduled during Finals Weeks.</i>	45%
March 1 - April 11	June 1 - September 30	15%
<p><i>Funding periods end at 11:59 pm on the last day of the period. The University is closed these Fridays: Oct. 18, Feb. 21, and April 18. Assistance will not be available, in any form, if you wait to submit on these days.</i></p>		

FUNDING ELIGIBILITY

Before proceeding, please make sure your request complies with the following eligibility requirements.

- I. Requests must be made by students on behalf of an RSO. The RSO must be in **GOOD STANDING**¹.
 - A. Please note that new RSOs **MUST** wait until the start of the semester following their registration before being able to request funds.
- II. You, as the requesting student on behalf of your RSO, have personally completed the necessary training².
- III. The proposed request is open to all students and **MUST NOT** discriminate based on, race, religion, national origin, gender, age, disability, sexual orientation, or any other basis of discrimination prohibited by law or by university policy.
- IV. _____ is an event, a flyer with the disability statement and the line
- V. _____

- I. All RSOs are required to have a minimum of one of their members undergo the Campus Groups Online training. One of these students should be reported as a part of the RSO. RSOs who fail to report any of their members completing the training will not be able to request funding.
 - A. Faculty, advisors, or untrained students **CANNOT** request funding for an organization. **No one should complete funding request paperwork unless they have completed the allocation training on Campus Groups.**
 - B. Additional members of eligible RSOs may complete the online training at any time to submit an allocation request³.

THE APPELLATE PROCESS

Student Organizations **MAY** submit an appeal to Student Government Association based on one or more of the following:

1. Procedures were not followed by the SGA Budget Oversight Committee.
2. The SGA Budget Oversight Committee deviated from the written policies.

The following are the steps for an appeal process:

1. The requestor appeals to the SGA Budget Oversight Committee using the Campus Groups form stating the grounds for the appeal. The appeal must be submitted within five academic days from the date of notification of the outcome of the request.
2. The SGA Executive Council will determine if the appeal meets any of the previously stated grounds for an appeal and will complete the Appeal Outcome Report Form to document this review.
3. If the appeal meets the previously stated grounds, the SGA Executive Council will refer to the appeal to SGA Senate to reconsider the proposal and notify the SGA Budget Oversight Committee and the requestor.
4. If the appeal is not granted, the original decision goes unchanged, and the requestor is to be notified that their appeal was rejected.
5. The SGA Senate, when reconsidering the proposal, may choose whether to award the original allocation per the guidelines in the allocation manual.
6. This decision must be communicated to the requestor within five academic days from the date when the appeal decision was made.

THE DECISIONS OF THE SGA SENATE ARE FINAL. Appeals are not granted solely based on disagreement with the decision of the SGA Budget Oversight Committee. Appeals are not granted to groups that fail to submit the proper documentation on the original request.

³ If you have any questions please contact a Budget Oversight Committee member or send an email to

STEP-BY-STEP GUIDE

Step 1: Funding Request Form

To request funding for RSO travel or events, student groups are **REQUIRED** to complete and submit a Funding Request Form through Campus Groups.

Completed forms must be submitted by **11:59 PM on Fridays**, no later than **six (6) TUESDAYS in advance** of the proposed event/travel date (see example calendar).

WHAT DOESN'T QUALIFY FOR FUNDING

1. Political activities are defined as activities where votes are solicited or activities directed toward the success or failure of a political party, candidate for office, or partisan political group and are not permitted. RSOs hosting voter drives to encourage students to vote in general, without pushing a particular candidate or group, **is acceptable**.
2. Legislative lobbying efforts or student organization events, supplies, or travel intended to help create or directly influence the outcome of pending legislation.
3. UNA faculty, staff, and students of sponsoring organizations **MAY NOT** receive any non-contractual personal gain from program or activity.
4. Activities that generate unrestricted funds. This means that events that charge a monetary admission fee will not be considered for funding.
5. Money may not be used to purchase items for the purpose of fundraising or re-sale.
6. Any activity that is illegal.
7. Funding will not be provided for grants-in-aid, scholarships, wages, loans, individual membership dues, or other compensation to members or officers of organizations.
- 8.

AREAS AVAILABLE FOR FUNDING

1. Program Support

The University of North Alabama **will** offer campus-wide programming that contributes to a well-rounded student experience and helps build a vibrant community.

Campus-wide programming boards/committees and organizations that program events fall into this category:

- i. Lecture/Speaker programs: All guest speakers/entertainers are **REQUIRED** to agree to the terms of the University Master Entertainment Agreement in its entirety.
- ii. Healthy Living programs
- iii. Music programs
- iv. Movie series
- v. Diverse Population & Issues

2. Equipment

ALL equipment is to be listed under this category.

Organizations **MAY** need equipment upgrades to support their purposes. While the university has a responsibility to provide the basics, there are other needs that facilitate the opportunities for student involvement and campus-wide programming.

The equipment **MUST** remain on campus and be available to all recognized student organizations.

Equipment funded by the Student Allocation Fund becomes property of the university. All equipment **MUST** be returned to the Center for Student Engagement office within **3 days** after the sponsored event, **OR** the RSO will lose equipment funding privileges until the full cost of the equipment

Failure to check out available equipment before attempting to buy more equipment (the same equipment, the same utility, etc.) will result in your request for that item being unfunded.

The Budget Oversight Committee reserves the right to deny allocations to purchase equipment or require equipment to be rented based on lack of available storage space. (Please consider the size of items when purchasing equipment)

3. Travel

Funding for travel is **LIMITED** to \$2000 maximum per event. **Each Registered Student Organization is limited to one (1) travel request per academic year. This may include 1 conference.**

This category specifically addresses **travel** for student groups going off campus for events where Student Activity Fee funds are used to support this travel.

Travel is permitted without geographic restriction. Travel, in this case, is defined as travel expenses for lodging, vehicle rentals, airline tickets, private vehicle transportation, and registration fees, such as those for a conference.

If a student fails to attend a trip that was sponsored by Student Allocation Funding, the student **MUST** pay the money back. A hold will be responsible for paying that money back.

While traveling as a UNA student with expenses partially or completely funded by the SGA Budget Oversight Committee, you must comply with the university's policies outlined in the *University's Student Code of Conduct* and the Registered *Student Organization Handbook*. Hotel receipts **MUST** be submitted to the Center for Student Engagement for **Out of State and In State Travel within 5 university business days. Otherwise, the organization or individual will be held responsible for the payment.** Students **SHOULD NOT** make additional charges for the hotel room. If a student chooses to do so, that individual and/or the organization will be held responsible for the payment of that charge.

Groups **MUST** put four in a hotel room **UNLESS** there is a gender divide **OR** not enough students attending to maximize room space.

Faculty and staff **MUST** have their own room; the Student Activity Fund does not cover faculty and staff costs.

Students traveling **MUST** be enrolled at UNA during the anticipated time of travel.

The Center for Student Engagement **WILL NOT** book allocated flights through third parties (**only the airlines**).

Student Conduct Requirements: Activities Handbook

- i. Conduct or the *Registered Student Organization Handbook*, the individual and/or organization will have to repay the money.
- ii. Otherwise, the Registered Student Organization will be responsible for paying back that money.

FUNDING REQUESTS: SUBMISSION & REVIEW PROCESS

1. **PROPOSALS** are due via Campus Groups by **11:59 PM on Fridays**. They will be reviewed at the committee meeting the following Tuesday. Event/Travel dates **MUST** take place no less than 6 weeks from the committee review meeting. (See example calendar).

THIS MEANS THERE MUST BE SEVEN (7) TOTAL MEETINGS BEFORE THE EVENT TAKES PLACE.

Due to coordinating funding paperwork within the timelines set forth by

A message of approval will instruct you that you **MUST** set up a meeting and meet with Ms. Juliette Butler within seven (7) days of approval to review the submission. **Failure to set up this meeting will result in a loss of funding for your request without an opportunity for appeal.**

Requires Modification **MUST** make the specified changes or submissions by Friday at 4:30pm immediately following the budget meeting.

Rejected
found it does not meet manual requirements.

- i. **If rejected:** an RSO MAY NOT resubmit a request for the same event unless they first meet with a budget oversight committee member to review the allocations process.
- ii. The committee member WILL INFORM the Budget Oversight Chair of this meeting and grant permission for the RSO leader to resubmit the funding request.
- iii. Resubmission is only allowed after review by the Budget Oversight Committee. Merely changing the name and date of the event does not constitute a different event!!!
- iv. RSOs may submit an appeal if they are still unsatisfied to the SGA Budget Oversight Committee via the Budget Oversight/Student Allocation group on Campus Groups.

responsibility of the RSO, not the university or Center for Student Engagement, to contact all the vendors, speakers, etc., and notify them of the change.

RSOs **MAY** conduct approved fundraising activities at Student Activity Fund-supported events **IF** the activity proposed is free, open to the entire student population, and not fundraising.

12. If an RSO is rejected for funding twice during the same semester for not adhering to the Student Allocation Manual guidelines, a representative from the organization is **REQUIRED** to meet with a member of the Budget Oversight Committee to review the allocations request process. They must meet before they can submit another request.

13. After submission/approval, **IF** event costs increase due to changes in university policy or procedure, the Budget Oversight Committee Chair and the SGA Advisor may allocate up to 10% over the approved budget to cover unexpected costs.

PRIZES & GIVEAWAYS

Prizes are anything offered at an event that costs \$21 or more per item. The total prize budget cannot exceed \$250. A prize is an item that a student can win (i.e., earbuds, backpacks, etc.) Giveaways cost less than \$21 per item and can be given to every participant that shows up to the event. Total giveaway budget cannot exceed \$1000.

Prizes^[3] should be related to a program. Prizes **MUST** be submitted for approval by the university at least 4 (four) weeks in advance⁴. (If being purchased, it must be included in the original allocation request with seven committee meetings between submission and the time of the event)

The prize budget **MUST** not exceed \$250 total per event and there may be no more than 5 prizes.

ALL prizes **MUST** be purchased f -exempt form
(**no online prize purchases. Book store prizes must be bought in store only**) and documentation of the prizes **MUST** be included in the budget request. Prizes include but are not limited to air pods, wallets, water bottles, blankets etc.

Giveaways^[4], including t-shirts, for an event **SHOULD** not exceed \$1000. Giveaways include but are not limited to trophies, pens, t-shirts, mugs etc. The SGA Budget Oversight Committee will not approve cash, gift certificates, or gift cards as a prize. **Only UNA students**

⁴ If items are bought for decoration but will eventually be given away, they qualify a
be required.

CONTRACTS

1. Contracts to vendors, entertainers etc. must be initiated **AT LEAST 6 WEEKS** in advance of the event in addition to not occurring the week right before or after university holidays or breaks. Failure to meet this will result in automatic denial of the budget request.
2. Contracts are to be coordinated with the Center for Student Engagement in order to have it processed in a timely manner.
3. Entertainers, speakers, etc. are required to agree to the terms of the University Master Entertainment Agreement in its entirety.
4. Student organizations **ARE ASKED** to communicate to speakers, entertainers, etc. that require a contract at least six weeks **in advance** of the event in order to ensure that contracts can be completed by the deadline stated in the University Master Entertainment Agreement. **Do not agree to any terms without specific authorization from the university.**

VIRTUAL SPEAKERS & PERFORMERS

Virtual Speakers/Performers shall charge no more than \$500/per hour of requested virtual event. No more than \$1500 shall be allocated for a virtual event. All other expenses will be considered "Virtual Allocations."

SECURITY COSTS*

Charges for University police coverage for events are as follows:

Officers - \$25.00 -\$45.00 per hour with 4-hour shift minimum, starting 30 minutes before the event.

A request needs to be made to the UNA Police Department, Ext 4826, immediately after your allocation request is reviewed. Staffing is first come, first serve.

# of attendees	# of officers required
1-249	0
250-499	2
Additional 500	Add 1 per additional 500

*Fraternity & Sorority Life have their own guidelines

UNA DINING

All food from UNA Dining requires a Purchase Order at least 2 weeks before the event. Any event taking place in the GUC or Commons that requires food **MUST** be coordinated through UNA Dining.

No outside catering/food will be allowed in the GUC or Commons without UNA
una.catertrax.com or at 256.765.5662.

If an event has to be rescheduled due to denial, change of date, or university closure there must be a new **CaterTrax** number on the budget request. Failure to communicate a date

ADDITIONAL INFORMATION

Purpose

The University understands that organizations and their activities contribute to the educational, cultural, social, and professional development of the University of North Alabama. The Student Allocations funding process was created by SGA to respond to the needs of student organizations and enable these groups to develop programming based on the educational mission of the University as outlined in the University Catalog and Student Handbook.

Student Government Association

The Student Government Association Senate will review policies, procedures, and end of the year budget reports to ensure that the student activity funding is being used effectively and efficiently for student programming and development as aligned with the mission of the University. SGA Executive Council will also review appeals and determine if an appeal is warranted. If an appeal is granted, the SGA Senate will decide on the funding.

The Student Allocation Committee

The Student Allocation Committee is made up of the SGA Budget Oversight Committee (four senators) and a faculty member who serves on the review committee. The Student Allocation Committee will review and approve funding proposals that are submitted through Campus Groups. These individuals will serve on this committee for the full academic year. New members will begin to serve in the Fall. Committee members will be in attendance for two events that have been allocated per semester.