

SF1114-02 SUFAC Guidelines for Group Budgets

WHEREAS, the SUFAC has been charged with setting guidelines to allocate funds to student groups,

WHEREAS, the SUFAC has attempted to set guidelines that may carry through administrations regardless of funding levels,

BE IT RESOLVED, that organizations must be able to pass an audit conducted by SUFAC on capital items and the previous school year's expenditures to be eligible for funding

BE IT Finally RESOLVED, the following criteria has been passed by SUFAC to be considered by student groups in presenting their budgets,

Groups can ask for amounts no more than \$10,000. Groups will be placing varies percentage in these categories (Promotional, Speaker and Entertainment, Capital, Non-capital, Food, and Travel) equally no more than 100%.

Promotional funds will use for to promote the group as a whole not by individual events. This category will be funded as a percent of the groups choosing. Groups are encouraged not to reallocate any amount out of this category.

Speaker and entertainment funds will be used for on campus events i.e.: speakers, dances, concerts. This funding includes food and promotion of the event. This category will be funded as a percent of the groups choosing.

Capital items/equipment will be defined as items that carry through the years as a long term investment in the organization. Items will require a concrete justification and a written plan to maintain the item(s). This category will be funded at a percent of the groups choosing.

Non-capital will be defined as items that must be repurchased on an annual, or event-by-event, basis. Non-capital will not be used for promotional purposes. This category will be funded at a percent of the groups choosing.

Food will be used for any in group actives i.e.: meetings, judges (in an event that a group holds a competition and feeding judges is the norm). This category will not fund campus wide events. This category will be funded at a percent of the groups choosing.

Travel funds will be limited 50% of the state rate for mileage and hotels and limited to the continental United States and within 100 miles of its borders and greater than 30 miles from the YellowJacket Union. This category will be funded at a percent of the groups choosing no more than 70% of the group's budget. Per diem is allowed at \$18 per day per student (\$5 Breakfast, \$6 Lunch, and \$7 Dinner). Students organizations need to receive prior approval from SUFAC in order to receive per diem during travel. In order to receive approval a breakdown of the trip

34 agenda and conference/event agenda is required to be submitted to SUFAC two (2) weeks prior
35 of leaving, in order to receive per diem. SUFAC will forward approval to the travel agents in the
36 business office.

37 If there is additional funding available after all expenses are allocated, all additional funding will
38 be rolled into the emergency fund.

39 Failures to meet any require event or deadline will result to a 100% cut. Any org unable to attend
40 a workshop may, with prior approval, meet with the SUFAC chair within one week of the
41 deadline as per the bylaws. The required events, in order are budget workshop being held
42 Wednesday, November 12 at 12:00 pm in YU203 and on Thursday, November 13 at 12:00 pm in
43 YU203. Failure to appear will result to a 100% cut. Budget proposals are due to
44 senate@uwsuper.edu on Monday, December 8 at 4:30pm, failure to submit Monday's deadline
45 will result to a 100% cut. Late budget proposal deadline is Friday, December 12 at 4:30pm, and
46 failure to meet the Friday's deadline will result in loss of funding. Budget Hearings will be the
47 weeks of February 3-14, times and dates will be scheduled with SUFAC; failure to attend will
48 result to a 100% cut.