SF 1113-07 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 $18,000. 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 be used to promote the group as a whole, not for funding individual events. This category will be funded as a percentage of the total budget with the group’s discretion. Groups are encouraged not to reallocate money from 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 percentage of the total budget with the group’s discretion.

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 percentage of the total budget with the group’s discretion.

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 percentage of the total budget with the group’s discretion.

Food will be used for any in-group activities (i.e.: meetings, judges). This category will not fund campus-wide events. This category will be funded at a percentage of the total budget with the group’s discretion.

Travel funds will be 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 percentage of the total budget with the group’s discretion, and no more than 70% of the total budget. Per Diem shall be permitted at $18 per day, per student at a rate of $5 Breakfast, $6 Lunch, and $7 Dinner. Student 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
agenda and conference/event agenda must be submitted to SUFAC two (2) weeks prior of leaving, in order to receive Per Diem. SUFAC will forward approval to the travel agents in the Business Office.

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

Failure to meet any required event or deadline will result in a 10% cut per time or loss of funding. All cuts will be cumulative.

The required events are:

1) Budget workshop, to be held Wednesday, November 20 at 4pm in YU203 and on Thursday, November 21 at 12 pm in YU203. Failure to appear will result to a 10% cut.

2) Budget proposals are due to senate@uwsuper.edu on Monday, December 9 at 4:30pm, failure to submit Monday’s deadline will result to a 10% cut.

3) Late budget proposal deadline is Friday, December 13 at 4:30pm, and failure to meet the Friday’s deadline will result in loss of funding.

4) Budget Hearings will be the weeks of February 3-14, times and dates will be scheduled with SUFAC; failure to attend will result to a 10% cut.