



# **Student Government Association Funding Regulations**

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## **PREAMBLE**

All individuals and student organizations receiving funds from the Student Activity Fee directly or indirectly (through Student Councils, Student Government Appropriation and/or Student Activity Fee Committee) should work with the Student Involvement Office to use the specific funds allocated. Please do not spend your own money anticipating that the funds will be reimbursed. Work with the Student Involvement Office to make arrangements for payments.

## **STUDENT ACTIVITY FEE**

When a student registers for classes at UMKC, the student is required to pay the Student Activity Fee capped at 12 hours. This fee funds student clubs and organizations as well as a variety of student activities and services. The Student Activity Fee Committee (SAFC) makes recommendations regarding the allocation of these funds. At the beginning of the UMKC fall year, the Student Activity Fee is allocated to Student Councils and to Student Organizations for programs.

**Organizations that fall under a school council MUST request funds from its school council as its primary source. The secondary source would then be the Student Government Association Student Activity Fee Committee (SAFC).**

Organization under Primary/Secondary Council

Example: (American Concrete Institute, National Society of Black Engineers, etc.)



Primary Source of Funding: Primary/Secondary Council  
(UMKC SCE Student Council)



Secondary Source of Funding: Student Activity Fee Committee (SAFC)

If you have questions regarding where to start your application for funding, contact:

**SGA Student Activity Fee Committee (SAFC)**

Third Floor, Student Union (816) 235-1426

All student organizations receiving funds directly or indirectly [through the Student Activity Fee Advisory Committee (SAFC), student councils and/or SGA should work with the Student Involvement Office to use the funds allocated. Visit the Student Involvement Office at least 4 weeks in advance of the date of the activity to begin the paperwork process for your program or event.

**The Allocation Process**

**A. Eligibility to Request Student Activity Fee Revenue**

1. Organizations recognized by SGA, students, and UMKC organizations that support student activities are eligible to apply for Student Activity Fee Revenue.
2. Applications may be submitted by a recognized student organization, student, or an academic unit council.
  - a. All organizations should be treated equally.
  - b. The committee/council shall not base their funding decision on the political or religious ideology.
3. Student Activity Fee Revenue cannot be used for direct contributions to philanthropic organizations or political campaigns.
4. Student Activity Fee Revenue cannot be used to pay an ongoing permanent salary to a student who is currently employed in a full-time salaried position by UMKC.

**B. Example of Permissible Uses for Student Activity Fee Revenue**

1. Student Activity Fee Revenue may be used for, but are not limited to: honorariums for speakers or performers, refreshments or meals, production expenses, and publicity. Money given out for gifts/honorariums will be decided on a case-by-case basis only.
2. Equipment and Materials:
  - a. Anything purchased with Student Activity Fee Revenue are the property of the Curators of the University of Missouri.
  - b. Organizations are accountable for any policies or procedures relating to the use of equipment or materials by their membership.
  - c. The purchase or disposal of any equipment or materials must follow all University guidelines. Refer to SGA for further guidelines.
  - d. Organizations must provide the SAFC with copies of vouchers and/or invoices for any purchased equipment or material (valued over \$100).
3. Student Activity Fee Revenue may be used for individual as well as student organization travel. Individual travel must benefit UMKC rather than further individual academic career. Starting fiscal year 2012 (July 31<sup>st</sup>, 2012- June 30<sup>th</sup>, 2013), travel can be included in annual budget requests for councils, organizations and individuals.

### **C. Student Activity Fee Revenue Budget Request Requirements**

1. Any group seeking funding must submit a Student Activity Fee Revenue request form, along with any supporting documentation deemed important to the funding request; these include itineraries, honorarium, and receipts etc. The organization must also submit a mission statement, strategic plan, or the specific goals that the money will support.
2. The Office of Student Involvement must provide the SAFC with copies of University accounting summary income statements for the past two (2) years that a requesting organization has existed.
3. All funding requests must be turned electronically 1 week prior to the SAFC Appropriations Meeting by 5PM at [umkcsgacomptroller@umkc.edu](mailto:umkcsgacomptroller@umkc.edu) Schedule of meetings will be posted and updated each semester at the SGA website.
4. Funds allocated during the summer meetings will only be used for future travel and events.

#### **D. SAFC Request Deadlines and Meeting Procedures**

1. The Chair for SAFC will establish at least a regular bi-weekly meeting time. These meeting times must be publicly posted by the first week of each semester. The Chair, above and beyond the bi-weekly minimum, may call emergency meetings. The board members will establish a bi-weekly meeting time as well once they receive the appropriate funds from SAFC for the council and will then start hearing presentations from the organizations under the council. An email will be sent out to the organization leader regarding the date/time of the meeting. Funding meetings will be headed by the Chair of the SAFC.
2. Organization funding requests must be submitted at least one week in advance of the meeting where the recognized organization would like to present the request.
3. For single event requests, the SAFC must receive requests a minimum of three (3) weeks before the date of the event. For events requiring travel or contracts, the SAFC must receive requests a minimum of five (5) weeks before the event. If funding for travel is requested in the annual budget, students are still required to meet with fiscal officers in OSI at least 3 weeks in advance.
4. Organizations seeking annual funding are required to make their request by the first three (3) weeks of the fall semester to SAFC.
5. Primary councils are required to submit their annual budgets one (1) week prior to the first (1st) summer meeting.
6. Secondary councils are required to submit annual budgets by the third (3rd) week of the fall semester.
7. Annual budgets are expected to reflect strategic planning. All councils and organizations that receive funding from SAFC based on annual budgets may not return to SAFC for additional funding.
8. Organizations may request funds on an event-by-event basis, but total annual funding for event-by-event request may not exceed \$5,000 per calendar year for SAFC.
9. Organizations that request \$5,000 or more are required to submit an annual budget. An organization that requests an event-by-event basis may not have their request reviewed if they have already received \$5,000 in a single allocation or in multiple allocations per calendar year.

#### **E. Communication**

1. Applicant Contact Information:
  - a. Each application will include the contact information for the organization's requesting representative. The contact area will include:
    - i. Name.
    - ii. E-mail address and Postal address
    - iii. Phone number, preferably with voice mail
2. Application Submission Notification:
  - a. After an application is submitted, the SAFC Chair will notify the submitting party by an e-mail to the address listed on application.
3. Request Date Notification:
  - a. The Chair will notify the submitting party of which meeting they must attend to receive funding from SAFC via e-mail. If funding is required from , the Treasurer shall notify the party as to which meeting should be attended.
  - b. Meeting date, meeting place, time, suggested/required documentation, and an outline of how the meeting will run will also be e-mailed to them.

## **F. Meeting Procedure**

1. The Comptroller of SAFC provides members with the submitted application(s) and supporting documentation. All of these documents must be emailed to the committee members a minimum of twenty-four hours (24) in advance.
2. The Chair must call the meeting to order.
3. SAFC roll must be taken at each meeting.
4. Minutes from prior meetings should be reviewed and voted on for approval.
5. Any tabled business should be considered first.
6. New annual budgets should be considered next.
  - a. Each representative(s) is allowed up to a total of ten (10) minutes to answer questions related to the annual budget.

- b. The supporting documentations will be used to decide the appropriate level of funding.
7. New non-travel budgets are considered next.
  - a. Each representative(s) is allowed up to a total of five (5) minutes to answer questions related to the non-travel budget.
    - b. The supporting documentations will be used to decide the appropriate level of funding.
8. New travel budgets are considered next.
  - a. The Chair reviews the request prior to the meeting.
  - b. Each representative(s) is allowed up to a total of five (5) minutes to answer questions related to the travel budget.
    - c. The supporting documentations will be used to decide the appropriate level of funding.
9. After all budget requests are presented, the committee will go into closed session and make recommendation for each presentation in the order it was presented. A closed session meeting will only include the Chair, scribe, committee members, and faculty advisors.
10. For travel request the Chair will make a funding recommendation to the committee and then the committee discusses the request.
11. For travel request the committee decides to vote or table for additional information the request.
12. Upon adjournment from the meeting, the Chair of SAFC must submit a document to the Vice Chancellor for Student Affairs and Enrollment Management detailing the amount of funding recommended by SAFC members. This document along with the minutes from the meeting must be sent to the Vice-Chancellor within 24 hours of the meeting.
13. Once the funding gets approved by the Vice-Chancellor, the Chair must send an allocation letter to all the presenters within 24 hours of approval. The letter should include the amount of funding and any reasons for partial or zero funding must be explained to the council/organization.
14. After receiving the allocation, students must make an appointment with the appropriate fiscal officers at the Office of Student Involvement and arrange to get their funds transferred to their organizational account or discuss possible reimbursements for past events or travel.



## **G. Criteria for Reviewing Requests**

1. Requests by organizations for annual budgets or event-by-event budgets will be judged based on:
  - a. Available funds,
  - b. Past financial performance of the organization
  - c. Thoroughness of the budget request
  - d. Relevance to the organization's mission
  - e. The number of students likely to be involved or participate in the organization's effort.
  
2. Requests by organizations for travel will be judged based on:
  - a. Available funds.
  - b. Travel funds requests may be used to support travel that advances the organization and or the university via competition, vote , paper presentation or award.

## **H. Appeals**

1. Grounds for Appeal:
  - a. The by-laws of the SAFC are not applied properly.
  - b. Difference in the interpretation of the by-laws (terms and definitions).
  - c. Difference in the assessment of an application or criteria.
  - d. An incorrect mathematical calculation.
  - e. Inaccurate information was used to determine the funding allocation.
  - f. Biases demonstrated by members of the hearing committee.
  - g. Exceptional circumstances may be considered on a case by case basis. The applicant must clearly state the circumstances and provide the necessary documentation/rationale.
  
2. Appeals Process:
  1. All appeals should be forwarded, in writing, to the Vice Chancellor for Student Affairs and Enrollment Management or their designee as soon as possible by stating the grounds of appeal and proposed resolution.
  2. The Vice Chancellor or designee will review each appeal on a case by case basis and provide a written response to each appeal decision.

## **I. Miscellaneous**

1. Non-discrimination:
  - a. The allocation of University funds should be fair and equitable. All aspects of the process should support the University of Missouri's non-discrimination policy. The process should not discriminate on the grounds of race, color, creed, sex, sexual orientation, age, national origin, disability, or Vietnam-era veterans' status.
2. Political and Religious organizations:
  - a. Funds may be used for political and religious student organizations.
  - b. Funding may not go to philanthropic or campaign contributions.
3. Disclosure of Potential Conflict of Interest:
  - a. SAFC members will submit a Conflict of Interest Form to the Advisor that outlines affiliated student organizations.
  - b. SAFC members should update their Conflict of Interest Form for additional conflicts as soon as possible.
  - c. Committee members who are active members of the organization requesting funding or who would receive a direct benefit from a request should not vote on the application and should not participate in the deliberation discussion.
  - d. If at any time a committee member is aware of another member's existing unreported conflict of interest, they should bring this to their colleague's attention. If a conflict of interest remains unreported the committee member may come before the committee for a two-third (2/3) majority vote for removal.
  - e. Due to a conflict of interest, an SAFC representative cannot present a budget for any organizations they may be an active member of. The exception to this clause shall be that an SAFC representative may present a travel budget if he/she is the only one traveling.

## **UNIVERSITY OF MISSOURI STATE POLICIES & REGULATIONS REGARDING STUDENT FEES**

1. Any item to be purchased costing \$10,000 and over must be bid out, requiring the proper paperwork and submitted six weeks in advance. If possible, the request should also include the name and address of at least two possible vendors. See the Student Involvement Office for additional information. Contact Info for their office is given below:

Office of Student Involvement Directory  
Student Union Suite 320, 5100 Cherry St., Kansas City, MO 64110  
Phone: (816) 235-1407

2. Student fees will not be allocated to any student organization requesting funds for alcoholic beverages.
3. Student fees may not be used to fund personal phone calls made from University owned phones.

**Please Note:** All student organizations must be in good standing with the Student Involvement Office prior to requesting funds from the SAFC, SGA or School Councils. No organizational funds may be used if an organization is not in good standing.

### **GENERAL FUNDING GUIDELINES FOR SAFC FUNDED ACTIVITIES**

**(May be changed at the discretion of the Student Activity Fee Committee (SAFC) Members when deemed necessary)**

1. Student fees will only be allocated to recognized student organizations.
2. Full-time employees of the University, who are currently enrolled as students, cannot serve in a student leadership position which can in any way cause a direct conflict of interest to their University affiliated position.

3. All events funded by the SAFC MUST be open to all UMKC students and advertised as such. There are absolutely no exceptions to this rule, and none will be given.
4. Any organization that falls under a primary/secondary council such as the Greek Council must first approach their council for funding. Organizations falling under a council must have a Student Council Executive Officer sign off on the Budget Request Form prior to submitting it to the SAFC. For instance, if Kappa Alpha Psi members are in the need of additional funding, a signature from **one** of the Greek Council officers, preferably, the Treasurer, President or Vice President, is necessary before they submit a budget request to SAFC. The application form also requires the signature of the organization's advisor or appropriate administrator. Applications to SAFC will not be considered complete unless these signatures appear on the form.
5. Details are extremely important. The more detailed the budget, the better chance of receiving the requested funds. Everything needs to be itemized and documented.
6. It is the expectation of the SAFC that all events will be held on campus when possible. Few exceptions will be made to this rule.
7. Please keep in mind that advertising is an important part of the budgetary process. For every event, you need to ask yourself "How will advertising be done to ensure that the UMKC student body is aware of the event?" All advertising must indicate that the event is free and open to all UMKC students. Advertising must be posted on major bulletin boards at a minimum of two weeks prior to the event. All flyers, brochures, etc. must be stamped by the Office of Student Involvement prior to being placed on the bulletin boards. After the event has finished, it is expected from the members of the organizations that they take down advertising from bulletin boards.
8. Advertising must be itemized in the budget request. All advertising which is not itemized will be funded at the rate of \$0.05/page.
9. Receipts for reimbursement must be turned into the Student Involvement Office for processing within 10 BUSINESS DAYS of the payment or purchase.
10. Student fees will not be allocated for a direct contribution to a specific philanthropic organization/event, personal reason, political, or religious agenda. For example, an organization cannot request that \$200 be directly donated to the Salvation Army.
11. Student fees will not be allocated to directly support an individual's academic needs (i.e.

tuition/fees, textbooks, etc.).

12. Food costs have been set up at \$10.85/person for formal events (banquets, workshops, seminars, formal dances and celebrations), \$5.35/person for informal events (casual picnics, BBQs) and \$4.85/person for organizations' meetings. However, decisions to fund food related costs at a different rate is at the discretion of the committee members and will be viewed at a case-by-case basis only. SAFC understands that some cultural foods require more money than others and reserves the right to make their decisions accordingly.
13. When asking for honorariums, please keep in mind that SAFC funding cannot be used to purchase direct gift cards for guest speakers or showing appreciation towards the involved officers or members of your organization.
14. Student fees MAY BE allocated to a student organization requesting funds for the purchase of individual personalized equipment (i.e. jerseys/T-shirts for individuals, workout pads) only when it is deemed absolutely essential to the success of the organization. However, the personalized equipment needs to provide transparency to UMKC that is UMKC's name MUST show on those t-shirts or jerseys being purchased. Each personalized equipment proposal will be taken on CASE-BY-CASE basis ONLY. SAFC reserves the right to deny funding to an organization for personalized equipment if they find that such a purchase would not bring any transparency to the university or to the group in general. Documentation for personalized equipment MUST be submitted to SAFC for the approval of such purchase. Documentation MUST include quotes/prices from different vendors and any other supporting materials that could help enhance your case.
15. Furthermore, Student fees can be allocated for the specific purpose of generating a profit for raising individual group funds or for philanthropic activities. The original allocation must be returned to the original funding source or Student Activity Fees account and the extra money generated can be kept by the group.

**Example #1**

The Taiwanese Student Association requests \$500 from the SAFC for a dance to raise funds for the "Children Mercy's Hospital." The money is used to advertise the dance and to pay for the DJ. At the end of the dance, TSA collects \$750 at the door. The original \$500 is returned to the SAFC and the remaining \$250 is sent to the foundation. If only \$400 was collected at the door, then only the \$400 would be returned to the SAFC and the remaining \$100 would be subsidized by SAFC.

**Example #2**

Academy of Managed Care Pharmacy (AMCP) wants to sell food at a theater event to generate additional funds for their organization. They receive \$200 from SAFC to purchase the food and to advertise the event.

Everything goes great and AMCP collects \$500 in revenues. SAFC would be reimbursed the original \$200 and the remaining \$300 would be put in AMCP's account.

**Example #3**

Beta Alpha Psi receives a \$500 allocation from the SAFC to sponsor a foreign film. Due to a lucky break, the film only costs \$300. Even if the event was free and open to all students, the remaining \$200 must be returned to the SAFC.

16. Student fees may not be used to pay a salary to a student who is currently employed in a full-time position by the University of Missouri.
17. Student fees may not be used to purchase attire for general members of student organizations unless it is vital to the success of the student organization.
18. Student fees may only be used as reimbursement to pay a currently enrolled student.
19. The SAFC, the Office of Student Involvement and the SGA hold the right to deny any funding that is not deemed to be in the best interest of the UMKC student body.
20. Officers of any organization found to be knowingly violating any of the above policies will be subject to appropriate disciplinary action as outlined in the Student Conduct Code.

**Annual Allocations**

1. Organizations wishing to submit an annual budget must complete an annual budget request form. These forms are available on the Student Government Association website.
2. All presentations made to the SAFC will be in a QnA format only.
3. All annual budgets will be seen in the order they were received via email by the SGA Comptroller.
4. Once a council/organization receives an annual allocation from SAFC, it will not be allowed to return for additional funding. However, organizations are allowed to return for additional funding to SAFC if their original request was for event-by-event basis only.

5. When trying to decide an annual food budget, please be consistent, precise and have your food related costs itemized. Budgets would not be supported if they do not accompany adequate documentation. Documentation can be in the form of quotes/prices by vendors. Also, some stores such as Price Choppers/HyVee offer donations in the form of food or supplies (plates, cups, cutlery). Please look at those avenues PRIOR to submitting a food related cost to SAFC.
6. All costs related to an annual budget (salaries, equipment costs, telephone costs, postage, honorarium, contract fee, food and catering costs, supplies, materials, advertising, rental, copies and programs and any misc. expenses) MUST be itemized and supported with detailed documentation. Screen shots of quotes/prices are acceptable by the SAFC.

### **Event-By-Event Allocations**

1. All event-by-event allocations cannot exceed \$5000 in one academic calendar year (summer-spring).
2. Organizations wishing to host an event and are requesting funds must complete an event budget request form. These forms are available on the Student Government Association website.
3. The SAFC will look at each completed form on an event by event basis in the order in which they are received.
4. Only one event is permitted per form.
5. Organizations can submit Event Budget Forms any time during the academic year.
6. There is no limit on the number of events that an organization can submit a proposal for each year, however there is a cap on how much can be allocated to a student organization (\$5000).
7. The request must be turned in at least three weeks in advance of the event.
8. The request should reflect strategic planning and
9. If funding comes from SAFC directly to your organization, provide Office of Student Involvement with all the receipts for your purchases. Any violations of this rule will be taken very seriously and your accounts will be frozen.
10. All costs related to an event-by-event budget (honorarium, contract fee, food and catering costs, supplies,

materials, advertising, rental, copies and programs and any misc. expenses) MUST be itemized and supported with detailed documentation. Screen shots of quotes/prices are acceptable by the SAFC.

## **Travel Allocations**

1. Organizations wishing to submit a travel budget must complete an travel budget request form. These forms are available on the Student Government Association website.
2. These forms need to be completed even if travel funding is requested in an annual budget.
3. Starting fiscal year 2012, travel requests can be included in your annual budget proposal to your council.
4. If travel is not included in annual budget and organizations/councils/individuals wish to request funding through SAFC during the fiscal year 2012, organizations/councils will be eligible to request \$1500 for the entire fiscal year and individuals will be eligible to request \$800 during the year. Exceptions may be made on a case-by-case basis only if SAFC members deem it necessary.
5. SAFC will approve the travel request ONLY if the attendance at the events shows a direct impact upon the UMKC students, the event brings transparency to UMKC in form of:
  - a. Competition
  - b. Presentation
  - c. Vote
  - d. Students running for national office/election
  - e. Awards
  - f. Community engagement (Trips where students volunteer to engage in community service activities)
  - g. Placing bids to bring back conferences or events on UMKC Campus.
6. No networking or social conferences that help in an individual's development will be supported by SAFC.
7. SAFC funds cannot be used to support travel expenses for faculty members, advisors or any administrators of the organization or individual.
8. For students to receive any funds for travel, it is imperative and required that students stay at the conference hotel. Any other recommended or associated conference hotel is also acceptable. Verification of



the stay at the conference hotel must be given to SAFC along with the travel form.

9. All costs related to an travel budget (registration, transportation by plane or car, lodging, and any misc. expenses) MUST be itemized and supported with detailed documentation. Screen shots of quotes/prices are acceptable by the SAFC.

## **Questions/Concerns:**

**Please contact the SGA Comptroller with any questions/concerns regarding funding at [umkcsгаcomptroller@umkc.edu](mailto:umkcsгаcomptroller@umkc.edu)**

**Third Floor, Suite 303N, Student Union (816) 235-1426**