



The Associated Students of Arizona State University
 Student Activity Fee
 Appropriations Packet

Tempe Campus Clubs and Organizations Appropriations Application

DATES AND DEADLINES FOR ALL APPROPRIATION APPLICATIONS:

Cycle:	Requests Due by:*	Decisions Released by:	Deadline to Use Funds: **
Fall	First Tuesday of September	Third Tuesday of September	Fourth Tuesday of December
Winter	First Tuesday of November	Third Tuesday of December	Fourth Tuesday of February
Spring	First Tuesday of February	Third Tuesday of February	May 31 st
Summer	First Tuesday of May	Fourth Tuesday of May	Fourth Tuesday of September

*Requests received after the deadline will not be considered.

** RFFs received after the deadline will not be approved for payment.

Every organization who applies for funding will be required to attend a budget hearing. Get your application in early to ensure a favorable date and time.

QUESTIONS???

Asu.appropriations@gmail.com

Call the ASASU Business Office at 480-965-3161.

Or, stop by the ASASU Business Offices on the third floor of the Memorial Union.

STUDENT ACTIVITY FEE INFORMATION

History: After over a year of discussions, the five ASASU presidents proposed a student activity fee in November 2007 and received approval by the University administration and ABOR in December 2007. The student activity fee is divided per capita by campus and between undergraduate and graduate students. The fee was first implemented in the fall 2008 semester.

Purpose: The purpose of the \$25 student activity fee (per semester per student) is to provide funds to improve the co-curricular environment for students at Arizona State University.

Overriding Philosophy: The student activity fee should provide a comprehensive offering of quality programs and services to ASU students and community. Activities and programs that enrich and improve the out-of-class environment both qualitatively and quantitatively should be fostered. Program enhancements should be highly impactful and thereby improve the satisfaction of students.

Guiding Principles

The funds generated through the Student Activity Fee should be applied to areas that will:

- Improve the overall quality of the campus experience from the student's perspective.
- Increase opportunities for student involvement in the educational process, particularly the out-of-class experience.
- Enhance the appropriate out-of-class services and programs based on identified student needs.

Thus:

- Enhancing student life and the overall student experience.
- Improving the educational climate.

Which will:

- Maximize opportunities for academic success supported by out-of-class student experiences.

The Primary Goals For These Fees Will Include:

- Working to enhance the campus environment and improve the co-curricular activities and programs.
- Improving student activities designated to increase student satisfaction and retention.
- Assisting in providing specialized services and programs for diverse populations on a student needs basis.
- Enriching the campus environment and encouraging the involvement of students, thereby promoting academic achievement and the development of student potential.
- Providing greater opportunities for civic engagement within ASU and wider communities.

General Funding Categories of the Student Activity Fee Include:

- College Councils, Appropriations for Student Organizations, Programming and Activities Board, Sport Club Association, Safety Escort Service, Bike Co-op, Fall Welcome Concert, etc.

APPROPRIATIONS PROCESS

Application Materials:

In order to submit an application you must:

- _____ Have a current registration for your organization with the SORC
- _____ Complete the Application Form via OrgSync
- _____ Collect estimates/documentation for the costs included in your budget

Caps on Student Activity Fee Appropriations:

Student Activity Fee funds are not unlimited, and to promote fairness general caps are placed on the most commonly requested items. Caps are applicable in under most circumstances, but exceptions may be made if additional Student Activity Fee funding is essential for items directly related to the mission of a student organization. Student organizations are encouraged to seek outside sources (e.g. dues, sponsorship) for additional funding.

Awards

- Student Activity Fee funds may not be used to purchase internal organization awards.

Capital goods

- Student Activity Fee funds may not be used to purchase capital goods/equipment.

Conferences

- Registration, lodging, and travel for up to 2 people per organization per fiscal year.

DJs

- Up to \$400 per semester per organization may be used to pay DJs.

Food

- Up to \$300 per organization during fall and spring cycles, and up to \$100 per organization during summer and winter cycles; a total of up to \$800 per organization per year.

Office supplies

- Student Activity Fee funds may not be used to purchase office supplies.

Speakers/Performers

- Speakers and Performers must have a formal contract and follow Arizona State University insurance guidelines.

Travel

- Student Activity Fee funds may only pay for travel up to Arizona State University set per diem rates.

T-shirts/Apparel

- Up to \$500 per organization per fiscal year.

Policies and Procedures:

Rules and Regulations Set forth by the USG Bylaws:

- The organization must be currently registered with the SORC with at least three (3) active members.
- No student activity fee money can be dispersed for an event before final approval.

Review information found at <http://www.asu.edu/aad/manuals/fin/fin401-03.html>. This is a list of prohibited expenses for the University. An ASASU staff member can help you understand any potential prohibited expenses. Regardless of what has been appropriated, the University cannot pay for certain items.

Prohibited requests that have been common from student organizations include: flowers and live plants; gifts and/or gift certificates; charitable organization donations and their events; and, parking fines.

The following are not eligible for funding through the Student Activity Fee:

1. Appropriations for a political campaign (candidates and causes)
2. Appropriations for legislative lobby efforts
3. Activities that discriminate on the basis of race, religion, sex or sexual orientation
4. Grants, scholarships, cash rewards, tolls or charges, and gift cards
5. Office supplies and postage
6. Awards, trophies, certificates and plaques for membership recognition
7. Donations for charitable events
8. Sports activities covered by the club sports account (Student Recreation Center and Sports Club Association)
9. Membership dues (individual and organizational for fraternities, sororities and other campus organizations)
10. Capital goods that do not support the purpose of the organization
11. Purchase of or reimbursement for alcoholic beverages
12. Expenditures which do not explicitly fall under "AREAS TO BE FUNDED" unless approved by the Undergraduate Student Government executives and advisors
13. Expenditures that are not in compliance with all University policies and procedures including those enacted by University Student Initiatives.

Transactions GREATER than \$1000.00 require special processing. Any expense GREATER than \$1000.00 must be paid directly through the ASASU Business Office. No reimbursements can be done at this amount.

My Organization Has Been Appropriated Funds – Now What?

Your first step in spending any funds should be to contact the ASASU Business Office for consultation 14 days prior to the event. Many times your expenses can be paid directly – avoiding a time consuming reimbursement. The ASASU Business Office is located in MU 310C. Angela William is your primary contact. Niesha Whitman, and Dan Ashlock can also help you.

Each time you spend funds, you must provide all the proper documentation, including:

1. An RFF (Request for ASASU Funds). This form details where the funds will be spent and asks for a justification for the funds. In the case of a reimbursement, the RFF must have the person or group that actually paid for the expense listed as the one being reimbursed.
2. If the request involves food, a Business Meals form and a list of attendees of the event must be submitted. For funds paid for in advance, include a list of planned attendees. Any food purchased must have an itemized receipt. If you are using Aramark, ASASU can pay this expense directly for you.
3. If a speaker or performer is being paid, a DPSO form (Departmental Professional Services Order) must be submitted. Per accounting policy, we must pay the speaker or performer directly. A student or group is not allowed to pay for their honorarium/expenses and then be reimbursed. We will also need a W-9 for the speaker or performer.
4. Any groups receiving funds toward travel expenses also need to work with the ASASU Business Office before they make any travel arrangements so that proper procedures can be followed and it can be determined which expenses can be paid directly.
5. If your group is being reimbursed and they have never been paid before in the Accounts Payable system, we will need a Substitute W-9 in order to add this group to the Vendor Tables.

Transactions GREATER than \$1000.00 require special processing. Any expense GREATER than \$1000.00 must be paid directly through the ASASU Business Office. No reimbursements can be done at this amount.

When funding becomes available for an organization, they must:

- Affixing the following to all non-permanent publicity materials: “Funded in full (or in part) by the Student Activity Fee of Arizona State University.”
- Seek out assistance from the ASASU Business Office PRIOR to spending any money to ensure that all policies/procedures are followed.

Student organizations may use an ASASU Purchasing Card (P-Card) for certain purchases. To use a P-Card, please make a reservation with the ASASU Business Office 24 hours in advance. You will need to have all your paperwork completed and signed by an USG officer before you are allowed to check out the P-Card. The P-Card cannot be kept overnight.

All requests for reimbursement must have a proof of payment included, i.e. an itemized receipt.

Please ask an ASASU Business Office staff member to review your paperwork when you bring it in for processing to make sure you have all the proper forms and receipts. This will avoid delays in processing.

Ultimately, our goal is to assist student organizations with utilization of their appropriated funding in a timely manner. If you should have any questions about accessing your appropriations or other funding issues, please let one of the ASASU staff members know.

OTHER INFORMATION:

The Student Organization Support office, also located on the third floor of the MU, can assist your organization in many ways including officer transition, student risk management, promoting your organization, best practices and workshops and more! Visit www.asu.edu/clubs for more resources.

APPROPRIATIONS SENATORS CONTACT INFORMATION:

Did you remember to:

- Have a current registration for your organization with Student Organization Support
- Complete the Application Form via OrgSync
- Collect estimates/documentation for the costs included in your budget