

**Christopher Newport
University**

**Student Government Association
SAFF Allocation Committee**

Procedure and Policy Outline

**Student Government Association
SAFF Allocation Committee**

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***Any club or organization wishing to receive any type of funding from the Student Government Association must be recognized by the Office of Student Life *and* be represented in the Student Government Association Inter Club Association.**

***All clubs and organizations are strongly advised to maintain detailed and accurate fiscal records. Clubs and organizations will be audited to determine future funding.**

Mission

The Christopher Newport University Student Government Association SAFF Allocation Committee is a committee formed by the Student Government Association (SGA). The President of SGA will appoint a committee at the beginning of the academic school year and this committee will become the standing committee for the remainder of the academic year. The members of this committee shall be students who are in good standing with the University and not otherwise affiliated with SGA. The Chairperson of the SAFF Allocation Committee will be the SGA Secretary of Budget. The authority of the SGA SAFF Allocation Committee is as follows:

- A. To allocate Student Activity Fees Funds (SAFF) to student clubs and organizations. The allocations made will be based on a set of guidelines outlined by the SAFF Allocation Committee.
- B. Recommend changes to the amount of money allocated to the Student Government Association, as well as to clubs and organizations.
- C. To work in conjunction with the Fiscal Technician to distribute Student Allocation Fees, receive reports from the Fiscal Technician regarding the distribution, and receive reports of other money collected by each club or organization. The Fiscal Technician will work in correspondence with the SGA SAFF Allocation Committee to ensure that funds are dispersed only for those purposes and amounts as approved by the Budget Committee.
- D. To report to the SGA regarding the allocation of the Student Activity Fee, as needed.
- E. To uphold the guidelines set in place by the SAFF Allocation Committee, consistent with each club and organization.
- F. The committee will recognize and protect the opportunity to support, on a restricted basis, organizations of limited scope and focus whose programs are oriented to a relatively select student population. This priority is supported under the small grant fund.

- G. The committee will hold in an uncommitted status a reasonable amount of funds to deal with unforeseen needs related to existing or new programs arising in the course of the budget year.
- H. Organizations receiving funds are expected to expend those funds in accordance with the way in which they were allocated. However, in recognition of the need for organizations to manage funds under different conditions, organizations are permitted to spend the allocated money for a different purpose as long as SAFF Allocation Committee is consulted and grants permission to do so.

Types of Funding

Operational Funding

A program of operational funding is available to those organizations, which normally have a limited membership, or a special focus to their activities and programs.

Operational funding includes, but is not limited to, items that are essential to the yearly operation of the organization such as: equipment, yearly membership (i.e. to a national organization), coaching costs, and office supplies. Organizations applying for Operational Funding may apply for additional funding by applying to Small Grant Funding. The SGA Budget Committee conducts operational hearings in the spring semester for organizations falling under the small grant category for the following fiscal year. Organizations must submit operational funding requests in the format prescribed by the SGA Budget Committee by the designated deadline. Requests submitted after the deadline will not be considered for operational funding.

*This funding does not apply to *any* sororities or fraternities.

Small Grant

A program of small grant funding is available to those organizations, which normally have a limited membership, or a special focus to their activities and programs. Small Grant funding shall include, but is not limited to, programming for campus wide events. The Student Government SAFF Allocation Committee schedules small grant hearings on an as- needed basis, and organizations are encouraged to submit small grant requests at least one month prior to the scheduled event in order to allow adequate review and processing time. The request must be in the format prescribed by the SGA SAFF Allocation Committee. The SGA Secretary of Budget will maintain organizations' small grant funds in the SGA office in the Student Center as well as by the Fiscal Technician in the Office of Student Life in the Student Center.

Annual Funding

A program of annual funding is available to those organizations whose programs and activities are campus wide and recur over the course of the entire fiscal year. The SGA SAFF Allocation Committee conducts annual hearings in the spring semesters for annual funding requests for the following fiscal year. Organizations must submit budget requests in the format prescribed by the SGA SAFF Allocation Committee by the designated deadline. Requests submitted after the deadline will not be considered for annual funding for the following fiscal year. However, organizations missing the annual funding deadline are not prohibited from applying for small grant funding. The SGA Secretary of Budget will maintain annual funding in the SGA office in the Student Center as well as by the Fiscal Technician in the Office of Student Life in the Student Center.

Criteria

General Criteria

The Student Government SAFF Allocation Committee will follow general criteria guidelines during the evaluation of budget requests made by organizations. The criterion applies to all requests, small grants, operational or annual. The general criteria guidelines are as follows:

1. The success and effectiveness of the organization in planning and executing past programs. *This does not apply to newly established organizations.
2. The amounts of unspent and uncommitted funds remaining in organization accounts at year-end. Funds carried over from year to year are expected to remain at reasonable levels.
3. The ability of the organization to be self-supporting through the generation of revenue from other sources. The SAFF Allocation Committee attempts to direct funds to organizations that demonstrate the greatest need.
4. All budget proposals or funding requests are to be properly formatted according to the criteria established by the Student Government SAFF Allocation Committee.

Specific Criteria

1. **Operational Funding** ~ All organization requests will be determined based on the diverse social, cultural, recreational and educational opportunities students may receive from the organization. All organization requests will be based on items deemed essential to the yearly operation of the organization. The SAFF Allocation Committee will meet on an as needed basis. Applicants that do not follow the proper procedure outlines will not be accepted. Any organization failing to follow the proper procedure will be ineligible to receive any further funding.
2. **Small grant Funding** ~ All organization requests will be determined based on the diverse social, cultural, recreational and educational opportunities students may receive from the event. The SAFF Allocation Committee will meet on an as-needed basis. Applicants that do not follow the proper procedure outlines will not be accepted. Any organization failing to follow the proper procedure outline will be ineligible to receive any further funding.
3. **Annual Funding** ~ Clubs and organizations that are eligible for annual funding are:
 - a. Campus Activities Board (CAB)
 - b. Multicultural Student Association (MSA)
 - c. Student Government Association (SGA)

Annual funding is available to those organizations whose programs and activities are campus wide and recur over the course of the entire fiscal year. All organization requests will be determined based on the diverse social, cultural, recreational and educational opportunities students may receive from the organizations programming. Organizations participating in annual funding are to submit a budget in the outline defined by the budget committee in the spring of the academic year in order to receive allocations for the proceeding academic year. Applicants that do not follow the proper procedure outlines will not be accepted. Any organization failing to follow the proper procedure will be ineligible to receive any further funding.

Specific Definition of Allocated Items

*All funding requests will be considered, not guaranteed.

Operational Funding includes, but is not limited to

1. essential items that are needed to continue operation of organization
2. yearly operational fees
3. equipment
4. yearly membership (national organizations)
5. coach stipends
6. office supplies.

Small Grant Funding includes, but is not limited to

1. campus wide awards (limit \$100.00 per award, per event)
2. conference fees
3. food (\$60.00 per semester, per organization)
4. T-shirts (\$150.00 per organization, limited to members only)
5. activities designed for the entire campus

Annual Grant Funding includes, but is not limited to

1. campus wide awards (limit \$100.00 per award, per event)
2. equipment (upkeep and storage)
3. campus wide banquet (Student Government Association)
4. conference fees
5. food (\$60.00 per semester, per organization)
6. T-shirts (\$150.00 per organization, limited to members only)
7. stipends

Failure to follow these instructions may jeopardize the opportunity for the organization to receive future funding.

Travel Funding Guidelines

Travel expenses are defined as: **transportation and lodging costs.**

Clubs/organizations seeking to receive funding for travel **must** adhere to Christopher Newport University's travel policies. This policy information may be obtained by visiting **<http://www.cnu.edu/busoff/www/travelinfo.htm>**.

The SAFF Allocation Committee **will not consider any funding requests less than six weeks** prior to any travel arrangements. The six-week period of time will begin when the club/organization submits an application requesting funding for travel.

1. Travel for which academic credit is given will not be considered
2. All students who travel must have a 2.30 cumulative GPA
3. Funding will be considered for only those students who have at least one full semester remaining before graduation
4. Funding will be considered for no more than four of a club's/organization's members.
5. In most instances, funding for no more than two conventions, conferences, or seminars per club/organization will be considered in one academic year.
6. Either the group or the student traveler will be expected to pay some portion of the cost of travel
7. In order to observe its primary guideline of funding a wide variety of activities which will benefit the greatest number of students, the SAFF Allocation Committee will, from time to time, impose a maximum limit on the total funds to be allocated for student travel for all groups.

*** The Student Government Senate SAFF Allocation Committee can override and suspend criteria or guidelines if they so desire.**

Procedure for Small Grants

1. Pick up Small Grant application from the Student Government Association Office or the Office of Student Life.
2. Fill out requested information and return to Student Government Association Secretary of Budget.
3. The SGA Secretary of Budget will request the appointed committee to conduct a hearing for Small Grant applicants.
4. Once the committee reaches a decision, the applicant will receive a notice from the SGA Secretary of Budget informing the organization of received or denied funding in addition to a signed copy of the Small Grant application.
5. The organization will visit the Fiscal Technician's office during designated office hours to fill out needed paper work for the transaction.
* The organization **must** have a copy of the Small Grant application signed by the SGA Secretary of Budget to initiate a transaction.
6. As stated in the campus accounts information packet, all invoices or receipts must be returned to the Fiscal Technician.
7. A copy of the invoice or receipt must be given to the SGA Secretary of Budget by the date noted on the Small Grant Request application as "Recap."

Procedure for Operational Funding Proposals

1. All clubs and organizations represented in the SGA Inter Club Association will be notified of spring Operational Funding deadlines by the SGA Secretary of Budget.
2. Clubs and organizations will propose the estimated cost of essential items needed to continue operation of the club or organization in the format prescribed by the SGA Secretary of Budget.
3. The SGA Secretary of Budget will request the appointed committee to conduct a hearing for Operational Funding applicants.
4. Once the committee reaches a decision, the SGA Secretary of Budget will notify the Fiscal Technician granting permission to transfer funds into the applicant's account.
5. The applicant will receive a notice from the SGA Secretary of Budget informing the organization of received or denied funding.

Procedure for Annual Budget Proposals

1. The Campus Activities Board (CAB), Multicultural Student Association (MSA), and Student Government Association (SGA) will be notified of spring Annual Funding deadlines by the SGA Secretary of Budget.
2. Annual organizations will propose an itemized and detailed estimate of their entire budget for the proceeding academic year in the format prescribed by the SGA Secretary of Budget.
3. The SGA Secretary of Budget will request the appointed committee to conduct a hearing for Annual Funding applicants.
4. Once the committee reaches a decision, the SGA Secretary of Budget will notify the Fiscal Technician granting permission to transfer funds into the applicant's account.
5. The applicant will receive a notice from the SGA Secretary of Budget informing the organization of received or denied annual funding.

Funding Suspension/Revocation

1. Any clubs or organization found to be in violation of any of these stated policies and procedures may be subject to their funding being suspended or revoked. Future funding may also be jeopardized.
2. Any Club or organization found to be in violation of policies set forth by the Inter Club Association, CNU SGA Senate or other University guidelines will also be subject to funds being suspended or revoked.
3. At anytime, as deemed necessary by the Secretary of Budget and SGA President, funds may be suspended in order to resolve any issues that may be pending.