

ALBION COLLEGE STUDENT SENATE  
APPROPRIATIONS COMMITTEE

**STUDENT ACTIVITY FEE (SAF) GUIDELINES**

LAST REVISED FALL 2018

**Statement of Purpose**

The Appropriations Committee (hereinafter referred to as “the Committee”) of the Albion College Student Senate (hereinafter referred to as “the Senate”) sets forth in this document those guidelines concerning the disbursement of the Student Activity Fee (hereinafter referred to as “the SAF”) of Albion College (hereinafter referred to as “the College”) to recognized student organizations. The first and foremost concern of the Senate is optimizing the SAF by promoting programming that includes all aspects of the College and greater Albion community. The Senate is committed to promoting programming that is educationally and culturally enriching, entertaining, and beneficial to the organization that oversees its implementation.

**Article I: The SAF and the Appropriations Committee**

- A. The SAF
  1. The SAF shall be collected from every student enrolled in an undergraduate program at the College, according to College policy, every Fall and Spring semester
  2. The SAF shall be used to fund recognized student organizations as specified by the Office of Campus Programs and Organizations (hereinafter referred to as “CPO”) for the College
  3. The SAF shall be disbursed in accordance with these Student Activity Fee Guidelines (hereinafter referred to as “the Guidelines”), unless exception is granted by the Committee or the Senate (see Article VIII of the Guidelines)
- B. The Appropriations Committee
  1. Membership
    - a. The Committee shall be chaired by the Senate Chief Financial Officer (hereinafter referred to as “the CFO”), as specified in Article IV, Section 10 of the Albion College Student Senate Constitution
    - b. The Committee shall be vice-chaired by the Senate Appropriations Vice-chairperson (hereinafter referred to as “the Vice-Chair”), as specified in Article IV, Section 11 of the Albion College Student Senate Constitution
    - c. The Senate shall appoint up to six (6) Senators, excluding the CFO and the Vice-Chair, to the Committee at the beginning of each semester to serve as voting members
  2. The Committee shall derive its authority to create and enforce the Guidelines as specified in Article V, Section 2 of the Albion College Student Senate Constitution
  3. Votes of the Committee require a quorum of four (4) voting members, not including the CFO
    - a. The Vice-Chair shall be considered a voting member of the Committee
    - b. Acts of the Committee shall be approved by a majority of the members present, with quorum present
    - c. The CFO shall vote only in the case of a tie
    - d. Votes of the Committee may be held electronically through email or other means
  4. The Committee shall be advised by a member of the Student Affairs division

**Article II: Eligibility for Allocation of the SAF**

- A. Existing Organization Eligibility
  1. Eligible organizations are defined as those that have been registered and recognized by CPO, the Senate, and the Dean of Students
  2. In order to maintain eligibility, organizations must submit the following to CPO:
    - a. A current membership roster must be submitted each semester

- b. A registration card must be submitted each year
- c. A current constitution and by-laws must be submitted every two years
- 3. Organizations must be fully registered and recognized at the time a request for an allocation of the SAF is submitted
- 4. Organizations must attend a budget workshop at the beginning of each semester
  - a. It is the duty of the CFO and CPO to organize a budget workshop, including its time and location, and to inform students of its occurrence
  - b. The workshop shall contain any information relevant to requesting a budget for SAF funding, appropriately accessing funding once it has been approved, and any other information deemed relevant by the CFO
  - c. The president and/or treasurer of each organization that plans to request a budget shall attend this workshop in order to be eligible for SAF funding, unless prior arrangements have been made with the CFO
- B. New Organization Eligibility
  - 1. New organizations that become registered and recognized as a student organization by CPO, the Senate, and the Dean of Students mid-semester are eligible to request a budget before the next allocation of the SAF if funds remain that are available for allocation
  - 2. Funding for new organizations is not to exceed \$500, unless an exception is granted by the Committee or the Senate

### **Article III: Types of Student Organizations**

- A. General Clubs & Organizations
  - 1. Any student organization not approved as a Percentage Group, a member of a Percentage Group, or other type of organization as defined in Article III, Sections B and/or C of the Guidelines shall be considered a member organization of General Clubs & Organizations
  - 2. All member organizations shall comply with the process for requesting an allocation of the SAF as specified in Article IV, Section A of the Guidelines
  - 3. All member organizations shall have access to Emergency Funding, as specified in Article VII of the Guidelines
  - 4. Special Status Organizations
    - a. Any member organization that relies on attending or presenting one (1) major event/program to fulfill its mission statement shall be eligible for Special Status Organization
    - b. To obtain or renew this status, the member organization shall fill out a Special Status Application form at the beginning of each semester to the Committee
      - i. The Special Status Application form shall be submitted to the Committee one week before the budget request deadline for General Clubs & Organizations
      - ii. This form shall be completed in full and emailed to the CFO
      - iii. The Committee will review all forms and vote to decide whether to grant Special Status recognition to organizations
        - i. The president and treasurer of the organization applying for Special Status, will receive an email notification from the CFO with the Committee's decision 72 hours before budget request packets are due for General Clubs & Organizations
        - ii. Any decision by the Committee is final
        - iii. If an organization is denied special status recognition, the special status form can act as their budget request packet and/or the organization can choose to fill out a general supply form, program or equipment forms to be included in the General Clubs & Organizations allotment
          - (i) If a group chooses to fill out a general supply form/program or equipment forms, the forms shall be due when General Clubs & Organization budget request packets are due
      - iv. Organization(s) may meet all requirements in applying for Special Status, but organizations still might be denied and/or may not receive full funding requested due to the following external factors
        - i. The number of organizations applying for Special Status recognition

- ii. The number of organizations requesting the maximum funding
    - iii. Low General Clubs & Organizations funding allotment
  - c. Special Status Organizations are eligible to receive **up to** \$3,500 per semester
  - d. The Committee shall reserve the right to revoke the recognition of Special Status Organizations at any time upon review
- B. Percentage Groups
  - 1. Percentage Groups shall be defined as groups of organizations that:
    - a. Create a large impact on the College and the greater Albion Community,
    - b. Are in need of alternative funding options to meet their mission statement(s), and
    - c. Consist of multiple member organizations with expansive membership
  - 2. To obtain this status, the prospective Percentage Group and its member organizations shall submit a proposal to the Committee and CPO outlining how the status will help them achieve their mission statement(s)
  - 3. All Percentage Groups shall comply with the process for allocating their percentage of the total SAF among their member organizations as specified in Article IV, Section B of the Guidelines
  - 4. Percentage Groups and their member organizations shall not have access to Emergency Funding
  - 5. The Committee shall have the right to revoke the status of Percentage Groups and/or their member organizations at any time upon review
- C. Other Types of Organizations
  - 1. Student Senate
    - a. The Senate shall be defined as the sole representative body of the students of the College
  - 2. Student Volunteer Bureau
    - a. Student Volunteer Bureau shall be defined as the student organization charged with the promotion of student volunteerism and philanthropy
    - b. Student Volunteer Bureau shall comply with the process for allocating their percentage of the total SAF as specified in Article IV, Section C, Subsection 2 of the Guidelines
  - 3. Union Board
    - a. Union Board shall be defined as the student organization charged with the planning, executing, and promotion of student programming on and off the College campus

#### **Article IV: Requesting an Allocation of the SAF**

- A. General Clubs & Organizations
  - 1. General Clubs & Organizations, as a group, shall receive a percentage allocation of the total SAF each semester as specified by the CFO and the Committee
  - 2. Eligible member organizations may request SAF funding from the allocation of General Clubs & Organizations by submitting a budget request at the beginning of each semester for supplies, equipment, programs, and/or co-sponsorships that shall be utilized during that semester
    - a. Budget Request Packets shall be created and distributed by the Committee through the Senate website, and shall include:
      - i. Cover Page
      - ii. Supply and Equipment Request Form(s), if applicable
      - iii. Program Request Form(s), if applicable
      - iv. Co-Sponsorship Request Form(s), if applicable
    - b. Budget Request Packets shall be completed and submitted electronically to [senatecfo@albion.edu](mailto:senatecfo@albion.edu)
      - i. Budget Request Packets shall be submitted by the due date specified by the CFO and the Committee at the budget workshop
      - ii. Budget Request Packets submitted after the specified due date shall not be accepted
    - c. In extreme extenuating circumstances, the president or treasurer of an organization may request an extension of the budget due date
      - i. Requests for extension shall be made via email to the CFO not less than 24 hours before the specified due date and shall be granted at the discretion of the CFO
      - ii. If granted, extensions shall not last more than 48 hours after the original specified due date

3. Budget Request Packets shall be reviewed by the Committee for adherence to the Guidelines and are subject to approval by the Committee
    - a. All member organizations shall comply with the SAF funding rules and restrictions as specified in Article V, Sections A and B of the Guidelines
    - b. The Committee shall reserve the right to deny any requested line-item that does not adhere to the Guidelines
    - c. The Committee shall reserve the right to limit the funding of a member organization based on the availability of funding
  4. Funding requested by member organizations and approved by the Committee shall be subject to approval by the Senate
    - a. The CFO shall present to the Senate at its next regular meeting following the meeting of the Committee the total funding approved by the Committee for each member organization
    - b. All voting shall be in accordance with Article V, Section 2 of the Albion College Student Senate Constitution
  5. All member organizations that request SAF funding shall be notified via email of the decision of the Committee and the Senate no later than 72 hours after approval by the Senate
    - a. The email shall contain further instructions, an attached spreadsheet outlining approved budget line-items, and a sample budget spreadsheet containing instructions for how to account for SAF funding
- B. Percentage Groups
1. Each Percentage Group shall receive a percentage allocation of the total SAF each semester as specified by the CFO and the Committee
  2. Eligible member organizations may request SAF funding from the allocation of their Percentage Group by submitting a budget request at the beginning of each semester for supplies, equipment, programs, and/or co-sponsorships that shall be utilized during that semester
    - a. Budget Request Packets shall be created and distributed by the Committee through the Senate website or by the Percentage Group through whatever means appropriate, and shall include:
      - i. Cover Page
      - ii. Supply and Equipment Request Form(s), if applicable
      - iii. Program Request Form(s), if applicable
      - iv. Co-Sponsorship Request Form(s), if applicable
    - b. Budget Request Packets shall be completed and submitted to the respective Percentage Group Advisor
      - i. Budget Request Packets shall be submitted by the date specified by the Advisors for each respective Percentage Group
  3. Each Percentage Group Advisor and/or governing body shall have the power to develop procedures and rules for the appropriate distribution of its percentage allocation of the total SAF among its member organizations
    - a. Procedures and rules developed by a Percentage Group shall not conflict with the Guidelines
  4. Upon approval by the Advisor and/or governing body, each Percentage Group shall turn over the Budget Request Packets of their member organizations to the Committee by the due date specified by the CFO and the Committee at the budget workshop
    - a. Budget Request Packets submitted after the specified due date shall not be accepted
  5. Budget Request Packets shall be reviewed by the Committee for adherence to the Guidelines and are subject to approval by the Committee
    - a. All Percentage Groups and their member organizations shall comply with the SAF funding rules and restrictions as specified in Article V, Sections A and C of the Guidelines
    - b. The Committee shall reserve the right to deny any requested line-item that does not adhere to the Guidelines
  6. Funding requested by Percentage Groups and their member organizations and approved by the Committee shall be subject to approval by the Senate
    - a. The CFO shall present to the Senate at its next regular meeting following the meeting of the Committee the total funding approved by the Committee for each member organization

- b. All voting shall be in accordance with Article V, Section 2 of the Albion College Student Senate Constitution
  - 7. All member organizations that request SAF funding shall be notified via email of the decision of the Committee and the Senate no later than 72 hours after approval by the Senate
    - a. The email shall contain further instructions, an attached spreadsheet outlining approved budget line-items, and a sample budget spreadsheet containing instructions for how to account for SAF funding
- C. Other Types of Organizations
  - 1. Student Senate
    - a. The Senate shall receive a percentage allocation of the total SAF each semester as specified by the CFO and the Committee
    - b. The CFO and the Committee shall create a budget for the Senate in accordance with Article V, Section 2 of the Albion College Student Senate Constitution
    - c. The Senate shall not be bound to comply with the SAF funding rules and regulations as specified in Article V, Section A of the Guidelines, but shall consult the CFO, the Committee, and the Guidelines when making decisions regarding their budget
  - 2. Student Volunteer Bureau
    - a. Student Volunteer Bureau shall receive a percentage allocation of the total SAF each semester as specified by the CFO and the Committee
    - b. The Advisor and/or governing body of Student Volunteer Bureau shall have the power to develop procedures and rules for creating a budget for its percentage allocation of the SAF
      - i. Upon approval by the Advisor and/or governing body, Student Volunteer Bureau shall turn over an itemized budget to the Committee by the due date specified by the CFO and the Committee at the budget workshop
    - c. Student Volunteer Bureau shall not be bound to comply with the SAF funding rules and regulations as specified in Article V, Section A of the Guidelines, but shall consult the CFO, the Committee, and the Guidelines when making decisions regarding their budget
  - 3. Union Board
    - a. Union Board shall receive a percentage allocation of the total SAF each semester as specified by the CFO and the Committee
    - b. Union Board shall not be bound to comply with the SAF funding rules and regulations as specified in Article V, Section A of the Guidelines
- D. Appeals
  - 1. Any organization that requests SAF funding by submitting a Budget Request Packet shall reserve the right to one (1) appeal of the decision of the Committee and the Senate per semester
    - a. Appeals shall only be heard if they pertain to an issue regarding interpretation of the Guidelines
    - b. Appeals shall not be heard if they pertain to an issue regarding the limitation of funding on the basis of funding availability
  - 2. The Appeal Process
    - a. The president or treasurer of the organization requesting an appeal shall notify the CFO via email within 72 hours of receiving his or her approved budget
    - b. The CFO shall organize a meeting between the president and/or treasurer of the organization and the Committee, including the CFO, the Vice-Chair, and at least three (3) other voting members
      - i. The CFO shall open the meeting by explaining how the Committee came to the conclusion that the line-item(s) in question violated the rules and regulations applicable to that organization as specified in the Guidelines and were therefore not approved by the Committee and the Senate
      - ii. The organization appealing the decision shall attend the meeting prepared to verify that the line-items in question do in-fact abide by the rules and regulations applicable to that organization as specified in the Guidelines
      - iii. After the meeting, the Committee shall deliberate and vote to decide whether to overturn their previous decision
    - c. If overturned, the new decision shall be subject to approval by the Senate at its next regular meeting
  - 3. Any decision by the Committee and/or Senate following an appeal is final

## Article V: Funding Guidelines and Restrictions

### A. All Student Organizations

1. Supplies
  - a. Supplies shall be defined as PR/advertising materials, office supplies, t-shirts/clothing, and other miscellaneous items not included in equipment, programs, or co-sponsorships
  - b. Clothing Policy
    - i. An organization may request funding for clothing items-up to a total of \$300 per semester
2. Equipment
  - a. Equipment shall be defined as any piece of equipment or machinery not included in supplies, programs, or co-sponsorships
  - b. An organization may request funding for equipment, not to exceed a total of \$800 per semester
    - i. Requests for equipment exceeding \$250 per item shall be accompanied by an explanation of how that equipment shall comply with or be used to fulfill the mission statement of an organization
  - c. Equipment shall comply with or be used to fulfill the mission statement of an organization
  - d. Equipment shall be stored on campus in an area that is easily accessible to all members of the organization, not including dorms rooms or other private locations
  - e. Equipment shall serve a vital function that the organization cannot attain through the use of College-owned equipment
3. Programs
  - a. Programs shall be defined as events/activities, trips, or conferences composed of one (1) or more expenses not included in supplies, equipment, or co-sponsorships
  - b. Organizations, except for Special Exemption Organizations, may request funding for programs, not to exceed a total of \$2000 per program.
  - c. Funding for programs can include, but is not limited to:
    - i. Supplies required to organize and/or hold an event
    - ii. Registration fees or tickets
    - iii. Contracted services
      - i. Performers, including artists, speakers, comedians, etc., hired for a fee of \$600 or more shall be required to submit an IRS Form W-9 to the Committee in order to be paid for services rendered
    - iv. Travel (see Article V, Section A, Subsection 5 of the Guidelines)
    - v. Lodging
    - vi. Food/ingredients, not to exceed a total of \$200 per semester
      - i. Requests for food/ingredients exceeding the \$200 limit per semester may be submitted with an accompanying explanation of how the food/ingredients are a critical part of a cultural program and help fulfill the mission statement of the organization
  - d. Programs shall comply with or be used to fulfill the mission statement of an organization
  - e. Programs that are available to all members of the College community will be given priority over programs available only to members of an organization
  - f. Fundraisers shall be classified as programs
    - i. Funding for fundraisers is limited to supplies necessary to organize and/or hold an event
    - ii. SAF funding shall not be used to purchase any goods, including food, or services that are re-sold to raise funding for the sponsoring organization or for donation (see Article V, Section A, Subsection 6(a)(iv) of the Guidelines)
4. Co-Sponsorships
  - a. Co-Sponsorships shall be defined as on-campus events sponsored by more than one eligible student organization
  - b. An organization participating in a co-sponsorship may contribute up to \$800 per event
  - c. All organizations participating in a co-sponsorship shall include information pertaining to the event in their budget request, including:
    - i. The name of the organization acting as the primary sponsor of the event
    - ii. An itemized list of expenses for which funding is being requested

- iii. The total amount each organization is contributing to the event
    - d. The primary sponsor shall be responsible for filing all check requests and other budget forms related to the event
    - e. Co-sponsored events shall comply with or be used to fulfill the mission statement of all organizations involved in the co-sponsorship
  - 5. Travel
    - a. An organization may request funding to reimburse travel expenses related to a program for travel by plane, train, or automobile
      - i. For travel by plane or train, documentation shall be provided which includes travel dates, destinations, and costs
      - ii. For travel in a personal vehicle, documentation shall be provided which includes travel dates, destinations, and exact mileage driven
        - i. Mileage reimbursements shall be in accordance with rates set by the IRS
        - ii. Travel shall only be reimbursed after travel has occurred, and not prior
      - iii. For travel in a rental vehicle, documentation shall be provided which includes travel dates, destinations, and costs
6. General Exclusions
  - a. SAF funding may not be requested for any of the follow, except as specified:
    - i. Salaries, wages, and honoraria, except as part of a contracted obligation for performance or professional service
    - ii. Programs or activities for which academic credit is awarded
    - iii. Direct or indirect donations
      - i. Direct donations shall be defined as SAF funding, including goods and services purchased with SAF funding, given directly to individuals, non-profit organizations, charities, other student organizations, or other non-College affiliated organizations
      - ii. Indirect donations shall be defined as SAF funding used to purchase goods or services, including food, that is later sold to raise funds that are given to individuals, non-profit organizations, charities, other student organizations, or other non-College affiliated organizations
    - iv. Any form of off-campus PR/advertising, except paper flyers
    - v. Pledging, ritual, and initiation activities
    - vi. International or national dues
    - vii. Any item purchased through an organization's international or national headquarters
    - viii. Luxury items, trophies, prizes, or gifts
    - ix. Alcohol, drugs, or other illegal substances and related paraphernalia
    - x. Items or substances banned by the Albion College Student Handbook
  - b. The Committee shall reserve the right to deny funding for any items of a questionable nature or that are deemed an inappropriate use of the SAF
- B. General Clubs & Organizations
  - 1. Limitations
    - a. Organizations may request funding for PR/advertising materials, not to exceed a total of \$200 per semester
- C. Percentage Groups
  - 1. Member organizations shall not be subject to limitations for PR/advertising materials or programs

#### **Article VI: Spending and Accounting for SAF Funding**

- A. Check Requests
  - 1. Checks shall be written and issued for organizations upon submission and approval of a Check Request or Mileage Check Request form
    - a. Forms shall be created and distributed by the Committee through the Senate website
    - b. Forms shall be submitted to the appropriate folder on the wall outside the Senate office on the fourth (4<sup>th</sup>) floor of the Kellogg Center

- c. Forms shall be turned in by the due date specified by the CFO and the Committee at the budget workshop
  - 2. Forms shall be completed in full and signed by the appropriate officer(s)
  - 3. Appropriate documentation shall be attached (stapled) to all Check Request and Mileage Check Request forms
    - a. Appropriate documentation shall include but is not limited to receipts, contracts, quotes, or invoices
    - b. In order to be reimbursed, attached documentation must prove that purchases were already made for the approved line-item(s) by the individual being reimbursed
    - c. In order to have a check written directly to a vendor, an itemized invoice, quote, or contract shall be attached proving the cost, the name of the vendor, and the goods or services being purchased
      - i. In the event a check is requested and issued in excess of the actual purchase price, it shall be the duty of the organization to return unspent funds to the Committee with new documentation of the actual cost of purchase
    - d. In order to reimburse a student organization, attached documentation must prove that the organization already reimbursed an individual or wrote a check to a vendor for the approved line-item
    - e. Documentation will not be returned to the organization submitting the request, so copies are acceptable
  - 4. All approved checks shall be distributed by CPO at their front desk
    - a. Approved officer(s) shall receive an email from CPO when a check is available for pickup
    - b. Only the approved officer(s) is(are) authorized to pick up a check
  - 5. If a request is not approved, the authorized officer(s) shall be notified with an explanation of the denial and how to remedy the request
- B. SAF Debit Card
- 1. General Clubs & Organizations, Percentage Groups, and other types of organizations such as Student Senate and Student Volunteer Bureau are eligible in using the SAF debit card in making online purchases
    - a. Union Board is excluded from using the SAF debit card
  - 2. Qualified Purchases
    - a. Only certain items are allowed in using the SAF debit card and must fulfill the mission of the club or organization
      - i. Airfare
        - i. Associated taxes and check/uncheck baggage fees are permitted when purchasing airfare tickets
      - ii. Hotel Reservations
        - i. Only the hotel room(s) and associated fees are permitted
        - ii. Pay Per View, room service, and mini fridge/in room purchases of any kind are prohibited
        - iii. The SAF debit card will not be on file when staying at the hotel and guest(s) will need to use their own credit/debit card to cover damages, in room purchases, etc. made from their room
      - iii. Amtrak Tickets
        - i. Associated taxes and fees are permitted when purchasing Amtrak tickets
      - iv. Recreational/concert/event tickets
        - i. Associated taxes and fees are permitted when purchasing tickets
      - v. Large ticket equipment/supplies
        - i. The purchase of equipment and/or supplies which have a high price tag and are not easily purchased through other means/channels are eligible
        - ii. The debit card is not intended to be used to purchase small everyday items.
    - b. Student Senate is not bound solely to the above qualified purchases
      - i. Due to the varied nature of operations of Student Senate, Student Senate may use the card for online purchases other than the ones listed above with the approval of the Appropriations Committee
  - 3. Making purchases on the SAF Debit Card
    - i. The SAF Debit Card shall remain in the sole possession of the Appropriation Committee's Advisor and is used for only making online purchases.



- ii. The treasurer or the president of the group/organization can use the debit card as a means to make online purchases by setting up an appointment with the Appropriation Committee's advisor who will in turn make the actual purchase for the group using the debit card.
- iii. The treasurer or the president of the group/organization will still fill out a check request(s) at the time of making transaction(s) with the Appropriation Committee's Advisor.
- iv. At no time will the debit card number or debit card itself be given to individuals of a group/organization to be used to make purchases.
- v. Any unauthorized use of the debit card, it's numbers and the actual purchases in any way other than what was approved by the Appropriations Committee's Advisor is subject to sanctions by the Appropriations Committee and/or college judicial action.
- vi. Any purchases made on the debit card shall not interfere with the Guidelines as specified in Article V, section six.

C. Line-Item Change Requests

- 1. Funding may be transferred between existing, approved line-items upon submission and approval of a Line-Item Change Request form
  - a. Forms shall be created and distributed by the Committee through the Senate website
  - b. Forms shall be submitted to the appropriate folder on the wall outside the Senate office on the fourth (4<sup>th</sup>) floor of the Kellogg Center
  - c. Forms shall be turned in by the due date specified by the CFO and the Committee at the budget workshop
- 2. Forms shall be completed in full and signed by the appropriate officer(s)
- 3. No funding can be transferred to a line-item if doing so will cause it to exceed limitations specified by the Guidelines
- 4. Organizations shall assume that a request has been approved unless the authorized officer(s) receive(s) a notification from the CFO or the Vice-Chair
- 5. If a request is not approved, the authorized officer(s) shall be notified with an explanation of the denial and how to remedy the request

D. Requests for Variance

- 1. Funding may be transferred to a new line-item not originally requested by an organization and approved by the Committee upon submission and approval of a Request for Variance form
  - a. Forms shall be created and distributed by the Committee through the Senate website
  - b. Forms shall be submitted to the appropriate folder on the wall outside the Senate office on the fourth (4<sup>th</sup>) floor of the Kellogg Center
  - c. Forms shall be turned in by the due date specified by the CFO and the Committee at the budget workshop
- 2. Forms shall be completed in full and signed by the appropriate officer(s)
- 3. New line-items shall abide by all rules and regulations specified by the Guidelines
- 4. Organizations shall assume that a request has been approved unless the authorized officer(s) receive(s) a notification from the CFO or the Vice-Chair
- 5. If a request is not approved, the authorized officer(s) shall be notified with an explanation of the denial and how to remedy the request

E. Using Your Budget Spreadsheet

- 1. Organizations are highly encouraged to account for their SAF funding using the budget spreadsheet provided by the Committee
  - a. The provided sample budget shall contain instructions on how to operate the budget spreadsheet
  - b. Check Requests, Line-Item Change Requests, and Requests for Variance can all be entered into the spreadsheet as they are submitted to the Committee, providing the organization with a current running total of remaining funding
- 2. Organizations may request an official, updated copy of their budget spreadsheet from the Committee at any time during the semester by notifying the CFO by email

F. Spending Requirements

1. All organizations that are allocated SAF funding by the Committee shall spend at least 70% of their approved funding in the semester for which it is allocated
    - a. Organizations that fail to spend at least 70% of their allocated funding by the end of the semester for two (2) consecutive semesters shall be placed on probation by the Committee
      - i. Probationary actions are at the discretion of the CFO and the Committee
      - ii. Actions may include but are not limited to funding limits, a required meeting with the CFO and/or the Committee, and suspension of funding privileges
    - b. Organizations that fail to spend at least 70% of their allocated funding by the end of the semester for one (1) semester shall be notified by the Committee with a warning that failure to spend 70% of their allocated funding for the subsequent semester will result in their organizations being placed on probation by the Committee
  2. All organizations that are allocated SAF funding by the Committee shall spend it according to their approved budget unless a Line-Item Change Request or Request for Variance is submitted and approved
- G. Rollover
1. Approved funding may only be used during the semester in which it is allocated
  2. Organizations may not rollover their allocated funding to a subsequent semester unless exception is granted by the CFO for special circumstances
  3. All unspent funding shall be designated as Rollover and allocated to General Clubs & Organizations for the subsequent semester
  4. The Senate shall be exempt from Article VI, Section F, Subsections 1-3 of the Guidelines
    - a. The CFO and the Committee shall keep records to reflect the current balance of SAF funding allocated to the Senate
  5. Student Volunteer Bureau shall be exempt from Article VI, Section F, Subsections 1-3 of the Guidelines
    - a. The CFO and the Committee shall keep records to reflect the current balance of SAF funding allocated to Student Volunteer Bureau
  6. Union Board shall be exempt from Article VI, Section F, Subsections 1-3 of the Guidelines
    - a. Union Board shall keep records to reflect its current balance of SAF funding
- H. Audits
1. The CFO and the Committee shall reserve the right to conduct an audit of any student organization to ensure that SAF funding is being spent in accordance with the Guidelines
  2. If it is found that an organization has inappropriately used or spent allocated funding, a recommendation for sanctions shall be presented to the Committee for debate and approval
    - a. Sanctions may include but are not limited to funding limits, a required meeting with the CFO and/or the Committee, and suspension of funding privileges
  3. If sanctions are approved by the Committee, they shall be presented to the Senate for final review and approval

#### **Article VII: Emergency Funding**

- A. Emergency Funding shall be defined as funding that is needed outside the normal process due to extenuating circumstances that could not be foreseen at the time budget requests were due
- B. The CFO and the Committee shall allocate a portion of Rollover as Emergency Funding at the beginning of each semester, provided there is funding available after allocations have been granted to member organizations of General Clubs & Organizations
- C. Emergency Funding shall be available to member organizations of General Clubs & Organizations
- D. An organization may only receive one Emergency Funding grant per semester
- E. All Emergency Funding shall comply with the SAF funding rules and restrictions as specified in Article V, Section A of the Guidelines
- F. Organizations requesting Emergency Funding shall be eligible upon submission and approval of an Emergency Funding Request form
  1. Forms shall be created and distributed by the Committee through the Senate website
  2. Forms shall be completed and submitted electronically to [senatecfo@albion.edu](mailto:senatecfo@albion.edu)

3. Forms shall be submitted by the due date specified by the CFO and the Committee at the budget workshop
  4. Emergency Funding shall be reviewed by the Committee for adherence to the Guidelines and is subject to approval by the Committee
  5. Emergency Funding approved by the Committee shall be subject to approval by the Senate
- G. All organizations that request Emergency Funding shall be notified via email of the decision of the Committee and the Senate no later than 72 hours after approval by the Senate
1. The spending and reimbursement of Emergency Funding shall be subject to all rules and restrictions as specified in Article VI, Section A of the Guidelines

**Article VIII: Applying for Exception to the SAF Guidelines**

- A. Any organization shall have the right to apply for exception to the Guidelines by submitting, in writing, a request to the CFO and the Committee
- B. Requests for exception shall be considered at the next regular meeting of the Committee, and are subject to approval by the Committee

**Article IX: Interpretation of the SAF Guidelines**

- A. The Guidelines shall be at the interpretation of the CFO and the Committee

**Article X: Maintaining the SAF**

- A. The CFO and the Committee shall have the right to set aside an allocation of SAF funding from Rollover at the beginning of each semester to be used for the maintenance and distribution of the SAF
  1. The allocation for SAF Maintenance shall not exceed \$750 for any given semester
  2. All funding shall comply with the SAF funding rules and restrictions as specified in Article V, Section A of the Guidelines
  3. All purchases for SAF Maintenance shall be approved by the CFO and the Advisor of the Committee
  4. All purchases shall be used exclusively by the Committee to maintain the SAF

**Article XI: Review/Revision of the SAF Guidelines**

- A. The CFO and the Committee shall conduct a review of the Guidelines:
  1. Not less than every two (2) years
  2. At the discretion of the CFO and/or the Committee
- B. Any revisions of the Guidelines shall be subject to approval by the Committee