

# A RESOURCE AND A VOICE FOR ALL SLU STUDENTS

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Founded in 1973, the Student Government Association of Saint Louis University is a resource and a voice for all SLU Students. SGA exists to ensure that all students are represented in every university decision. Guided by the principles of shared governance, we represent the student voice to University Administration, Staff, Faculty, and the greater St. Louis community.



## FY 2020 ANNUAL FUNDING DIRECTIVES

# INTRODUCTION

“All Chartered Student Organizations (CSOs) and committees of the Association proven to be fiscally responsible are eligible to petition the Senate for annual funding.”  
-*Student Government Association bylaws.*

Every year, the Student Government Association (SGA) Finance Committee is tasked with overseeing the allocation of the Student Activity Fee (SAF) to the over 170 CSOs on campus. Every SLU undergraduate student pays \$65/semester into the Student Activity Fee. Graduate students pay \$30/semester, with 15% of those funds going towards the general SAF. The allocations are recommended by the Finance Committee and approved by the full SGA Senate under the notion that all undergraduate students pay into this fee and therefore all students should benefit from it.

The Finance Committee has defined the Student Activity Fee as, “A fee paid by students and allocated by the Student Government Association for the betterment of the Saint Louis University student body.” From this definition, the following three principles guide the Finance Committee’s decision-making process:

1. Betterment: How is the Student Activity Fee being used to improve the quality of the SLU student experience and provide for an overall more enjoyable and holistic education?
2. Reach: How can the Student Activity Fee be distributed in order to make the greatest possible impact on the largest number of students, keeping in mind the limited resources available?
3. Equity: How can the Student Activity Fee be distributed in a way that respects and empowers each and every Chartered Student Organization in good standing with the Association?

It is with these three principles in mind that the Finance Committee creates the Annual Funding Directives and makes recommendations of funding to the Senate. These recommendations preference requests that have a direct impact on the day-to-day life of the average SLU student and avoid off-campus events, internal events, and those based out of a University department. The Finance Committee does not prioritize personal advancement nor the improvement of the perceived standing of any University department or activity as a justifiable intention in the case of funding. However, it is the responsibility of SGA to provide for the CSOs chartered underneath it, and resources should be aligned as effectively as possible so that every CSO performs to the best of its capabilities.

Funding should never be seen as an entitlement, and as such, will always be freely given and taken away based on a group’s overall operations and contribution to the SLU student experience. However, the SGA Finance Committee, and Senate, groups consisting of students, are obligated by commonality to consider the human element when approving and denying all legislation. This is especially true when considering the Directives presented below. Objective decision making is the key to a fair process, but a hardline approach to “Betterment” or “Reach” would go against the core mission of the Association. The interests and efforts of every SLU student are to be respected and encouraged.

Whereas the statement above is the official position of the Finance Committee and the Senate, the following is expected from every CSO who receives funding from the Student Activity Fee:



1. CSOs should follow the CSO Financial Requirements as determined by the Vice President of Finance and presented during Leaders of the Pack.
2. CSOs should critically reflect about the items that they are requesting and when evaluating their own events, as a significant amount of faith is entrusted when funding is allotted.
3. CSOs should spend allotted funds in a responsible manner and be truthful when relating costs and expenses.
4. CSOs should continually pursue growth, in order to offer as much as they possibly can to the student body.
5. Executive board members for CSOs should do their best to empower the members of the organization and work with them to improve the financial operations of the group in question.
6. All financial information and experience attained and collected by executive board members should be passed onto their successors, and as such, failure to do so cannot be compensated for by a more lenient financial policy.

## REQUIREMENTS FOR FUNDING

1. Line items requested must be relevant to a CSO's mission, as determined by its Constitution
2. CSOs are required to keep a record of all incurred expenses throughout the course of the fiscal year
  - a. Failure to account for any and all allotted Student Activity Fee funds may constitute for financial repercussions as determined by the Finance Committee
3. CSOs are required to maintain an internal inventory of all durable goods in possession of the CSO that were funded by the Student Activity Fee for the current year or past years.
  - a. Failure to do so may constitute for financial repercussions as determined by the Finance Committee
  - b. [See Durable Items under Definitions]
4. If funds for a given line item are used for any purpose other than the purpose for which funding was approved, the Finance Committee Reserves the power to cut funding for that line item in the future as per the Financial Repercussions
  - a. If a reallocation was approved by the Vice President of Finance prior to usage of funds for a different purpose, the CSO in question will be exempt from this clause.
5. Failure to meet any of the directives below shall constitute a violation privy to financial repercussions by the Finance Committee.
6. If funded for a fundable conference, CSOs are expected to complete a Conference Evaluation within two weeks of attending the conference for future funding consideration.
7. Any event that was funded \$250 or more is required to have an accompanying Event Evaluation completed for future funding consideration.

## DEFINITIONS

**Competitive Build CSOs:** Any group that must design and build a physical object that will be entered in to a competition/tournament to be judged.

- The Student Activity Fee is able to fund one competition per fiscal year with its associated travel, lodging, and tournament fee costs.



- Materials for build competitions are considered part of competition costs and a parts budget will be supplied based off of requests.
  - These parts will not be considered nondurable goods and will be awarded through a Permission in the budget recommendation.
- All materials for the design have to be approved by the CSO's advisor before any purchases are made.
- Travel, registration, and hotel costs will be funded at 60% [see below]

**Competitive CSOs:** Any CSO with a mission to compete in regional and national competitions

**Competition/Tournament:** An inter-collegiate opportunity for groups to compete against others of a similar nature.

- The Student Activity Fee may fund a maximum of 3 away competitions or tournaments for Club sports and other, non-competitive build CSOs, whose mission and purpose involved competitions and/or tournaments.
- Qualifying CSOs may also receive a Zero-Dollar Allocation for a national qualifier and an earned berth national tournament/competition that is Spot Funding eligible.
- For multiple-venue tournaments, travel expenses may be funded in accordance with the Directives for one venue to be determined at the time of the request
- Travel, registration, and hotel costs will be funded at 60% [see below]

**Conference:** A formal event in which schools, organizations, and/or independent parties meet to discuss a particular topic. Fundable conferences provide a unique experience and unique information to an attending party that brings something back to benefit the operations of the attending CSO as well as the Saint Louis University student experience as a whole.

- A conference that is necessary for a CSO to maintain its national charter status is not enough to warrant its funding.
- Conferences can be funded for up to \$200 per student, including the associated registration, hotel, and transportation expenses, with a maximum, total amount of \$1600 per CSO.
  - Only one conference per fiscal year will be funded
- Leadership Conferences will be funded every other fiscal year following the aforementioned Conference Directives
  - Leadership conferences are defined as conferences that serve to further operations of a CSO and its influence on Saint Louis University's campus.
- All funded conferences must have a Conference Evaluation submitted after the conference to be eligible for funding in the next fiscal year.
  - CSOs may request funds for a new conference that was not requested for in the past 3 fiscal years, however, allocations will be contingent the explanation given during an Annual Funding Hearing and will be funded at 60% for four people.
  - If the CSO has not yet attended the conference for the current fiscal year and wishes to request funds, then the CSO must request for a Zero-Dollar Allocation
    - Spot Funding will be contingent upon completion of a Conference Evaluation.
    - [See Zero-Dollar Allocation]



- Travel, registration, and hotel costs will be funded at 60% [see Travel, Lodging, and Registration below]

**Conference Evaluation:** A reflective form required to be filled out by all CSOs that receive Conference Funding. Evaluation is sent by the Vice President of Finance and is to be filled out by the stated date for future funding consideration.

**Co-Sponsorships:** When multiple CSOs would like to collaborate and financially co-sponsor an event.

- These events must be listed in the “Co-Sponsorships” section of the Annual Funding Request.
- All Co-Sponsoring CSOs must have the same event name listed as a line item in their Annual Funding Request with all collaborating CSOs listed in the name of the event.
  - The total cost should be distributed among the collaborating CSOs according to how much they are wanting to contribute and assist with the event.
- The Finance Committee looks highly upon groups that want to showcase their mission and purpose in conjunction with other CSOs to promote greater student interactions and sharing of ideas.

**Durable Item:** Items that last for more than one fiscal year and will stay within the organization.

- The Committee refrains from allocating funding to non-durable items that are not associated with a specific event (i.e. decorations for an event may be funded, but capital purchases that do not last several years will not be funded)

**Event Evaluation:** A reflective evaluation required for all events allocated \$250 or more from the Student Activity Fee.

- Must be completed within 30 days of the event

**Financial Repercussions:** Repercussions that may take place for not abiding by the requirements for CSO funding as per the past fiscal year’s funding directives, information presented at Leaders of the Pack by the Vice President of Finance, and information presented at the Annual Funding Kickoff.

- Repercussions may include but are not limited to reductions in funding or freezing of funds.

**Flagged Events:** Events that were funded the past fiscal year but did not occur, resulted in an undue burden on the student body by a lack of attendance, or an event evaluation was not submitted on time.

- Flagged Events will be noted in red or yellow on the budget recommendations from the Finance Committee
  - Cases of yellow flagging may include but are not limited to:
    - Not submitting an Event Evaluation within the appropriate two-week timespan
  - Cases of red flagging may include but are not limited to:
    - An event that was fully funded charging for admission for SLU students
- If an event is subject to be flagged for a subsequent fiscal year, the event will be cut.

**Fundraiser:** Any event/item funded partially or completely through the Student Activity Fee that is charging students with the intent to make a profit.

- [See Cost of Attendance below]
- Only Primarily Charitable CSOs may request for fundraisers



- [See Primarily Charitable CSOs]

**Internal Event:** Any event or trip that is open only to group members, not the entire student body, or an event or trip in which a CSO does not make a sufficient effort to include the entire student body.

- Competitions and tournaments shall not be considered forms of Internal Events for the purpose of Student Activity Fee funding.
  - [Definitions for Competitive and Competitive-Build CSOs above]
- Internal event designations are based on a presentation to the Finance Committee by the CSO at the time of the request.

**Permissions:** The Finance Committee may use permissions to allow an unrestricted use of funds for specific items.

- This designation is most commonly given for large amounts of supplies or equipment and allows the CSO in question to reallocate funds for those specific line items as long as the physical items purchased using the funds are integral to the function of the CSO and are in line with the Annual Funding Directives.

**Primarily Charitable CSOs:** Any CSO with a mission dedicated to fundraising or service.

- Only one fundraising event per Primarily Charitable CSO will be funded each fiscal year

**Programming Event:** Any type of activity (i.e. speaker, showcase, concert) hosted by a CSO that is in line with its constitutional mission and purpose.

- Lighting, Stage, Sound, etc.
  - Requests for these items and services will be assumed to be based upon a current Service Request quote for the specific provider, and as such, will not be spot funding eligible.

**Recruitment Funding:** All CSOs are eligible for up to \$100 of recruitment funding per Fiscal Year.

- This money is to be used to encourage students to attend general informational meetings about the group and encourage involvement.
- The funds for recruitment may be used during involvement fairs, one general body meeting per semester, or a combination of the two.
- Recruitment funding will not be eligible for Re-allocation Requests in FY20.
- Recruitment funding may not be listed as more than one line-item on an organization's budget.

**Undue Burden:** This designation is given to any item that is deemed to be an unjustifiable expense on the Student Activity Fee in relation to the perceived benefit to the student body, as well as events and items that are deemed fundable but that the Student Activity Fee cannot currently afford. The designation will be used objectively for cases where the Finance committee deems the expense non-fundable given the current state of the Student Activity fee.

**Zero-Dollar Allocation:** If a CSO is unable to specify a line item of a funding request (i.e. travel costs or registration fees) due to factors outside of its control (i.e. the announcement of a tournament's location), then it may request a "Zero-Dollar Allocation" in the "Funding Requested" column of the line item.

- An explanation must be provided as to the unforeseeable nature of the line item.



- If an approval of the Zero-Dollar Allocation is given, the CSO is able to apply for Spot Funding when they are able to specify the costs of that line item. However, despite the approval of a Zero-Dollar Allocation, the CSO in question cannot be guaranteed Student Activity Fee funding for that line item, as the decision to allot funds is ultimately up to the Student Government Association Senate.

## NON-FUNDABLE ITEMS

1. Line items that are not in line with the overall mission and purpose of the CSO.
2. Anything in violation of University policy
3. Any University department-based activity
4. Any academic or religious texts
5. Costs related to the development and maintenance of a website.
6. Magazine, periodical, journal, and newspaper subscriptions
7. Reimbursements for expenses that have already been incurred (i.e. items were purchased before the funding request was approved).
8. Sales tax
9. Parking expenses
10. Gifts that are not intended to be an honorarium for a speaker.
11. Direct donations to charity
12. Indirect donations to charity, except by primarily charitable organizations
13. Fundraisers, except by primarily charitable organizations.
14. National dues paid to affiliated or oversight organization
15. Office supplies that are not related to a specific programming event.
16. Outside coach, referee, trainer, or instructor fees and related expenses
17. Finance and banking charges
18. International Travel
19. Airline baggage fees
20. Speakers or presenters for general body meetings
21. Food for general body meetings, beyond the one meeting per semester that may use recruitment funding
22. Internal events
23. Study Breaks/Halls

## OTHER DIRECTIVES

- I. **Printing, Advertising, Banners**
  - a. All CSOs are eligible to apply for a printing and advertising budget as long as it does not exceed 10% of the group's total operating costs
    - i. The only exception is for CSOs whose primary mission and purpose involves a printed publication.
  - b. Each CSO may request one professionally-printed banner or tablecloth with a price not exceeding \$100
    - i. Requests will typically be funded once every third fiscal year.
      1. i.e. An organization requested for and was funded for a banner for FY18, that CSO will not be able to request for a banner until FY21.



## II. Equipment and Uniforms

- a. Any capital and uniform requests must be for items that will stay with the organization for several fiscal years.
  - i. All items must be recorded in the CSO's Equipment Inventory
  - ii. Club T-shirts that are not uniforms used for competition and will not stay within the organization for several years will not be funded.
  - iii. Requests will typically be funded once every third fiscal year.
    - 1. i.e. An organization requested for and was funded for new uniforms for FY18, that CSO will not be able to request for new uniforms until FY21.
  - iv. Exceptions can be made if the Student Activity Fee can afford additional funded requests.

## III. Food and Beverage

- a. Food and beverage items can be funded by the Student Activity Fee only when linked to a particular, non-internal event.
- b. Food costs can be funded for up to \$7 per person for the given event.
- c. Food expenses related to travel cannot be covered (i.e. food on the way to, or at, a conference, competition, or tournament).
- d. Anything alcohol-related is non-fundable, including events held at a venue that makes more than 50% of its revenue from the sale of alcohol.

## IV. Travel, Lodging, and Registration

- a. The Student Activity Fee may fund up to 60% of an organization's domestic travel expenses.
  - i. For national travel (350 miles or more from Saint Louis University - North Campus), the Student Activity Fee may fund a maximum of \$180 round-trip, per person.
  - ii. For regional travel (over 50 miles but fewer than 350 miles from Saint Louis University - North Campus), the Student Activity Fee may fund a maximum of \$30 round-trip, per person.
  - iii. The Student Activity can fund local travel (fewer than 50 miles from Saint Louis University - North Campus) only for CSOs whose primary mission is local, off-campus service.
- b. The Student Activity Fee may fund up to 60% of an organization's hotel costs
  - i. Hotels are funded at a rate of 4 people per room.
  - ii. A maximum of \$90 per room per night can be funded.
- c. The Student Activity Fee may fund up to 60% of registration costs for conferences, competitions, and tournaments.

## V. Cost of Attendance

- a. If the Student Activity Fee is fully funding an event, and the CSO hosting the event is not primarily charitable in nature, students may NOT be charged for attendance.
  - i. Primarily charitable organizations can be funded for one fundraising event or one type of fundraising event per fiscal year.
- b. If an event is only partially funded by the Student Activity Fee, funds generated from an additional charge to students may only be used to break even.
  - i. If the Finance Committee is within reason to believe that students were charged at a rate intended to generate a profit in the previous fiscal year, then the committee





- reserves the power to cut the amount of funding for the event in the following fiscal year.
- ii. If excess funds are generated, beyond breaking even, the excess must be credited into the Student Activity Fee Fund.

## **ANNUAL FUNDING HEARINGS**

- I. Annual Funding Hearings are not required, but highly recommended.
- II. Each Annual Funding Hearing will be documented by a member of the Finance Committee. At the conclusion of the Hearing, the documentation will be approved and signed by at least one member of both the current and future executive board of the CSO.
  - a. If there is a perceived discrepancy by the involved parties, this issue must be resolved prior to the Finance Committee beginning another hearing or adjourning from hearings for that day.
- III. CSO attendees to Annual Funding Hearings
  - a. If a CSO requests for \$4000 or more in Student Activity Fee Funding, two members from the current executive board and two members from the next executive board must attend the Annual Funding Hearing.
    - i. There must be four distinct individuals
      - 1. i.e. One current executive board member who will continue to be on the executive board may not count as two individuals.
  - b. If a CSO requests less than \$4,000 in Student Activity Fee Funding, one member from the current executive board and one member from the next executive board must attend the Annual Funding Hearing.
    - i. There must be two distinct individuals
  - c. If a CSO does not meet this directive, the CSO in question will lose eligibility to appeal the Finance Committee's recommendation for funding.
  - d. Exceptions will only be made in the case of elections not occurring prior to the beginning date of Annual Funding Hearings.
    - i. Proper documentation from the Vice President of Student Organizations will be required in this case.
    - ii. In this case, current members may attend the Annual Funding Hearing based on the previous guidelines.
- IV. If a CSO does not attend an Annual Funding Hearing:
  - a. Any event in which an Event Evaluation was required but not submitted may be cut under the discretion of the Finance Committee
  - b. The CSO, if in good standing, will lose appeals eligibility

## **APPEALS ELIGIBILITY**

- I. Organizations that meet the following qualifications are eligible to apply for an Annual Funding Appeal
  - a. The CSO is within Good Standing with SGA
  - b. The CSO attended an Annual Funding Hearing
    - i. The correct number of current and past executive members attended the hearing
- II. Appeals are granted upon the basis of one of the Annual Funding Directives inaccurately being applied to a Line Item in a Finance Committee Recommendation.

