MINUTES

COMMISSION ON STUDENT AFFAIRS
Thursday, April 28, 2022 @ 3:30-5pm
GLC - Meeting Room B

Present: Ainsley Cragin, Anthony Tran (for Prince Wang), Anusha Prasad (for Alice Fox), Ariana Guevara, Ashlyn Top, Caroline Lohr, Danielle Panico, Ennis McCrery, Jack Leff, Jalen Neal (for Amanda Coleman), James Bridgeforth (for Frank Shushok), Kimberly Smith, Lauren Surface, Maya Rakotoariso (for Senija Davis), Mohamed Hussein, Monica Nguyen, Morgan Salvato, Paolo Fermin, Phil Miskovic, Sarah Munford (for Sidney Stearns), Susanna Rinehart, Tamara Cherry-Clarke, Terri Pecora, Will Snyder

Absent: Benjamin Janosy, Ege Onar, Kamla Al Amri, Kit Friedman

Absent with Notice: Jen Pike, Justin Ratcliffe

Guest: Sara Wynkoop

Ariana Guevara called the meeting to order at 3:33pm. A quorum was present.

1) **Attendance**

2) **Adoption of Agenda**
   - A motion was made and seconded to adopt the agenda. The motion carried.

3) **Announcement of Approval and Posting of Minutes**
   - Ariana noted that the minutes for April 14, 2022 have been voted on electronically and can be publicly accessed on the Governance Information System on the web: http://www.governance.vt.edu

4) **CSA Announcements**
   - Ariana shared that the CSA honor cords had arrived, and they were distributed to all graduating members in attendance at the meeting.
   - She shared if that anyone knew of a graduating senior who still needed their cord, to have them contact her to coordinate pick up.

5) **Old Business**
   a. Monica Nguyen, of the American Asian Student Union, shared that the wrong version of the AASU constitution and bylaws had been sent to members for review. Therefore, a motion is made, and seconded, to withdraw the AASU constitution and bylaws for the second reading. The motion carries.

   b. Jack Leff, of the Graduate and Professional Student Senate, shared that between the first and second readings of resolutions, they are sent out to the senates for comment. Jack said that due to the fact these resolutions were just sent out two days ago, that it had ultimately created a series of problems. He went onto say that sense they have not been able to receive any specific senate feedback, that he did not feel comfortable moving forward with the second reading of the following four resolutions:

   - CSA Resolution 2021-22A – (GPSS Resolution to *Establish VT as a Sanctuary Campus and Expand Protections for Undocumented Students*)
   - CSA Resolution 2021-22B – (GPSS Resolution to *Expand Protections for International Students and Establish a Bridge Fund*)

- o CSA Resolution 2021-22C – (GPSS Resolution to *Make Student Readily Available for Graduate Students During the Semester and Summer*)
- o CSA Resolution 2021-22D – (GPSS Resolution for *Secure Equitable Funding for Cook Counseling*)

After a long, and detailed conversation, Jack ultimately makes a motion to withdraw the resolutions. The motion is seconded. The motion carries.

c. Student Budget Board and Graduate Student Budget Board
  1) Anusha Prasad spoke about Student Budget Board, and the Graduate Student Board.

  A discussion was had regarding Production Services equipment packages, and whether members are interested in funding some of them, all of them, or a portion of them, etc. Details of each of each package are as follows:

  a) Package A – Intended for medium to large conference set ups for presentations, zoom, calls, and other streaming.
     - o 4 wireless handhelds
     - o 2 wireless lavaliers
     - o 4 wireless table top microphones

  b) Package B – Intended for large conference set ups with multiple people on panels, zoom calls, and other streaming.
     - o 8 wireless table top microphones
     - o 4 wireless handhelds

  c) Package C – Intended for smaller set ups needing a few handhelds or lavaliers.
     - o 4 wireless handhelds
     - o 2 wireless lavaliers

  d) Package D – Intended primarily for concerts.
     - o 6 in ear monitors

  - Discussion continued, about the Production Services packages, about what student organizations are asking for in regards to production equipment for their events, and about the SBB allocation request of carry over funding.
  - Due to the lack of time left in the meeting verses the number of lengthy items left on the agenda to cover, a motion is made, and seconded, to extend the meeting by 10min. The motion carried, and therefore the meeting is scheduled to end by 5:10pm.
  - A motion is then made, and seconded, to vote on the allocation total of $135K to Production Services, which includes funding for the four aforementioned packages noted above. A vote was taken, and was unanimous. The motion passed.

  2) Anusha Prasad shared the current state of SBB and GSBB, along with presenting the Appropriations Strategy for a second reading. *(See attached.)* A motion is made, and seconded to approve the 22-23 SBB Appropriations Strategy. A vote was taken, and the results were unanimous. The motion passed.

  3) Sara Wynkoop presented the requested updates for the following SBB funding policies and procedures changes for both Registered Student Organizations (RSO) and University Student Life Programs (USLP). *(See attached.)*

After a detailed discussion about the RSO &USLP document, there was not enough time left in the meeting to present and discuss the changes for the University Chartered Student Organizations (UCSO's). *(See attached.)*   Heather asked if members had specific questions regarding this document to email them directly to Sara, Scott, and Alec: (sarawynkoop@vt.edu, snachlis@vt.edu, alecb18051@vt.edu)

Due to the short amount of time left in the meeting, it was decided that members would vote electronically in the coming days.

<<Note: As of May 9, 2022, we have not met quorum with the number of votes needed. Once final numbers are in, the official minutes will be updated accordingly with the results.
IF YOU STILL NEED TO VOTE, YOU CAN VOTE HERE!
Please note, the voting form will remain open until 11:45pm on Wednesday, May 11, 2022.

6) **University Council and Commission Updates**
   - Due to the lack of time, no updates were shared regarding the April 18, 2022 University Council Meeting. For those interested, official minutes from that meeting can be found here: https://governance.vt.edu/assets/cnl_uc_mins_04-18-2022.pdf

7) **Undergraduate Student Senate (USS) Update**
   - Caroline Lohr shared USS took a vote to propose a referendum to the undergraduate student body.
   - She shared that USS plans to change their election process from fall to the spring semester.
   - Since they will need to have some sort of fall election, cabinet members, along with those seats that would not be filled, will be running.
   - In addition, if a senator, director, or assistant director wants to stay, they will have the opportunity to do so.
   - Lastly, Caroline encouraged members who had time, to please vote "yes", or "no" on the referendum sent out to all undergraduates.

8) **Adjournment**
   There being no further business, a motion was made to adjourn the meeting at 5:17pm.

Budget Boards, Proposed 2022-2023 Appropriations Strategy			

Funding Available			*Description*
University Budget Office Allocation	$1,165,595.00		Amount given to SBB from the Budget Office (reflective of 5% cut for FY 23).
Carryover for 22-23	$485,816.54		Large amounts of unused funds due to COVID in FY21 which are rolling over. Generally, the Board uses $120,000 in known carryover each year. From this carryover in FY22 we were able to fund AV access for orgs in Johnston Student Center, printing for organizations in The Source, additional money for organizaitons needing accomodations, and additional funds for general student organization programs and expenses.
Pull Backs	$80,143.44		Amount Pulled Back from organizations or unused funds throughout the year As of 4/8/2022 L.M. Pullback report - GSBB $12,116.23 - SBB $43,027.21 - Accomodation Funding $25,000 (original $30,000 has not been used)
Total Funds Available	$1,731,554.98		

22-23 Appropriations			*Description*
The Source	($15,000.00)		Funding for Operations for The Source.
Accommodation Request Expenses	($10,000.00)		Funding Appropriated for expenses related to Accommodations for student organization use.
Student Legal Services Contract	($77,000.00)		Contract for SLS Attorney Diana Miller for grad, undergrad, and student org support.
UCSO Annual Funding Allocation	($854,845.73)		$796, 881.60 Allocated through Annual Funding process in Spring 2021. Portion of unused funds from COVID allows for this appropriation

RSO/USLP Funding (Appropriations and GSBB)	($700,000.00)		Traditionally $600,000. With additional unused funds due to COVID is the $100,000 increase.
			Breakdown between USS and GSBB
			   - $91,000-- GSBB (13% of RSO)
			   - $609,000-- USS (87% of RSO)
			
			25% of total allocation pot ($700,000) will be used for conference and competitions.
			- 15% to competitions
			- 10% to conferences
			Continue to disseminate funding widely and allow for funds to be spent on programming.
			The total RSO/USLP Funding Allocation will be split 50/50 between Fall and Spring.

UCSO Contingency Funding	($25,000.00)		Used for unforeseen expenses for UCSOs that may come up throughout the year.
Total 2022-2023 Approriations	($1,681,845.73)		
Total Remaining	$49,709.25		Expected to increase based on additional pullbacks and unused funds throughout the year

Virginia Tech
USS Appropriations Committee~~Student Budget Board~~
Registered Student Organizations (RSO) and University Student Life Programs (USLP)

Funding Policies & Procedures

Table of Contents

Part I: Policy

ARTICLE I:
SECTION I:

<div align="center"><u>**MISSION**</u></div>

The ~~Student Budget Board (SBB)~~USS Appropriations Committee is a standing committee of the ~~Commission of Student Affairs (CSA)~~Undergraduate Student Senate (USS). The Appropriations Committee ~~The board~~ manages the allocation process of a portion of the student activities fee to University Chartered Student Organizations (UCSO), Registered Student Organizations (RSO), and University Student Life Programs (USLP) alongside the Graduate Student Budget Board (GSBB). ~~SBB~~ USS Appropriations is a policy board that strives to fund organizations in a fair and equitable manner. Funds allocated through ~~SBB~~ the Appropriations are meant to enrich the experiences and exposure of the student body ~~(both undergraduate and graduate)~~ during their time at Virginia Tech.

SECTION II:

<div align="center"><u>**SUPPORTING STATEMENTS**</u></div>

The views and opinions expressed by organizations that are funded through the ~~Student Budget Board~~USS Appropriations Committee do not reflect any official policy, stance, or position of the ~~Board~~ Committee or USS and are solely the opinions, viewpoints, or reflections of that specific organization.

Given that students, attending the Roanoke campus pay the Blacksburg Campus student activity fee, organizations functioning at that campus are eligible for ~~Budget Board~~ Appropriations funds. Throughout the document if the Blacksburg campus community is named, the Roanoke campus community is the equivalent location for student organizations that are at the Roanoke campus.

~~SECTION III:~~
~~COMMISSION ON STUDENT AFFAIRS &~~ Appropriations~~STUDENT BUDGET BOARD PURPOSE~~

~~The Commission on Student Affairs is one of the standing committees of the University Council and serves as an integral part of Virginia Tech's university governance structure. Each Commission reports to the University Council.~~

~~The specific charge and additional information about the Commission on Student Affairs can be found on this website: http://www.governance.vt.edu/uc_constitution_and_by-laws.html~~

~~The creation of the~~ Appropriations Committee~~Student Budget Board (SBB) was initiated, by the Commission on Student Affairs (CSA), in order to have a mechanism for reviewing and making allocation decisions to support student organization programming. The funding comes from a portion of the student activity fees, paid by each Undergraduate/Graduate student. These Policies & Procedures were approved by the CSA and any additional policy changes must also be approved by the CSA.~~

~~The~~ Appropriations Committee~~Student Budget Board is charged with the responsibility of~~

recommending to the Commission on Student Affairs, with their appropriation strategy, the amount of funds to be distributed to the student organizations for each fiscal year. Procedures for distribution shall be the responsibility of the Student Organization Accounting Office.

The ~~Student Budget Board~~Appropriations Committee serves organizations with a majority membership of undergraduate students. Organizations which have a split of graduate/professional students and undergraduate students will be considered for ~~Appropriations~~SBB funding based on organizational mission, intended audience, etc.

ARTICLE II:
SECTION I:
~~SBB~~ USS APPROPRIATIONS COMMITTEE MEMBERSHIP POLICIES

Definition
- ~~SBB~~ The USS Appropriations Committee consists of current USS Senators who have been selected to sit on this committee.
- ~~Intentional time and thought is given to who is selected for various committees within USS to ensure transparency, alignment of interests, and diversity of thought across all.~~ ~~student members selected from our UCSOs.~~
    - ~~All USCOs are required to have a seat on the Board, unless they are a part of the four Greek Councils or Class Systems, which rotate seats, every four years.~~
- ~~The student members of the SBB, must be a member of the officer board of their respective University Chartered Student Organizations (UCSO), or a designee.~~
- ~~Each organization is required to have a primary and secondary member.~~
    - ~~Both members must attend training that takes place at the beginning of the year.~~
    - ~~These are the only two individuals who can sit on SBB on behalf of their organization; otherwise, the organization must take an absence.~~
- ~~Members must be appointed by their UCSO by the end of the first week of classes each year.~~
    - ~~If there is a need to change a member, that need must be made known to the Chair and Advisor, ASAP.~~
    - ~~If this occurs at the semester change - membership must be appointed by the end of the first week of classes.~~
- ~~Should an UCSO decline membership on SBB, they forfeit the right to apply for and be awarded Annual~~ ~~Funding~~Budgeting.
    - ~~Should an organization decide they would still like to apply for funding, the Board will evaluate their situation.~~
    - ~~Should the Board deem it reasonable for the organization to apply, they may be eligible for application through RSO processes and policies.~~
- ~~Once a new UCSO is established, the start of the following academic year will commence their membership on Budget Board.~~

Responsibilities
- ~~Primary~~ Members
    - Attend and actively participate in ~~SBB~~ USS Appropriations meetings.
    - Review and present on assigned requests ahead of time.
    - ~~Pass information from SBB on to other SBB members within the organization~~

- ~~and their respective UCSO.~~
  - o Respond to any and all eVotes.
  - o Accept and complete delegated tasks from the Chair.
- ~~Secondary Members~~
  - o ~~Attend and actively participate in SBB meetings in the absence of their primary member, including all responsibilities in that capacity.~~
  - o ~~Serve as the organization's representative on Appeals Hearings.~~
- Membership Absences
  - o Absences by members of the USS Appropriations Committee at committee meetings will follow attendance procedures outlined in the USS Constitution and Bylaws.
  - o ~~Each organization is allowed two (2) absences per semester.~~
  - o ~~Excused absences including but not limited to illness, personal/family emergency, or exam scheduled during the meeting time.~~
  - o ~~Unexcused absences are at the discretion of the Chair and Vice Chair.~~
  - o ~~All absences will be reported to the president and advisor of the organization.~~
  - o ~~If a representative is more than 30 minutes late to a meeting, it will be counted as an absence for the UCSO.~~
  - o ~~Exceeded Absence Allowance~~
    - ▪ ~~If an organization has more than two (2) absences per semester, they will incur a 1% cut to the following academic year's Annual~~ ~~Funding~~ Budgeting ~~request, per absence, over the allotted two (2).~~
    - ▪ ~~Removal of an organization from SBB due to excessive absence will be considered at the discretion of SBB.~~
    - ▪ ~~A recommendation would be made to CSA; with that body having final approval on the matter.~~
    - ▪ ~~Notification will be given to the organization prior to consideration for removal.~~
    - ▪ ~~An organization that removed from SBB can submit a letter of appeal to CSA.~~
- eVotes
  - o Failure of an organization to respond to an eVote will result in one absence per eVote missed.

~~Removal of Members from SBB~~

- ~~Process for Removal~~
  - o ~~If a member of SBB is not upholding their responsibilities, they may be removed from their position.~~
  - o ~~A letter outlining detailed evidence of why the member should be removed, must be presented to the SBB Advisor.~~
    - ▪ ~~The letter may be written by other members of the Board, Vice Chair, and/or the Chair.~~
    - ▪ ~~The President and Advisor of the organization of the member up for removal will be notified that the removal process has been initiated.~~
  - o ~~At that time, the SBB Advisor will commence a review of the letter and determine if a hearing needs to take place.~~
  - o ~~If a hearing is needed, it will follow the structure for appeals.~~
    - ▪ ~~Members of the same organizations as the member up for removal cannot sit on the hearing committee.~~
- ~~If a SBB member is removed, the UCSO has two (2) weeks from date of removal to find a replacement.~~

- If a replacement is not found in 2 weeks, the organization forfeits their seat on SBB.

Voluntary Suspension of UCSO Activities
- In the event a UCSO voluntarily suspends its activities for any period of time to reorganize, they shall not be unduly penalized for this decision.
- The UCSO will forfeit any awarded funds for the duration of their voluntary suspension but will be eligible to request for funds upon their successful return, if they attend follow-up meetings with Advisors and SBB to create a plan of action for their organization.

SECTION II:
SBB USS APPROPRIATIONS CHAIR AND VICE CHAIR

Chair and Vice Chair
- The USS Appropriations Committee is chaired by the USS Vice President for Finance.
- Only student member not representing a UCSO.
- Must be a member of the board from the previous academic year, and have sat for, at minimum, one full semester.
- Is a non-voting member
- Serves from the conclusion of the final meeting in the Spring semester through the following final meeting of the Spring semester.
- Responsibilities include
  o Set agendas for the meetings
  o Facilitate and attend all meetings
  o Maintain SBB Chair email accountUSS Appropriations Email Account
  o Unbiasedly be SBB's Appropriations guide to unilaterally apply policy and precedent
  o Review Funding Workshop content
  o Hold regular office hours to meet with organizations
  o Attend university meetings as necessary
  o Coordinate appropriations Annual Budget strategy with the Advisor and Chair of GSBB
  o Meet weekly with the Aadvisor
  o Policy revisions and edits (precedent review)
  o Represent Appropriations' interests at Appeals meetings
  o Coordinate Annual Budgeting process
  o Chair:
    ▪ Delegate tasks to the Vice Chair and/or other SBB Appropriations representatives
    ▪ Coordinate with Chair of Graduate Student Budget Board eligibility criteria
    ▪ Participate on Student Organization Finance Leadership Team
  o Vice Chair:
    ▪ Support and take delegation from the Chair
    ▪ Take the place of Chair at meetings, if needed

- Election of the Chair
  o The Chair will be elected by a simple majority vote of current SBB students in February prior to their term.
  o Nominations for the Chair will be taken at the first meeting in February.
    ▪ All nominations must have a second.

- At the second meeting in February, all nominees will give a 2-minute speech that speaks to their abilities and desire to serve as Chair.
- After all speeches are heard, the Board will conduct an anonymous vote.
- Votes will be counted by the advisor and current Chair.
  - If the current Chair is re-running, another member, who is not running, will be selected to help count votes.
- The elected Chair is expected to shadow the current Chair throughout the remainder of Spring Semester.
- Removal of the Chair
  - If the Chair is not upholding their responsibilities, they may be removed from their position on SBB.
  - A letter outlining detailed evidence of why the Chair should be removed, must be presented to CSA.
    - The letter may be written by Board members, Vice Chair, and/or the Advisor.
  - At that time, CSA will commence a review of the letter and determine if a hearing needs to take place.

Vice Chair
- Responsibilities include
  - Attend all meetings
  - Support and take delegation from the Chair
  - Take the place of Chair at meetings, if needed
  - Policy revisions and edits (precedent review)
  - Represent the Board's interests at Appeals meetings
  - Coordinate Annual Budgeting process
  - Coordinate appropriations strategy with the Advisor
  - Meet weekly with the advisor
- Appointment of the Vice Chair
  - The Vice Chair is appointed by the Chair serving within the same academic year.
  - The Chair will solicit interest from members after their election in Spring semester.
  - Those who are interested must be returning to the Board the following academic year, as a representative from an UCSO.
  - If no one fits the above criteria, then interest will be solicited at the SBB training that takes place at the beginning of the fall semester.
  - The selection of the Vice Chair must be approved by a simple majority vote by the board.
  - Their term commences at the same time as the Chair, if they're selected in the Spring, or immediately upon selection and approval, if done in the Fall.
  - Individuals interested in being the Vice Chair will need to submit a letter of interest to the Chair.
  - Letters will be reviewed by the Chair and Advisor.
  - The Chair may ask for interviews with those interested, if necessary.
  - Upon review, the Chair will make a recommendation to the Board.
- Removal of the Vice Chair
  - If the Vice Chair is not upholding their responsibilities, they can be removed from their position, not the Board, by the Chair.
  - A letter can be submitted to the Chair from Board Members or the Chair may draft their own document outlining their lack of responsibility.
  - The Chair will review the letter or take their own statement to the Board for review and a vote to uphold the removal decision or deny it.

SECTION III:

~~Proxies~~
- ~~Each organization is allowed to have one proxy member.~~
- ~~A proxy member is defined as someone from within each UCSO who can vote on behalf of the organization if the appointed member is not able to attend the meeting.~~
- ~~Both the sitting member and the proxy must attend the Board training that takes place at the beginning of the year.~~
- ~~These are the only two individuals who can sit on SBB on behalf of their organization; otherwise, the organization must take an absence.~~
- ~~In case of emergency an organization can send an emergency proxy that does not hold voting power but is present, so the organization's interests are represented.~~

SECTION IV:

APPROPRIATIONS~~SBB~~ ADVISOR

- The advisor for the ~~Student Budget Board~~USS Appropriations Committee is a full time, staff member appointed through Student Engagement and Campus Life (SECL).
- The advisor is a non-voting member who works closely with the students as well as the Budget Office managers.

ARTICLE III:
SECTION I:

FUNDING CATEGORIES AND MAXIMUMS

Below are the types of funding available to each organization. All maximums outlined are per organization and per academic year (August to August). Details for maximums within line items can be found later under Funding Guidelines and Restricted Items.
Please note that you may not apply for more than one funding category per event.

Small Grant Funding
- Consists of non-event specific items or equipment that an organization uses through the year in an effort to meet their mission.
- This category will be funded up to $1,500.
- Requests must be submitted 30 days in advance of needing to purchase the equipment or spend the funds.

Operational Funding
- Consists of non-event specific expenses which helps an organization function.
- Example expenses include, but are not limited to, Insurance, Operational Supplies and Non-Event Specific Advertisements
- This category will be funded up to $1,500
- Requests must be submitted 30 days in advance of needing to purchase the items or spend the funds.

General Program Funding
- Organization's programs and events that are open to the campus community.
- This category will be funded up to $6,000.
- Funding may be spent on multiple events by the organization, but each event must be applied for individually.
- One or more contracted guests (performer, speaker, artist, etc.) whose contract fees sum up to a maximum of $~~4999~~4999.
- ~~Contract fees for this funding category are funded up to $4,999~~. Requests must be submitted 30 calendar days prior to the event.

Major Event Funding
- Organization's programs and events that are open to the campus community, are booked in a major venue on campus, and meet one or both of the two criteria.
  - Proven attendance of 1,000 or more at the event.
  - One or more contracted guests (performer, speaker, artist, etc.) whose contract fees sum to more than $5,000.
- Major venues are the GLC Auditorium, GLC Multipurpose Room, Squires Commonwealth Ballroom, Haymarket Theatre, Colonial Hall, Burruss Hall, the Drillfield, Moss Arts Center, and the Lyric Theater.
- This funding category will be funded up to $7,500.
- Requests must be submitted 60 calendar days prior to the event.
- If an organization requests funds for a Major Event and fails to meet any of the criteria stated above to be classified as a Major Event, (such as $5000 minimum in contract fees) they shall be capped for reimbursement at the General Program max of $6000 if any funds remain.

Conference Funding
- Funding costs associated with organizations attending conferences.
- Organizations must demonstrate how conference attendance:
  - Meets the organization's mission
  - Benefits the organization (not individual members)
  - Benefits the campus community
- A maximum of 2 conferences per academic year will be funded.
- Conference funding includes travel accommodations (airfare, gas, train, car rental, parking, shuttle), registration fees, and lodging only.
- Conference attendance with a purpose, or intention, of presenting on work or projects specific to, or associated with, academic progress will not be funded.
- This funding category will be funded up to $2,500
- Requests that fall under this funding category must be submitted 30 calendar days prior to the conference start date or when payment is due, whichever is first.
  - Conference schedules must also be submitted 30 calendar days prior to the conference start date.
- Given that conferences allow for a meaningful experience for our students, but do not have a wide reach, overall funding for conferences will not exceed 10% of the overall ~~SBB~~ USS Appropriations Committee RSO/USLP budget allocation.
  - Once 10% of the budget is allocated, organizations can continue to apply, and requests will be given consideration based on their application date and if funding is returned from other organizations.
  - This 10% portion of the budget will be split into allocations for conferences

happening in the Fall and Spring semesters equally.

Competition Funding
- Funding for organizations where competitions are an integral part of the organization's functions (Sports clubs, debate teams, Model UN, etc.)
- A maximum of 4 competitions per academic year will be funded.
- Maximum of 8 students used to calculate lodging and/or transportation costs.
- Competition funding includes travel accommodations (airfare, gas, train, car rental, parking, shuttle, ride sharing), registration fees, and lodging only.
- Competition attendance with a purpose, or intention, of presenting on work or projects specific to, or associated with, academic progress will not be funded.
- This funding category will be funded up to $6,500.
- Requests that fall under this funding category must be submitted 30 calendar days prior to the competition start date, or when payment is due, whichever is first.
    - o Competition schedules must also be submitted 30 calendar days prior to the competition state date.
- Given that competitions allow for a meaningful experience for our students, but do not have a wide reach, overall funding for competitions will not exceed 15% of the overall SBB USS Appropriations Committee RSO/USLP budget allocation.
    - o Once 15% of the budget is allocated, organizations can continue to apply, and requests will be given consideration based on their application date and if funding is returned from other organizations.
    - o This 15% portion of the budget will be split into allocations for competitions happening in the Fall and Spring semesters equally.

ARTICLE IV:
SECTION I:
FUNDING GUIDELINES AND RESTRICTED ITEMS

Academic and Administrative Programs
- Programs and activities normally considered under the University's academic and/or administrative budget will not be considered for funding.
- Organizations whose members receive academic credit for participating in organizational activity are prohibited from petitioning for funds.
- USS AppropriationsThe board will not fund for a speaker to teach individual classes for academic credit.

Accommodations
- All events funded by Student Budget Boardthe USS Appropriations Committee must include an accommodations statement on all marketing and advertisement materials for events.
    - o Marketing and advertisement materials include posters, flyers, social media posts, etc.
- Paid accommodations are fundable through SBBthe USS Appropriations Committee
    - o Accommodations include ASL interpreters, CART services, etc.

Alcohol/Alcohol Licenses
- Alcoholic beverages and licenses for events involving alcohol will not be funded.
    - o This includes insurance costs relating to the service and/or presence of alcohol at

events.

- Events with alcohol or held at locations where alcohol is actively being served will not be considered for funding.

Application for Production or Event Services Rentals

- If you have a need for Production Services, please put one line item labeled "Production" that is inclusive of all charges associated with Production.
  - o Production Services includes rentals and labor.
  - o As stated in policy, recordings will not be funded unless explicit approval is given.
- If you have a need for Event Services, please put one line item labeled "Event Services" that is inclusive of all charges associated with Event Services.
  - o Event Services may include, but is not limited to tables, chairs, early/late access to buildings, and cleaning fees.
- Live streaming may be funded if integral to the event and not used for memorabilia purposes. Requests for live streaming will be closely examined.
  - o Live Streaming costs will be funded at a maximum of $1000.
- The USS Appropriations Committee The Board will consider requests for Photography/Videography not using Virginia Tech Production Services.
  - o Justification including a convincing argument as to why Production Services cannot meet the organization's needs and a detailed cost-benefit analysis showcasing savings by using a different entity must be provided.

Awards

- Awards, plaques, certificates, trophies, and prizes will not be funded.

Campus Campaigns

- Election campaigns for individuals/organizations will not be funded.

Contract/Honoraria

- Payment of honoraria and contractual services from Budget Board Appropriations Committee funds may be subject to hiring and payroll regulations of the University.
  - o SBB Appropriations will not fund contract payments or honoraria to employees of Virginia Tech.
- The board Appropriations Committee must know who the contracted guest is before funds will be allocated.
  - o Appropriations does not judge the content, we only verify that bringing the guest aligns with the mission of the organization.
  - o SBB Appropriations will not fund contract payments, honoraria, or any costs related to the travel and lodging of students from other universities to come to Virginia Tech.
- If the organization enters into a verbal or written contract without the appropriate funding approval, the organization will be responsible for payment.
- Please note that contracts or agreements entered into on behalf of an RSO/USLP are the sole responsibility of the individual or the organization. Virginia Tech holds no responsibility with RSO/USLP contracts or agreements.
- It is strongly encouraged that before an RSO/USLP enters any sort of agreement or contract, they **consult with Student Legal Services in Squires 143.**
  - o No pre-payments including, but not limited to, security deposits will be

> funded.

- Requests for travel, lodging and meal amounts, in support of contracted guests whether there is an actual payment for a contract/honoraria, may be requested by the organization.
- The following maximums are set for per contracted performer
  - o Maximum $500 for airfare per contracted guest
  - o Maximum $100 on night of event for lodging
  - o Maximum $28 30 total for meals (not including alcohol) on day of event
  - o Fees for rental vehicles will be funded up to $35 per day
  - o $0.29 per mile for gas reimbursement for private vehicle or rental cost of guest (Value is based on 50% of the Federal 2016 2022 Standard Mileage Rates for Business listed on IRS.gov – It is at the discretion of the board committee with considerations of SBB's USS Appropriations Committee's available funds to decide whether to adjust this value.)
- Travel, lodging, and meals for support staff for performers (managers, agents, entourage, etc.) will not be funded.
- All-Inclusive contracts/honoraria
  - o All-Inclusive contracts are contracts that include travel, lodging, and meals in a blanket cost for the guest.
  - o They are required for Semester-in-Advance funding
  - o They are strongly encouraged for all other requests.
  - o All contracts must be paid directly from SBB the Appropriations Committee to the contracted performer.
  - o Reimbursements to the organization will not be funded.

Decorations
- Decorations are defined as single-use, non-reusable items specific to an organization event or program
- Decorations are capped at 20% of the total amount requested for the event or and sum up to no more than $300 per event, whichever is lower.
- If choosing to create handcrafted decorations, Supplies related to the creation of a decoration will only be considered if the premade decoration is not available. A additional justification must be provided as to why the supplies are needed to create the decoration.

Dues
- Individual or organizational membership dues are not funded.

Employment
- Costs of employment will not be funded.
- Student employment will not be funded unless they are being paid as part of a department within the university.
  - o For example: A student working as a Production Technician can be paid. A student working as a DJ or a private contractor cannot be paid.
- Payment of services for performances to other students and/or organizations will not be funded.

Equipment, Large Line Items, and Similar Purchases
- Requests for funding of equipment will be closely examined.

- Equipment is any item with the potential to be used more than once in its lifespan and with a lifespan of more than three years.
  - Items that are not equipment may be considered, at the discretion of the ~~Appropriations Committee~~Board.
- Requests must be well-developed and supported by the following documentation:
  - Justification, with a convincing argument for the necessity of the purchase.
  - Detailed understanding of what equipment will be used for and how it will be utilized by the organization.
  - Price quotations by at least three (3) vendors for any single item $150 or more
    - Rental or contract services provided or arranged by university vendors and contracts (theater/speaker/performer) are exempt from this provision.
    - Insurance is exempt from this provision (please see Insurance section).
  - If an item is less than $150, please be sure to find the least expensive option.
  - If you are purchasing an item versus renting it, a cost-benefit analysis is required to reflect savings to be achieved by the purchase.
  - Food service supplies are not considered under equipment or decorations (please see Food and Beverages).
- A storage location for the equipment must exist.
  - Organizations are expected to keep their equipment with from year to year.
  - Costs associated with non-item specific ~~general purpose~~ storage of equipment will not be funded. (e.g. general storage bin)
- Items must be organization specific and not accessible for rental through the university's vendors.
  - If an item is accessible through the university's vendors, but purchasing is still desired, a cost-benefit analysis and significant justification must be presented for funding consideration.
- Equipment repair is categorized within the Small Grant funding category.
- If an organization is funded for equipment, it cannot be funded for the same, or similar piece of equipment, for 3 years following.
  - For example: If your organization was funded in 2021~~0~~-2022~~1~~, you would be eligible for the same equipment again in 2024~~3~~-2025~~4~~.
  - Items can be requested within a three year lifespan if the item becomes unsafe or is no longer functional
    - o Additional justification is required when submitting this request and will be considered by Appropriations ~~the board~~ with a detailed explanation as to why an item is being requested.
- ~~SBB~~ The Appropriations Committee will examine the purpose, type, size, and scope of an event when awarding decoration-related funding.~~.~~
- USS Appropriations ~~The Board~~ recognizes pricing changes may occur between the award of funds and the actual purchase date for certain types of equipment.
  - A purchase of upgraded equipment that does not exceed the original funding proposal does not require any further action from the organization.
  - However, a letter of justification and prior ~~Board~~ Appropriations Committee approval are required for the purchase of upgraded equipment that results in additional costs, unless the organization will pay the additional out of non-~~SBB~~ USS Appropriations funds.

Financial Aid and Scholarships
- Tuition assistance in the form of financial aid, scholarships, assistantships, internships, externships, and similar assistance models will not be funded.

● Tutoring expenses will also not be funded.

Fines and Penalties
● Costs incurred from violations of, or failure to comply with, federal, state, local, or foreign laws or restrictions will not be funded.
● Fines and penalties incurred by late payments or other acts of non-compliance with contractors and others will not be funded.

Food and Beverage
● Food service charges, supplies, food, and beverages will not be funded, unless they are a core part of a cultural event, or food items that are being used for an educational demonstration (i.e. a cooking demonstration by the Cooking Club).
● Cultural tastings and demonstration supplies can be funded up to $100 per event.
● Food service supplies for cultural tastings and/or educational demonstration can be funded up to $15 per event of the total $100 cap.
● Food and non-alcoholic beverages consumed by a visiting lecturer, entertainer, or guest of an organization will be funded at up to $3028.00 per individual on the day of the event only.
● Full course meals will not be funded.
● If an organization is planning to have SBB USS Appropriations pay an invoice directly to a vendor to cover food costs, food must be purchased through America To Go. This does not apply to non-prepared food items purchased at a grocery store.
  o Prior approval will need to be received from USS Appropriations the board for any exceptions.

Fundraising, Philanthropies, Benefits, & Charities
● The costs associated with charitable events may be fundable.
  o If any organization is hosting a philanthropy, benefit, or similar type of event, costs associated with the event, may be funded.
  o The event must be an activity open to the Blacksburg campus community that is participatory in nature.
● Allocated funds from SBB the Appropriations Committee cannot go directly to charities, benefits, third parties, etc.
● Organizations can host events that may result in generated money.

Games
● Games will not be funded, unless it is a core part of the organization's mission (i.e. a videogame club requesting a videogame)

Games
● SBB will fund online activities for organizations that encourage building of community (i.e. Jackbox games) to be used at events open to the campus community
  o Games should be requested under the Small Grant Funding category.
  o Each request will be considered based on the size and scope of the organization.
  o Organizations must showcase how games will be stored from year to year.
  o Requests for digital games must provide a description how ownership will be kept in the organization and not with an individual member.
  o Games cannot be requested again within a three (3) year period.

Giveaways

- Promotional items that are event or organization specific will not be funded.

Health & Safety
- All events funded by ~~SBB~~ must abide by the university's health and safety guidelines.
  o When using venues either on/off-campus, organizations must adhere to capacity limits set forth by the university or the off-campus venue.
- ~~SBB~~ USS Appropriations has created Personal Protective Equipment (PPE) kits to be used by organizations for events; these can be requested from the front desk of Squires Student Center. When hosting events on-campus please indicate your request of PPE kits when making your space reservation.
  o ~~SBB~~ The Appropriations Committee will not fund any PPE that is listed as a line item in a funding request.

Installment Funding
- ~~SBB~~ The Appropriations Committee will not consider a funding scenario that would incrementally set aside funds over several consecutive payments to fund a single program.
- Funding for security deposits/refundable charges will not be allocated through ~~SBB~~the Appropriations Committee.

Intramural Fees
- Registration fees for intramurals will not be funded.

Insurance
- ~~SBB will fund~~ Ggeneral liability insurance (GLI) for organizations will be funded.
  o GLI is defined as a policy that comprehensively covers an organization for activities they are hosting which fit within the parameters of ~~SBB~~ Appropriations funding.
  o Insurance coverage for individual members of the organization will not be funded. This includes but is not limited to accident insurance.
- Costs associated with adding additional insured individuals/entities outside of those required by the university will not be funded.
- One quote must be provided for insurance funding requests.
  o Insurance requests are exempt from the "Equipment, Large Line Items and Similar Purchases" stipulation.
- General liability insurance must be requested under the Operational funding category.
- If ~~the Board~~ the Appropriations Committee feels that the quote is higher than average, they may ask for a second quote to be provided before rendering a decision.
- Vehicle insurance will not be funded.

Memorabilia
- Yearbook pages, photo albums, videos, or photography of the event, and similar memorabilia will not be funded since they have intrinsic value for only the organization and not the broader campus community.
  o Recordings of performances and concerts will not be funded.
  o Electronic versions will also not be funded.
  o Costs associated with producing electronic versions will also not be funded.
  o ~~Recording of performances will not be funded.~~

17

- This includes photography/videography services, and any costs associated with them, unless deemed an integral part of the event itself.

Off-Campus Events
- ~~SBB will consider~~ Ffunding for off campus events will be considered if…
  o facilities are unavailable on campus and/or
  o facilities prove inadequate for the event.
- If an organization is applying to host an event off-campus the event location must be within Blacksburg town limits and accessible by the Blacksburg Transit.
  o If the event is being sponsored by an organization at the Roanoke campus, the events must be within 5 miles of the Virginia Tech Carilion Research Institute. Student organizations based at the Blacksburg campus may not receive funding for events at the Roanoke campus.
- When applying for funding, justification must be given as to the needs for hosting the event off-campus vs. on-campus.
- If an organization is requesting a space reservation fee, even if the event is free to students, a cost-benefit analysis (of the event being hosted off-campus vs. on-campus) must be submitted along with the request.

Operational Supplies
- Operation supplies are any items with the potential to be used more than once in its lifespan and with having an expected lifespan of less than 3 years
- Operational supplies must be integral to an organization fulfilling its mission in order to be funded
  o General office supplies will not be considered.
- Requests must be well-developed and supported by the following documentation:
  o Justification, with a convincing argument for the necessity of the purchase.
  o Detailed understanding of what operational supplies will be used for and how it will be utilized by the organization.
  o Price quotations by at least three (3) vendors for any single item $150 or more
    ▪ Insurance is exempt from this provision (please see Insurance section).
  o Food service supplies are not considered under operational supplies or decorations (please see Food and Beverages).
- A storage location for the operational supplies must exist.
  o Costs associated with storage of operational supplies will not be funded.
- Items must be organization specific and not accessible for rental through the university's vendors.
- If an item is accessible through the university's vendors, but purchasing is still desired, a cost-benefit analysis and significant justification must be presented for funding consideration.

Organization Retreats
- Workshops, orientations, and similar type of events will not be funded unless open to all of the campus community.

Personal Financial Gain
- Organizations will not be funded for programs and activities that result in financial gain for individual members.
- This includes…

- o conference attendance for the purpose of obtaining a job or internship.
- o conferences where a networking event/series or career fair make up more than 25% of the conference schedule.
- o requesting equipment that will be used for personal profit.

Practice Rentals
- Rental fees for on-campus practice rooms and other spaces reservable through Rec Sports (ex. McComas, War Memorial, Rec Fields, Field House) for, organizations that are performance or competition based, will be funded up to $600 per year.
  - o 25% of practice hours must be open to the campus community and posted as an event on GobblerConnect.
- Costs associated with Dress Rehearsals, including room rental fees, production and/or event services, will not be funded.

Printing or Copying Material
- For print-related advertising (flyers, posters, table cards) organizations will be funded up to $100 per event (please see "Publicity and Advertising" below).
  - o ~~SBB may examine the~~The type/size of an event when awarding print-related funding will be considered~~.~~
- Printing of programs for events will be funded up to $0.14 per copy.
- Printing or publishing organization-specific material (agendas, minutes, recruiting, newsletters, etc.) will not be funded.
- Non-event specific advertising will be funded up to $100 per year
  - o Must be funded under the Operational funding category
- Banners (professionally made) will be funded up to the following amounts:
  - o $100 per ~~year~~banner
  - o $25 for reprinting per ~~year~~banner
  - o Banners will only be funded for general organization logos/information and may not be event or date specific.
  - o Banners must be funded under the Operational funding category

Publicity and Advertising
- ~~The Board~~ The Committee will consider the percentage of costs related to publicity and advertising.
  - o Expenses should be realistically developed within the type/size of the event.
- No more than twenty percent (20%) of an overall program cost will be awarded for publicity and advertising costs.
  - o If 20% of the overall program cost is larger than the maximums listed below, then the organization will be limited at those maximums.
- For social media-related advertising (Facebook, Instagram, Snapchat), organizations will be funded up to $75 per event.
- Publicity funding will be considered for media that directly focuses on currently enrolled students at the Blacksburg/Roanoke campuses.
- CD's for promotional use will not be funded.

Recruitment
- All costs associated with recruitment will not be funded.

Room Rental Fees

- Room Rental fees will not be funded unless the event is free to students.
  - o Please see the "Off-Campus Events" for provisions regarding events off-campus.
  - o Please see the "Practice Rentals" for provisions regarding practices/rehearsals.

Security and House Management Costs

- Required security costs and payments will be managed directly through VTPD, Rhino, and Student Engagement and Campus Life (SECL) and are not funded by USS Appropriations .
- If an event is off-campus or contains alcohol, the organization will be responsible for these costs.
- Organizations my request funds for events requiring House Management staff, when the event itself qualifies for funding and the organization is ultimately billed directly for these charges.
- Definitions
  - o Security
    - Rhino Staff members who are present at events to: provide services such as bag checks, crowd control, administer wrist bands, etc.
  - o House Management
    - Rhino Staff members who are present at events to: provide assistance in an evacuation, provide directions, parking attendants, tear tickets, etc.

Student Travel and Lodging for Conferences and Competitions

- Expenses incurred by students engaged in travel for conferences and competitions will be limited to costs of transportation, lodging, and registration fees.
- SBB will follow university University guidelines and policies will be followed related to funding of travel
- Funding for attendees at conferences will be limited to four members of the organization who are participating in the event.
- Funding for attendees at competitions will be limited to eight members of the organization who are participating in the event.
- Costs of meals will not be funded.
- International travel is not funded
- Expenses incurred by faculty/staff will not be funded.
- Expenses incurred by an individual who is not a VT student will not be funded.
- SBB Appropriations funding decisions will follow university travel guidelines regarding the funding of travel.

Transportation
  - The travel location must be known before the Board The Appropriations Committee will approve funding.
  - The Board The Appropriations Committee will fund vehicle rental costs and gas mileage reimbursement.
    - o A maximum of 7 6 days will be funded for vehicle rental costs
  - The use of private/rented vehicles may be reimbursed at $0.29 per mile.
    - o One vehicle may be reimbursed for 1-4 students traveling. Two vehicles may be reimbursed for 4-8 students traveling.
    - o Fees for rental vehicles will be maxed at $35 per day for use by 1-4 students traveling.

- ▪ If there are more than 4 students, costs for an additional vehicle may be allocated at a maximum of $70 per day for two vehicles and a maximum of 8 students.
- Airfare and train fare may be funded up to $250 per student and at no more than $1000 per year per organization.
- Parking and shuttle (including ride-share) costs will be funded up to $20 per day.

Lodging
- Lodging for student travel will be funded up to $50 per night per student for a maximum of four students for conferences and eight students for competitions.
- Lodging requests per organization must not exceed a maximum of six nights during the academic year.
- Organizations are encouraged to make reasonable requests based on comparative lodging costs or alternative lodging options.

Registration Fees
- Conference registration fees will be funded up to $250 per student per conference with a maximum of four (4) students per in person conference and a maximum of two (2) conferences per academic year.
  - ▪ There is no limit to the number of members that can attend a virtual conference or competition
- Competition and conference registration fees will be funded up to $2000 per year per organization.

Target Audience
- Events, on-campus conferences/competitions must include the majority participation of VT students and be for the benefit of those students.
  - ○ On-campus conferences or competitions with the primary intention of hosting the event for outside groups, or students from other colleges, will not be funded.

Taxes
- ~~SBB will fund~~ Ssales tax will be funded as needed, but this must be included in the original request for funds
- ~~SBB will not fund~~ Ssales tax will not be funded if it is requested after approval, in excess of the amount the group was approved for.

Telephones
- Telephone expenses are non-fundable.

Towing Services
- Towing will never be funded in any capacity.

Wearing Apparel
~~SBB will consider~~ Ffunding of wearing apparel will be considered under the following conditions:
- All items funded must remain with the organization, may not become the property of individuals, and must have a storage location. (See requirements under Equipment)

- All items funded must be used in organizational programs and activity and not used for private wear.
- Wearing apparel intended for purposes of advertising the organization, such as T-shirts, will not be funded.
- Rentals are strongly encouraged for cultural shows and performance organizations.
- Graduation cords and stoles will not be funded.
- ~~SBB will only fund one set of costumes per organization per year.~~
  - ~~If it is for a specific event, please apply under the General Program category.~~
  - ~~If the costumes are for general use for the year, please apply under the Small Grant category.~~
- Requests for uniforms will be funded only for ~~competition based~~ competition-based organizations if required to compete. ~~deemed integral to fulfilling the organizations mission.~~

Wearing Costumes
~~SBB~~ USS Appropriations will consider funding under the following conditions:
- All items funded must remain with the organization, may not become the property of individuals, and must have a storage location. (See requirements under Equipment)
- All items funded must be used in organizational programs and activity and not used for private wear.

~~SBB~~ USS Appropriations will only fund one set of costumes per organization per year.
- Costumes are defined as clothes worn by an individual in attempt to appear as a different person, period, place, or thing. Costumes are not considered items that may be worn in a casual, everyday settings (examples, jeans, t-shirts, athletic wear, sweatshirts, undergarments, leggings, etc.).
- Supplies related to the creation of a costume will only be considered if the premade costume is not available. Additional justification must be provided as to why the supplies are needed to create the costume
- Rentals are strongly encouraged for cultural shows and performance organizations.
- If it is for a specific event, please apply under the General Program category.
- If the costumes are for general use for the year, please apply under the Small Grant category.

Website Services
- Registration and maintenance of domain names for organization websites or webmaster services will not be funded.

SECTION II:
CHANGING POLICY

- In order to amend any items disclosed in this policy document, approval for changes must be made through a majority vote of the CSA.

Part II: Procedure

ARTICLE I:
SECTION I:
SBB MEETING PROCEDURES

Frequency of Meetings
- ~~The Board~~ The Appropriations Committee meets once per week during the Fall and Spring semesters.
- Extra meetings may be held if needed and can be called by the Chair.
- The ~~SBB~~ Appropriations Committee typically meets beginning the third week of the Fall semester and second week of the Spring semester.
- The last meeting of each semester is the week prior to the last day of classes.

Quorum
- Quorum is needed for each ~~SBB~~ Appropriations meeting in order to vote on requests.
- Quorum is any number of members above 50 percent of voting members.

Urgent Summer Decisions
- The ~~Board~~ Appropriations Committee will appoint three members from the previous year to a summer committee, along with the Chair for the following year, in order to make decisions on questions presented by organizations over the summer.
- All four of these members are "on call" for the entire summer.
- The three members are the primary voters.

ARTICLE II:
SECTION I:
FUNDING PROCEDURES FOR RSO & USLP FUNDING

Expectations for Organizations
~~SBB~~ The Appropriations Committee has expectations for student organizations that apply for funds. These expectations are outlined below.
- Reasonable and justified funding requests
- Programs, events, and travel that align with the organization's mission
- Everything that the organization does helps to achieve their mission.
- Fiscal integrity and prudent use of funds
- Diverse programing that engages and educates the community
- Abide by all ~~SBB~~ Appropriations Committee deadlines
If a request does not meet these expectations, it may be denied funding. ~~by SBB~~.

SECTION II:
GUIDELINES FOR STUDENT ORGANIZATION ADVISORS

- ~~SBB~~ The Appropriations Committee acknowledges that student organization advisors play a crucial role in the support/advisement of student organizations and their leaders. However, that role should be focused on supporting, not completing work on behalf of the organization.
- Student organization advisors may not do the following:
  o Submit funding applications on behalf of the organization.
  o Serve as the primary contact for an organization on a request.

- o Complete reimbursement paperwork on behalf of the organization.
- o Communicate with ~~SBB~~ Appropriations about the organizations request without involvement from a student leader.
- Advisors may help student leaders navigate these processes, but they are unable to complete the processes themselves.

SECTION III:
<u>FUNDING APPLICATION REQUIREMENTS</u>

In order to apply for funding from the USS Appropriations Committee ~~Student Budget Board~~ your organization must meet the following criteria:
- Be registered with Student Engagement and Campus Life (SECL)
  - o For returning organizations, you must be fully re-registered with SECL by 5 PM on the Friday of the 4th week of the semester.
  - o For new organizations, you must be fully registered following SECL procedures.
- Attend a Funding Workshop
  - o Each individual who is submitting a funding request must have taken the Funding Workshop in the outlined format.
  - o The format, details, and list of workshops will be available on the SECL website. If both of these are not completed, your organization will be ineligible to apply for funding for the entire academic year.
- If your organization received Semester-in-Advance funding in the spring semester of the previous academic year, your organization must adhere to these requirements, or your allocated funds will be forfeited.
- If your organization falls out of good standing with the university, your funds will be revoked and/or you will not be eligible for reimbursement.
  - o Good standing is defined as meeting registration and on-going student organization requirements through SECL.
- ~~SBB~~ The Appropriations Committee will provide the forms for organizations to apply for funding.
- Forms must be filled out correctly and submitted by the deadlines outlined below for a request to be considered.
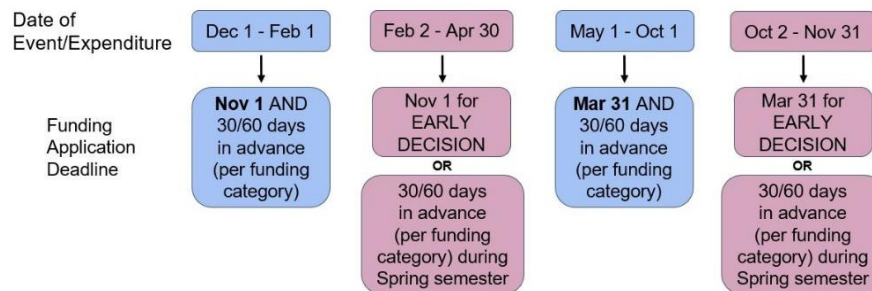
SECTION IV:
<u>DEADLINES FOR SUBMISSION</u>

- Each funding category has a submission deadline requirement:
  - o Small Grant, General Programming, Operational, Conference and Competition Funding
    - ▪ 30 calendar days from the date of the event or the date that the money needs to be spent.
  - o Major Event Funding
    - ▪ 60 calendar days from the date of the event.
  - o If the funding request does not come in prior to that deadline, the Appropriations Committee ~~the board~~ will not consider funding for that request, and it will be automatically denied.
  - o If you do not have the exact cost ready for submission by the deadline, you may use estimated costs based off of past years or reasonable expectations.

TYPE	DEADLINE
Small Grant Funding	30 calendar days
General Program Funding	30 calendar days
Operational Funding	30 calendar days
Conference Funding	30 calendar days
Competition Funding	30 calendar days
Major Event Funding	60 calendar days
Submission of Payment Documentation (event specific)	5 days after receiving all bills~~receipts~~/invoices and Prior to 15~~45~~ calendar days after the date of the event
Accommodations Invoice/Bill	Within 7 calendar days of receiving invoice/bill
Purchase and Submission of Payment Documentation of Non-Event Specific Equipment	Prior to 45 calendar days after receiving award notification
Appeals	14 calendar days from the date of award notification

- Calendar Dates for Funding Application Deadlines
  - See the flowchart below for calendar dates deadlines throughout the year.
- Break Periods
  - The Appropriations Committee ~~SBB~~ does not meet over Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Summer Break.
  - Please know that this affects requests that will be heard.
- Early Decision
  - These deadlines must be met in order for a request to be heard during the semester it is submitted.
  - If your organization misses the early decision deadline your request will not be heard until the following semester.

Date of Event/Expenditure	Dec 1 - Feb 1	Feb 2 - Apr 30	May 1 - Oct 1	Oct 2 - Nov 31
Funding Application Deadline	**Nov 1** AND 30/60 days in advance (per funding category)	Nov 1 for EARLY DECISION **OR** 30/60 days in advance (per funding category) during Spring semester	**Mar 31** AND 30/60 days in advance (per funding category)	Mar 31 for EARLY DECISION **OR** 30/60 days in advance (per funding category) during Spring semester

SECTION V:

COLLABORATIVE EVENTS

- ~~SBB~~ USS Appropriations encourages collaboration between organizations for events. Collaborations are crucial to help with the success of events as well as allowing for programs to reach a broader audience.
- Collaborations between two or more organizations must meet the mission of both

organizations and be an active collaboration*

> *SBB USS Appropriations Committee defines active collaboration as involvement from members of all involved organizations in the creation, planning, and execution of the program and may include financial contribution from all parties involved.

- If you are collaborating on an event, each organization must apply for their own funding for the event.

SECTION VI:

HOW REQUESTS ARE HEARD

- Requests are heard in the order they are received.
  - o Semester-in-Advance Requests are held and all heard at the same time. They will be heard in the order submitted.
- SBB The Appropriations Committee meets once per week and every effort is made to hear funding requests as quickly as possible.
  - o Please note that there are over 800 organizations on campus. The earlier your organization submits their funding request the more time they will have to plan for their event.
- SBB The Appropriations Committee makes their funding decision based on:
  - o How the funding request helps the organization meet its mission
  - o If the request follows funding policies and precedents
  - o If the target audience is currently enrolled VT students
  - o How well justified and estimated the funding request is with appropriate supporting documentation
- SBB The Appropriations Committee reserves the right to a) ask for additional clarity if needed or b) meet with organizations before awarding funding.
  - o If the organization is sent an email seeking clarity on a request, they have one week (7 calendar days) from the date the email is sent, to respond.
    - ▪ If a response is not given within 7 calendar days, the request will be voted on with the information, or lack thereof, provided.
  - o If the organization is asked to meet with the Appropriations Committee the Board, the organization will be notified of the date and time.
    - ▪ If a representative of the organization is not present, the request will be voted on with information, or lack thereof, provided.

SECTION VII:

APPROVED FUNDS

- Once a request is approved, the organization will be notified of what the board Appropriations Committee approved in their request.
- The organization is approved for ONLY what is on the request and award letter.
- If requesting funds for a program, organizations must put their program/event on their GobblerConnect page a minimum of 15 days prior to the event, with an accommodations statement.
  - o If 15 days does not exist between approval and the event, the organization must create the event ASAP.
  - o If this does not happen, the organization would lose funding for that event.

- o This does not apply to conference or competition funding.
- If funds are spent outside of what was approved and/or the amount approved, the organization will be solely responsible for paying those expenditures.

Retroactive Funding
- Organizations cannot be reimbursed for payments made prior to funding approval.
- All payments must take place after approval from the Appropriations Committee.~~the board~~.
- If payments are made prior to ~~SBB~~ approval, the organization is solely responsible for paying those expenditures.

Change of Event Information and Reallocations
- Organizations are required to seek ~~SBB~~ the Appropriations Committee's approval for reallocation of funds if there is a change in previously approved funds and/or events and/or dates.
- Reallocation requests must be submitted no less than 7 calendar days prior to the event or expense. The approval of the reallocation must be received prior to the expenditure of the requested funds or prior to the event, whichever is first.
- This request to reallocate is done by emailing appropriations@vt.edu ~~budgetboard@vt.edu~~a.
- The email should include which line item(s) and amount(s), from the original request and identify what line item(s) the reallocation is being requested for.
- The email should also include a statement explaining the reason for the reallocation.
- Reallocation may only occur within the singular event originally requested. Funds cannot be reallocated between separate events, nor can they be reallocated to a new event.
  - o Examples that can be approved:
    - ▪ Your organization is approved for a speaker and that person is no longer available, but you are bringing another speaker.
    - ▪ Your organization was approved for airfare for a speaker, but they have decided to drive instead.
- Reallocations and/or changes concerning the following can be made at the discretion of the Chair + 2 additional ~~SBB~~ Appropriations Committee members.
  - o Change of date/time.
  - o Change of location.
  - o Reallocation of funds from line items to already approved line items.
- Reallocations and/or changes concerning the following will require review and vote from the entirety of ~~SBB~~ the Appropriations Committee:
  - o Significant changes to the content/programming of the request.
  - o Reallocation of funds from line items to new line items.
  - o Any additional change that may come forward, not previously outlined in policy.

ARTICLE III:
SECTION I:

PAYMENT AND REIMBURSEMENTS

- There are several documents that must completed and via GobblerConnect before a check request can be forwarded to the Controller's Office.

- Approved funds are <u>only</u> dispersed through Direct Pay/Invoice or reimbursement.
- Submitting an invoice and/or contract for a direct payment is the preferred method of utilizing the funding.
- If the invoice or charge is more than what was approved through ~~SBB~~the Appropriations Committee, the organization is responsible for paying the remainder of the costs.
- Contracted speakers, guests and artists must be paid directly through the university, not through student organizations or their members. Other purchases from outside vendors (such as supplies, equipment, etc.) may be purchased by the student organization, provided they have received pre-approval to purchase and submit proper receipts and documentation for the purchase in order to receive reimbursement.

Deadline for Payment
- Organizations are required to submit the payment documentation, direct pay vendor invoice, contract, or reimbursement receipts and payment verification electronically.
  - All necessary signatures must be completed on Payment Processing Forms.
- If the payment documentation is not turned in within <u>5 days after receiving all receipts/invoices and </u>45 days, the organization forfeits the right to be reimbursed and those funds will revert back to ~~SBB~~the Appropriations Committee.
- All reimbursement paperwork for the same event/expenditure/conference/competition must be turned in at the same time.
  - For example - If your organization is being reimbursed for a conference, reimbursement paperwork for all individuals who need to be reimbursed, and any additional payments made, must be turned in together.
  - **This does not include payments for contracts and vendors that are needed ahead of time.**

Date Non-Specific Funding
- If the approved funding is not for a specific event date, (i.e. equipment), the organization has 45 days after they are sent award notification to make the purchase and turn in all paperwork for reimbursement or payment.
- Failure to meet this deadline will result in the organization forfeiting access to the funding and the funds will revert back to ~~SBB~~ the Appropriations Committee.

Payment for Contracts/Honoria
- Before an organization enters into a contract, it is strongly encouraged that the organization meets with Student Legal Services in Squires 143.
- Payment processing forms, completed and signed contract, W-9 form, and 20 questions form must all be **turned in 4-6 weeks prior to your event.**
  - Failure to turn in forms 4-6 weeks prior to your event will result in a check not being ready for payment to the contracted guest on the day of your event.
  - The University must pay the contracted performer directly and the organization cannot be reimbursed for prior payments.
  - Payment made by an organization to a contracted guest, no matter the cost of the contract, and turned in for reimbursement, cannot be processed, and will be denied by ~~SBB~~ the Appropriations Committee.
- Failure to submit the appropriate forms and/or to have these forms completed will delay the ability to have a check made. If a payee has a US Taxpayer ID or Federal

ID number, the W-9 form will need to be submitted and signed by the person the check is being made out to (or an agency representative, if applicable). This process can take 30 days to complete once all material is submitted to the Controller's Office.

Reimbursement for Personal Purchases
- The organization should submit the original detailed receipt along with any appropriate backup documentation and the Student Payment Processing Form, available online.
  - If paying with cash, check, or card, only the original detailed receipt is needed, in addition to the Payment Processing Form.

Payment for University Services
- Invoices from University Services/Departments should be submitted to the Student Organization Accounting Office and will be paid directly with ~~SBB~~ Appropriations funds.

ARTICLE IV:
SECTION I:

APPEALS

- Appeals may only be based on the following criteria:
  1. Established policies and procedures were not followed.
  2. The decision was not made within parameters with previous decisions of the Appropriations Committee ~~the board~~, in the same academic year.
- The fact that the Appropriations Committee ~~the Board~~ did not fund an item at the requested level does not constitute grounds for appeal.

Hearing Appeals
- RSO/USLP appeals will be heard by the ~~SBB~~ USS Appropriations Appeals Committee.
- The ~~SBB~~ Appeals Committee
  - Consists of 3 ~~secondary~~ members from ~~SBB~~USS Appropriations.
  - The three chosen to sit on any appeal, must not have been present and/or voted on the original request.
- An appeals schedule will be created at the beginning of the year and assigns organizations appeal weeks.
  - If an appeal needs to be heard that week, secondary members from the three organizations listed will hear the appeal.
  - If an appeal does not need to be heard, they will have the week off.

Filing an Appeal
- All appeals must be submitted by the organization through GobblerConnect and filed in accordance with the following appeal criteria.
- All appeals of Appropriations Committee ~~the SBB~~ allocation decisions must be submitted, no later than 5 PM on the date two (2) weeks from the date on the award letter.
- The appeal will be delivered to the ~~SBB~~ Appropriations Committee Advisor to begin the appeal process.
- The ~~SBB~~ Appropriations Committee Advisor will review the appeal and determine if it meets the appeal criteria.

- If it does, the ~~SBB~~ Appropriations Committee Advisor will convene the ~~SBB~~ Appeals Committee for the upcoming week.

Hearing an Appeal
- The convened panel will review the request and meet with members of the organization who filed the appeal and the Chair or Vice Chair of the ~~SBB~~Appropriations Committee.
- The ~~SBB~~ Appropriations Committee Advisor will be present to take minutes and to ensure that both sides are being presented.
- Once both sides are presented, and the panel feels they have enough information to make a decision, they will privately deliberate.
- The appeal decision will be emailed to the organization contacts and to the chair of the ~~SBB~~Appropriations Commititee.
- The decision of the panel is final.

SECTION II:

<u>CHANGING PROCEDURE</u>

- In order to amend any items disclosed in this procedure document, approval for changes must be made through a majority vote of ~~SBB~~ the USS Appropriations Committee after two readings.
  - o If there is a tie, the Chair will make the final decision.

Virginia Tech
~~Student Budget Board~~USS Appropriations Committee
University Chartered Student Organizations (UCSO)

Funding Policies & Procedures

Table of Contents

Part I: Policy

ARTICLE I:
SECTION I:

MISSION

The USS Appropriations Committee~~Student Budget Board (SBB)~~ is a standing committee of the Undergraduate Student Senate (USS)~~Commission of Student Affairs (CSA)~~. The ~~board~~ Appropriations Committee manages the allocation process of a portion of the student activities fee to University Chartered Student Organizations (UCSO), Registered Student Organizations (RSO), and University Student Life Programs (USLP) alongside Graduate Student Budget Board (GSBB). USS Appropriations ~~SBB~~ is a policy board that strives to fund organizations in a fair and equitable manner. Funds allocated through ~~SBB~~ the Appropriations Committee are meant to enrich the experiences and exposure of the student body (both undergraduate and graduate) during their time at Virginia Tech.

SECTION II:

SUPPORTING STATEMENTS

The views and opinions expressed by organizations that are funded through ~~Undergraduate Student Senate (USS)~~ USS Appropriations Committee~~Student Budget Board~~ do not reflect any official policy, stance, or position of the ~~Board~~ Committee or USS and are solely the opinions, viewpoints, or reflections of that specific organization.

Given that students, attending the Roanoke campus pay the Blacksburg Campus student activity fee, organizations functioning at that campus are eligible for ~~Budget Board~~~~Apporpriations~~Appropriations funds. Throughout the document if the Blacksburg campus community is named, the Roanoke campus community is the equivalent location for student organizations that are at the Roanoke campus.

~~**SECTION III:**~~
~~**COMMISSION ON STUDENT AFFAIRS & STUDENT BUDGET BOARD PURPOSE**~~

~~The Commission on Student Affairs is one of the standing committees of the University Council and serves as an integral part of Virginia Tech's university governance structure. Each Commission reports to the University Council.~~

~~The specific charge and additional information about the Commission on Student Affairs can be found on this website: http://www.governance.vt.edu/uc_constitution_and_by-laws.html~~

~~The creation of the Student Budget Board (SBB) was initiated, by the Commission on Student Affairs (CSA), in order to have a mechanism for reviewing and making allocation decisions to support student organization programming. The funding comes from a portion of the student activity fees, paid by each Undergraduate/Graduate student. These Policies & Procedures were approved by the CSA and any additional policy changes must also be approved by the CSA.~~

The Student Budget Board is charged with the responsibility of recommending to the Commission on Student Affairs, with their appropriation strategy, the amount of funds to be distributed to the student organizations for each fiscal year. Procedures for distribution shall be the responsibility of the Student Organization Accounting Office.

The Student Budget Board serves organizations with a majority membership of undergraduate students. Organizations which have a split of graduate/professional students and undergraduate students will be considered for SBB funding based on organizational mission, intended audience, etc.

ARTICLE II:
SECTION I:
SBB USS APPROPRIATIONS COMMITTEE MEMBERSHIP POLICIES

Definition
- The USS Appropriations CommitteeSBB consists of current USS Senators who have been selected to sit on this committee.student members selected from our UCSOs.
- Intentional time and thought is given to who is selected for various committees within USS to ensure transparency, alignment of interests, and diversity of thought across all.
  - All USCOs are required to have a seat on the Board, unless they are a part of the four Greek Councils or Class Systems, which rotate seats, every four years.
- The student members of the SBB, must be a member of the officer board of their respective University Chartered Student Organizations (UCSO), or a designee.
- Each organization is required to have a primary and secondary member.
  - Both members must attend training that takes place at the beginning of the year.
  - These are the only two individuals who can sit on SBB on behalf of their organization; otherwise, the organization must take an absence.
- Members must be appointed by their UCSO by the end of the first week of classes each year.
  - If there is a need to change a member, that need must be made known to the Chair and Advisor, ASAP.
  - If this occurs at the semester change - membership must be appointed by the end of the first week of classes.
- Should an UCSO decline membership on SBB, they forfeit the right to apply for and be awarded Annual FundingAnnual Budgeting.
  - Should an organization decide they would still like to apply for funding, the Board will evaluate their situation.
  - Should the Board deem it reasonable for the organization to apply, they may be eligible for application through RSO processes and policies.
- Once a new UCSO is established, the start of the following academic year will commence their membership on Budget Board.

Responsibilities
- Primary Members
  - Attend and actively participate in USS Appropriations SBB meetings.
  - Review and present on assigned requests ahead of time.
  - Pass information from SBB on to other SBB members within the organization

and their respective UCSO.
- o Respond to any and all eVotes.
- o Accept and complete delegated tasks from the Chair.
- Secondary Members
  - o Attend and actively participate in SBB meetings in the absence of their primary member, including all responsibilities in that capacity.
  - o Serve as the organization's representative on Appeals Hearings.
- Membership Absences
  - o Absences by members of the USS Appropriations Committee at committee meetings will follow attendance procedures outlined in the USS Constitution and Bylaws.
  - o Each organization is allowed two (2) absences per semester.
  - o Excused absences including but not limited to: illness, personal/family emergency, or exam scheduled during the meeting time.
  - o Unexcused absences are at the discretion of the Chair and Vice Chair.
  - o All absences will be reported to the president and advisor of the organization.
  - o If a representative is more than 30 minutes late to a meeting, it will be counted as an absence for the UCSO.
  - o Exceeded Absence Allowance
    - If an organization has more than two (2) absences per semester, they will incur a 1% cut to the following academic year's Annual FundingAnnual Budgeting request, per absence, over the allotted two (2).
    - Removal of an organization from SBB due to excessive absence will be considered at the discretion of SBB.
    - A recommendation would be made to CSA; with that body having final approval on the matter.
    - Notification will be given to the organization prior to consideration for removal.
    - An organization that removed from SBB can submit a letter of appeal to CSA.
- eVotes
  - o Failure of an organization to respond to an eVote will result in one absence per eVote missed.
- Absences by members of the USS Appropriations Committee at committee meetings will follow attendance procedures outlined in the USS Constitution and Bylaws.

Removal of Members from SBB
- Process for Removal
  - o If a member of SBB is not upholding their responsibilities, they may be removed from their position.
  - o A letter outlining detailed evidence of why the member should be removed, must be presented to the SBB Advisor.
    - The letter may be written by other members of the Board, Vice Chair, and/or the Chair.
    - The President and Advisor of the organization of the member up for removal will be notified that the removal process has been initiated.
  - o At that time, the SBB Advisor will commence a review of the letter and determine if a hearing needs to take place.
  - o If a hearing is needed, it will follow the structure for appeals.

- - Members of the same organizations as the member up for removal cannot sit on the hearing committee.
- If a SBB member is removed, the UCSO has two (2) weeks from date of removal to find a replacement.
- If a replacement is not found in 2 weeks, the organization forfeits their seat on SBB.

Voluntary Suspension of UCSO Activities

- In the event a UCSO voluntarily suspends its activities for any period of time to

~~reorganize, they shall not be unduly penalized for this decision.~~
- ~~The UCSO will forfeit any awarded funds for the duration of their voluntary suspension but will be eligible to request for funds upon their successful return if they attend follow-up meetings with Advisors and SBB to create a plan of action for their organization.~~

SECTION II:
~~SBB~~ USS APPROPRIATIONS CHAIR AND VICE CHAIR

Chair and Vice Chair
- The USS Appropriations Committee is chaired by the USS Vice President for Finance.
- ~~Only student member not representing a UCSO.~~
- ~~Must be a member of the board from the previous academic year, and have sat for, at minimum, one full semester.~~
- ~~Is a non-voting member~~
- ~~Serves from the conclusion of the final meeting in the Spring semester through the following final meeting of the Spring semester.~~
- Responsibilities include
  - Set agendas for the meetings
  - Facilitate and attend all meetings
  - Maintain USS Appropriations Email Account~~SBB Chair email account~~
  - Unbiasedly be Appropriations'~~SBB's~~ guide to unilaterally apply policy and precedent
  - Review Funding Workshop content
  - Hold regular office hours to meet with organizations
  - Attend university meetings as necessary
  - Coordinate Annual Budget~~appropriations~~ strategy with the Advisor and chair of GSBB
  - Meet weekly with the advisor
  - ~~Delegate tasks to the Vice Chair and/or other SBB representatives~~Policy revisions and edits (precedent review)
  - Represent Appropriations' interests at Appeals meetings
  - Coodrinate Annual Budgeting Processes
  - Chair:
    - Delegate tasks to the Vice Chair and/or other SBB representatives
    - Coordinate with Chair of Graduate Student Budget Board eligibility criteria
    - Participate on Student Organization Finance Leadership Team
  - Vice Chair:
    - Support and take delegation from the Chair
    - Take the place of Chair at meetings, if needed
- ~~Election of the Chair~~
  - ~~The Chair will be elected by a simple majority vote of current SBB students in February prior to their term.~~
  - ~~Nominations for the Chair will be taken at the first meeting in February.~~
    - ~~All nominations must have a second.~~
  - ~~At the second meeting in February, all nominees will give a 2-minute speech that speaks to their abilities and desire to serve as Chair.~~

- o   After all speeches are heard, the Board will conduct an anonymous vote.
- o   Votes will be counted by the advisor and current Chair.
  - ▪   If the current Chair is re-running, another member, who is not running, will be selected to help count votes.
- o   The elected Chair is expected to shadow the current Chair throughout the remainder of Spring Semester.
- Removal of the Chair
  - o   If the Chair is not upholding their responsibilities, they may be removed from their position on SBB.
  - o   A letter outlining detailed evidence of why the Chair should be removed, must be presented to CSA.
    - ▪   The letter may be written by Board members, Vice Chair, and/or the Advisor.

- o At that time, CSA will commence a review of the letter and determine if a hearing needs to take place.

Vice Chair
- Responsibilities include
  - o Attend all meetings
  - o Support and take delegation from the Chair
  - o Take the place of Chair at meetings, if needed
  - o Policy revisions and edits (precedent review)
  - o Represent the Board's interests at Appeals meetings
  - o Coordinate Annual FundingAnnual Budgeting process
  - o Coordinate appropriations strategy with the Advisor
  - o Meet weekly with the advisor
- Appointment of the Vice Chair
  - o The Vice Chair is appointed by the Chair serving within the same academic year.
  - o The Chair will solicit interest from members after their election in Spring semester.
  - o Those who are interested must be returning to the Board the following academic year, as a representative from an UCSO.
  - o If no one fits the above criteria, then interest will be solicited at the SBB training that takes place at the beginning of the fall semester.
  - o The selection of the Vice Chair must be approved by a simple majority vote by the board.
  - o Their term commences at the same time as the Chair, if they're selected in the Spring, or immediately upon selection and approval, if done in the Fall.
  - o Individuals interested in being the Vice Chair will need to submit a letter of interest to the Chair.
  - o Letters will be reviewed by the Chair and Advisor.
  - o The Chair may ask for interviews with those interested, if necessary.
  - o Upon review, the Chair will make a recommendation to the Board.
- Removal of the Vice Chair
  - o If the Vice Chair is not upholding their responsibilities, they can be removed from their position, not the Board, by the Chair.
  - o A letter can be submitted to the Chair from Board Members or the Chair may draft their own document outlining their lack of responsibility.
  - o The Chair will review the letter or take their own statement to the Board for review and a vote to uphold the removal decision or deny it.

SECTION III:
PROXIES

Proxies
- Each organization is allowed to have one proxy member.
- A proxy member is defined as someone from within each UCSO who can vote on behalf of the organization if the appointed member is not able to attend the meeting.

- ~~Both the sitting member and the proxy must attend the Board training that takes place at the beginning of the year.~~
- ~~These are the only two individuals who can sit on SBB on behalf of their organization; otherwise, the organization must take an absence.~~
- ~~In case of emergency an organization can send an emergency proxy that does not hold voting power but is present, so the organization's interests are represented.~~

SECTION IV:
APPROPRIATIONS~~SBB~~ ADVISOR

- The advisor for the USS Appropriations Committee~~Student Budget Board~~ is a full time, staff member appointed through Student Engagement and Campus Life (SECL).
- The advisor is a non-voting member who works closely with the students as well as the Budget Office managers.

ARTICLE III:
SECTION I:
FUNDING GUIDELINES AND RESTRICTED ITEMS

Academic and Administrative Programs
- Programs and activities normally considered under the University's academic and/or administrative budget will not be considered for funding.
- Organizations whose members receive academic credit for participating in organizational activity are prohibited from petitioning for funds.
- USS Appropriations ~~The Committee~~board will not fund for a speaker to teach individual classes for academic credit.

Accommodations
- All events funded by the USS Appropriations Committee~~Student Budget Board~~ must include an accommodations statement on all marketing and advertisement materials for events.
  - Marketing and advertisement materials include posters, flyers, social media posts, etc.
- Paid accommodations are fundable through USS Appropriations Committee~~SBB~~
  - Accommodations include ASL interpreters, CART services, etc.

Alcohol/Alcohol Licenses
- Alcoholic beverages and licenses for events involving alcohol will not be funded.
  - This includes insurance costs relating to the service and/or presence of alcohol at events.
- Events with alcohol or held at locations where alcohol is actively being served will still be eligible for funding if all the following criteria are met:
  - Target audience of individuals over the age of 21, with reasoning for why the target audience is this group as opposed to all Virginia Tech students. Must also align with the mission of the organization.
  - Presence of officially licensed security to check IDs and provide some method of identification of those who are 21 and up. (For example, wristbands)

- o Alternative, non-alcoholic beverages present for those choosing not to drink alcohol, or those who cannot.
- o Alternative activities to do, so the event's primary focus is not serving alcohol.
- Events hosted in an off-campus bar or restaurant may not be funded.

Application for Production or Event Services Rentals
- If you have a need for Production Services, please put one line item labeled "Production" that is inclusive of all charges associated with Production.
  - o Production Services includes rentals and labor.
  - o As stated in policy, recordings will not be funded unless explicit approval is given.
- If you have a need for Event Services, please put one line item labeled "Event Services" that is inclusive of all charges associated with Event Services.
  - o Event Services may include, but is not limited to tables, chairs, early/late access to buildings, and cleaning fees.
- Live streaming may be funded if integral to the event and not used for memorabilia purposes. Requests for live streaming will be closely examined.
  - o Live Streaming costs will be funded at a maximum of $1000
- The ~~Board~~ USS Appropriations Committee will consider requests for Photography/Videography not using Virginia Tech Production Services.
  - o Justification including a convincing argument as to why Production Services cannot meet the organization's needs and a detailed cost-benefit analysis showcasing savings by using a different entity must be provided.

Awards
- Awards, plaques, certificates, trophies, and prizes will not be funded.

Campus Campaigns
- Election campaigns for individuals/organizations will not be funded, unless those elections are open to the entire campus community or entire undergraduate/graduate population.
- Expenses funded must align with other USS Appropriations Committee~~SBB~~ funding (maximum of $2000 per organization).

Contract/Honoraria
- Payment of honoraria and contractual services from ~~Budget Board~~ the Appropriations Committee funds may be subject to hiring and payroll regulations of the University.
  - o ~~The USS~~ Appropriations ~~Committee~~~~SBB~~ will not fund contract payments or honoraria to employees of Virginia Tech.
- The ~~board~~ Appropriations Committee must know who the contracted guest is before funds will be allocated.
  - o ~~SBB~~ Appropriations does not judge the content, we only verify that bringing the guest aligns with the mission of the organization.
  - o Appropriations ~~SBB~~ will not fund contract payments, honoraria, or any costs related to the travel and lodging of students from other universities to come to Virginia Tech.
  - o If the organization enters into a verbal or written contract without the

appropriate funding approval, the organization will be responsible for payment.

- Requests for travel, lodging and meal amounts, in support of contracted guests whether there is an actual payment for a contract/honoraria, may be requested by the organization.
- The following maximums are set for per contracted performer
  - Maximum $500 for airfare per contracted guest
  - Maximum $100 on night of event for lodging
  - Maximum $28 30 total for meals (not including alcohol) on day of event
  - Fees for rental vehicles will be funded up to $35 per day
  - $0.29 per mile for gas reimbursement for private vehicle or rental cost of guest (Value is based on 50% of the Federal 2016 2022 Standard Mileage Rates for Business listed on IRS.gov – It is at the discretion of the Committeeboard with considerations of the USS Appropriations CommitteeSBB's available funds to decide whether to adjust this value.)
- Travel, lodging, and meals for support staff for performers (managers, agents, entourage, etc.) will not be funded.
- All-Inclusive contracts/honoraria
  - All-Inclusive contracts are contracts that include travel, lodging, and meals in a blanket cost for the guest.
  - They are required for Annual FundingAnnual Budgeting.
  - They are strongly encouraged for all other requests.
- Force Majeure
  - In case there is a need for a contract cancellation, it is recommended by SBB to have a Force Majeure clause in every contract held by organizations. This ensures that the organization is not charged for the contract in the event of a Force Majeure. If the organization is forced to cancel, it will their responsibility to cover the fees.
  - The USS Appropriations CommitteeSBB will reimburse for performer travel, lodging, meals, Production/Event Services and/or similar costs of a cancelled event if they are incurred only if there was a Force Majeure clause in the original contract, and it must be the reason for contract cancellation.

Decorations
- Decorations are defined as single-use, non-reusable items specific to an organization event or program
- Decorations are capped at 20% of the total amount requested for the event or sum up to no more than $300 per event, whichever is lower. and up to $300.
- If choosing to create handcrafted decorations, Supplies related to the creation of a decoration will only be considered if the premade decoration is not available. A additional justification must be provided as to why the supplies are needed to create the decoration.

Dues
- Individual or organizational membership dues are not funded.

Employment

- Costs of employment will not be funded.
- Student employment will not be funded unless they are being paid as part of a department within the university.
  - For example: A student working as a Production Technician can be paid. A student working as a DJ or a private contractor cannot be paid.
- Payment of services for performances to other students and/or organizations will not be funded.

Equipment, Large Line Items, and Similar Purchases
- Requests for funding of equipment will be closely examined.
- Equipment is any item with the potential to be used more than once in its lifespan and with a lifespan of more than three years.
  - Items that are not equipment may be considered, at the discretion of the USS Appropriations Committee~~Board~~.
- Requests must be well-developed and supported by the following documentation:
  - Justification, with a convincing argument for the necessity of the purchase.
  - Detailed understanding of what equipment will be used for and how it will be utilized by the organization.
  - Price quotations by at least three (3) vendors for any single item $150 or more
    - Rental or contract services provided or arranged by university vendors and contracts (theater/speaker/performer) are exempt from this provision.
    - Insurance is exempt from this provision (please see Insurance section).
  - If an item is less than $150, please be sure to find the least expensive option.
  - If you are purchasing an item versus renting it, a cost-benefit analysis is required to reflect savings to be achieved by the purchase.
  - Food service supplies are not considered under equipment or decorations (please see Food and Beverages).
- A storage location for the equipment must exist.
  - Organizations are expected to keep their equipment ~~with~~ from year to year.
  - Costs associated with non-item specific storage of equipment will not be funded (e.g. general storage bin)~~.~~
- Items must be organization specific and not accessible for rental through the university's vendors.
  - If an item is accessible through the university's vendors, but purchasing is still desired, a cost-benefit analysis and significant justification must be presented for funding consideration.
- If an organization is funded for equipment, it cannot be funded for the same, or similar piece of equipment, for 3 years following.
  - For example: If your organization was funded in 2021~~0~~-2022~~1~~, you would be eligible for the same equipment again in 2024~~3~~-2025~~4~~.
  - Items can be requested within a three year lifespan if the item becomes unsafe or is no longer functional
    - Additional justification is required when submitting this request and will be considered by the board with a detailed explanation as to why an item is being requested.
- The Appropriations Committee~~SBB~~ will examine the purpose, type, size, and scope of an event when awarding decoration-related funding.
- ~~The Board~~ USS Appropriations recognizes pricing changes may occur between the award of funds and the actual purchase date for certain types of equipment.

- o A purchase of upgraded equipment that does not exceed the original funding proposal does not require any further action from the organization.
- o However, a letter of justification and prior Appropriations Board approval are required for the purchase of upgraded equipment that results in additional costs, unless the organization will pay the additional out of non-USS Appropriations CommitteeSBB funds.

Financial Aid and Scholarships

- Tuition assistance in the form of financial aid, scholarships, assistantships, internships, externships, and similar assistance models will not be funded.
- Tutoring expenses will also not be funded.

Fines and Penalties

- Costs incurred from violations of, or failure to comply with, federal, state, local, or foreign laws or restrictions will not be funded.
- Fines and penalties incurred by late payments or other acts of non-compliance with contractors and others will not be funded.

Food and Beverage

- Food service charges, supplies, food, and beverages will not be funded, unless they are a core part of a cultural event, or food items that are being used for an educational demonstration (i.e. a cooking demonstration by the Cooking Club).
- Cultural tastings and demonstration supplies can be funded up to $100 per event.
- Food service supplies for cultural tastings and/or educational demonstration can be funded up to $15 per event of the total $100 cap.
- Food and non-alcoholic beverages consumed by a visiting lecturer, entertainer, or guest of an organization will be funded at up to $2830.00 per individual on the day of the event only.
- Full course meals will not be funded.
- If an organization is planning to have USS Appropriations SBB pay an invoice directly to a vendor to cover food costs, food must be purchased through America To Go. This does not apply to non-prepared food items purchased at a grocery store.
  - o Prior approval will need to be received from the USS Appropriations Committeeboard for any exceptions.

Fundraising, Philanthropies, Benefits, & Charities

- The costs associated with charitable events may be fundable.
  - o If any organization is hosting a philanthropy, benefit, or similar type of event, costs associated with the event, may be funded.
  - o The event must be an activity open to the Blacksburg campus community that is participatory in nature.
- Allocated funds from the Appropriations CommitteeSBB cannot go directly to charities, benefits, third parties, etc.
- Organizations can host events that may result in generated money.

Furniture

- If an organization requires furniture of any kind, they must come to the

Appropriations Committee~~Board~~ to request these funds.

- Furniture will not be funded that does not meet the needs of an office (Lounge material appropriate for resource centers will not be funded).

~~Games~~

- Games will not be funded, unless it is a core part of the organization's mission (i.e. a videogame club requesting a videogame)
- ~~SBB will fund online activities for organizations that encourage building of community (i.e. Jackbox games) to be used at events open to the campus community~~
  - ~~Each request will be considered based on the size and scope of the organization.~~
  - ~~Organizations must showcase how games will be stored from year to year.~~
  - ~~Requests for digital games must provide a description how ownership will be kept in the organization and not with an individual member.~~
  - ~~Games cannot be requested again within a three (3) year period.~~

Giveaways

- Promotional items that are event or organization specific will not be funded.

Health & Safety

- All events funded ~~by SBB~~ must abide by the university's health and safety guidelines.
  - When using venues either on/off-campus, organizations must adhere to capacity limits set forth by the university or the off-campus venue.
- USS Appropriations ~~SBB~~ has created Personal Protective Equipment (PPE) kits to be used by organizations for events; these can be requested from the front desk of Squires Student Center. When hosting events on-campus please indicate your request of PPE kits when making your space reservation.
  - ~~SBB~~The Appropriations Committee will not fund any PPE that is listed as a line item in a funding request.

Installment Funding

- The Appropriations Committee~~SBB~~ will not consider a funding scenario that would incrementally set aside funds over several consecutive payments to fund a single program.
- Funding for security deposits/refundable charges will not be allocated through the Appropriations Committee~~SBB~~.

Intramural Fees

- Registration fees for intramurals will not be funded.

Insurance

- ~~SBB~~ General libablity insurance (GLI) will be funded ~~general liability insurance~~ for organizations.
  - GLI is defined as a policy that comprehensively covers and organization for activities they are hosting which fit within the parameters of Appropriations ~~SBB~~ funding.

- o Insurance coverage for individual members of the organization will not be funded. This includes but is not limited to accident insurance.
- Costs associated with adding additional insured individuals/entities outside of those required by the university will not be funded.
- One quote must be provided for insurance funding requests.
  - o Insurance requests are exempt from the "Equipment, Large Line Items and Similar Purchases" stipulation outlined.
- If the Appropriations CommitteeBoard feels that the quote is higher than average, they may ask for a second quote to be provided before rendering a decision.
- Vehicle insurance will not be funded.

Memorabilia

- Yearbook pages, photo albums, videos, or photography of the event, and similar memorabilia will not be funded, since they have intrinsic value for only the organization and not the broader campus community.
  - o Recordings of performances and concerts will not be funded.

  - o Electronic versions will also not be funded.
  - o Costs associated with producing electronic versions will also not be funded.
- This includes photography/videography services, and any costs associated with them, unless deemed an integral part of the event itself.

Off-Campus Events

- SBB Funding will consider funding for off campus events will be considered if…
  - o facilities are unavailable on campus and/or
  - o facilities prove inadequate for the event.
- If an organization is applying to host an event off-campus the event location must be within Blacksburg town limits and accessible by the Blacksburg Transit.
  - o If the event is being sponsored by an organization at the Roanoke campus, the events must be within 5 miles of the Virginia Tech Carilion Research Institute. Student organizations based at the Blacksburg campus may not receive funding for events at the Roanoke campus.
- When applying for funding, justification must be given as to the needs for hosting the event off-campus vs. on-campus.
- If an organization is requesting a space reservation fee, even if the event is free to students, a cost-benefit analysis (of the event being hosted off-campus vs. on-campus) must be submitted along with the request.
- Exception for Off-Campus Events:
  - o USCOs can sponsor group trips that are open to the entire campus community and meet their organization's mission.
  - o UCSO Off-Campus Group Travel
    - ▪ UCSOs, by nature of their organization's mission, are able to take large groups of students off-campus to experience opportunities that are not able to be held on-campus.
      - This travel must be open to all students on campus.
      - Examples include: BOC's trip to the African American Smithsonian museum and SGA's Hokie Day

Office Supplies
- Office Supplies will be funded up to $150.

Operational Supplies
- Operation supplies are any items with the potential to be used more than once in its lifespan and with having an expected lifespan of less than 3 years
- Operational supplies must be integral to an organization fulfilling its mission in order to be funded
  - General office supplies will not be considered.
- Requests must be well-developed and supported by the following documentation:
  - Justification, with a convincing argument for the necessity of the purchase.
  - Detailed understanding of what operational supplies will be used for and how it will be utilized by the organization.
  - Price quotations by at least three (3) vendors for any single item $150 or more
    - Insurance is exempt from this provision (please see Insurance section).
  - Food service supplies are not considered under operational supplies or decorations (please see Food and Beverages).
- A storage location for the operational supplies must exist.
  - Costs associated with storage of operational supplies will not be funded.
- Items must be organization specific and not accessible for rental through the university's vendors.
- If an item is accessible through the university's vendors, but purchasing is still desired, a cost-benefit analysis and significant justification must be presented for funding consideration.

Organization Retreats
- Workshops, orientations, and similar type of events will not be funded unless open to all of the campus community.

Personal Financial Gain
- Organizations will not be funded for programs and activities that result in financial gain for individual members.
- This includes…
  - conference attendance for the purpose of obtaining a job or internship.
  - conferences where a networking event/series or career fair make up more than 25% of the conference schedule.
  - requesting equipment that will be used for personal profit.

Practice Rentals
- Rental fees for on-campus practice rooms and other spaces reservable through Rec Sports (ex. McComas, War Memorial, Rec Fields, Field House) for organizations that are performance or competition based, will be funded up to $600 per year.
  - 25% of practice hours must be open to the campus community and posted as an event on GobblerConnect.
- Costs associated with Dress Rehearsals, including room rental fees, production and/or event services, will not be funded.

Printing or Copying Material

- For print-related advertising (flyers, posters, table cards) organizations will be funded up to $100 per event (please see "Publicity and Advertising"below).
  - ~~SBB may examine T~~the type/size of an event when awarding print-related funding will be considered~~.~~
- Printing of programs for events will be funded up to $0.14 per copy.
- Non-event specific advertising will be funded up to $100 per year
- Banners (professionally made) will be funded up to the following amounts:
  - $100 per ~~year~~banner
  - $25 for reprinting per ~~year~~banner
  - Banners will only be funded for general organization logos/information andmay not be event or date specific.

Publicity and Advertising
- The Committee~~Board~~ will consider the percentage of costs related to publicity and advertising.
  - Expenses should be realistically developed within the type/size of the event.
- No more than twenty percent (20%) of an overall program cost will be awarded for publicity and advertising costs.
  - If 20% of the overall program cost is larger than the maximums listed below, then the organization will be limited at those maximums.
- For social media-related advertising (Facebook, Instagram, Snapchat), organizations will be funded up to $75 per event.
- Publicity funding will be considered for media that directly focuses on currently enrolled students at the Blacksburg/Roanoke campuses.
- CD's for promotional use will not be funded.

Recruitment
- All costs associated with recruitment will not be funded.

Security and House Management Costs
- Required security costs and payments will be managed directly through VTPD, Rhino, and Student Engagement and Campus Life (SECL) and are not funded by USS Appropriations .
- If an event is off-campus or contains alcohol, the organization will be responsible for these costs.
- Organizations my request funds for events requiring House Management staff, when the event itself qualifies for funding and the organization is ultimately billed directly for these charges.
- Definitions
  - Security
    - Rhino Staff members who are present at events to: provide services such as bag checks, crowd control, administer wrist bands, etc.
  - House Management
    - Rhino Staff members who are present at events to: provide assistance in an evacuation, provide directions, parking attendants, tear tickets, etc.

Student Travel and Lodging for Conferences and Competitions

- Funds associated with conferences and competitions are maxed at $2500 per year per organization.
- Expenses incurred by students engaged in travel for conferences and competitions will be limited to costs of transportation, lodging, and registration fees.
- Funding for attendees at conferences will be limited to four members of the organization who are participating in the event.
- Funding for attendees at competitions will be limited to eight members of the organization who are participating in the event.
- Costs of meals will not be funded.
- International travel is not funded
- Expenses incurred by faculty/staff will not be funded.
- Expenses incurred by an individual who is not a VT student will not be funded.
- The USS Appropriations Committe~~SBB~~ funding decisions will follow university travel guidelines regarding the funding of travel.

Transportation
- The travel location must be known before the the Appropriations Committee~~Board~~ will approve funding.
- The Appropriations Committee~~Board~~ will fund vehicle rental costs and gas mileage reimbursement.
- The use of private/rented vehicles may be reimbursed at $0.29 per mile.
  - One vehicle may be reimbursed for 1-4 students traveling. Two vehicles may be reimbursed for 4-8 students traveling.
  - Fees for rental vehicles will be maxed at $35 per day for use by 1-4 students traveling.
    - If there are more than 4 students, costs for an additional vehicle may be allocated at a maximum of $70 per day for two vehicles and a maximum of 8 students.
- Airfare and train fare may be funded up to $250 per student and at no more than $1000 per year per organization.
- Parking and shuttle (including ride-share) costs will be funded up to $20 per day.

Lodging
- Lodging for student travel will be funded up to $50 per night per student for a maximum of four students for conferences and eight students for competitions.
  - A maximum of 7~~6~~ days will be funded for vehicle rental costs
- Lodging requests per organization must not exceed a maximum of six nights during the academic year.
- Organizations are encouraged to make reasonable requests based on comparative lodging costs or alternative lodging options.

Registration Fees
- Conference registration fees will be funded up to $250 per student per conference with a maximum of four (4) students per conference and a maximum of two (2) conferences per academic year.
  - There is no limit to the number of members that can attend a

virtual conference or competition.
- Competition registration fees will be funded up to $2000 per year per organization.

Target Audience
- Events, on-campus conferences/competitions must include the majority participation of VT students and be for the benefit of those students.
  - On-campus conferences or competitions with the primary intention of hosting the event for outside groups, or students from other colleges, will not be funded.

Taxes
- ~~SBB will fund~~ Ssales tax will be funded as needed, but this must be included in the original request for funds.
- ~~SBB will not fund~~ Ssales tax will not be funded if it is requested after approval, in excess of the amount the group was approved for.

Telephones
- Only organizations that maintain an office on-campus will be funded for telephone related expenses.
- Only one phone line and/or Ethernet line will be funded per organization.

Towing Services
- Towing will never be funded in any capacity.

Wearing Apparel
~~SBB~~ Funding of wearing apparel will be considered funding under the following conditions:
- Organizations may request for wearing apparel to be used for official purposes (such as branded polos) for their executive board, up to 10 members.
- Organizations may request for nametags to be used for official purposes for their executive board, up to 10 members.
- All items funded must remain with the organization, may not become the property of individuals, and must have a storage location. (See requirements under Equipment)
- All items funded must be used in organizational programs and activity and not used for private wear.

  - Wearing apparel intended for purposes of advertising the organization, such as T-shirts, will not be funded.
- Rentals are strongly encouraged for cultural shows and performance organizations.
- Graduation cords and stoles will not be funded.

Website Services
- Registration and maintenance of domain names for organization websites or webmaster services will not be funded.

SECTION II:
CHANGING POLICY

21

- In order to amend any items disclosed in this policy document, approval for changes must be made through a majority vote of the CSA.

Part II: Procedure

ARTICLE I:
SECTION I:

SBB MEETING PROCEDURES

Frequency of Meetings
- The Appropriations Committee~~Board~~ meets once per week during the Fall and Spring semesters.
- Extra meetings may be held if needed and can be called by the Chair.
- The ~~SBB~~ Appropriations Committee typically meets beginning the third week of the Fall semester and second week of the Spring semester.
- The last meeting of each semester is the week prior to the last day of classes.

Quorum
- Quorum is needed for each Appropriations ~~SBB~~ meeting in order to vote on requests.
- Quorum is any amount of members above 50 percent of voting members.

Urgent Summer Decisions
- The ~~Board~~ Appropriations Committee will appoint three members from the previous year to a summer committee, along with the Chair for the following year, in order to make decisions on questions presented by organizations over the summer.
- All four of these members are "on call" for the entire summer.
- The three members are the primary voters.

ARTICLE II:
SECTION I:

FUNDING PROCEDURES FOR UCSO FUNDING

Expectations for Organizations
The Appropriations Committee~~SBB~~ has expectations for student organizations that apply for funds. These expectations are outlined below.
- Reasonable and justified funding requests
- Programs, events, and travel that align with the organization's mission
- Everything that the organization does helps to achieve their mission.
- Fiscal integrity and prudent use of funds
- Diverse programing that engages and educates the community
- Abide by all Appropriations Committee~~SBB~~ deadlines

If a request does not meet these expectations, it may be denied funding. ~~by SBB~~.

SECTION II:

GUIDELINES FOR STUDENT ORGANIZATION ADVISORS

- The Appropriations Committee~~SBB~~ acknowledges that student organization advisors play a crucial role in the support/advisement of student organizations and their leaders. However, that role should be focused on supporting, not completing work on behalf of the organization.

- Student organization advisors may not do the following:
  - Submit funding applications on behalf of the organization.

- o Serve as the primary contact for an organization on a request.
- o Complete reimbursement paperwork on behalf of the organization.
- o Communicate with Appropriations SBB about the organizations request without involvement from a student leader.
- Advisors may help student leaders navigate these processes, but they are unable to complete the processes themselves.

SECTION III:

<u>FUNDING APPLICATION REQUIREMENTS</u>

In order to apply for funding from the USS Appropriations CommitteeStudent Budget Board your organization must meet the following criteria:
- Be registered with Student Engagement and Campus Life (SECL)
  - o For returning organizations, you must be fully re-registered with SECL by 5 PM on the Friday of the 4th week of the semester.
  - o For new organizations, you must be fully registered following SECLprocedures.
- Attend a Funding Workshop
  - o Each individual who is submitting a funding request must have taken the Funding Workshop in the outlined format.
  - o The format, details, and list of workshops will be available on the SECL website.

If both of these are not completed, your organization will be ineligible to apply for funding for the entire academic year.
- If your organization falls out of good standing with the university, your funds will be revoked and/or you will not be eligible for reimbursement.
  - o Good standing is defined as meeting registration and on-going student organization requirements through SECL.
- The Appropriations CommitteeSBB will provide the forms for organizations to apply for funding.
- Forms must be filled out correctly and submitted by the deadlines outlined below for a request to be considered.

SECTION IV:

<u>FUNDING BREAKDOWNS</u>

Annual FundingAnnual Budgeting
- Annual FundingAnnual Budgeting is a program of funding that allows UCSOs to submit a budget, in the Spring semester, for programs that will occur during the following academic year.
- UCSOs must submit budget requests in the prescribed format by thedeadline.
- Requests submitted after the deadline will not be considered for Annual FundingAnnual Budgeting for the following year.
- Due to limited financial resources, organization funding requests may not be funded in full and some costs and/or projects may be directed to submit contingency funding requests, if contingency funding becomes available.
- Prior to Annual FundingAnnual Budgeting being finalized, the Appropriations CommitteeSBB must get its appropriation strategy approved by a majority vote of CSA.
- Annual FundingAnnual Budgeting allocation decisions are emailed to each UCSO in

April, and funds

will become available for use after July 1st.

Contingency Funding

- Contingency Funding is available to UCSOs, during the academic year for which they received ~~Annual Funding~~Annual Budgeting.
- The contingency funding program is designed to address unforeseen needs relating to existing or new programs arising throughout the year.
- Organizations must submit their contingency requests at least 30 calendar days prior to the scheduled event or before the requested items need to be paid for, whichever is first.

Winter/Summer Funding

- All funding that is to be spent during the winter or summer breaks must be explicitly voted on by the Appropriations Committee~~Board~~.
- The organization must show that students will be able to run the event, and how they plan to get attendance at the event.
- If the organization has not requested for the winter or summer break event through ~~Annual Funding~~Annual Budgeting, the deadlines for reallocation or contingency requests to be considered for such events are:
  - Winter break events must be submitted by November 1st.
  - Summer break events must be submitted by March 31st.

SECTION V:
<u>APPROVED FUNDS AND REALLOCATION</u>

Approved Funds & Payment

- Organizations cannot be reimbursed for payments made prior to funding approval.
- Organizations receiving funds are expected to expend those funds in accordance with approved ~~Annual Funding~~Annual Budgeting allocations.
- UCSOs are required to submit the payment documentation, direct pay vendor/contract, or reimbursement receipts and payment verification to the Student Organization Accounting Office no later than 45 days following the event or payment date, whichever is first.
- Failure to meet this deadline will result in the organization paying for those acquired costs through their organization's generated funds.
- Contract/Honoraria Agreements
  - Organizations entering into contracts/honoraria agreements must consider tax implications. If the payee does not have a US Taxpayer ID or Federal ID number, tax must be withheld and can take up to 90 days to process.
  - If tax is required to be withheld that actual payment amount will be less than the stated contract fee.
  - Organizations should consult with the Student Organization Accounting Office in Squires 225, prior to entering into any verbal or written agreement with anyone/organization that does not have the appropriate Tax ID number.

Reallocations and Spending of Funds

- Disbursements of funds must follow policy, ~~Annual Funding~~Annual Budgeting allocation strategies, and specific notes written on each request.
  - If the expenditure does not align with policy, it will not be funded.
  - If there is a question on an expenditure, the organization should contact the Appropriations Committee~~SBB~~ Chair prior to spending the funds.
- It is expected that organizations meet their mission and fulfill the projects they applied for in their funding request.
- Funds do not carry over from one school year to another. Funds not spent within the year they are allocated through ~~Annual Funding~~Annual Budgeting or Contingency Funding, will be brought back into the general Appropriations Committee~~SBB~~ fund for the following year.
- Allowed to spend funds for any approved line item in an approved project.
- Allowed to move funds across approved projects into previously approved line items.
- If any organization needs funding for a new line item or for a new project, Appropriations Committee~~SBB~~ approval must be granted before spending funds.
- Request for approval of reallocations must be submitted 14 calendar days prior to the event or expense, or it will not be considered.

Collaborative Events

- The Appropriations Committee~~SBB~~ encourages collaboration between organizations for events. Collaborations are crucial to help with the success of events as well as allowing for programs to reach a broader audience.
- Collaborations between two or more organizations must meet the mission of both organizations and be an active collaboration*
  - *The Appropriations Committee~~SBB~~ defines active collaboration as involvement from members of all involved organizations in the creation, planning, and execution of the program and may include financial contribution from all parties involved.
- If you are collaborating on an event, each organization must apply for their own funding for the event.
- UCSOs are prohibited from giving their the Appropriations Committee~~SBB~~ funds to other organizations directly.

ARTICLE III:
SECTION I:

<u>PAYMENT AND REIMBURSEMENTS</u>

- There are several documents that must completed via GobblerConnect before a check request can be forwarded to the Controller's Office.
- Approved funds are <u>only</u> dispersed through Direct Pay/Invoice or reimbursement.
- Submitting an invoice and/or contract for a direct payment is the preferred method of utilizing the funding.
- If the invoice or charge, is more than what was approved through the Appropriations Committee~~SBB~~, the organization is responsible for paying

the remainder of the costs.

- Contracted speakers, guests and artists must be paid directly through the university, not through student organizations or their members. Other purchases

from outside vendors (such as supplies, equipment, etc.) may be purchased by the student organization, provided they have received pre-approval to purchase and submit proper receipts and documentation for the purchase in order to receive reimbursement.

Deadline for Payment
- Organizations are required to submit the payment documentation, direct pay vendor invoice, contract, or reimbursement receipts and payment verification to the Student Organization Accounting Office no later than 45 days after the date of event.
- If the payment documentation is not turned in within 45 days, the organization forfeits the right to be reimbursed and those funds will revert back ~~to~~ to Appropriations Committee~~SBB~~.

Date Non-Specific Funding
- If the approved funding is not for a specific event date, (i.e. equipment), the organization has 45 days after they are sent award notification to make the purchase and turn in all paperwork for reimbursement or payment.
- Failure to meet this deadline will result in the organization forfeiting access to the funding and the funds will revert back to the Appropriations Committee~~SBB~~.

Payment for Contracts/Honoria
- Before an organization enters into a contract, it is strongly encouraged that the organization meets with Student Legal Services in Squires 143.
- Payment processing forms, completed and signed contract, W-9 form, and 20 questions form must all be **turned in 4-6 weeks prior to your event**.
  - Failure to turn in forms 4-6 weeks prior to your event will result in a check not being ready for payment to the contracted guest on the day of your event.
  - Payment made by an organization to a contracted guest, no matter the cost of the contract, and turned in for reimbursement, cannot be processed, and will be denied by the Appropriations Committee~~SBB~~.
- Failure to submit the appropriate forms and/or to have these forms completed will delay the ability to have a check made. If a payee has a US Taxpayer ID or Federal ID number, the W-9 form will need to be submitted and signed by the person the check is being made out to (or an agency representative, if applicable). This process can take 30 days to complete, once all material is submitted to the Controller's Office.

Reimbursement for Personal Purchases
- The organization should submit the original detailed receipt along with any appropriate backup documentation and the Student Payment Processing Form, available online.
  - If paying with cash, check, or card, only the original detailed receipt is needed, in addition to the Payment Processing Form.

Payment for University Services
- Invoices from University Services/Departments should be submitted to the Student Organization Accounting Office and will be paid directly with Appropriations Committee~~SBB~~ funds.

ARTICLE IV:
SECTION I:

APPEALS

- All appeals must be submitted by the organization in writing and filed in accordance with the following appeal criteria. Appeals shall be presented to an appellate committee, see specific location below. The statements must outline the specific funding decision being appealed and the reason for the appeal.
- Appeals may only be based on the following criteria:
    1. Established policies and procedures were not followed.
    2. The decision was not made within parameters with previous decisions of the board, in the same academic year.
- The fact that the Board did not fund an item at the requested level does not constitute grounds for appeal.

UCSO Appeals
- UCSOs may appeal the the Student Finance Committee ~~Student Budget Board~~ allocation decisions to the Commission on Student Affairs (CSA).
- All appeals of allocation decisions must be submitted in writing (via email) to the Chair of the Commission on Student Affairs. Appeals must be submitted no later than 5 PM on the date two (2) weeks from the date on the award letter.
- The email must have the name of the organization and indicate that it is an appeal in the subject line. The appeal will be delivered to the Appeals Subcommittee Chair to begin the appeal process as outlined below.

~~CSA~~ Appeals Process
- A standing subcommittee (that does not include any individual who served on the Appropriations Committee~~SBB~~ an individual who is a member of the organization appealing a decision and is comprised of individuals external to SECL) will review the organization's appeal request to determine if it meets the criteria outlined above.
- If the appeals criteria are met, a full CSA hearing will take place.
- Members of the appealing organization and the USS Appropriations Committee~~SBB~~ will be invited.
- If the Appeals Subcommittee determines that the appeals criteria have not been met, then the appeal will be rejected.
- Members of the appealing organization may not be present for the appeals vote.
- After the appeal, the decision will be sent via email to the organization contacts by the Chair of the CSA.

SECTION II:

CHANGING PROCEDURE

- In order to amend any items disclosed in this procedure document, approval for changes must be made through a majority vote of USS Appropriations Committee~~SBB~~ after two readings.

o   If there is a tie, the Chair will make the final decision.