

# ACTIVITIES FUNDING BOARD MANUAL



SALVE REGINA UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION

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SALVE REGINA UNIVERSITY

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### **Useful Abbreviations:**

SGA- Student Government Association  
AFB- Activities Funding Board  
SORC- Student Organization Recognition Committee  
OSA- Office of Student Activities  
P-Card- Procurement Card

1. Activities Funding Board

- (a) The Activities Funding Board (here after referred to as “AFB”) is an official governing organization chaired by the Treasurer of the Student Government Association (SGA) and comprised of SGA Senators, two (2) faculty/staff members, and the Director of Student Activities who serves as a non-voting, advisory member. The Board meets regularly and as needed throughout the academic year to consider and vote upon all funding related matters from recognized student organizations.
- (b) Each Senator on the AFB will be assigned student organizations that they are responsible for managing the financial records of. These responsibilities include inputting forms (including the Procurement Card Request, the Check Request, and the Deposit Slip) into the student organization’s financial account on Seahawk Connection. If a Senator fails to update their accounts, they will be subject to accountability policies and consequences outlined in the SGA Constitution/at the discretion of the Chief Justice.
- (c) If a Senator assigned to the AFB is a member of a student organization who is submitting a funding request, they must abstain from the vote.
- (d) Any member of the AFB including the AFB Chair/SGA Treasurer may not serve as Treasurer or similar position (such as Financial Director, Chief Financial Officer, etc.) of any student organization.

2. Eligibility for Budget Consideration

- (a) To be eligible for budget consideration, an organization must be official recognized and in active status by the Student Organization Recognition Committee and the University.
- (b) All Student Organizations must also agree to and abide by all rules and regulations herein and set forth by the Student Organization Recognition Committee.

3. Funding Classification

- (a) All Student Organizations funded in any way by the AFB shall be classified into one of two types of Student Organizations. Classification as a Type One or Type Two organization is established by both AFB and SORC.

### Section 3.02 Type One Student Organizations

- (a) Type One Student Organizations are considered such because their programs and activities serve the entire University community, they inherently contain an additional level of support within the Office of Student Activities, and the scope of their activities requires such classification.
- (b) Type One Student Organizations are required to submit their annual Operating Budgets to the AFB in the Spring Semester for review during the Spring Budget Hearings. These organizations are expected to adhere to all policies and procedures herein, unless otherwise specified.
- (c) Type One Student Organizations that fail to submit an Operating Budget in the Spring Semester will have the opportunity to come to any AFB Meeting that is held before the University set “Class Add/Drop date.” The funds requested at this meeting will be used for the entire academic year. The funds, if approved, will be immediately placed into the Type One organization’s account for immediate access. Type One Student Organizations that come to an AFB Meeting that is specified above must return to an AFB Meeting for “check-ins” three times throughout the academic year: one mid-fall semester, once at the beginning of the spring semester, and once mid-spring semester.
- (d) If any Type One Student Organizations anticipate selling tickets at any of their events throughout the year (including but not limited to dances, concerts, and performances) they must include projected ticket sales in their proposed budget prior to their spring budget hearing.
- (e) All Type One Student Organizations that collect money from ticket sales will have that income placed into the Student Organization Fundraising account for purposes of rollover from each fiscal year.
- (f) Type One Organizations are considered essential by the University and include:
  - (i) *Student Government Association*
  - (ii) *Campus Activities Board*
  - (iii) *Willow Literary Magazine*
  - (iv) *Mosaic Student Newspaper*
  - (v) *Seahawk Radio*

### Section 3.03 Type Two Student Organizations

- (a) All other Student Organizations that are not considered Type One Organizations will be considered Type Two Organizations.
- (b) At the beginning of each academic year, Type Two Student Organizations will receive an initial allocation of \$50.00 in their account which can be used to promote club development. Examples include Club Rush, food for club meetings, awards, and recognition.
- (c) Type Two Student Organizations are eligible to submit an Operating Budget in the spring semester for consideration at the Spring Budget Hearings for the following academic year.
- (d) Type Two Student Organizations are eligible to submit funding requests for Internal or External funding throughout the academic year to design and implement programs and services that are open and available to all students.

#### 4. Funding Requests

- (a) Eligible Student Organizations seeking funding must submit their requests on Seahawk Connection to the Chair of the Activities Funding Board by the appropriate deadline as disseminated by the chair.
- (b) Funding Requests must be submitted on Seahawk Connection by 11:59PM on the Thursday prior to the AFB Meeting a Student Organization would like to attend. The Student Organization must attend an AFB meeting that is at least two weeks prior to their anticipated event date to allow the AFB to gather necessary information and table requests as necessary. The AFB will not hear funding requests under any circumstances if the AFB meeting is occurring the week of the event. For example, if a Student Organization is hoping to come in to an AFB meeting on Tuesday and they want to hold their event on Thursday, the request will not be heard due to a lack of planning. The AFB Chair may, at their discretion, accept funding requests to be heard the week of an event in rare circumstances.
- (c) Student Organizations are responsible for submitting their Funding Requests completely including a detailed program budget. Incomplete requests will not be considered.

- (d) The AFB will impartially pass judgement on each request based exclusively on the merits of each request. The AFB may, at their discretion, fully fund, partially fund, or deny a funding request.
- (e) The Director of Student Activities may, at their discretion, overturn an AFB approved request if they deem the request inconsistent with University policy or mission. The Director of Student Activities may not however, approve a request that the AFB has previously denied.

#### Section 4.02 Internal Funding Requests

- (a) Internal Funding Requests are those where funds are to be used for internal Student Organization activities only open to club members and may only be requested by Type Two Student Organizations. Examples of internal funding can include club development, club rush, membership apparel, dinners, food for club meetings, conferences, awards, recognition, and other activities that are generally not open to the entire University community.
- (b) All Type Two Student Organizations are required to disclose any and all other sources of funding when submitting a request to AFB. Other sources of funding can include but is not limited to other University accounts or offices that may be co-sponsoring an activity.
- (c) Type Two Student Organizations are eligible to receive up to \$150.00 in internal funds.
- (d) All Type Two Student Organizations are eligible to receive up to \$600.00 in internal funds for conference registration fees. If the AFB funds an organization's conference registration fees, the delegates who attended the conference are expected to present what they learned at said conference at the SRYou Day Student Exposition.
- (e) All Type Two Student Organizations are eligible to purchase membership apparel or gear. The AFB will fund fifty percent (50%) of each member's expense, but only up to \$30.00. Student Organizations are limited to one set of membership apparel or gear per academic year. Student Organizations are welcome to purchase additional membership apparel or gear not to be funded by the AFB.
- (f) If any Student Organization does not follow through with an AFB funded program, the funds allocated to support such an event will be forfeited and audited by the AFB Chair.

- (g) Members of the AFB who are also members of a Student Organization making a request must abstain from voting on said request.

#### Section 4.03 External Funding Requests

- (a) External Funding is used when requesting money for programs and services that are open and available to all students. All members of the Salve Regina community must have the opportunity to actively participate in the proposed event for it to be considered external funding.
- (b) All Type Two Student Organizations are required to disclose any and all other sources of funding when submitting a request to AFB. Other sources of funding can include but is not limited to other University accounts or offices that may be co-sponsoring an activity.
- (c) If any Student Organization does not follow through with an AFB funded program, the funds allocated to support such an event will be forfeited and audited by the AFB Chair.
- (d) Members of the AFB who are also members of a Student Organization making a request must abstain from voting on said request.

#### 5. Activities Funding Board (AFB) Meetings

- (a) AFB Meetings are held biweekly (every other week) and additionally if needed as deemed necessary and called by the Chair. Dates and times will be posted by the Chair.
- (b) Student Organizations should be prepared to present and defend their funding requests. AFB members may ask questions to better understand the merits of the request.
- (c) Student Organizations that fail to attend their scheduled AFB hearing may, at the discretion of the Chair, wait until the next regularly scheduled AFB meeting to present their request. Typically, Student Organizations that fail to attend their hearing will result in a denial of the funding request.
- (d) AFB will not hear requests scheduled for the week of the event. Requests should be submitted by the appropriate deadlines as identified in Section 4.02.
- (e) Student Organizations are required to elect their new officers for the coming academic year before attending any AFB Spring Budget Hearings including Type One Budget Hearings, Signature Event Hearings, and Capital Expense Hearings.

- (f) Following any hearing held by the AFB, the Board will vote on the request. Requests for funding are approved by a simple majority vote. The AFB reserves the right to adjust any aspect of a proposed budget that they deem necessary. Groups will be notified within 48 hours of the hearing of the AFB's decision by the Chair.
- (g) Student Organizations are required to spend their allocations according to their requests. AFB will audit accounts after the final expense report has been submitted to recover all unspent funds.
- (h) Misappropriated funds will also be audited and recovered by the Chair. Such misappropriations or misuse of AFB funds may also lead to criminal and/or disciplinary action, club or organization funding and constitution review and/or revocation, or SORC sanctioning. AFB reserves the right to freeze any Student Organizations account at any time.

#### Section 5.02 Spring Budget Hearings

- (a) Each spring semester, the AFB meets to consider operating budgets submitted by Student Organizations at their Spring Budget Hearings. The Chair will coordinate Spring Budget hearings with the appropriate Student Organizations and work with them to schedule an appropriate time.
- (b) Type One Budget Hearings
  - 1) All Type One Student Organizations are required to attend Spring Budget Hearings to present their operating budget for the next academic year.
- (c) Signature Event Hearings
  - 1) Type Two Student Organizations are eligible to attend a Signature Event hearing for an event or other expense totaling more than \$500 that has been hosted by the Student Organization for two consecutive years prior to the budget submission. At this hearing, the Student Organization will present their previous years budgets and the proposed budget for the upcoming year. They will also be expected to report on the successes and failures of previous years.



(d) Capital Expenses

- 1) Any Student Organization may attend a Capital Expense Hearing for an expense that they deem necessary to furthering their organization's success. At this hearing, the organization may request money for a one-time expense to be purchased before the end of the academic year. The expense can be anything the organization deems necessary to their further success including but not limited to banners, table clothes, promotional items, and equipment.

6. Funding Reallocations

- (a) Reallocation requests must be made in writing to the Chair of the AFB and will be approved or denied by the Chair and Director of Student Activities.
- (b) Reallocation requests are required for clubs hoping to add line items or other purchases to previously approved funding requests or budgets. Student Organizations may only purchase items listed on their funding requests.
- (c) Student Organizations may not exceed their allotted funding. If an account goes into a negative balance due to overspending, the AFB Chair will contact the appropriate parties and a warning letter will be generated by the SORC.

7. Expense Reports

- (a) Expense Reports are to be submitted on Seahawk Connection within one week of the event's completion.
- (b) The Expense Reports follow the same format and should include all the same line items as the original funding request with actual costs included.

8. Fundraising Policy

- (a) Individuals or Student Organizations are not permitted to engage in any form of fundraising on University property, or on behalf of the University or any of its affiliates without prior approval from the Office of Student Activities. The Fundraising Request form is accessible on Seahawk Connection and will be reviewed by the Chair of the AFB and the Director of Student Activities.

- (b) Upon being approved for fundraising, clubs and organizations are eligible to request funds from AFB if needed following the Funding Request protocol. Any funds allocated from the AFB for the purpose of providing seed money for a fundraiser will have to be paid back to AFB. Paying back seed money will occur as follows:
  - 1) A Student Organization must pay back, in full, any moneys funded by AFB for a fundraiser, as long as they make double the funded amount. If a Student Organization collects under double the initial funded amount, 50% will be retained by the Student Organization and 50% will be returned to the AFB.
    - a) For example: The AFB provides a club with \$100 to host a bake sale. The club only makes \$100 off of their fundraiser. Since they did not make back double the initial investment, they will keep \$50, and \$50 will be paid back to AFB. If the club made \$200, or more, they will pay back the initial investment of \$100 to the AFB and keep any additional profit.
- (c) Any money fundraised by a Student Organization will be kept in a rollover account to provide access across fiscal years.
- (d) Fundraising for Outside Entities
  - 1) Student Organizations who host events for the purpose of fundraising for a non-profit organization not affiliated with the University (must be a registered 501(c)(3) with the IRS) will not be required to pay back any initial investments funded by AFB.

9. Cash Collection Procedures

- (a) Student Organizations that collect money are required to submit all collected funds to the Office of Student Activities in a timely manner for deposit into the appropriate account. Students should never keep cash in their possession, and after its collection, it should be dropped off to the Office of Student Activities. All cash must be counted and verified by two people before being deposited or secured. No one person should ever be alone with collected money before verification. When depositing collected funds, the Student Organization is responsible for filling out the appropriate paperwork with the Office of Student Activities including a Deposit Slip.
- (b) After a deposit is made, an AFB member will deposit the appropriate funds into the Student Organization's account on Seahawk Connection.

- (c) The Treasurer of each Student Organization is responsible for keeping track of all funds and ensuring accuracy in their record keeping.

10. Contracts

- (a) Students are not authorized to sign contracts on behalf of the University. All contracts must be signed by the Director of Purchasing.
- (b) Vendor or performance contracts for services of any kind should be brought to the Office of Student Activities for review before they are delivered to the Purchasing Office. If a student signs a contract without approval, they will be held liable for all associated costs and conditions.
- (c) If Student Organizations need assistance in generating a vendor or performance contract, they can work with the Office of Student Activities.

11. Reimbursements

- (a) The AFB does not offer reimbursements of any kind to Students or Advisors for unauthorized expenses. For an expense to be considered authorized, the AFB Chair and Director of Student Activities must approve the purchasing before it takes place. Reimbursements are only authorized when traditional forms of payment such as using the Procurement Card is unfeasible or at the discretion of the AFB Chair and Director of Student Activities.

12. Recovery of Funds

- (a) Money that is requested and approved by the AFB must be spent as detailed. Money that is leftover or not used by the club may be audited from the Organization's account after their event is completed and the Expense Report has been submitted.

13. Use of Funds

- (a) Each Student Organization receives a financial account through Seahawk Connection after their approval from the SORC. Only Type One Student Organizations have budget numbers through the University Business Office.
- (b) Funds may only be used for what the AFB allocated it for. If AFB funds are used for unapproved expenses, the club will be liable to misuse of funds.

- (c) Student Organizations may not spend more money than there is in their financial account. If the account enters a negative balance, it will be immediately frozen until the account balance returns to +\$0.00.
- (d) Student Organizations may not use funds for personal gain or as a direct donation. Student Organizations may not purchase items for direct donation to charity with AFB funds. Any and all charitable donations must be paid for exclusively by fundraised funds.
- (e) AFB funds may not be used for any type or purchase involving drug or alcohol products and/or paraphernalia.
- (f) Any Student Organization that receives funds from the Activities Funding Board is required to create the event on Seahawk Connection, so it is visible to the campus community as a method of advertising.

#### 14. Procurement Card Requests and Check Requests

- (a) It is the responsibility of the Student Organization to fill out paperwork correctly and completely for it to be processed. All forms that Student Organizations may need are available in the Office of Student Activities or on Seahawk Connection. Commonly used forms below and their locations are:
  - 1) Procurement Card Request: OSA
  - 2) Check Request: OSA
  - 3) Deposit Slip: OSA
  - 4) Funding Request Excel: Seahawk Connection
  - 5) Expense Report Excel: Seahawk Connection
- (b) Completed forms should be submitted to the Office of Student Activities in Wakehurst 206 with all necessary signatures.

#### Section 14.02 Procurement Card Request (P-Card)

- (a) All P-Card requests must be turned in to the OSA at least 48 hours (Monday through Friday) prior to the date of purchase, or when purchasing will take place.
- (b) Requests will only be approved during business hours (Monday through Friday, 8:30AM to 4:30PM).
- (c) Most local businesses accept the P-Card with a few exceptions:

- 1) Walmart: The P-Card can be used at Walmart, as long as you also have a Walmart Non-Profit Card with you as well. Typically, when you pick up the P-Card you will be given this card as well.
  - 2) BJ's: You may only use the P-Card at BJ's as long as you have Salve Regina's BJ's Membership Card as well. These cards are organized through the Purchasing Office. Please speak with the Office of Student Activities to obtain the BJ's card.
- (d) Requests are processed on a first come, first serve basis. If too many requests are submitted for the same day or time, the OSA will inform you of a different time and/or date.
  - (e) Any incomplete requests will not be accepted or result in a delay of the use of the P-Card or loss of payment.
  - (f) Student Organizations that spend more than they were allocated or misuse the P-Card will be subject to SORC Sanctions.

#### Section 14.03 Check Requests

- (a) Check Requests should be submitted a minimum of two weeks in advance of the date the check is needed (10 business days).
- (b) Check Requests are used for contracted services such as live performers, speakers, or vendors.
- (c) All Check Requests must be accompanied by an invoice, bill, contract, or other documentation stating what services or goods will be or were rendered.
- (d) Any incomplete requests will not be accepted and result in a delay in the check or loss of payment.

#### 15. Online Fundraising Accounts

- (a) The University does not permit Student Organizations to use online fundraising services including but not limited to GoFundMe and Crowdrise.
- (b) If Student Organizations are interested in fundraising using an online method, they can contact the Office of University Relations and Advancement to go about setting up an account in our internal online system.

## 16. Sanctioning

- (a) If a Student Organization does not adhere to any of the guidelines (including misuse of funds/P-Card, overspending, misallocation or misrepresentation of funds), policies, or procedures herein, they may receive disciplinary action through the Student Organization Recognition Committee Sanctioning Policy. The SORC Sanctioning Policy is as follows:

- 1) The actions of student organizations are expected to be consistent with the Student Organization policies and the Student Code of Conduct. If a violation occurs, disciplinary action may be taken against the organization as a whole. Student organization disciplinary sanctions may include, but are not limited to, the following:

*i) Warning*

- a. A written notice to the student organization that their conduct is in violation of University and Student Organization policies and regulations.

*ii) Probation*

- a. Probationary status for a specified period of time, typically not less than 90 days, during which time the organization may be required to fulfill specific conditions prior to reinstatement to good standing. During the time of probation, the organization is restricted from facilitating events, participating in any co-sponsorship of an event, and requesting funding from Activities Funding Board. The organization can though under probation meet with its group members. To be reinstated the organization must submit a written proposal to the Vice President of the Student Government Association about their plans to correct their past violations.

*iii) Suspension*

- a. The typical time of probation is not less than 90 days, organizational suspension means the organization has no authority for operating on campus. Suspension involve the loss of all rights and privileges of student organizations, including the use of university facilities and financial resources, recruiting members, and promoting the organization. Probationary Status will be assigned for 30 days following the completion of the suspension period.

*iv) Termination*

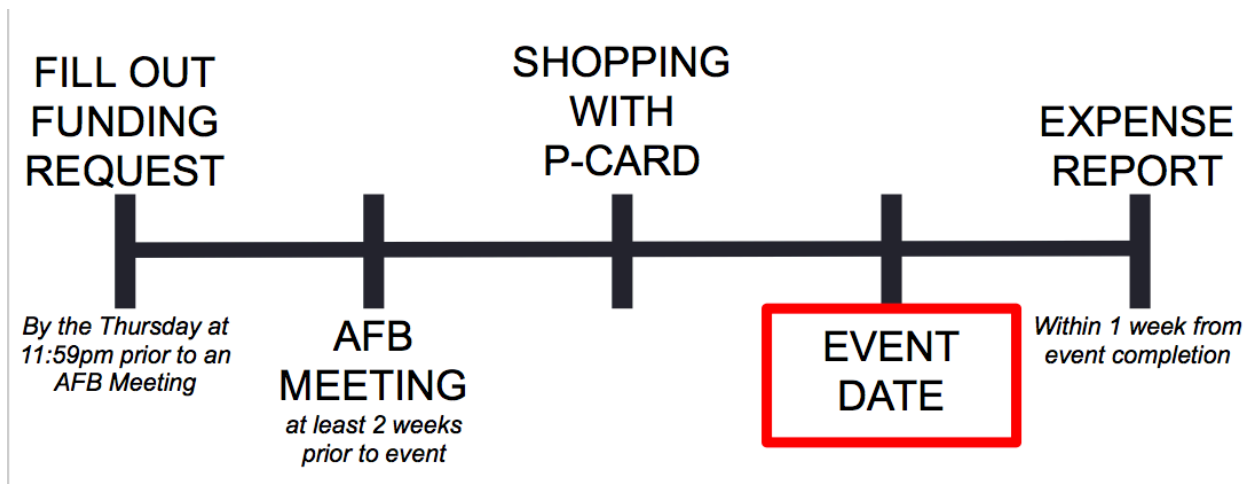
- a. Termination of a student organization is the most serious University disciplinary action for a student organization. Termination is the total and permanent separation of the group from the University. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campuses of the University that can in any way promote the goals, purposes, identity, programs or activities of the organization. Termination involves the loss of all rights and privileges of student organizations, including the use of University facilities and financial resources, recruiting members, and promoting the organization.

17. End of Year Report

- (a) All Student Organizations, both Type 1 and Type 2, who have used AFB funds throughout the course of the academic year are required to submit a detailed End of Year Report to the Activities Funding Board identifying any spending. The Report should include what event, and how much money was spent.

18. Appendices

- (a) Appendix A: Funding Timeline



(b) Appendix B: Funding Request Model

## FEBRUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**#2**  
AFB Meeting

**#1**  
Request due  
on S.C. by  
11:59PM

## MARCH 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**#3**  
Event Date

- #1- 2/15 Request due on Seahawk Connection by 11:59PM, Thursday prior to scheduled AFB Meeting.
- #2- 2/20 Attend AFB Meeting at least two weeks prior to proposed event date and present request.
- #3- 3/ 14 Event Date