

University of Colorado Colorado Springs (UCCS) Student Government Association Funding Guidelines and Procedures

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Preamble

The UCCS Student Government Association (SGA) supports student activities. These Funding Guidelines and Procedures define the club funding process in order to facilitate student activity and involvement at UCCS.

The Budget Advisory Committee (BAC) and the SGA Senate shall provide funding in accordance with these established guidelines as it pertains to any Club and Organization requesting or receiving funding from the Student Government Association.

Capitalized terms used but not defined herein shall have their meanings set forth in the SGA Constitutional Bylaws or the Constitution.

Article I. Funding Eligibility.

- A. No Club will be eligible for SGA funding unless it is a registered student Club with the Student Life Office. Club Sports are eligible for funding only if they are registered through Campus Recreation.
- B. Events, programs, or activities funded must be open to all students.
- C. Failure to comply with these Funding Guidelines may result in actions up to suspension and disqualification from requesting future funds for the remainder of the fiscal year, and/or sanctioning by the Office of Student Life.

Article II. Funding Principles.

- A. All funding decisions will be made without regard to race, color, national origin, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, pregnancy veteran status, political affiliation, or political philosophy.
- B. All funding decisions will be made in a viewpoint neutral manner and will not take into consideration the views or beliefs of the requesting Club.
- C. The following will be considered in no particular order by the BAC when making determinations about fund allocations:
 - a. The furtherance of the club.
 - b. The benefit to the campus community.
 - c. The ability of the SGA Student Activity Fee Fund to help the requesting Club to effectively and efficiently hold events.
 - d. The educational, civic, and cultural value to the campus and the greater community – the extent to which the proposed activity is likely to foster growth and excellence among students.
 - e. The number of expected event participants.
 - f. The location of the event (e.g. whether the event is held on campus or off campus.)
 - g. The amount of money available to the SGA to allocate to student Club events.
 - h. Compliance with the Funding Guidelines and Procedures for the current fiscal year.
 - i. The ability and willingness of the Club to comply with these Funding

Guidelines, University Policy, and the laws of the State of Colorado.

- D. The following will not be considered by the BAC when making determinations about fund allocations:
 - a. Fundraising the Club has done.
 - b. Funding which has already been received for a similar event by the same Club and whether it is determined that this previously allocated money was used efficiently and yielded positive results.

Article III. Funding Restrictions.

- A. Funding will not be allocated for any Club's individual membership fees, national affiliations, or state delegations.
- B. Funding will not be allocated for any Clubs's individual or organizational insurance fees.
- C. After-the-fact funding may be considered only in the event the campus closes when: 1) the closure is for a day when a BAC or Senate meeting is scheduled; and 2) the funding proposal was scheduled to be considered at said meeting.
- D. Clubs seeking SGA Clubs and Organizations funding may request up to \$3,000 per funding category not to exceed \$4,000 combined across both categories per fiscal year. Categories for Clubs and Organizations funding are "travel" and "events". Example: \$2,000 for travel AND \$2,000 for events.
- E. Funding for durable goods comes from SGA Clubs and Organizations. The initial request for durable goods shall be requested in combination with the "event" category within the same fiscal year. Durable goods will be limited to \$3,000 per fiscal year for each Club.
- F. Funding will not be allocated for the purchase of alcohol, tobacco, controlled substances, or firearms.
- G. Funding will not be allocated for personal expenses, prizes, awards, or gift certificates.
- H. Funding will not be allocated for the purchase of debt.
- I. Allotted funding cannot be reallocated, shared or donated among different organizations.
- J. Funding will not be explicitly allocated for faculty, staff, coaches, or instructor expenses, but may be implicitly allocated if the addition of faculty, staff, coaches, instructors does not change the amount of funds allocated.
- K. Funding for equipment and uniforms to be used predominantly for the use in a sport, or for sporting purposes, shall be classified as a durable good.

Article IV. Category Allocations.

- A. The BAC shall recommend funds to the following line items:
 - a. Travel
 - i. Travel category costs will be limited to \$3,000 per fiscal year for each Club
 - ii. Travel may only include airfare, lodging, ground transportation, and/or Per Diem meal reimbursement.
 - iii. All Clubs must attach a minimum of two (2) travel quotes.
 - 1. Including one (1) airfare quote or one (1) ground transportation quote (if 500 miles or less).
 - 2. At least one (1) of the airfare quotes must come from the University of Colorado approved travel agency: Christopherson Business Travel.
 - a. For more information please visit:
<https://www.cu.edu/psc/payables/travel.htm>.
 - iv. Before any SGA funds may be expended for travel, all Clubs must comply with all

University and/or Student Life policies and procedures including, but not limited to, filling out the Travel Packet in the Student Life Office or on Mountain Lion Connect.

- v. Clubs must secure funding at least 2 weeks in advance if the funding is going towards travel costs, to ensure enough time for the club to follow Student Life Travel Procedures. Exceptions may be made if travel occurs during the first 4 weeks of the Fall semester.

b. Events

- i. Events category costs will be limited to \$3,000 per fiscal year for each Club
- ii. Clubs must secure funding 2 weeks in advance if the funding is going towards event costs, to ensure sufficient time for the requesting club or organization to follow Student Life Event Procedures. Exceptions may be made if an event happens within the first 4 weeks of the Fall semester.
- iii. Facility and Equipment Rentals. Note: Sport facility rental should select "Sports".
- iv. Consumable Supplies. Consumable supplies are non-durable goods. Non-durable goods retain less than a significant value after the completion of the event, activity, or program. Consumable supplies can be, but is not limited to, trash bags, cups, napkins, single-use eating utensils, or small giveaway items such as pens or pins.
- v. Conferences. A conference includes lectures, conferences, symposia, or similar activities. Cost includes registration fee.
- vi. Food and Beverages.
 - 1. Food and Beverages will include, but are not limited to, food, beverages, and catering services.
 - 2. All funds requested for Food and Beverage must be in conjunction with the Campus Catering Policy.
- vii. Advertising.
 - 1. Advertising includes any and all banners, posters, fliers, media, and other items used to advertise events, activities, or programs.
 - 2. All advertising for SGA funded events, activities, and programs must clearly display "Sponsored by SGA".
 - 3. Clothing.
 - a. Clubs may request the total cost of clothing items (non-durable or sport goods) for the purpose of promoting events to UCCS students.
 - b. All clothing items must clearly display "Sponsored by SGA".
- viii. Sport Expenses.
 - 1. Sport Expenses may only be used by registered Club Sports, or clubs and organizations that predominantly engage in sport or sporting activities as determined by the BAC.
 - 2. Sport Expenses consist of:
 - a. Facilities (e.g. ice rinks, fields, courts, etc.)
 - b. Officials (e.g. referees, umpires, etc.)
 - c. Team league participation fees
 - d. Equipment, and/or uniforms used for sports activities
- ix. Honorariums
 - 1. Honorariums shall only be funded for outside performers or speakers.
 - 2. Honorariums may not be funded for UCCS staff, alumni, faculty, or students.

c. ROAR Days

- i. ROAR Days funding will not be limited per fiscal year for each club. It is up to the BAC to set reasonable limits applied equitably per club, based on the number of clubs that submit proposals.
- ii. ROAR Days funding shall be exclusively for ROAR Days programming.

B. Durable Goods.

- a. Durable costs will be limited to \$3,000 per fiscal year for each Club

- b. Durable Goods consist of goods that have significant value after the completion of the event, activity, or program, or have significant value formore than one (1) year after purchase.
- c. All Clubs requesting funding for Durable Goods must present a plan for keeping the Durable Goods under the ownership and care of UCCS, theUniversity of Colorado, or the State of Colorado for the entirety of the estimated lifespan of the Durable Goods to the BAC.
- d. Equipment and uniforms used for sports activities shall be classified as durable goods.

Article V. Funding Process.

- A. Prior to BAC
 - a. Clubs will submit a Mountain Lion Connect (MLC) event request. The event request will then be reviewed and approved by Student Life Team. Clubs may apply for funding prior to approval of the event request if pending.
 - b. Clubs must also show proof of contact with Event Services if an event occurs on campus. If an event does not occur on campus, clubs must present proof of contact with the event location.
- B. The requesting Club shall initiate the club funding process by completing the Funding Proposal Form.
- C. Documentation.
 - a. Each line item will require Quotes.
 - b. All Clubs requesting funding must submit the SGA Funding Proposal Form, an itemized budget, and required Quotes to the BAC.
 - c. Quotes will consist of official price estimates from each vendor for the current funding request.
 - d. The BAC reserves the right to request additional documentation (including but not limited to competitive quotes) from the Club.
 - e. The Director of Finance shall work with each person submitting a club funding request to ensure all funding requirements are met prior to being placed on the next BAC agenda.
 - f. The Director of Finance reserves the right to establish a deadline for all funding proposals to be complete prior to being placed on the BAC agenda.
- D. BAC Meeting.
 - a. Clubs may request funding:
 - i. Clubs seeking SGA Clubs and Organizations funding may request up to \$3,000 per funding category not to exceed \$4,000 combined across all categories per fiscal year. Categories for Clubs and Organizations funding are “travel” and “events”. Example: \$2,000 for travel AND \$2,000 for events.
 - ii. Clubs seeking SGA ROAR Days funding will not be limited per fiscal year for each club. It is up to the BAC to set reasonable limits applied equitably per club, based on the number of clubs that submit proposals.
 - iii. The BAC shall evaluate each funding request on a case by case basis.
 - iv. A student member of the requesting Club, who is knowledgeable on the funding process as well as their club or organization’s respective funding proposal, must be in attendance to present their proposal at the BAC Meeting in order for the request to be considered.
 - v. A Quorum of Senators, as defined in the SGA Constitutional Bylaws, must be presentfor the BAC to conduct any business.
 - vi. In the event the BAC denies funding, in whole or in part, the request may be heardby the Senate.
 - vii. Clubs who receive any funding from BAC for any event or travel must provide documentation to BAC relating to the outcome of the event or travel. Information could include documentation in the form of photos, written impact statements, and the number of students who attended the event as well as other information the club

deems relevant. Clubs must submit this information back to BAC (via MLC form) within 30 days of returning from their travel.

- a. Senate Meeting.
 - i. Should the BAC deny a Club funding, in whole or in part, the Director of Finance, or a delegate thereof, shall propose the Club funding request to the Senate.
 - ii. A member of the Club is required to attend the Senate meeting where the funding proposal is considered.
 - iii. In the event the funding proposal does not pass the Senate, the requesting Club may appeal.

Article VI. Appeal Process.

- A. Disputes arising from decisions of the BAC or Senate regarding the club funding process, in accordance with the provisions of the Constitution and subsidiary documents, will be submitted to the Judicial Board.
- B. Clubs may submit a dispute to the Judicial Board by completing the Judicial Review Form.
- C. Complaints of financial misconduct, criminal acts, discrimination, sexual harassment and/or any other violation of the Student Code of Conduct or other violations of University policy, will be forwarded to the campus administration for processing.

Article VII. Adoption and Enablement

- A. These guidelines must be approved by a majority vote of the Senate. These guidelines will supersede all previous guidelines.
- B. These guidelines will become effective immediately after approval, or on a date after their approval as established by the Senate.
- C. These established guidelines will not be suspended unless by a majority vote of the Senate.

Definitions

After-the-fact: Any period of time after an event has occurred - this does not prevent reimbursement overall.

Break: A period of time during which school offices are closed including school holidays and closures.

Club: A student group registered with the Student Life Office or a student group registered with Campus Recreation.

Disqualification of Funds: The ineligibility to request and/or receive Student Government funding.

Fiscal year: July 1st through June 30th as determined by the state controller's office.

Quote: Official price estimates from each vendor for the current event proposal.

Reimbursement: Compensation paid for money already spent.