

Student Activity Fee Allocation

Fall 2015



BUDGET SUBMISSION PROCESS

Application for Funding: Organizations or departments seeking Student Activity Fee Funding for the Fall 2015 Semester must complete the attached application packet by **12:00pm on Thursday, April 23rd** to the Center for Student Involvement on the second floor of the Student Center. Any packets received after that time will not be considered and will be ineligible for funding in the Fall 2015 Semester.

Board Presentations: All organizations or department seeking Student Activity Fee funding is encouraged to attend a meeting with the Student Activity Fee Allocation Board to present the budget proposal. A representative may present the budget and provide explanation or justification for each request. Those desiring to make presentations may sign up while handing their SAFAB Application in to the Center for Student Involvement

Participation Requirements: Failure to complete all steps in the budget allocation process will result in exclusion from SAFAB funding for Fall 2015.

TIMELINE

Applications Available	Beginning Thursday, April 16
Application Deadline	Thursday, April 23 rd at 12pm
Board Presentations	Monday, April 27 th from 6-9pm
Allocation Notices Sent	Allocation Notices Sent Tentatively on May 7th



ABOUT SAFAB FUNDS

Purpose: Student Activity Fee funds are student funds designated for the **enhancement of the quality of co-curricular life** in accordance with the mission and purpose of Spring Hill College. "Co-curricular life" is defined as those activities, learning opportunities, events and programs that occur outside the scope of the classroom.

Board: The Student Activity Fee Allocation Board (SAFAB) is responsible for the distribution of Student Activity Fee funds. The board, which is composed of both students and staff members, reviews request for funding and determines appropriate allocations based upon funds available, funding priorities and policy and the merit of individual applications.

Eligibility: Generally, there are four types of recipients of Student Activity Fee Funds:

- **Institutional Student Program Structures:** (i.e. SGA, CPB, Panhellenic, IFC, RHA, MSU etc.) These are structures that the college believes must operate to fulfill the mission of the institution and have primarily student leadership with designated staff or faculty support.
- **Recognized Campus Organizations:** (i.e. Game Club, SHORES, Circle K, etc.) These are student initiated and student run organizations. They exist each year only if there is student interest. These organizations must be recognized by the Office of Student Activities and in good standing with Spring Hill College.
- **Co-Curricular Support to College Programs:** (i.e. Intramurals, Wellness, Campus Ministry, etc.) These are programs offered with a direct mission of enhancing co-curricular life, typically with faculty or staff leadership and student participation in decision making and execution. Student Activity Fee support is supplemental to enhance further impact on students.
- **Student Life Support Services:** (i.e. Student Handbook, Student IDs, Calendar, etc.) The operating services and programs that support and provide service to all aspects of co-curricular life.

Types of Funding: SAFAB funding is made available for the following purposes:

- **Programming & Events:** As the enhancement of co-curricular life is the primary purpose of the Student Activity Fee, a majority of funds are allocated to programs and events for students.
- **Travel Expenses:** A limited amount of funding is available for individuals travelling to conferences or tournaments as representatives of their student organization or the college.
- **Capital Purchases:** A limited amount of funding is made available for the purchase of equipment, uniforms or re-usable supplies essential to the implementation of programs or student organization operations.
- **Fundraising Startup Loans :** Student Organizations wishing to host a fundraiser or philanthropic event may receive a temporary loan used to offset startup costs. Loans must be repaid.

Funding Distribution: SAFAB allocates funds on a semester-by-semester basis. All funds not used during the semester are returned to the fund to be re-utilized in a different manner.

GENERAL GUIDELINES

Funding Procedures: All SAFAB funding is managed and approved through the Office of Student Activities. Funding procedures, guidelines and processes are available in the *Student Organization Handbook*.

Registration & Approval: Prior to receiving funding, all events, projects, travel or fundraisers must be registered and approved through the Office of Student Activities. Failure to properly register events or travel will result in a withdrawal of funding for the event

Sponsorship: All events or programs receiving support from SAFAB must identify the Student Activity Fee as a funding source on all marketing materials or event programs.

Misuse of Funds: Student organizations who misuse SAFAB funds may face disciplinary sanctions, withdrawal of funding or future limitations on funding. Such misuse includes, but is not limited to, overspending, misdirection of funds or the purchase of services or items for which approval was not received.

Re-Allocation of Funds: On a case by case basis, funds may be re-allocated to be utilized for new/different programs, travel, capital purchases or fundraising events. However, it may not be re-allocated to fulfill a previously denied funding request.

Non-Funded Expenses: SAFAB funds may not be used for the purchase of alcohol, to provide gifts for individuals or to donate monies or any item of value to any charity, political organization or philanthropic cause.

PROGRAMMING FUND GUIDELINES

Eligibility: SAFAB Programming Funds are available for programs, events or projects for which the primary audience is Spring Hill College undergraduate students.

Attendance: All events or programs utilizing SAFAB funds must be open to all students and should be advertised as such. Failure to adequately advertise an event funded through the SAFAB may result in withdrawal of funding.

Admission/Participation Fees: Admission or participation fees may not be charged for SAFAB supported events unless all fees collected are used to offset the cost of the event. Student organizations/departments may not profit from admission fees collected and cannot utilize these fees to donate to any charity, political organization or philanthropic cause.

Eligible Purchases: SAFAB Programming Funds may be used to pay for any services, rental fees, advertising or "one-time use" items associated with an event/program. Items such as equipment, re-usable signage, multi-use decorations or non-exhaustible supplies must be applied for through the SAFAB Capital Purchase Fund.

Alcohol: SAFAB funds may not be used for the purchase of alcohol. In addition, SAFAB funds may not be used for events that are sponsored or co-sponsored by alcohol vendors, where alcohol is provided to participants at no cost or where a third-party vendor is not utilized.

Food & Beverage: In order to receive SAFAB funding for food purchases, organizations/departments must demonstrate that the food or beverage is an *integral* part of the event, program or project for which they are purchased. Food may not be purchased for meetings or for programs/events not open to the general student body.

T-shirts & Clothing: SAFAB funds may not be used for the purchase of t-shirts or clothing to be given to individuals. Exceptions may be made for events/programs where t-shirts/clothing are deemed an *integral* part of the program.

Promotional Items & Prizes: The use of SAFAB funds for the purchase of promotional items, prizes and giveaways is limited to instances where these may be deemed an *integral and necessary* part of the program or event.

Funding Priority: Priority for SAFAB Programming Funds will be given to events or projects that meet the following criteria:

- *Events/programs that occur on the Spring Hill College campus*
- *Events/programs that further the mission and purpose of Spring Hill College*
- *Events/programs that demonstrate a collaboration between organizations/departments.*
- *Events/programs that would have wide appeal to the SHC student body.*

TRAVEL FUND GUIDELINES

Eligibility: SAFAB Travel Funds are available for organizational travel where the *primary* purpose of the travel is to represent the college or organization in an official capacity. Funds may be used for registration/tournament fees, hotel expenses, transportation costs and meals while traveling.

Reimbursement: Purchases such as gas, hotel or food expenses will only be paid through reimbursement.

Meals: Only meals that occur while traveling will be reimbursed. Food cost is limited to the following per person per meal:

- *Breakfast- \$5.00*
- *Lunch- \$10.00*
- *Dinner- \$15.00*

Funding Priority: Priority for SAFAB Travel Funds will be given to organizational travel that meets the following criteria:

- *Travel in which participants represent Spring Hill College in an official capacity*
- *Participation in conferences or workshops which have a direct connection on the organization's ability to provide the general campus with services, programs or educational opportunities.*
- *Travel for which participating individuals or organization have made a significant commitment to funding themselves through participation fees and fundraising.*

FUNDRAISER LOAN FUND GUIDELINES

Funding Maximum: Student organizations can request a maximum of \$250 per academic year to assist with a fundraising or philanthropy project.

Loan Guarantee: In order to receive a fundraising loan, individual student organization members must provide a guarantee that all funds will be repaid. Up to ten (10) individuals may sign for a fundraising loan with the understanding that, in the event that the student organization does not repay the loan, they are individually responsible for repayment and will be charged (i.e. Ten individuals signing for a \$250 loan will be responsible for \$25 each). No individual may assume responsibility for more than \$100 (i.e. For every \$100 borrowed, there must be at least one student guaranteeing the loan; A \$250 loan would require three (3) students).

Loan Repayment: Student organizations receiving a SAFAB Loan must reimburse the college within fourteen (14) days of the completion of the fundraising project. Failure to repay the loan will result in the following: (1) all individuals who signed for the loan will be charged (2) If individuals do not pay, the organization may be ineligible for funds in the future and may face sanctions from the Office of Student Activities.

CAPITAL PURCHASE FUND GUIDELINES

Eligible Purchases: SAFAB funds may only be used to purchase equipment that is deemed *essential* to the operations of the student organization or program.

Equipment & Supplies: Purchases for equipment will be limited to items that meet at least one of the following criteria:

- *Items which are not readily available for student organization/departmental use.*
- *Items that are used on a recurring basis and for which a purchase is more cost effective than rental.*
- *Items that may be utilized by multiple student organizations or departments.*

Uniforms: SAFAB funds may be used to purchase required uniforms for organizations representing Spring Hill College. However, these items may not be of a personal nature (socks, undergarments, shoes, etc.) and must be returned at the close of each academic year. Uniforms may only be purchased every two (2) years and must be approved by the Office of Student Activities.

Audit: All capital purchases made with SAFAB funds are deemed property of Spring Hill College and may not be kept by individuals. All items must be stored with a campus department (Student Activities, Residence Life, Campus Ministry, etc.). The SAFAB may request an audit of purchased items at any time and any organization failing to produce items may face funding limitations or other sanctions.

SAFAB Request Summary

Fall 2015 SAFAB Request Form

* Supplementary forms and supporting information MUST be attached.



Section 1: Organization/Department Information	
Organization/Department Name:	
Number of Members (if organization):	
Organization/Department Representative:	
Phone:	Email:
Advisor (if organization):	
Phone:	Email:

Section 2: Statement of Purpose

Section 3: Non-SAFAB Income <i>Please list all sources of income including other campus funding, donations, dues, etc.</i>	
Funding Description	Amount
	\$
	\$
	\$
	\$
	\$
	\$
Total Non-SAFAB Income:	\$

Section 4: SAFAB Funds Requested <i>Please attach all supplementary forms for each program, travel event, capital purchase or loan.</i>		
Expense Description <i>(as titled on supplementary forms)</i>	Total Requested	For SAFAB Use Only
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Page One Request	\$	

SAFAB Request Summary
(continued)

Organization:

Expense Description (as titled on supplementary forms)	Total Requested	For SAFAB Use Only
Total from Page 1	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Grand Total Requested	\$	

Section 5: Signature

My signature affirms that I have read and understand the budget guidelines, processes and instructions. I also affirm that, to the best of my knowledge, all information submitted is accurate and correct.

President (please print):

Signature:

Date:

Advisor (please print):

Signature:

Date:

Section 4: SAFAB Use ONLY Please do not write in this space

Fall 2015 SAFAB Request Form

Email:

Expected Program Attendance/Participation:

Expense Description: <i>i.e.</i> rental fees, catering, etc.	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Program Cost:	\$

Funding Description	Amount
Donations:	\$
Admission/Participation Fees:	\$
Co-Sponsor Contribution:	\$
	\$
	\$
Total Non-SAFAB Program Income:	\$

SAFAB Programming Fund Request Form
(continued)

Organization:	Program:
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Section 3: SAFAB Program Funds Requested *Please attach all applicable price quotes and estimates*

Expense Description	Price	Quantity	Total Requested	For SAFAB Use Only
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
Total Requested: \$				

Section 4: SAFAB Use ONLY *Please do not write in this space*

Date	Time	Location	Weather	Remarks

Capital Expense Fund

Fall 2015 SAFAB Request Form

* A form must be completed for EACH proposed expense



Section 1: Organization/Department Information

Organization/Department Name:

Organization/Department Representative:

Phone:

Email:

Section 2: Purchase Information * A form must be completed for EACH proposed capital purchase

Purchase:

Item Use:

Section 3: Justification/Explanation of Purchase

Section 4: Itemized Purchase Budget Please list and describe all expenses associated with the capital purchase

Expense Description:	Quantity	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total Purchase Cost:		\$

Section 5: Non-SAFAB Income for Purchase Please list all sources of income for the capital purchase

Funding Description	Amount
Donations:	\$
Fundraising:	\$
Member/Participant Fees:	\$
	\$
	\$
Total Non-SAFAB Purchase Income:	\$

SAFAB Capital Expense Fund Request Form
(continued)

Organization:	Purchase:
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Section 3: SAFAB Travel Funds Requested <i>Please attach all applicable price quotes and estimates</i>				
Expense Description	Price	Quantity	Total Requested	For SAFAB Use Only
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
Grand Total Requested: \$				

Section 4: SAFAB Use ONLY <i>Please do not write in this space</i>

Travel Fund

Fall 2015 SAFAB Request Form

* A form must be completed for EACH proposed travel event



Section 1: Organization/Department Information

Organization/Department Name:

Organization/Department Representative:

Phone:

Email:

Section 2: Travel Information * A form must be completed for EACH proposed program, project or event

Event:

Location:

Dates of Travel:

Number of Participants:

Section 3: Purpose of Travel

Section 4: Itemized Travel Budget Please list and describe all expenses associated with the travel

Expense Description:	Amount
Transportation:	\$
Accommodations:	\$
Registration/Participation Fees: \$_____ per person	\$
Meals:	\$
	\$
	\$
Total Travel Cost:	\$

Section 5: Non-SAFAB Income for Travel Please list all sources of income for the travel

Funding Description	Amount
Donations:	\$
Participant Fees/Costs: \$_____ per person	\$
	\$
	\$
Total Non-SAFAB Program Income:	\$

*SAFAB Travel Fund Request Form
(continued)*

Organization:	Travel Event:
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Section 3: SAFAB Travel Funds Requested *Please attach all applicable price quotes and estimates*

Expense Description	Price	Quantity	Total Requested	For SAFAB Use Only
Transportation:	\$		\$	
Accommodations:	\$		\$	
Registration/Participation Fees:	\$		\$	
Meals	\$		\$	
	\$		\$	
	\$		\$	
Grand Total Requested: \$				

Section 4: SAFAB Use ONLY *Please do not write in this space*

Fundraising Loan Fund

Fall 2015 SAFAB Request Form



Section 1: Organization/Department Information

Organization/Department Name:

Organization/Department Representative:

Phone:

Email:

Section 2: Fundraiser Information

Fundraiser Name:

Dates/Times:

Section 3: Fundraiser Description & Justification

Section 4: Itemized Fundraiser Budget *Please list and describe all expenses associated with the fundraiser*

Expense Description:	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Fundraiser Cost:	\$

Section 5: Non-SAFAB Income for Fundraiser Costs *Please list all sources of income for the capital purchase*

Funding Description	Amount
	\$
	\$
	\$
Total Non-SAFAB Purchase Income:	\$

SAFAB Fundraiser Loan Fund Request Form
(continued)

Organization:	Purchase:
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Section 6: Projected Fundraiser Income	
Funding Description	Amount
<i>Donations Received:</i>	\$
<i>Items/Tickets Sold: _____ items at \$ _____ each</i>	\$
	\$
	\$
Total Projected Fundraiser Income:	\$

Section 7: SAFAB Fundraiser Loan Funds Requested <i>Please attach all applicable price quotes and estimates</i>				
Expense Description	Price	Quantity	Total Requested	For SAFAB Use Only
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
Grand Total Requested:			\$	

Section 7: Loan Guarantee		
<i>My signature affirms that I completely understand that I am individually responsible, along with other co-signers, for the loan funds requested. In the event that the organization fails to pay back the loan in a timely manner, I may be held responsible for the costs.</i>		
Full Name (please print)	Student ID	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		