



**STUDENT GOVERNMENT
ASSOCIATION**
SAINT LOUIS UNIVERSITY

FY 2019

**ANNUAL
FUNDING
DIRECTIVES**

INTRODUCTION

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

Every year, the Student Government Association (SGA) Finance Committee is tasked with overseeing the allocation of the Student Activity Fee (SAF) to the over 140 CSOs on campus. Every SLU undergraduate student pays \$[55]/semester into the Student Activity Fee. Graduate students pay \$30/semester, with 15% of those funds going towards the general SAF. The allocations are recommended by the Finance Committee and approved by the full SGA Senate.

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

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

It is with these three principles in mind that the Finance Committee creates the Annual Funding Directives and makes recommendations of funding to the Senate. These recommendations tend to preference requests that have a direct impact on the day-to-day life of the average SLU student and avoid internal events and those based out of a University department. However, it is the responsibility of SGA to provide for the CSOs chartered underneath it, and resources should be aligned as effectively as possible so that every CSO performs to the best of its capabilities.

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

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

1. CSOs should follow the CSO Financial Requirements as determined by the VP of Finance and presented during Leaders of the Pack.
2. CSOs should think critically about the items that they are requesting and when evaluating their own events, as a significant amount of faith is entrusted when funded is allotted.
3. CSOs should spend allotted funds in a responsible manner and be truthful when relating costs and expenses.
4. CSOs should continually pursue growth, in order to offer as much as much as they possibly can to the student body.
5. All financial information and experience obtain and collected by executive board members should be passed onto their successors.

Any CSO who fulfills these expectations should expect to, at the minimum, maintain a consistent budget from year-to-year.

DEFINITIONS

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

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

- Fundable conferences, competitions, and tournaments shall not be considered forms of Internal Events for the purpose of Student Activity Fee funding.
- Internal event designations are based on a presentation to the Finance Committee by the CSO at the time of the request.

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

- Flagged Events will be noted in red on the budget recommendations from the Finance Committee
- Any Flagged Events that are still not held or maintain an undue burden on the student body in the fiscal year following the initial flag, will be cut.

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

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

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

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

Undue Burden: This designation is given to any item that is deemed to be an unjustifiable expense on the Student Activity Fee in relation to the perceived benefit to the student body, as well as events and items that are deemed fundable but that the Student Activity Fee cannot currently afford.

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

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

Recruitment Funding: All CSOs are eligible for up to \$75 of recruitment funding per semester.

- This money is to be used to encourage students to attend general informational meetings about the group and encourage involvement.

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

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

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

- A conference that is necessary for a CSO to maintain its national charter status is not enough to warrant its funding.
- Conferences can be funded for up to \$400 per student, including the associated hotel and transportation expenses, with a maximum, total amount of \$2000 per CSO.
- All funded conferences must have a Conference evaluation submitted after the conference to be eligible for funding in the next fiscal year.
- Travel, registration, and hotel costs will be funded at 60% [see below]

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

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

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

- The Student Activity Fee is able to fund one competition per fiscal year with its associated travel, lodging, and tournament fee costs.
- Materials for build competitions are considered part of competition costs and a parts budget will be supplied based off of requests.
 - These parts will not be considered nondurable goods and will be awarded through a Permission in the budget recommendation.
- All materials for the design have to be approved by the CSO's advisor before any purchases are made.
- Travel, registration, and hotel costs will be funded at 60% [see below]

NON-FUNDABLE ITEMS:

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

OTHER DIRECTIVES:

- I. Printing, Advertising, Banners
 - A. All CSOs are eligible to apply for a printing and advertising budget as long as it does not exceed 10% of the group's total operating costs
 1. The only exception is for CSOs whose primary mission and purpose involves a printed publication.
 - B. Each CSO may request one professionally-printed banner with a price not exceeding \$100,
 1. Requests will typically be funded once every third fiscal year.
- II. Equipment and Uniforms
 - A. Any capital and uniform requests must be for items that will stay with the organization for several fiscal years.
 1. All items must be recorded in the CSO's Equipment Inventory
 2. Club T-shirts that are not uniforms used for competition and will not stay within the organization for several years will not be funded.
 3. Requests will typically be funded once every three fiscal year.

a) Exceptions can be made if the Student Activity Fee can afford additional funded requests.

III. Food and Beverage

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

IV. Travel, Lodging, and Registration

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

V. Cost of Attendance

- A. If the Student Activity Fee is fully funding an event, and the CSO hosting the event is not primarily charitable in nature, students may NOT be charged for attendance.
 - 1. Primarily charitable organizations can be funded for one fundraising event or one type of fundraising event per fiscal year.
- B. If an event is only partially funded by the Student Activity Fee, funds generated from an additional charge to students may only be used to break even.

**A
RESOURCE
AND A
VOICE
FOR ALL
SLU
STUDENTS**