

STUDENT ALLOCATION COMMITTEE

STUDENT LIFE FEE FUND

GUIDELINES

I. Introduction

- A. The mission of Minnesota State University, Mankato calls for the maintenance of an “environment conducive to the humane development of those who participate in its community.”
- B. More explicitly, the goals of the University state that “the University shall pursue excellence in the quality of the campus environment: the campus shall provide a setting rich in variety, exciting and stimulating in activities, and comprehensive to the needs and interests of students, faculty, and staff.”
- C. From MSSA By-Laws article V section 1 subsection 1: The Student Allocations Committee shall possess the authority to develop recommendations to ensure efficient budget handling by programs supported by student activity fees. The Student Allocations Committee shall make recommendations for the approval, modification, or rejection of the annual budget of student activity programs

II. Objectives

The objectives of the Student Allocation Committee are the following:

- A. To provide as broad and comprehensive a program as possible for the cultural, social, aesthetic and physical enrichment of students;
- B. To provide a forum or structure for establishing a “sense of community” and esprit among students;
- C. To foster and encourage an intercultural flavor as to both participants involved and the programs presented;
- D. To meet the special needs and interest of specific groups as funds permit.

III. Principles

- A. The activities shall be coordinated at the department and school levels by the chairperson and dean, respectively, or their designee (s), when applicable.
- B. Composite budgets should be presented by departments and schools inclusive of all programs requesting funds, and all accounts from which funds are requested. The Student Allocations Committee makes recommendations affecting the entire spending plan of all activity programs subsidized in part or totally by Student Activity fees (i.e., Student Activity programs, Health Services, and Intercollegiate Athletics). Note: Student Union Fee and Technology Fee proposals are reviewed separately.
- C. The comprehensive nature of Student Activities will continue to require revenue generation in some of the activities. For this to be successful, resources will be made available for promotion and information dissemination. Ways will be found to reward successful revenue generation.
- D. Where appropriate, surveys will be taken to determine student interest in various activities and functions.
- E. Student activity programs that receive SAF subsidy moneys shall acknowledge, by a disclosure (SAF Logo) in the publicity of their activities, that they do receive SAF subsidy support of their program.
- F. Supplemental funding requests which are not included in the annual budgeting process will only be considered by SAC if the Student Activity Fund non-budgeted funds request form is completed. It is also recommended that the appropriate individual (s) appear before SAC to present the request. “Any supplemental allocation shall only be considered for student organizations that have first gone to/through their appropriate funding umbrellas (International Students, Ethnic, Rec. Sport Club.) to obtain initial/primary funding. Also, supplemental requests shall only be presented by directors of the umbrella funding source.”

IV. Guidelines

A. On Campus Programming

Proposals for on campus programming will be heard by the Student Allocations Committee and will follow the “On Campus Programming Procedure” as found in the SAC handbook; formally known as the SOAFC policy.

B. Exemptions

All amendments or variations to this policy must be approved by a simple majority vote of the MSSA Senate.

C. Without specific approval SAF may not be used to fund the following categories unless Special Expense Approval Form is completed:

1. Travel by faculty or administrators unless they accompany students.
(e.g. Meaning that faculty or administrators cannot be funded to go on trips if they do not accompany students, furthermore sac reserves the right to exclude faculty or administrator costs from an allocation Note:
Negotiated labor union agreements supersede this guideline.
2. Talent-grants and non-travel related room and board.
3. Recruitment, including travel, postage, phone, printing, and entertainment.
4. No food or gift shall be given in lieu of pay, e.g. in staff/training meetings, committee and/or subcommittees, program planning meetings, etc.
5. Gifts that exceed \$5 are illegal under Minnesota Statutes 43A.38. SAF funds may be used to show department wide appreciation. e.g. student friendly awards
6. If uniforms are bought they should be paid for by the recipient or remain property of the purchasing activity. Uniforms are considered something that is necessary and is required to be worn. If uniforms are to be purchased from SAF funds, University-Provided Clothing Policy and Guidelines must be followed.
7. Gift certificates should be used as prizes only. The price not to exceed a total of \$250. Gift certificates given to a group or organization may equal

the \$250 maximum. Gift certificates given to individuals may not exceed \$50.

8. Student appreciation receptions may be held once per semester. The cost per student should not exceed \$8.25. An annual banquet may be held, as an alternative to the semester receptions. The cost per student should not exceed \$16.50.
9. SAF funds may not be used to purchase individual parking permits for MSU employees.

D. Student salaries of activity program leaders should not exceed \$12,000 per fiscal year and subordinates should not exceed 80% of the top salary paid (\$9,000). For positions held less than 12 months, the salaries should be prorated accordingly with the maximum ceiling. Student salaries related to commission sales (e.g., Reporter Ad Manager) are exempt. It should be understood that this guideline does not apply to graduate assistants, classified or unclassified positions.

E. SAC Reserve

The Student Allocations Committee has established that \$250,000 (minimum) reserve will be maintained in the fund to safeguard against deficits. 50% of the fund (\$125,000) would require a 2/3 SAC approval & simple senate majority vote in order to spend these funds, and ¾ SAC & 60% senate approval to spend from the remaining \$125,000 in the fund.

F. Line Item Allocations

Situations in which line item allocations may be recommended include, but are not limited to:

1. Purchase to be made over several years time
2. Purchases funded jointly by several activities
3. Major equipment purchases (\$500+)

G. Year-End Surplus and Deficit

It is recognized that many activities will normally end the fiscal year with either a surplus or a deficit. It is basic to fiscal policy at MSU,M that there be no deficit spending.

1. Surplus

All Activity programs subsidized by student activity fees that end the fiscal year with a surplus shall retain their surplus and it will be included in the next fiscal year spending plan. The following accounts will not carry forward a surplus: SAF Administration, Student Organization Fund, SAF Travel Account.

2. Deficits

Deficits will be charges to the following year's allocations. Mid-year deficits shall result in an immediate account freeze. Activity directors shall immediately submit an oral and written report to the MSSA Senate citing reasons for the deficit and procedures to be taken to avoid future deficits. The Student Allocations Committee reserves that right to recommend that the Vice President of Student Affairs freeze funds of an activity program if budgetary problems arise during the year.

H. Tournament Travel

The Student Allocations Committee requires that tournament or postseason travel **not** be included in the regular operating budget of activity programs. If activity programs qualify and are invited to participate in tournament /postseason competition, they should submit funding requests for consideration by SAC at that time.

I. Athletic Postseason Travel Account

This account is established to provide SAF funding for possible postseason travel that is not to be included in the regular athletic operating budgets. It is SAC's intent to follow the NCAA Championships Guidelines for Division I – II Sports, which includes transportation costs per diem and official traveling parties' limits. All other intercollegiate postseason travel, that is not NCAA sponsored, may submit funding requests for consideration by SAC. It is SAC's intent to follow the same guidelines (NCAA) for these requests. Also, any tournament reimbursements or profit sharing must be deposited back to this account.

J. SAF Pre Paid Admission Policy

After a student referendum, effective January 1, 1993, students are assessed at \$.48 per semester credit for admission to Athletic and Student Development events (excluding special events and post – season play). Other exceptions: Athletic events – a facilities full problem may arise when attendance exceeds capacity, then there will be a limit on admissions. Student Development – excludes events with ticket prices of \$10.00 or more or shows held with total production costs of \$10,000 or more.

K. Internal Audits

The Student Allocations Committee will, on a scheduled basis, conduct internal audits of revenue producing student activity programs. The audits will be prepared by student accounting majors working in conjunction with their faculty advisor, SAC, and the Finance and Administration office. The student auditors would be recommended by the Accounting Department, interviewed by the Administrative Liaison/University Internal Auditor, and hired with the concurrence of the SAC chairperson. The auditors will prepare preliminary audits for reaction purposes prior to submitting a final report to SAC. Funding for the

audits will come from the SAF administration account of the Student Activity Fund.

L. Mid-Year Review of Income Sensitive Programs

The Student Allocations Committee requires that income sensitive activity programs review their income/expenditure plans twice during the fiscal year (December and April). This provides an activity program the opportunity to indicate budget changes based on updated income projections.

M. Repair/Replacement Fund

The intent for the repair/replacement fund is to allow line items to use surpluses and any SAF allocated funds to alleviate the costs of one time equipment purchases. Any year end budget surpluses shall be transferred to the repair/replacement fund until the fund cap is reached. Annual allocations to the repair/replacement account are not mandatory and requests to fill the account are subject to the Student Activity Fee budget process. All allocations of SAF funds to the repair/replacement fund in any year shall not exceed the maximum allocation amount. To access these funds, requests must be submitted through the SAF budget process.

The Student Allocations Committee has established a repair/replacement fund for the following:

Line Item	Maximum Allocation	Budget Cap	Date Established
Reporter	\$4,000	\$30,000	1984-85
Health Service	N/A	\$70,000	1991-92
Campus Recreation	\$20,000	\$50,000	2002-03

N. Meal Allowance Policy

The maximum daily meal allowance for those programs funded in part from student activity fees is \$16.50 per day.. Outside fundraising to supplement the SAF meal allowance is permitted. The sum of both shall not exceed \$32 per day.

O. Lodging Guidelines

Competitive bids must be sought when lodging is considered as part of any travel activity.

V. **Criteria**

In recommending to the President distribution of the Student Activity Funds, the Allocation Committee will use the following criteria:

- A. How does the program reach a maximum number of students either through attendance and/or participation?
- B. How does the program help to achieve and maintain a wide variety of experiences and activities on the campus?
- C. How does that program provide necessary of meaningful experiences which are not available through curricular offerings of offered to students through regularly established courses or departments?
- D. How does the program contribute to cultural diversity on campus?
- E. How has the program demonstrated excellence in the past and/or does it promise to reach a significant number of people in a meaningful and creative way?
- F. How does the program offer services or opportunities which are not all ready available on campus?

VI. **Categories of Recognized Student Organizations (definitions)**

The structure, affiliation, and/or funding base shall determine in which of the four categories of student organizations a petitioning group will be placed. The intent of these categories is to prevent duplicate funding by the Student Allocations Committee (SAC),

and to pinpoint those organizations that have little or no access to funding. RSOs are required to indicate which category they qualify for on the application form and to update it as needed.

A. Independent Student Organizations (e.g. College Democrats, College Republicans)

1. Organizations which do not belong in any other Funding Base Category and are operating independently of any University department affiliation.

2. All organizations in this Funding Base Category are eligible for SOAF and SAC funds.

B. Departmentally Funded Organizations (e.g. Marketing Club, COSBO, IEEE)

1. Organizations directly affiliated with a University department, academic or non-academic.

2. SOAF funds are available to organizations in this Funding Base Category under condition that they do not receive \$500.00 or more per academic year from their affiliated University department, or department Dean's.

3. University departments will be required to state in writing the funding available for their affiliated organization.

C. Indirectly (SAC) Funded Organizations (e.g. Greeks, Sport Clubs)

1. Organizations that have access to SAC funding through their division or department.

2. Organizations in this Funding Base Category are not eligible for SOAF funds.

D. Directly (SAC) Funded Organizations (e.g. Repertory Dance, Forensics)

1. Organizations receiving funding directly from SAC.

2. Organizations in this Funding Base Category are not eligible for SOAF funds.

If additional funding is needed, requests may be made through SAC.

VII. Student Organization Funding out of the non-budgeted line item

A. Competition/Tournament Travel

1. Cannot be a directly (SAC) funded organization.

2. Is an organization/team in which has qualified or is invited to participate in a tournament.
3. Each individual/participant may receive up to \$100 per student
4. Up to \$100 for each professional staff. (SAC reserves the right to determine if SAF funds may be used to pay for faculty, staff, or administrators on a case by case basis
5. An organization/team may be eligible for funding above the \$100 per student limit if the organization/team has raised at least 1/3 of the total trip cost from funds other than SAF funds. (e.g. fundraising or personal contributions) Not to exceed \$400 per student. (e.g. If a group requires a travel budget of \$1200 the group must raise at least \$400 in order to be eligible for funding over the \$100 per student)
6. The allocation of SAF funding shall not exceed \$400 per student.

B. Leadership/Conference Travel

Recognized Student Organizations may request funds for travel to events and conferences. Before being considered for funding they must be recognized by MSSA and be classified as Independent Student Organizations; Department Affiliated or Indirectly Affiliated Student Organization receiving less than \$500.00 per year from their respective departments. Department affiliated or indirectly affiliated student organizations must provide written documentation from their respective department showing that they receive less than \$500 per year from that department.

1. The following criteria will be used to determine funding:
 - i. The maximum utilization and efficiency of all funds requested.
 - ii. Use of other revenue sources.
 - iii. Amount of individual contributions by members participating in event.
 - iv. How does attendance at this event contribute to the campus community?

- v. How does attendance at this event contribute to the campus community?
- vi. How has this event and/or this recognized student organization demonstrated excellence in the past?
- vii. How will it reach a significant number of people in a meaningful way?

2. Funding Policies

- i. Organizations which meet or exceed the above standards will be considered each year for funding based on their comparison to other MSU programs including other RSO activities
- ii. Funding provided may be used for transportation, lodging, and registration fees. Funding will **not** be allowed for meals or non-student participants (including coaches or advisors).
- iii. Up to \$10,000 may be used per year for Recognized Student Organization Leadership/Conference Travel. This funding shall come from the SAF Reserve. Of this a maximum of \$50.00 may be allocated per individual, with a maximum of \$1,000 per organization per fiscal year (July to June).
- iv. This funding will be determined by the Student Allocations Committee with final approval from the Student Senate.

C. **RSO Homecoming Event Sponsorship Incentive**

The objective of this line item is to further the mission of the university and foster a more engaged campus community during the university's homecoming week. To foster student engagement, funding is set aside for student organizations which strive to contribute to student engagement and school spirit during homecoming week.

RSOs which have sponsored an official homecoming event are eligible to receive a funding allocation. The allocation may be used for on-campus programming or travel funding and must be spent during the fiscal year in which the allocation was granted. The funding limit for this line item shall not exceed \$5000. Funding for this category shall

come from the “Non-Budgeted Request Fund.” SAF funding guidelines shall apply for allocations. To apply for funding, RSOs must have completed the following:

1. an official university-wide homecoming committee event sponsorship form signed by the Director of the Student Union and Activities
2. a written report of the sponsored event with details including the number of student participants to be completed after the event
3. a preliminary funding plan for how the funding allocation will be used during the fiscal year

SAC shall review the paperwork submitted and may recommend an allocation of up to \$1000.