

MINNESOTA STATE STUDENT ASSOCIATION
STUDENT ALLOCATIONS COMMITTEE GUIDELINES
For Distribution of the Student Activity Fees

SECTION 1: ANNUAL BUDGET ALLOCATIONS

1. All amendments or variations to this policy must be approved by a simple majority vote of the MSSA Senate.
2. Allocation of departmental student activity program budgets shall be held each spring semester.
3. Allocations will be approved by the MSSA Senate prior to the final spring Senate meeting.
4. The deadline for line-item budget requests should be set and communicated early in spring semester.
5. SAC shall make recommendations affecting the entire spending plan of all activity programs subsidized in part or totally by student activity fees.
 - a. Proposed budgets shall reflect the scope of this guideline.
 - b. Student Union, Technology and Health Services Fees proposals are reviewed separately.
6. Representatives for requesting organizations should, at the discretion of SAC, appear before the committee to discuss their proposals.
7. SAC highly recommends co-sponsorship, fundraising, corporate support or other forms of revenue generation. Revenue expectations will be considered in the allocation process.
8. Where appropriate, surveys will be taken to determine student interest in various activities and functions.
9. Student activity programs that receive SAF subsidy moneys shall acknowledge, by displaying the SAF logo in the publicity of their activities, that they receive SAF subsidy support for their program.
10. 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 is completed.
11. If a department wishes to appeal a SAC recommendation, they can do so by sending a representative to discuss their appeal to the annual MSSA Senate budget hearing.
12. The MSSA Senate has the ability to amend or change a SAC budget recommendation with a simple majority vote during the budget hearing. The Senate shall agree and vote upon a completed budget by the end of the hearing.
13. Student Activity Funds may not be used to fund the following categories unless the Special Expense Approval Form is completed:
 - a. Travel by faculty or administrators who aren't accompanied by students.
 - i. Negotiated labor union agreements supersede this guideline.
 - b. Talent-grants and non-travel related room and board.
 - c. Recruitment, including travel, postage, phone, printing and entertainment.
 - d. No food or gift shall be given in lieu of pay.

- e. Gifts that exceed \$5 are illegal under Minnesota Statutes 43A.38.
 - f. If uniforms are bought they should be paid for by the recipient or remain property of the purchasing activity.
 - g. Gift certificates should be used as prizes only.
 - i. \$50 maximum for individuals
 - ii. \$250 maximum for groups or organizations
 - h. Student appreciation receptions may be held once per semester.
 - i. Cost per student shall not exceed \$8.25.
 - ii. Annual banquets may be held, as an alternative to receptions, with a per student cost of no more than \$16.50.
 - i. SAF funds may not be used to purchase individual parking permits for MSU employees, faculty, staff, or students.
14. Student salaries for activity program leaders shall not exceed \$12,000 per fiscal year and subordinates shall not exceed 80% of the top salary paid.
- a. Positions held for less than 12 months shall be prorated accordingly.
 - b. Requests to exceed this limit must be made to SAC through the annual budget request and approved by the MSSA Senate, in writing, on an individual basis.
15. SAC shall maintain a minimum of a 5% reserve of its annual projected expenditures as recommended by MnSCU.
16. In the event that an activity program which is subsidized by student fees has a surplus, they shall retain that surplus for the following year, and the surplus will be taken into consideration by SAC during the budgeting process.
17. SAF administration and the SAC RSO fund shall not carry forward their surplus balance.
18. In the event of an apparent upcoming annual budget deficit, the activity director shall immediately submit an oral and written report to the SAC citing reasons for the deficit and procedures to be taken to avoid future deficits. SAC shall then make a recommendation to the MSSA Senate as to how to handle the deficit.
19. There shall be no deficit spending without MSSA approval.
20. Tournament and postseason travel shall not be included in the regular operating budget of activity programs.
21. After a student referendum, effective January 1, 1993, students are assessed at \$0.48 per semester credit for admission to Athletic and Student Development events, excluding special events and post-season play.
22. The Student Activities Coordinator has the discretion to charge a minimal entrance fee for students at events.
23. SAC reserves the right to review income sensitive activity programs up to twice per year to determine budget changes based on updated income projections.
24. A repair/replacement fund shall be set up for accounts which have depreciating equipment to use surplus SAF funds to alleviate the costs of one-time equipment purchases.

25. Any year-end budget surpluses shall be transferred to the repair/replacement fund until the fund cap is reached
26. Put the cap, and any information for the repair/replacement fund here.

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

27. Requests to access the repair/replacement fund must be submitted through the SAC budget process.
28. The maximum daily meal allowance which can be funded with SAF dollars for programs which are funded by student activity fees is \$16.50 per day.
29. Competitive bids must be sought when lodging is considered as part of any travel activity.

SECTION II: CRITERIA USED TO DETERMINE ALLOCATION

1. How does the program reach a maximum number of students either through attendance and/or participation?
2. How does the program help to achieve and maintain a wide variety of experiences and activities on the campus?
3. How does that program provide necessary and meaningful experiences which are not available through curricular offerings offered to students through regularly established courses or departments?
4. How does the program contribute to cultural diversity on campus?
5. 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?
6. How does the program offer services or opportunities which are not already available on campus?

SECTION III: CATEGORIES OF RECOGNIZED STUDENT ORGANIZATIONS (RSO)

1. Independent Student Organizations are eligible for SAC Program and Travel funds.
 - a. e.g., College Republicans, individual Greek organizations, Tom's Shoes, etc.
2. Departmentally Affiliated Organizations are eligible for SAC Program and Travel funds if they receive less than \$500 from their parent department annually.
 - a. e.g., Finance Club, COSBO, IEEE, etc.

3. Indirectly Funded Organizations are eligible for SAC funding through their division or department. These organizations are not eligible to request funding directly from SAC.
 - a. e.g., PanHellenic Council, Black Student Union, etc.
4. Directly Funded Organizations can make funding requests through SAC for tournament and competition travel only. Other than that, these organizations are not eligible to request additional funds from SAC.
 - a. e.g., Sports Clubs, Repertory Dance, Forensics, International Student Activities, etc.

SECTION IV: RECOGNIZED STUDENT ORGANIZATION (RSO) BUDGET REQUESTS

1. RSO budget requests shall be submitted by filling out the RSO Funding Request form which is located at www.mnsu.edu/mssa/, and submitted electronically.
2. SAC reserves the right to request that an RSO representative be present for questioning at a SAC meeting to help the committee make a recommendation.
3. SAC should make every attempt to complete budget requests within two committee meetings.
4. Priority will be given to RSO's who submit their request at least two weeks prior to it happening.
5. Submissions may not be made after an event has taken place.
6. SAC shall submit their recommendation for the budget request to the MSSA Senate for approval at the Senate's next meeting time.
7. A SAC representative shall contact the RSO representative within 24 hours of the university President's approval of the Senate vote.
8. RSO budget requests which have been approved will be paid out in the form of a reimbursement.
9. Reimbursements shall be dependent on original, physical receipts which shall be provided to the SAC Business Manager.
10. Reimbursements shall be paid up to the dollar amount approved by the MSSA Senate, but shall not exceed the amount of the receipts provided to the SAF Business Manager.
11. Directly Funded Organizations may request SAC funding for competition and tournament travel on an individual basis by filling out the RSO Funding Request form's travel section.
 - a. Invited organizations or teams who are participating in a tournament or competition are eligible funding of up to \$100 per student, with a maximum of \$2,500 for the event.
 - b. Organizations or teams which have competed and qualified for a tournament or competition may be eligible for funding of up to \$400 per student, with a maximum of \$5,000 for the event.
 - c. SAC should review the above amounts as often as they deem necessary.

12. SAC requires that any RSO requesting funding be recognized by MSSA and be classified into one of the four groups discussed in Section III.
13. SAC reserves the right to request written documentation which verifies that a Departmentally Affiliated Organization receives less than \$500 per year from their department.
14. SAC highly recommends co-sponsorship, fundraising, corporate support or other forms of revenue generation. Revenue expectations will be considered in the allocation process.
15. Funding will be based on the following criteria:
 - a. The maximum utilization and efficiency of all funds requested.
 - b. Use of other revenue sources.
 - c. How does attendance at this even contribute to the campus community?
16. Eligible RSOs may apply for **Program Funds** to support an event or activity being hosted on campus.
 - a. Program funding is available for eligible organizations of up to \$500.
 - b. The event must be open to all students.
 - c. Food may only be purchased with Program Funds if it is essential to the success of the event, and is purchased in accordance with University policy.
 - d. Speakers and performers must sign a University contract in advance of the event in order to be paid with Program Funds.
 - i. This process takes about two weeks, so plan in advance.
 - ii. Documentation to assist with the contract process can be found at:
<http://www.mnsu.edu/finadm/contracts/resourceguide/index.html> ;
http://www.mnsu.edu/finadm/contracts/contract_form.pdf
 - e. Preparation for the event, such as advertising, room reservations and success of prior events may be considered by in determining recommendations.
 - f. Eligible organizations may work together on an event and combine funding requests.
17. Eligible RSOs may apply for **Travel Funds** to support club/organization travel that enhances the campus experience.
 - a. Travel funding provides a maximum of \$50.00 per student, with a maximum of \$1,000 per year.
 - b. Travel funds may not be used for meals.
 - c. Travel funds may only be used for MSU enrolled students.
 - d. Travel funds may be used for the following purposes:
 - i. Travel Costs
 - ii. Registration fees
 - iii. Lodging costs
 - iv. Any other costs must be requested on an individual basis from SAC