

**Student Government Association  
Funding Policy for Student Organizations**



**FY 2015-2016  
Treasurer Rebecca Ellison**

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## **PREAMBLE**

We, the students of Towson University, in order to accomplish our duty to provide an atmosphere of free discussion, inquiry, and self-expression, to insure the personal freedom and general welfare of the Student Body, will use the following document to assist in the funding of student organizations. The Student Government Association, hereinafter referred to as the SGA, will provide funding to student organizations to better the Towson experience for all undergraduate students. Further, student organizations will not be granted or denied any benefit, on account of race, age, sex, sexual orientation, gender identity, gender expression, national origin, disability, religion or political affiliation.

## **Article I ELIGIBILITY**

### **Section One- Tiger Stripes**

- A. Under the supervision of the Director of Student Organizations, the Student Organization shall:
  - i. Maintain the necessary requirements of a Registered Student Organization for two consecutive semesters.
  - ii. Maintain a Tiger Stripes Package 2, 3, or 4 in order to receive a standard budget or supplemental funding.
    - a. Approved budgets are contingent on the completion of Tiger Stripes requirements.

### **Section Two- SGA Treasurer**

- A. Under their supervision, the Student Group shall:
  - i. Attend each step of the budgeting process led by the Treasurer including one Treasurer Workshop, one Financial Advisory Committee meeting, and the semester Budget Hearing- as well as submit the initial and final budget in a timely manner.
  - ii. Submit any documents relative to the eligibility and allocation of a student organization's standard budget.
  - iii. Relay any questions in regards to the budgeting process, SGA financial policy, or student organization budgeting deadlines.

### **Section Three- Business Services Specialist**

- A. Under their supervision, the Student Group shall:
  - i. Submit any documents listed in Article III Section I, which are related to accessing funds that have been allocated by the SGA.
  - ii. Relay any questions in regards to student organization account information.

## **Article II STUDENT GROUP BUDGETING PROCESS**

**Section One-** To be eligible to receive a budget, the student group must adhere to the following process:

- A. Attend one Treasurer Workshop

- i. Treasurer Workshops shall be held within the first 2 weeks of the semester, in which the semester budgeting deadlines will be released by the SGA Treasurer.
  - a. This meeting provides student organization treasurers with the information they need to be effective treasurers for their organizations. The meeting includes:
    - 1. The distribution and overview of the SGA Funding Policy, information on working with Financial Operations, how to access the Blackboard site, information on standard budget format, how to submit a budget and the announcement of the budgeting deadlines; including initial budget submission, FAC meetings and final budget submission.
    - 2. The Tiger Stripes program and its requirements for budgeted organizations.
    - 3. Time is allotted for student organizations to ask the Treasurer about any of these components.
- B. Complete an initial budget using the appropriate format and submit the budget via Blackboard by the designated deadline
  - i. The initial budget should be submitted to the SGA Treasurer via Blackboard by the first week of October/March.
  - ii. Please be sure to include the Student Organization Treasurer's contact information along with proper research for the desired expenses, such as proof of mileage, conference registration forms, invoices, and all other cost estimates.
  - iii. The deadline for the initial budget submission is also the deadline for organizations to enroll on the Treasurer's Blackboard community page.
- C. Attend one FAC (Financial Advisory Committee) meeting.
  - i. FAC Meetings will be held within the second week of October/March.
  - ii. The student organization submits a draft of their proposed budget to be reviewed at the Financial Advisory Committee (FAC) meetings. Initial budgets will be distributed and reviewed by the Senators before the FAC meeting.
  - iii. Each group requesting a budget must send a treasurer or another representative from their organization to one out of the three FAC meetings held during the semester. This is when each group's initial budget will be researched, reviewed, and revised in accordance with the SGA Funding Policy.
- D. Complete a final budget using the appropriate format and submit the budget via Blackboard by the designated deadline
  - i. Final Budget Submission will be within the first week of November/April.
  - ii. The final budget submission must be in standard budget format and will be submitted to the SGA Senate as the organization's proposed final budget.
  - iii. This must include the Student Organization Treasurer's contact information and include proper research for the desired expenses.
- E. Attend the semester's Budget Hearing
  - i. Budget Hearing will be held within the first three weeks of November/April.
  - ii. This is the meeting during which the Senate will vote on the allocation of the budgets for all student organizations.

- iii. The Hearing is mandatory for the SGA Vice-President, SGA Treasurer, and Senators.
    - a. Absences will be excused for class; however, extenuating circumstances must be described in an absence request form, submitted twenty-four hours prior to the event, which are then subject to the approval of the SGA Executive Board.
  - iv. Organizations are strongly encouraged to have a representative present at the hearing to answer questions posed by the Senate, but a representative is not required in order for the student organization's budget to be passed. If a group does not have a representative present, they should contact the SGA Treasurer at least twenty-four hours prior to the event.
  - v. The senate reserves the right to amend or deny any submitted budget if it fails to follow the SGA Funding Policy.
- F. Complete Fundraising Requirements
- i. All budgeted student organizations are subject to fundraising fifteen percent of their requested funds. This will include any funds received through supplemental requests throughout the semester.
    - a. Organizations will be eligible for one supplemental request per semester if they have met the requirements for Tiger Stripes Package 2 or 3, while package 4 is eligible for two supplemental requests.
  - ii. Groups not meeting their fundraising requirements by the SGA set deadline will not receive their budget for the upcoming semester.
  - iii. Fundraising requirements adjust in response to approved budget changes by the SGA Treasurer and Student Senate.

### **Article III**

## **FINANCIAL OPERATION INFORMATION**

### **Section One- Requests for Budgeted Funds**

Requests for budgeted funds must go through the SGA Business Services Specialist and must adhere to the following guidelines. During the actual budgeting periods, it is the responsibility of the organization to retrieve all monies requested in their budget.

- A. Signature Authorization Card
  - i. This card is to be completed at the beginning of each semester. This card determines members are authorized to conduct financial business with the SGA Accounts Manager. All subsequent documents will require one of the signatures from this card.
- B. Request for Funds Voucher
  - i. This voucher should be completed when requesting funds. This form should be completed and submitted with any other relevant documentation at least two weeks prior to the event or activity. The organization may request an advance check or a check for the purpose of reimbursement.
- C. Petty Cash Authorization/Voucher
  - i. In the event that an organization chooses to request funds in the amount \$50 or less, petty cash may be obtained. This voucher should be completed and submitted to the SGA Business Services Specialist, but does not require two weeks prior notice.

- D. Contracts
  - i. Due to university regulations, all SGA recognized organizations must submit a contract that is completed by both the organization and the performer(s). Contracts are to be completed in conjunction with the funds request voucher when compensating the services.
- E. Travel Expense
  - i. In the event that an organization encounters legitimate travel expenses, this form should be submitted to the SGA Business Services Specialist before the travel itself.
- F. Detailed Trial Balance
  - i. For information regarding the status of each account, a balance inquiry may be obtained. This report will list all debits and credits to the organization's accounts.

**Article IV  
ACCOUNT INFORMATION**

*Student Group Budgets shall consist of four accounts: Activity, Travel, Equipment, and Advertising. Along with the aforementioned accounts, each Student Group shall have access to a General Account.*

**Section One- Activity Account shall be:**

- A. Used only for on-campus events.
- B. Utilize Event and Conference Services prices for labor costs.
- C. Use Black and Gold Organization Catering prices for food.

**Section Two- Travel Account shall be:**

- A. Used for all off-campus activities.
- B. Use Parking and Transportation Services for buses.
- C. Use Fleet Services for vans and cars.
- D. Use documented prices for parking fees, tolls, public transportation fees, and conference fees.

**Section Three- Equipment Account shall be:**

- A. Used only for necessary equipment for the success of on-campus events.
- B. Use Event and Conference Services prices for any service provider for an on campus event.
- C. Held to a \$50 maximum per semester for supplies.

**Section Four- Printing and Advertising Account shall be:**

- A. Used for the provision of goods, not service, before or during an event.
- B. Use TU Art Services and Copies Plus prices.

**Section Five- The General Account**

- A. The General Account is the sole responsibility of the student organization.
- B. General Account money can be spent on "Items Not Funded," additional costs, and any other expenses the student group may incur.
- C. Any money that an organization obtains through fundraising is deposited into their group's general account. The funds are deposited at the University Union box office.
- D. Any money in the General Account not spent during the budgeting period will remain in the student organization's General Account for the following semester. This is the only bank account student organizations are allowed to maintain.

**Article V**  
**STUDENT ORGANIZATION FUNDING**

**Section One- Budgeted Student Organizations**

- A. Budgeted organizations will be subject to budgetary requirements outlined below
- B. When applying for a standard budget, student organizations are subject to the following account maximums:
  - a. Activity Account: \$2,500 Max
  - b. Equipment Account: \$2,500 Max
  - c. Advertising/Printing Account: \$1,000 Max
  - d. Travel Account: \$2,000 Max
    - i. In addition to the account maximums listed above, each organization has the opportunity to choose one of the four accounts to increase the maximum by \$1000
      - 1. For example, if a student organization would like to have additional funding in their Activity Account, the group must submit at the top of their final budget research “**ACTIVITY ACCOUNT**”.
    - ii. The account that is chosen for the additional allocation must be appropriately submitted via Blackboard with the student organization’s final budget submission research.
    - iii. If an organization does not indicate the account that it would like the additional funds added to, then it forfeits its right to the additional \$1,000 increase in an account maximum

**Article VI**  
**ACCOUNT FUNDING GUIDELINES**

**Section One-** These guidelines are suggested amounts. The Senate reserves the right to allocate more than or less than the amounts stated below for the Activity, Equipment, Advertising/Printing, and Travel Accounts.

- A. SGA Funding Policy is not contingent with any funding student organizations receive from other entities.
- B. Student organizations classified as a Package 2, 3, or 4 by the Tiger Stripes Program will have access to \$225 to use for recruitment. Student Organizations may utilize this allocated money throughout the semester for food, or other goods necessary for recruitment.
- C. Activity Account
  - i. Food for events
    - a. \$500 per event
    - b. Student groups must use Black and Gold Catering prices for food. In the event a student group wishes to purchase food or drink from an organization other than

Black and Gold, they must submit a Black and Gold waiver 10 days prior to the event.

iii. Speakers

- a. \$500 per speaker

iv. Entertainers.

- a. Entertainers include, but are not limited to: bands, comedians, dancers, designers, etc.

- b. \$500 per entertainer

ii. DJ

- a. All DJ fees including equipment, labor, travel, insurance, etc.- \$300 per DJ

iii. For all labor costs student groups must use Events and Conference Services (ECS) prices.

C. Advertising/Printing Account

i. Organizations classified as a Tiger Stripes package 3 or 4 have access to \$150 for a banner.

- a. This is automatically funded to each budgeted organization and is not included in a group's standard budget. This money can be used all at once, or throughout the semester, but must be used before the last month of the semester.

- ii. Student organizations may request fliers for events at a maximum of \$150 per event.

D. Travel Account

i. Hotel allocations are based on four people per room per night for a maximum of three nights

- a. \$150 per night per room

ii. The hotel must be located at least 110 miles from Towson University to be considered for funding

- a. In the case, the travel expenses to an event within 110 miles of Towson University is less cost efficient than hotel accommodations, the SGA will fund hotel rates and fees.

iii. Events based within 110 miles of campus may receive funding for the general membership of student organizations.

iv. Events based outside of 110 miles from campus may receive funding for the participation of a maximum of four members.

v. Gas per mile traveled will be reimbursed based on the current state rate found in Fleet Services.

vi. University/Personal Vehicle Transportation-\$1000 maximum per semester

vii. Vehicle transportation, such as train, plane, or other means of transportation shall be funded at a maximum of \$1,500 a semester.

viii. Conference and Convention Registration- \$600 per conference/convention

E. Equipment



- i. Student Organizations must use Events and Conference Services when contracting equipment
  - a. SGA will fund any equipment supplied by Events and Conference Services
- ii. When contracting equipment outside of Events and Conference Services, student organizations must obtain written approval from the office of Events and Conference Services
- iii. Student organizations may request \$50 for general supplies

## **Article VII RESEARCH**

### **Section One- Requirements**

- A. Student Organizations shall submit research whenever they intend to request funding from the SGA. The following guidelines shall be followed when considering what research shall be included. Research shall be defined as any documentation of mileage, prices, invoices, receipts, e-mails, etc. from a source with credibility, concerning the funds being requested.
- B. Budget Hearing
  - i. Student Organizations shall submit research with their Initial and Final Budget Submission.
    - a. Research not submitted by the Final Budget Submission deadline will not be accepted.
    - b. Student Organizations shall submit research for, but not limited to:
      - 1. Mileage concerning travel expenses
      - 2. Tickets concerning travel: plane, train, etc.
      - 3. Hotel rates
      - 4. Tickets concerning conferences and other applicable fees
      - 5. Sources of contracting equipment outside of ECS
- C. Alternative Funding
  - i. Student Organizations shall submit research with their Supplemental, Collaboration, and Prove-It fund request.
    - a. Research not submitted will result in the denial of funds
  - ii. Student Organizations shall submit research for, and will not be limited to:
    - a. Food being purchased from a provider outside of Black and Gold Catering
    - b. Mileage concerning travel expenses
    - c. Tickets concerning travel: plane, train, etc.
    - d. Hotel rates
    - e. Sources of contracting equipment outside of ECS
    - f. Rates for speakers, bands, hosts, DJs, and/or any type of entertainer

*The Student Senate reserves the power to apply discretion regarding what is accepted as research and to deny or pass funds regarding the presence or absence of research.*

**Article VIII**  
**ACCOUNT FUNDING RESTRICTIONS**

**Section One- Funding Restrictions**

- A. The Senate is strictly subject to these restrictions when allocating money to student organizations. *These items are not up to the discretion of the Senate:*
  - i. If contracting equipment from a source other than Event and Conference Services, groups must obtain written approval from Event and Conference services prior to the event
  - ii. If contracting food for more than \$100 from a source other than Black and Gold Catering, groups must obtain written approval from Black and Gold catering through a food waiver no later than ten days prior to the event
  - iii. All speakers, entertainers, and DJs need a university contract to be funded. Students cannot contract other students within their organization, unless the entertainers provide their services free of charge
  - iv. Travel is provided for only fee-paying students and one Towson University employed advisor of the respective student organization
  - v. Payments to outside sources will be paid directly to the company unless an invoice marked as paid is provided for reimbursement

**Section Two- Items Not Funded**

- A. Fundraisers for student groups to meet SGA-mandated requirements
- B. Decorations (tablecloths, balloons, streamers, etc.)
- C. Alcoholic beverages
- D. Electronic items or equipment such as: printers, tablets, phones, computers, word processors, etc., and any items associated with their usage.
- E. Individual, non-reusable packaged water
- F. Sales tax- Towson University is a tax-exempt organization
- G. Banquets, award ceremonies, movies, amusement parks, sporting events admission, retreats, or any event of purely social nature
- H. Salaries or stipends for group members or group Advisors
- I. Advertisements or Art Services labor for design
- J. Non-consumable goods that could become individual possessions
  - i. If there is a necessary item an organization needs to function effectively and it is listed as a “non-consumable good”- Submit a written letter or email from the group Advisor as research.
- K. Exclusive events or activities- any event that is not open to the entire student body
- L. A student organization may not charge for any event funded by the SGA
- M. Expenditures deemed illegal by city, county, state, and/or national authorities.

**Section Three- Organizations Not Funded**

- A. Honor Societies

- B. Fraternity and Sorority Life chapters
  - i. These Organizations may and are encouraged to apply for Collaboration funding if they partner with a Package 3 or 4 Student Organization and are providing a service or program for the entire student body. These student groups are not eligible for semester budgets or supplemental funding.
- C. Any event that is deemed discriminatory, exclusive, proselytizing a religion or faith, advocating for a particular political campaign or person.

**Article X  
STUDENT ORGANIZATION BUDGET CHANGES**

**Section One- Student Organization Grace Period**

- A. In the first two weeks of the semester, new student group executive boards may propose changes to the student group budget without increasing the amount of the budget by contacting the SGA Treasurer.
- B. If a group chooses to do this, they will not be able to access those funds immediately.
- C. During the Grace Period, the fundraising requirement will adjust contingent to the amount of requested funds. After the Grace Period, the fundraising requirement will not adjust in contingency to Budget Change Requests.

**Section Two- Budget Change Requests**

- A. Budget Change requests are used by organizations to move allocated money from one item to another within a budget.
- B. All requests must stay within the account funding restrictions.
- C. The purpose of these requests is to provide groups with an opportunity to adjust their budget based on event changes.
- D. Budget change requests must be submitted two weeks before the related event.
- E. Budget change requests \$500 and below may be approved or denied by the SGA Treasurer, while budget change requests altering more than \$500 must be introduced to the Senate for approval or denial.
- F. An organization can only submit a maximum of four budget change requests total per semester. The SGA Treasurer reserves the right to allow more than four budget change requests; no more than two can be approved by the Treasurer.

**Article XI  
SUPPLEMENTAL ALLOCATIONS**

**Section One- Supplemental Request Forms**

- A. Supplemental Requests are allocations occurring outside of the regular budgeting process to organizations that have achieved a Tiger Stripes Package of 2, 3, or 4.
- B. The purpose is to provide funding for emergencies, unforeseen expenses, newly developed projects, or additional expenses for events already included in a student organization's budget.
- C. Supplemental allocations cannot be used for means of reimbursement.

**Section Two- Supplemental Restrictions**

- A. Funding may occur from more than one of the four accounts, however, it is limited to a single event.
- B. Supplemental Requests are in addition to the student organization's standard budget, and therefore may not exceed account maximums.
- C. Funds must follow all policies including the Financial Policy of the SGA, University policies, and State policies
- D. If a supplemental request is approved, the student organization must fundraise 15% of the allocated amount.

## **Article XII ALTERNATIVE FUNDING**

### **Section One- Spark Grant**

- A. The purpose of the Spark Grant is to supplement new, innovative ideas and empower individuals to positively change Towson University's campus.
- B. All individuals who are fee-paying undergraduates enrolled at Towson University are eligible to apply for the grant. Access to the fund is limited to one time per student or student organization per semester. Any additional application to the fund is up to the discretion of the Spark Grant Committee, which is comprised of the SGA Treasurer, Attorney General, and Senate Leadership. Grants will be deemed reviewable by the committee if they are submitted at least four weeks prior to the event, program, or initiative.
- C. When applying for the grant, the student or student organization shall: comply with funding maximums outlined in the SGA Funding Policy and submit research for all costs and contracts. The Spark Grant Committee maintains discretion on what is considered to be a new, innovative idea and holds responsibility in the allocation of funding.

### **Section Two- Collaboration Fund**

- A. The purpose of the Collaboration Fund is to encourage collaboration between student organizations with different objectives.
- B. Access to this fund will be granted to two collaborating student organizations, one of which must be a Tiger Stripes package 3 or 4. Greek Chapters and Honor Societies may apply for this grant if they are collaborating with a Tiger Stripes Package 3 or 4 student organization. All individuals who are fee-paying undergraduates enrolled at Towson University are eligible to apply for the grant. Access to the fund is limited to one time per student group per semester. Any additional application to the fund is up to the discretion of the Collaboration Fund Committee, which is comprised of the SGA Treasurer, Attorney General, and Senate Leadership. Grants will be deemed reviewable by the committee if they are submitted at least four weeks prior to the event/program/initiative.
- C. When applying for the grant, the student or student organization shall: comply with funding maximums outlined in the SGA Funding Policy and submit research for all costs and contracts. This fund may not be used to supplement an event/program/initiative that is being funded through a standard budget.

**Article XIII  
POLICY CHANGES**

**Section One- Policy Changes**

- A. Changes in the Financial Policy for Student Organizations cannot occur during the budgeting period. However, changes can occur semester to semester with the recommendations of the Rules Committee and approved by two-thirds of the Student Body Senate.

**Article XIV  
APPEAL PROCESS**

**Section One-Viewpoint Neutrality**

- A. The reviewing and approving of the distribution of student activity fees must be done in a non-discriminatory, unbiased point of view that eliminates all religious, political, and/or ideological beliefs. Any violation of this principle in the funding process allows student organizations to appeal by submitting an appeal to the SGA Judicial Board within three weeks of the Senate Budget Hearing. Throughout the appeal process, the student organization may seek counsel through the SGA Solicitor General.
- B. Groups should consider the appeal process if:
- i. A Tiger Stripes deadline has been missed due to an extenuating circumstance.
  - ii. A student organization feels as though the actions taken by the SGA were unjust.
  - iii. A group feels as though they are being discriminated against based on race, religion, gender, sexual orientation, political and/or ideological beliefs.
  - iv. A student is uncomfortable with a decision made by the SGA.

*Should a student group wish to file for an appeal on any of the reasons listed above, they must present clear and concise evidence that they have been mistreated. Further, the Judicial Board reserves the right to approve or deny appeals.*

**Article XV:  
THE RECLAMATION OF FUNDS**

**Section One- The Reclamation of Funds**

If a Student Organization utilizes SGA funds or takes action in a way that is found to be inconsistent with their application and its approved intention or is in violation of any Article of the Financial Policy or any governing document, the Attorney General has the power to reclaim funds and nullify the student organization's budget if applicable

*Revised January 2016*