A. Purpose of the Account

1. The Event Funding Account shall serve primarily to fund on-campus events that are to be held by recognized student organizations. Preference shall be given to student organizations that are not operationally-funded organizations.

2. The Event Funding Account shall serve, to a lesser degree, to fund off-campus events that are to be held by recognized student organizations. Preference shall be given to student organizations that are not operationally-funded organizations.

3. The policies and procedures of this account shall govern the allocation of the campus police hours that are granted to the Student Government Association (SGA) by the administration of Frostburg State University.

B. Spring Allocations

1. All applicable policies and procedures of the Senate Finance Committee (SFC) for Spring Allocations shall govern SGA administration of the Event Funding Account.

2. Notably, the Event Funding Account shall receive Spring Allocations of at least 12% but no more than 35% of the Estimated Student Activity Fee, with funds distributed among the following five line items:
   a. Fall Off-Campus Funds: which shall be used for any Off-Campus Events up until the date of January 1st of the following year.
   b. Fall On-Campus Funds: which shall consist of at least 25% of the Event Funding Account’s Spring Allocations, and shall be used for any On-Campus Events up until the date of January 1st of the following year.
   c. Spring Off-Campus Funds: which shall be used for any Off-Campus Events up until the date of July 1st of that year.
   d. Spring On-Campus Funds: which shall consist of at least 25% of the Event Funding Account’s spring allocations, and shall be used for any on-campus events up until the date of July 1st of that year.
e. **General Rollover Funds:** which shall receive those funds not allocated in the Fall, and which shall be used either for Spring On-Campus or for Spring Off-Campus Events up until the date of July 1st of that year, if the appropriate line item does not contain sufficient funds for the event requested.

C. **Event Funding Eligibility**

1. An “event” shall be defined as an extra-curricular activity that does not violate policies of Frostburg State University.
   
   a. An “On-Campus event” shall be defined as an event open to any FSU undergraduate student — without regard for race, creed, color, or gender — and which takes place on the Frostburg State University campus or within the city limits of Frostburg.
   
   b. An “Off-Campus event” shall be defined as an event that takes place outside the city limits of Frostburg.

2. A recognized student organization must sponsor or cosponsor the event in order to be eligible to receive any funds from the Event Funding Account; an event sponsored or cosponsored by an unrecognized or unregistered student organizations shall be ineligible for funds from the Event Funding Account.

D. **Profits**

1. Events which generate a profit shall be eligible for funding.

2. Organizations sponsoring events using funds allocated from the Event Funding Account shall return to the SGA that portion of their event’s proceeds which is equal to the amount allocated by SGA.

3. Organizations wishing to donate all proceeds of an event to charity shall not be required to render any portion of their proceeds to SGA if the income was donated voluntarily by those attending the event, and was not required in order to participate in the event.

E. **Criteria for Allocations**

1. Events must benefit Frostburg State University undergraduate students, either directly or indirectly.

2. Any student organization receiving funding from the SGA must include the SGA name on any and all publicized materials that are printed after funds are approved by the Student Senate.

3. Previous compliance by a requesting organization with the policies and procedures stated herein shall be considered by the SGA when determining the allocation of any amount of funding.
4. The following requests shall be given PRIORITY:

   a. Requests for funds required to perform events that will be co-sponsored with another recognized campus organization or co-sponsored with a charitable organization, or events that benefit such parties in addition to the undergraduate population, directly or indirectly.

      i. “Sponsorship” entails partial funding of an event by the requesting organization.

      ii. “Co-sponsorship” entails partial funding of an event by at least one of two or more requesting organizations.

      iii. Funds allocated by SGA shall not be counted among funds required to qualify for co-sponsorship such that SGA itself becomes a de facto co-sponsor of the event.

   b. Requests for funds that will be used for an event where there is no fee required for participation in the event (e.g., an admission fee).

   c. Requests for funds required to produce/perform/attend educational events.

5. The following requests shall be DENIED:

   a. Requests by the SGA for funds that will be given directly to charitable organizations.

   b. Requests by the SGA for funds that will be used toward capital purchases.

   c. Requests by the SGA for funds that will be used for personal amusement, group dinners, parties, personal gifts, and similar expenditures.

   d. Requests by the SGA for funds from the Event Funding Account to be used for line items budgeted to an Operationally-Funded Organization (OFO). An exception shall be made when funds from the Event Funding Account are to be used for events that are co-sponsored by the OFO and a non-operationally-funded student organization.

   e. Requests by the SGA for funds that will be used for more than four people attending an Off-Campus event, except under certain conditions:

      i. A specific number of attendees is required by the event sponsor for participation in the event.
Student Government Association / Frostburg State University / Constitution & Bylaws

F.

Post Allocation

1. Payments for allocations to organizations will be made on a reimbursement basis only; the exception to this rule shall be payment of contractual services for on-campus events; these payments may be made by other means available to the SGA that are not in conflict with any other governing document of the SGA.

2. Proper documentation of expenditures, including receipts and approvals, shall be required of all organizations that are allocated funds from the Event Funding Account.

3. An organization shall sponsor one On-Campus event for each and every Off-Campus event for which the organization has received Event Funding.

G.

Freezing/Suspending Allocations

1. Fraudulent spending and/or documentation, or other misuse of budget allocations, violates Senate Finance Policies and Procedures and shall not be tolerated.

2. The SGA Treasurer shall freeze/suspend any funds as deemed appropriate for any substantiated breach of SFC Policies and Procedures committed by a requesting organization.

ARTICLE II
PROCEDURES

General Procedures
1. The SGA Treasurer shall be responsible, early each Fall, for notifying all recognized student organizations of deadlines, required forms and procedures necessary for making funding requests.

2. The SGA Treasurer or the SFC Chair shall have the authority to edit Event Funding Request Forms without approval of the Student Senate, but the Event Funding Request Forms shall always include a space for certain information:
   a. the identification of the organization(s) making request
   b. the listing of fund-raisers and other sources of income for the requesting organization(s)
   c. the anticipated total expenses
   d. the total funds requested
   e. the Statement of Rationale for the request

3. Funds from the Event Funding Account shall be allocated within the stated provisions of the five line items of the Event Funding Account, and with the following stipulations:
   a. a requesting organization shall be allocated no more than 15% of the line-item event budget for that semester
   b. the 15% ceiling shall be exceeded by adding to the total possible allocation 5% of the dollar-limit for each “priority” fulfilled by a proposed event

4. SGA shall provide personnel who manage ticket sales for any event requiring a mandatory fee; SGA shall assume all costs associated with this provision.

5. Maximum gas reimbursement shall be set at the same rate as the State of Maryland (mileage records required).
   a. Mileage shall be reimbursed only if a state vehicle is unavailable (a vehicle request shall be on file at the Office of Campus Security).
   b. Mileage traveled shall be determined by using an online mileage calculator.

B. Allocation Process

1. Event Funding Request Form
a. The SGA shall provide an electronic (via diskette) and/or a physical version of the Event Funding Request Form to anyone who requests it; the form shall conform to all policies and procedures as stated herein.

b. The Allocation Process shall begin for each event when an Event Funding Request Form is submitted to the SGA Office by a representative of the requesting organization.

i. The Event Funding Request Form shall be submitted during the regular business hours of the SGA office and initialed by the SGA administrative assistant, or the SGA Treasurer, or the SFC Chair.

ii. Seven physical copies, of the Event Funding Request Form shall be submitted for review by the SFC; these shall be either typewritten or computer printed.

iii. The Event Funding Request Form shall be submitted three weeks prior to the beginning of the event in question except when the event is to take place within the first three weeks of an academic semester; in the event of an unscheduled campus-wide cancellation of class, a temporary extension may be made by the SGA Treasurer.

c. Additional supporting documentation shall be submitted along with the funding request if deemed appropriate by the requesting organization or specifically and reasonably requested by the SFC Chair.

2. Funding Hearing

a. The SFC shall review the request at a budget hearing on a date, time, and place to which both the SFC Chair and a representative of the requesting organization consent.

b. The SFC shall consider funding requests at the scheduled time; any organization whose representative does not appear at a scheduled funding hearing, and who has not provided appropriate prior notification to the SFC Chair, shall be denied funding automatically.

i. Requests denied in this manner shall not be posted or recommended to the Student Senate.

ii. An organization shall not be required to provide “appropriate prior notification” more than twenty-four hours in advance; the SFC Chair shall make the final determination of what is deemed “appropriate”, however.

c. Amendments to the Event Funding Request Form shall be made no later than the time of the SFC funding hearing and only at the discretion of the SFC
Chair; any amendment to a request shall be provided to the SFC Chair in the form of seven typed or computer-printed physical documents.

d. The SFC shall vote on Event Funding Request Forms by line item.
   i. A majority vote is required to approve each line item; the SFC Chair shall not vote except in the case of a tie.
   ii. Line items that do not meet the policies herein shall be denied and deleted by the SFC Chair; such action shall not require a vote.

e. The SFC Chair shall be responsible for keeping minutes of all of its funding hearings; minutes shall include amounts requested, amounts recommended by the SFC, and a rationale for the recommendation.

f. The SFC Chair shall be responsible for making the minutes and recommendations available to the undergraduate student body at least 48 hours before the general body meeting of the Student Senate at which they are to be submitted and considered for approval.

3. Recommendation to the Student Senate

a. Once a funding request has been reviewed, the SFC Chair shall be responsible for submitting the SFC recommendation at the next general body meeting of the Student Senate.

b. The Student Senate shall vote upon each SFC recommendation.
   i. A simple majority vote shall be required to approve each SFC recommendation.
   ii. The Student Senate shall have the authority to make amendments to the SFC recommendation by line item; amendments shall not violate the policies and procedures stated herein.

C. Post Allocation

1. An organization shall sponsor one On-Campus event for each Off-Campus event for which the organization has received Event Funding.

   a. The On-Campus event to be held shall be open to any individual – regardless of race, creed, color, or sex.

   b. No fee shall be required of undergraduate students in order to participate in the On-Campus event.
c. Proof, in the form of a written physical document from the faculty advisor of the organization, shall be presented to the SGA Treasurer once the On-Campus event has been held.

d. The On-Campus event shall occur before more funds are allocated to an organization from the Event Funding account, except when such funds are allocated for the purposes of holding yet another On-Campus event.

e. A previously-held On-Campus event shall fulfill this requirement under certain conditions:

i. The previous event shall have taken place during the current academic year.

ii. The previous event shall have met all aforementioned policies regarding the sponsoring of On-Campus events as a condition for receiving funding for an Off-Campus event.

f. An organization receiving only 10% or less of expected total costs from the Event Funding account, and so stating on the request, shall be exempt from holding an On-Campus event as a condition for receiving funding for an Off-Campus event.

2. Payment of contractual services for On-Campus events shall be made by any means available to the SGA once a request is approved by the Student Senate.

3. Payment by reimbursement shall require the submission of a receipt from the person/company billing the organization to the SGA Office; receipts shall be submitted during regular business hours within ten business days after the end of a funded event; the SGA Treasurer shall be responsible for collecting the receipts.

a. Receipts shall state certain information:

i. The date of issuance

ii. The source of issuance (i.e. payee, address, authorization)

iii. The property or service rendered

iv. The amount due

b. Receipts shall be acceptable only in certain formats:

i. On printed stationery with the signatures of the person or company billing the organization and of an officer of the organization.

ii. By computer-generated bills from a company.
iii. By a receipt pad/book with appropriate signatures of the person or company billing the organization and of an officer of the organization.

c. Receipts for reimbursement from SGA shall be signed into the SGA Office.

d. The name, address, and Federal Employer Identification Number of the organization for whom the check(s) will be written shall be required for reimbursement.

e. Organizations failing to submit proper receipts shall not be reimbursed for events until proper receipts are submitted; the deadline for receipts shall be extended, at the discretion of the SGA Treasurer, if a need for an extension is demonstrated before the deadline.

4. Organizations shall submit a typed report to the SGA Office during regular business hours after a funded event; the report shall include attendance, income, and expenses.

a. The SGA Treasurer shall be responsible for the collection and review of reports.

b. Organizations failing to submit a report shall not be reimbursed for the events; reimbursement shall be permitted once the report is submitted and reviewed by the SGA Treasurer.

5. Organizations shall return to the SGA a portion of their net profits as defined within the policies and procedures stated herein. [see Article I. D.]

a. The organization shall render such funds in the form of cash, a certified check, or the equivalent thereof.

b. The SGA Treasurer shall be responsible for the collection of net profits from an organization; refusal by an organization to return funds under this provision shall result in a denial of funding from the Event Funding Account for one year.

D. Freezing/Suspending Allocations

1. The SGA Treasurer shall freeze/suspend any funds as deemed appropriate for any substantiated breach of SFC Policies and Procedures committed by a requesting organization.

a. The SGA Treasurer shall inform the Executive Committee and the Student Senate of such action(s).

b. The SGA Treasurer shall determine the condition(s) under which the funds shall be released.
c. The Student Senate shall have the authority to override a decision of the SGA Treasurer to freeze funds; a ¾ majority vote of senators present shall be required.

d. The Student Senate shall have the authority to establish additional or alternative conditions to those determined by the SGA Treasurer regarding the release of funds; a ¾ majority vote of senators present shall be required.

e. The SGA Treasurer shall decide whether to recommend to the Student Senate that OFO status be revoked from an organization in question for any substantiated breach of SFC Policies and Procedures.

2. Fraudulent spending and/or documentation, or other misuse of budget allocations, violates Senate Finance Policies and Procedures and shall not be tolerated.

a. Should such misuse occur, the SGA Treasurer shall recommend to the Student Senate that OFO status be revoked from the organization, in addition to freezing/suspending the appropriate funds.

b. The Student Senate shall consider and approve the recommendation of the SGA Treasurer, or it shall propose and approve an alternative action.
APPENDIX A
EVENT FUNDING TRANSMITTAL SHEET

Name of Organization(s): _______________________________

Federal Employer Identification Number: ________________________

Request for Academic Year: ________ - ________

Check each item included:

___ 7 typed copies of Event Funding Request Form (pp. 41-42)

___ 7 typed copies of Statement of Rationale

___ 7 copies of List of Attendees or Invitation if requesting Food for On Campus

___ 7 copies of Agenda/Itinerary and names of those attending for conference/trip if
funding is requested for travel

Important Information:

1. Each item listed above must be included or the Senate Finance Committee will NOT
accept the Event Funding Request Package. In addition, one copy of this sheet must
be included. Additional information may be submitted but is not required.

2. A brief, but complete, statement of rationale for each of the amounts requested
must accompany the Event Funding Request Form. Rationale statements must
include explanations of how total costs were determined and how the requested
amounts are justified as benefiting the undergraduate student body.

3. If request is for food for an on campus event, you must include either the list of those
attending or, if the event is open to all students, a copy of the advertisement/invitation
sent to all students.

4. An Agenda/Itinerary and list of members attending must be submitted for travel. The
agenda may be printed from the conference website.

5. Event Funding Packets must be turned in three (3) weeks prior to the beginning of
the event. Packets will not be accepted if they do not meet this deadline. Please see
Article II, Section B of the Event Funding Policies and Procedures for further details.

Date Submitted  
__/__/__

Initials of appropriate SGA Official  
________
APPENDIX A
EVENT FUNDING POLICY AGREEMENT

To: All Organizations Receiving Event Funding Packets
From: Student Government Association Treasurer, and the Senate Finance Committee
Re: Policy for Reimbursements for Expenses Incurred with Event Funding Allocations

In order to receive money via the Student Government's Event Funding Account, it is important that the following policies (found in the Event Funding Policies and Procedures) be met:

- All funds are on a reimbursement basis ONLY, unless they are for contractual services of on campus events to which the SGA Treasurer must validate.

- Receipts for reimbursement must be in original form. No copies will be accepted.

- A report summarizing the event, and any receipts for reimbursement, must be turned in within TEN (10) business days after the event. Reports must be typed. Receipts must be turned in during SGA office hours (8:00 - 4:00 PM). If the receipts and reports are not turned in correctly or on time, then please note that reimbursements will NOT take place.

- If additional time to the allotted ten business days is needed then the organization must inform the SGA Treasurer during those ten business days that were allotted, not after the ten business days. The SGA Treasurer does not have to give the organization additional time.

- Money can only be paid or reimbursed under the item description it is allocated under.

- If anything is publicized, (for example, in the Bottom Line), you are required to mention that the Student Government Association has supported you in this event, failure to do so may result in reimbursements not taking place.

- If revenue is collected for participation in this event then SGA is entitled to a portion of the proceeds equaling the amount which they allocated for the event. SGA will provide (at no cost) the personnel to manage ticket sales, or the like, if you are requiring such to participate in the event. (please see Article I, Section D and Article II, Section A, Line 4)

- The Event Funding Bylaws govern the SGA and those organizations receiving funds from that account, please read them as they apply directly or indirectly to your organization.

Thank you for your cooperation and compliance with these policies. I have read, understand, and my organization will comply with these policies. I understand that if my organization does not comply with these and the Senate Finance Event Funding Policies and Procedures, we may lose the ability to receive payment and/or reimbursement.

________________________________________
Signature of Organization Representative
I. ORGANIZATION INFORMATION

Name of Organization(s): ________________________________

Organization Campus Address: ________________________________

Federal Employer Identification Number ________________________________

President/Manager: ________________________ Phone # ________________________

Email Address: ____________________________________________________

Treasurer: ________________________________ Phone # ________________________

Email Address: ____________________________________________________

Contact Person: ____________________________ Phone # ________________________

Email Address: ____________________________________________________

Advisor: __________________________ Office Phone # ________________________

Office Address: ____________________________________________________

Email Address: ____________________________________________________

Include co-sponsored organization(s) above information on the back of this form.

II. SOURCES OF AVAILABLE FUNDING (including fundraisers, dues, donations, sponsors, and other budgetary access)-attach additional sheets if necessary

<table>
<thead>
<tr>
<th>Date (Actual or planned)</th>
<th>Description of funding source</th>
<th>Net Income (Actual or Anticipated)</th>
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III. FUNDING REQUESTS - attach additional sheets, if necessary

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<th>Detailed Description of each type cost</th>
<th>Total Costs</th>
<th>Amount Requested from SFC</th>
<th>SFC Recommended</th>
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