STUDENT GOVERNMENT ASSOCIATION
SENATE FINANCE
POLICIES AND PROCEDURES
FOR THE
EVENT FUNDING ACCOUNT

ARTICLE I
POLICIES

Section A. Purpose of the Account

1. The Event Funding Account shall serve primarily to fund on-campus events that are to be held by registered 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 registered 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.

Section 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 ten percent (10%) but no more than thirty-five percent (35%) of the Estimated Student Activity Fee, with funds distributed among the following five (5) 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 twenty-five percent (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 twenty-five percent (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.

Section 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 at Frostburg State University campus or grounds owned by the institution.

   b. An "Off-Campus event" shall be defined as an event that takes place off Frostburg State University's campus or grounds owned by the institution.

2. A registered 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 unregistered student organizations or by a registered student organization that is not in good standing shall be ineligible for funds from the Event Funding Account.

Section 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.

Section 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. Events that are provided without charge shall only be eligible to receive funding if attendance is limited to student activity fee paying students except as noted below:

    a. When admission is free for students but there is a fee for guests.

    b. When the guest is a presenter or other professional around which the event is organized.

    c. When the guest is an advisor to the organization(s) sponsoring the event.

5. The following requests shall be given PRIORITY:

    a. The SFC, in most cases, will not recommend funding one hundred percent (100%) of any event. Organizations are expected to provide themselves with other sources of financing through dues, fees, and appropriate fundraising activities. However, in the case of co-sponsored events, the SFC reserves the right to recommend one hundred percent (100%) funding as deemed appropriate.

    b. Requests for funds required to perform events that will be co-sponsored with another registered 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 (1) of two (2) 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.

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

6. 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 food and entertainment while attending an Off-Campus event, unless required by the event's sponsor.

Section F. Post Allocation

1. Payments for allocations to organizations shall be made on a case-by-case basis. Payment for contractual services related to on-campus events, supplies, registration fees, and purchases from external vendors may be made in advance using an appropriate University-approved payment method. Advance payment shall be limited to amounts not exceeding the amount awarded by the Student Government Association for the applicable request. If the total cost exceeds the amount awarded by the Student Government Association, advance payment shall not be provided. The expense may be reimbursed after it is incurred; however, reimbursement shall not exceed the amount awarded by the Student Government Association.

   Lodging and mileage expenses shall be reimbursed only after the expense has been incurred and shall not be eligible for advance payment.

   When reimbursement is required, payment shall be made to the individual who made the payment, regardless of whether an organizational payment method was used. Individuals receiving reimbursement may be required to submit a completed W-9 form or other documentation required by the University. All payment and reimbursement requests shall be evaluated on a case-by-case basis.

2. Proper documentation of expenditures, which may include receipts, event agendas, a list of attendees, or other documentation deemed necessary by the Student Government Association or the University, may be required of all organizations that are allocated funds from the Event Funding Account. In addition, at the conclusion of each event the organization must submit the "Event Funding Summary" Form within ten (10) business days.

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

Section 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

Section A. General Procedures

1. The SGA Treasurer shall be responsible, early each Fall, for notifying all registered 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 the 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 (5) line items of the Event Funding Account, and with the following stipulations:

    a. a requesting organization shall be allocated no more than fifteen percent (15%) of the line-item event budget for that semester

    b. the fifteen percent (15%) ceiling shall be exceeded by adding to the total possible allocation three percent (3%) of the dollar-limit for each "priority" fulfilled by a proposed event

4. Maximum mileage reimbursement shall be set at the same rate as the State of Maryland (mileage records required).

    a. Mileage traveled shall be determined by using an online mileage calculator.

Section B. Allocation Process

1. Event Funding Request Form

    a. The SGA shall provide an electronic (via Microsoft Forms or other university sponsored device) 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 electronically (via Microsoft Forms or other university sponsored device) and must be acknowledged by the SGA Administrative Assistant, or the SGA Treasurer, or the SFC Chair. Anything submitted after regular business hours will be considered submitted the following business day.

        ii. The Event Funding Request Form shall be submitted five (5) weeks prior to the beginning of the event in question; 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 and the SGA Advisor or SGA Administrative Assistant 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 (24) 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.

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 registered student organization requesting funding at least forty-eight hours (48) 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.

Section C. Post Allocation

1. An organization shall sponsor one (1) 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 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 ten percent (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 for contractual services related to on-campus events, supplies, registration fees, and purchases from external vendors may be made in advance using an appropriate University-approved payment method. Advance payment shall be limited to amounts not exceeding the amount awarded by the Student Government Association for the applicable request. Organizations may be required to provide supporting documentation, including but not limited to an event agenda, list of attendees, or other documentation deemed necessary by the Student Government Association or the University.

3. Payment by reimbursement shall require the submission of all documentation required by the Student Government Association and the University, including a receipt from the person or company billing the organization, within ten (10) business days following the conclusion of the funded event. Additional documentation may include a complete W-9 form, event agenda, list of attendees, or other supporting materials. The SGA Treasurer shall ensure that all required documentation is provided to the SGA Administrative Assistant.

    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 submitted to the SGA Administrative Assistant.

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 an electronic report (via Microsoft Forms or other university sponsored device) to the SGA Office after a funded event; the report shall include attendance, income, and expenses. Anything submitted after regular business hours will be considered submitted the following business day.

a. The SGA Treasurer shall be responsible for the collection and review of reports as well as authorizing the SGA Administrative Assistant to reimburse.

b. Failure to submit a report may negatively impact the organization's eligibility for future event funding.

5. Organizations shall return to the SGA a portion of their net profits as defined within the policies and procedures stated herein.

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 (1) year.

Section 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).

i. The SGA Treasurer shall determine the condition(s) under which the funds shall be released.

ii. The Student Senate shall have the authority to override a decision of the SGA Treasurer to freeze funds; a three-fourths (¾) majority vote of senators present shall be required.

iii. 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 three-fourths (¾) majority vote of senators present shall be required.

iv. 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 University and 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.