

Towson University
Student Government Association
**Funding Policy for Student Organizations
(FPSO)**



FALL 2009

Treasurer Ryan Murphy

Welcome,

Thanks for making the commitment to the development of your student group and taking on the challenges of the position of Treasurer. This Funding Policy for Student Organizations is meant to guide you through the process and serve as your reference throughout the semester. We also provide you with a Guide to Financial Operations to assist you in working with our SGA Accounts Manager, Ms. Pat Cutrell, to access your allocated funds.

The purpose of this policy and the restrictions within are to allocate SGA funds, derived from student fees and collected by the University, to SGA student organizations that qualify for budgeting. *Remember, these funds are meant to supplement Student Organization Efforts!*

During the semester budgets are developed for the upcoming semester (i.e. during the Fall semester the budgets for the upcoming spring are developed and during the Spring the budgets for the upcoming Fall are developed). In the fall however there is also grace period in which newly elected officers can make edits to their group budget.

The Student Government Association is committed to working for you so please do not hesitate to work with us to better advocate, communicate, and facilitate our interactions with you!

Sincerely,



Ryan Murphy

Treasurer
Student Government Association 2009-2010

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General Information

Every new group is eligible for a \$50 start off allocation upon approval by the senate. Groups who have functioned for at least one semester and attend the Treasurer's Workshop are eligible for a single supplemental during the semester. Finally, groups that have functioned for two consecutive semesters and attend the Treasurer's Workshop may complete the budgeting process to receive a budget and are eligible for 2 supplemental requests during the budgeted semester.

Student Group Breakdown:

SGA Budgeted (2 supplemental per semester) groups are those who successfully completed the budget process in the prior semester.

SGA Affiliated (1 supplemental per semester) groups are all other SGA groups!

SGA Sponsored Activities:

SGA Sponsored Activities are those activities that have a broad impact on the students at Towson. These activities combine University Funding and SGA funding in an effort to achieve their mission and achieve some broad impact, even national recognition, in communities outside of Towson. To maintain contact with the SGA groups are required to meet with the Treasurer once a semester to update him/her on the status of their budget and general operations. The process for SGA sponsorship involves an application accompanied by a budget proposal. A presentation before the SGA Senate at a General Assembly meeting will follow and the Senate will make the allocation decision at that meeting.

REQUIREMENTS to apply for budgeting:

- Maintain an active membership of at least 15 members registered on Involved@TU
- Complete community service form
- Maintain active membership for two consecutive semesters
- Complete required fundraising
- Absolutely no outside bank accounts
- **Maintain up to date contact information with the SGA**

Budgeted Groups will be funded by group type based on the mission of the group.

- Groups are placed in one of four mission based categories:

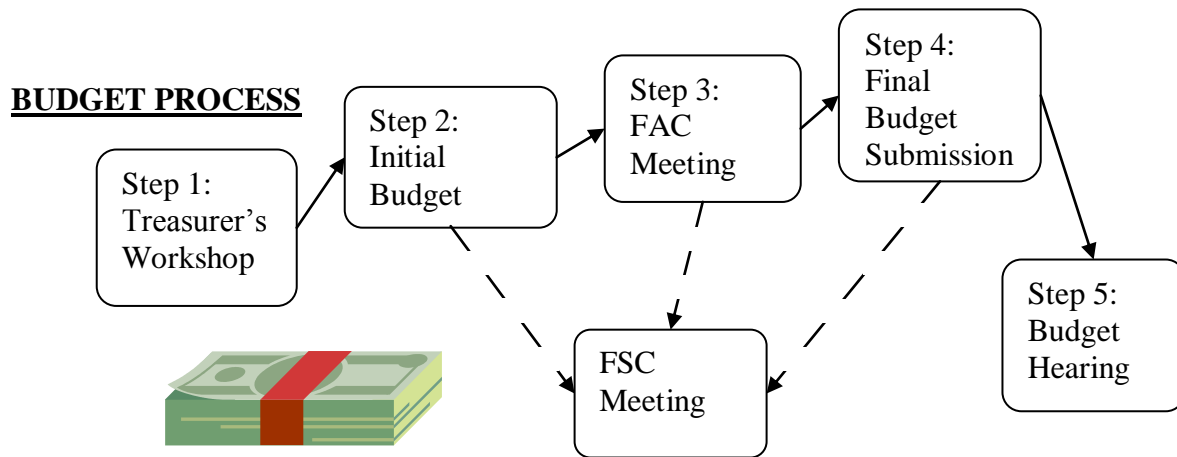
Type 1 – Large Event Based

Type 2 – Special Interest

Type 3 – Service

Type 4 – Cultural

NEW: In the first two weeks of the fall 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. If a group chooses to do this they will not be able to access those funds immediately.



Violations of the SGA Funding Policy include, but are not limited to: tardiness, early departure or absence to any mandatory meeting or late budget submission. Organizations in violation must be notified by the SGA Treasurer within 3 days of the violation and must appear before the Financial Standards Committee (FSC). The FSC consists of 7 voting members, 3 senators and 1 representative from each FAC meeting. The committee, led by the SGA Treasurer, will review each case specifically and recommend a penalty to the senate at the budget hearing.

STEP 1 - Treasurers Workshop:

The purpose of this meeting is to provide representatives with the information they need to be effective treasurers for their organizations. The meeting includes the distribution and overview of the SGA Funding Policy, information on working with Financial Operations, the announcement of the essential budgeting deadlines, and will included time for questions to be asked concerning any of these or the role in general. SGA Senators will be present at each meeting.

STEP 2 - Initial Budget Submission:

The initial budget submission must be in the standard budget format. It is a chance for the student organization to submit a draft of their proposed budget to be reviewed at the FAC meetings. Please be sure to included the student organization treasurer's contact information and include proper documentation such as proof of mileage, conference registration forms, invoices, and estimates.

STEP 3 - Financial Advisory Committee (FAC) Meeting:

Each group requesting a budget must send a representative to a FAC meeting in which the budgets of similar type groups will be researched, reviewed, and revised in accordance with the SGA funding policy. There will be 4 FAC meetings, open to all types of groups.

STEP 4 - Final Budget Submission:

The final budget submission must be in the standard budget format and will be submitted as the recommendation to the SGA senate as the group's proposed budget. This must included the student organization treasurer's contact information and include proper documentation such as proof of mileage, conference registration forms, invoices, and estimates.

STEP 5 – Budget Hearing:

This is the meeting in which all of the student group budgets allocated decisions are made by the senate. Organizations are strongly encouraged to have a representative present at the hearing to answer questions from the Senate and to determine where penalties and fundraising should be cut from the budget.

BUDGET PROCESS:

Responsibilities of the Student Organization Treasurer:

- Attend a Treasurer's Workshop, FAC Meeting, and Budget Hearing
- Use the **standard budget format spreadsheet** to create and submit (on-time) the initial budget and the final budget requests to the SGA Office
- Ask for help when needed from your group's senator or the SGA Treasurer

Fundraising Requirement:

Inherent Fundraising:

- Large Event Based, Special Interest, and Cultural Organizations are required to fundraise 15% of their approved budget. The required 15% will be removed from the final budget request upon approval of the senate.
- Service Organizations are required to fundraise 10% of their approved budget. The required 10% will be removed from the final budget request upon approval of the senate.



Policy Changes:

Changes in the FPSO cannot occur during the budgeting period. However, changes can occur from semester to semester by the SGA Treasurer, Appropriations Committee, and Student Organization Representatives provided that such changes do not violate the overall Financial Policy.

Appeal Process:

According to the law of Viewpoint Neutrality, the process of reviewing and approving the distribution of student activity fees by the SGA must be done in a viewpoint-neutral fashion, that is, done without advocating a particular point of view or done in such a way that the process unfairly discriminates against unpopular student groups based on their viewpoint. The principle of Viewpoint Neutrality applies to any type of speech, including religious, political or ideological. If a student organization believes that the principle of viewpoint neutrality has been violated in the funding process, the organization may appeal by writing a letter to the Vice President for Student Affairs within one week of the Senate Budget Hearing.

Items Not Funded

- Fundraisers or charities
- Long Distance Phone Calls (*must be registered and made through SGA office*)
- Decorations (*tablecloths, balloons, streamers, etc.*)
- Banquets, award ceremonies, movies/amusements park/sporting events admission, retreats, or any event of a purely social nature
- Computers or computer equipment, typewriters, word processors
- Payment of Members or Advisors (*use general account*)
- Miscellaneous
 - T-shirts, gavels, toys, phones, screen printing, imprinted promotional items, postage, business cards, thank you notes and envelopes, letterhead, nametags, nameplates, etc.
- Exclusive Events or activities-any event that is not open to the entire student body
- A student organization is not allowed to charge for an SGA funded event

Organizations Not Funded

From page 5 of the University Financial Operations for Student Organizations Policies and Procedures: All registered or affiliated student organizations are eligible to apply for funding from SGA. SGA will not fund events that are discriminatory, closed, or exclusive to the student body; events whose primary purpose is to proselytize a religion or faith; and events advocating for a particular political campaign or person.

- Honor Societies
- Individual Greek Chapters

*These Organizations may and are encouraged to apply for Supplemental Funding if they are providing a service or program for the entire student body

FUNDING RESTRICTIONS BY GROUP TYPE

The Senate is strictly subject to these restrictions when allocation money to student organizations

Important Notes:

- Relevant Prices Account Descriptions

Activity: Use ECS for labor costs

Equipment: Materials a group needs to put on an event, use ECS Prices;

This may include supplies for an event, use SGA Supply Store Prices;

Printing/Advertising: Use TU Art Services and Copies Center Prices

Travel: Use Transportation Services Prices for vans, cars, buses,...

- If contracting equipment from a source other than ECS groups must obtain written approval from ECS prior to the event.

- Hotel Allocations are based on 4 people per room per night for a MAXIMUM of 3 Nights; the hotel must be at least 90 miles from Towson University to be considered for funding

- Travel is provided for full time fee paying students ONLY.

ACCOUNT FUNDING MAXIMUMS:

TYPE 1 - LARGE EVENT BASED:

Activity Account: \$3,000 Max

Equipment Account: \$2,000 Max

Advertising/Printing Account: \$1,000 Max

Travel Account: \$1,000 Max

TYPE 2 - SPECIAL INTEREST:

Activity Account: \$1,500 Max

Equipment Account: \$1,250 Max

Advertising/Printing Account: \$1,500 Max

Travel Account: \$2,250 Max

TYPE 3 - SERVICE GROUPS:

Activity Account: \$1,000 Max

Equipment Account: \$1,000 Max

Advertising/Printing Account: \$1,250 Max

Travel Account: \$1,500 Max

TYPE 4 - CULTURAL GROUPS:

Activity Account: \$2,000 Max

Equipment Account: \$1,750 Max

Advertising/Printing Account: \$1,000 Max

Travel Account: \$1,250 Max



Account Funding Guidelines

Activity Account

- Speakers-\$500
- Food - \$250
- Entertainers-\$500 *i.e. bands, comedians, dancers, etc.*
- DJ-\$300 *this appropriation of funds is inclusive of all DJ fees including equipment, labor, travel, insurance, etc.*
- Conference and Convention Registration-\$500
- Events and Conference Services Labor Costs (*must use ECS price list, requested funds must be appropriate for event type and expected attendance according to ECS policies*)

Equipment Account

- Must use ECS price list or obtain written approval from ECS to use outside sources.

Advertising/Printing Account

- Must use TU Art Services and Copy Center Price Lists
 - 250 Sheets for Advertisements (*per event*)
 - 125 8.5"x11" Sheets for Quarter Sheets (*per event*)
 - 200 8.5"x11" Sheets for Table Tents (*per event*)
 - \$1000 Publication Limit
- Organizations are permitted a one time \$150 banner allocation per year
- Ads can be put in the center page of the *Towerlight* for free; no other ads will be funded

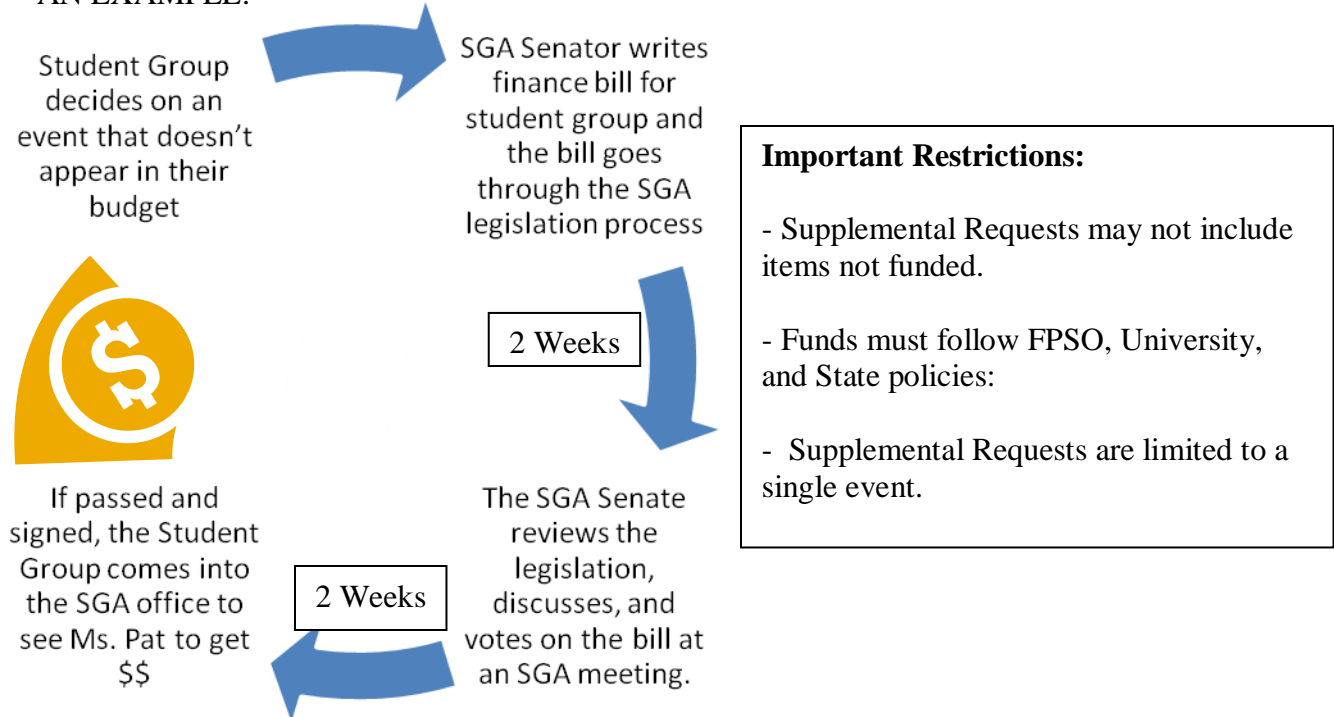
Travel Account

- Must use the TU Transportation Services price list for vans, cars, buses, etc.
- Gas – \$0.15 per mile traveled.
- Hotel-\$100/night/room maximum for a maximum of three nights
- Simple Transportation (University Vehicles) – \$500 maximum per trip;
\$1000 maximum per semester
- Complex Transportation (Air/Train/Ground) - \$1,500 maximum per semester

SUPPLEMENTAL ALLOCATIONS

Supplemental Allocations are allocations to student organizations occurring outside of the regular budget process. The purpose is to provide funding for emergencies, unforeseen expenses, newly developed projects, or additional expenses for events already part of a student organization budget.

AN EXAMPLE:



BUDGET CHANGE REQUESTS:

Budget requests are used by organizations to move allocated money from one item to another within a budget. All requests must stay within the account funding restrictions. The purpose of these requests is to provide groups with an opportunity to adjust their budget based on event changes.

Important Information & Restrictions:

Budget change requests must be submitted 5 business days before the related event

Budget change request \$500 and below may be approved or denied by the SGA Treasurer and budget change requests more than \$500 will have to be introduced to the Senate for approval or denial.

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.