

The University of Toledo Student Activities Committee Special Funding Request

I. Name of Student Organization submitting the request:

II. Number of students in organization: _____
 Number of non-students: _____
 Number of students to attend event: _____

III. Name, address, and phone number of contact person for request:

E-mail address: _____

IV. Provide a description of event/activity, and an explanation and justification of the funding request: (May attach additional information, as needed)

V. Itemization of event budget:

<u>Expenses</u>	<u>Cost</u>	<u>Income</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS	_____	_____	_____

VI. Will admission be charges/income received Yes No Amount _____

VII. TOTAL DOLLARS HEREBY REQUESTED (expenses less income): _____

VIII. DATE EXPENDITURE NEEDED: _____

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 Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Balance Sheet/Acct. Statement?      Yes    No

Recognized Organization?      Yes    No

Amount Approved by Special Funding: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Amount Approved by Office of Dean of Students: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

*Student Activities Committee*

*2007 - 2008 academic year*

*Fridays 3:00-4:00 PM*

## **Methods of Order**

### **Committee Function**

1. Review and award special funding requests made by registered UT student organizations following the stated guidelines from the Office of Dean of Students.
2. Review, recommend revisions, and approve for submittal draft constitutions of student organizations following the guidelines from the Office of Dean of Students.
3. Assist the Dean of Students in the review and approval of annual operating budgets for student organizations following the stated guidelines from the Office of Dean of Students and with the approval from the Dean of Students.

### **Committee Meeting Process**

1. Meetings are called on a set schedule each school year.
2. Attendance and minutes are taken at every meeting.
3. Meetings are facilitated by the chair and will cover four items of business in the following order.
  1. Minutes approval
  2. Special & Collaborative Funding Requests
  3. Constitutions Review
  4. New Business
4. Special & collaborative funding awards are made after the committee reviews the written request, hears a verbal justification from a student representative, and discusses each request as a committee.
  - a. A motion, second to the motion, vote of members present is the standard process.
  - b. A motion passes with simple majority of voting members present.
5. Individual committee members review draft constitutions during committee meetings. The entire committee may discuss questionable items on draft constitutions.
  - a. Draft constitutions that do not meet the criteria set by the Office of Dean of Students will be sent back to the originator for revision.
  - b. Draft constitutions that do meet the criteria set by the Office of Dean of Students will be sent to the Dean of Students for final review and approval.

6. A student organization may appeal a SAC decision by submitting the appeal to the Dean of Students in writing.

## Committee Member Roles

- a. **Chair** > an appointed faculty or staff member who facilitates the meetings, contributes to discussions, may suggest motions but not make them, recognizes motions, calls for votes, votes only to break a tie, follows up with organizations concerning special funding requests, tracks and reports special funding spending.
- b. **Secretary** > staff member appointed by the chair, preferably a student or staff member who works in the Office of Dean of Students, maintains up-to-date rosters, takes attendance and minutes at each meeting, types minutes to be presented for approval at each following meeting, may contribute to discussions, may not make motions, may not vote.
- c. **Co Chair** > if appropriate, an appointed faculty or staff member who assumes the role of the Chair or the Secretary in either of their absences, otherwise contributes to discussions, makes motions, votes on motions, and reviews constitutions.
- d. **DOS Advisor** > the staff of the Office of Dean of Students, contributes to discussions, may suggest motions but not make them, may not vote, ensures that UT policy and procedure is adhered to in decisions being made, may assume the role of Chair or Secretary in their absence (as a back up to the Co-chair), follows up with organizations in regards to the status of their draft constitutions and annual budgets. Will prepare special and collaborative funding requests and constitutions for each committee meeting, will secure presenters for special funding requests.
- e. **SAC Committee members** > contribute to discussions, make motions, vote on motions, review draft constitutions.

## Open Meeting Format

SAC meetings will follow an open meeting format. This allows interested persons to sit in on any SAC meeting except for a meeting devoted to operating budget hearings. Persons who observe SAC meetings will be asked to adhere to the following rules of order.

- Sit along the parameter of the room and not at the committee table.
- Do not address the committee or make comment unless you are called to the table.
- Any observer who has questions or comments about a SAC meeting is welcome to approach the acting SAC chair person immediately following the meeting. Inquiries may be referred to the Dean of Students.

## SAC Methods of Order

- I. The committee shall be called the Student Activities Committee (SAC) and comprise of students, faculty, and staff of The University of Toledo.
  1. The Dean of Students will assign/approve members of the committee.
  2. Committee members must be assigned/approved at the beginning of each academic year.
  3. Should vacancies occur, committee members may be assigned/approved to be on the committee at any point during the academic year.
  
- II. A committee member must be on the active committee roster to attend meetings and will be removed from this roster upon missing 3 consecutive meetings.
  1. A committee member who is actively involved with an organization and/or event applying for special funding may contribute to the discussion, but may not vote.
  2. A committee member may serve as the student representative for a special funding request, but may not contribute to committee discussion and may not vote.
  
- III. The chairperson of the committee will be a UT faculty or staff member who does not work in the Office of Dean of Students.
  
- IV. The Advisor will serve in a non-voting position and will serve the committee as a liaison between the Office of Dean of Students and SAC. The Advisor will provide necessary information during special funding discussion and constitution review to aid the committee in making informed decisions.
  
- V. The committee shall meet no more than once a week and no less than once a month during fall and spring semesters.
  1. The frequency of meetings will be determined by the chair and advisor based on the volume of special funding requests and draft constitutions to review.
  2. Meetings will not be held during the following times.
    - i. summer sessions
    - ii. breaks
    - iii. first week of fall and spring classes
    - iv. finals week of fall and spring semesters
  
- VI. A select sub-committee may be called upon to meet with the Dean of Students to review and allocate annual operating budgets for registered student organizations.

## Special Funding Protocols

### 1. Special Funding Sources

#### a. Special Funding Budget

- Funding awards from this source must adhere to the priorities and stipulations described below.

#### b. Collaborative Programming Funds

- Specifically to be used in support of programming which is sponsored by 2 or more registered UT student organizations working in collaboration.
- Events using these funds MUST be on-campus events serving significant numbers of UT students.

### 2. SAC will NOT fund the following

- Charitable contributions.
- Stipends.
- Alcohol.
- Operational Costs (such as consumable office supplies and office equipment).
- Shortfalls in an existing year's base budget.
- Food as a part of travel expenses.
- Speakers, facilitators, leaders, or program presenters who are UT faculty, staff or administration.
- Support of any political candidate or political issue whether federal, state, local or University in level.
- Any request from an organization that is not currently registered as active or is not in good standing with the University.
- Any event or program that violates any University of Toledo policy.
- Spending that would or did occur in any fiscal year other than the currently active one.

### 3. Priority in Funding

#### a. Top Priority:

- Events or programs that benefit the entire UT student body
- On-campus rather than off-campus events and programs
- Events or programs that support UT traditions
- Events or programs that are collaborative
- Events or programs in which the planning org. takes some of the financial responsibility

#### b. High Priority:

- Events or programs that benefit many (but not all) UT students
- Events or programs that positively contribute to student life, leadership development, diversity advancement, and/or educational engagement.

#### c. Low Priority:

- Requests for travel
- Events or programs that benefit only a few UT students
- Reimbursements within the current fiscal year

### 4. Special Funding Stipulations

- a. Requests must be submitted to the Office of Dean of Students with all required documents by Monday at 5:00 PM in order to be considered during that Friday's meeting.
  - Committee Members can review requests prior to the meeting by coming to the Office of Dean of Students during regular hours of operation. Requests may not be taken out of the Office of Dean of Students
- b. Profits for an event funded by SAC will be returned to SAC – not to exceed the amount provided in special funding.
- c. SAC may reject any special funding request that does not follow the guidelines.
  - 8 copies of the completed “special funding request form” must be turned in to the Office of Dean of Students, 2509 Student Union.
  - The following must be attached to the copies;
    1. a current balance sheet provided by the Student Activities Accountant,
    2. a bank statement from any off campus bank account dated within 2 months of the submission date,
    3. and any other explanatory documents.
  - The request must be submitted no later than 4 weeks before planned expenditure of funds.
  - A STUDENT representative must be present during the SAC meeting to discuss the request.
- d. Each special funding request is reviewed on an individual basis – but similar requests from the past may be considered for consistency sake.
- e. Any Supplies, products, or services which are available through UT established sources must be obtained in this fashion.
- f. Application deadlines for the school year will be communicated to UT registered student organizations. The deadline will typically be 4-6 before the end of the spring semester.
- g. Typically, SAC will not award 100% of a request. It is desirable that organizations show commitment to the event by contributing some of their own resources.
- h. Requests for travel must clearly show how UT students who are traveling will represent the University and gain knowledge and experience that is in accordance with the goals and purposes of the organization.
- i. Typically, SAC will look more seriously at assisting with registration fees for travel over other related travel expenses.
- j. Student funded social functions MUST be open to all students of the University. Banquets and receptions may not be held to this stipulation as long as it can be shown that the event is specifically related to events that fulfill the organization goals and purposes.
- k. Organizations being granted special and collaborative funding MUST process all purchases and payments through the Office of Dean of Students' accountant using established University policies for making purchases and payments.