

Student Activity Budget Committee Funding Policies, Procedures, and Guidelines

Mission
The Student Activity Budget Committee (SABC) is intended to provide support for Recognized Student Organizations (RSOs) at the University of Missouri - St. Louis (UMSL) for opportunities to which they might not otherwise have access. Our purpose is to provide partial financial support to RSOs to host events, participate in professional and team development activities, and assist with common operating expenses associated with student organizations. While we provide this assistance to RSOs with their activities and expenses, we also encourage them to seek other sources of support in order to be financially self-sufficient. RSOs should never rely solely on SABC funding to cover 100% of their expenses. Rather, the purpose of SABC funding is to support and encourage RSOs as they contribute to the student experience at UMSL.

Overview
The Student Activity Budget Committee (SABC) is comprised of a minimum of five (5), but no more than nine (9) current University of Missouri - St. Louis (UMSL) students. In addition to general committee members, the SABC will be chaired by the Student Programs Manager for Registered Student Organizations (RSOs) in the Office of Student Involvement. The current Student Government Association (SGA) Comptroller will serve as Vice-Chair of the SABC. The Coordinator for Student Organizations & Fraternity and Sorority Life from the Office of Student Involvement shall serve as the staff advisor for the SABC.

SABC funding is available only to RSOs at UMSL as verified by the Office of Student Involvement. Additionally, the RSO must be in good standing with the University (i.e. not on disciplinary probation, suspended, etc.). Inactive and Pending RSOs, as well as student groups at UMSL that are not recognized by the Office of Student Involvement, are ineligible for SABC funding.

RSOs may request funding for expenses that fall into one of three categories -- General Operations, Team Development, and Programming.

- **General Operations** are expenses related to the logistics of operating an RSO day-to-day. General operations funding may be requested multiple times per semester, but funding for an identical line-item will not be approved again until the prior allocation was used (e.g. if the RSO is allocated $200 for giveaways, the RSO must spend that entire allocation before requesting additional funding for giveaways).
Examples of General Operations expenses that are eligible for funding include:

- Reservation fees for reserving rooms on campus for regularly occurring meetings
- Giveaways or promotional items used to advertise and recruit for the RSO
- Office Supplies used for RSO operations (binders, notebooks, etc.)

**Team Development** funding which RSOs may receive for up to three (3) Team Development Activities per semester, with a maximum of five (5) per year. In order to be considered as Team Development, the activity must include an obvious team-building or development component.

- Examples of Team Development activities include:
  - A planning retreat or meeting for the RSO
  - A leadership workshop or course for members of the RSO
  - A conference attended by members of the RSO

  - SABC will only allocate funding for transportation, lodging, and registration or admission expenses for a conference. SABC will not allocate funding for tickets or admission to activities that are considered “just for fun”. There must be an obvious team development component in the activity. This applies to group meals and food -- funding will only be approved if it is part of a team development activity.

- **Programming** funding can be used for programs or events hosted by RSOs at UMSL. In order to be eligible for SABC programming funds, the program or event must be free, open to, and accessible for all UMSL students. SABC-funded programs should take place on UMSL’s campus unless there is an extenuating circumstance in which an off-campus venue is necessary (justification must be provided).

  - Examples of Programming include:
    - Facility Reservation fees
    - Catering
    - Supplies specific to the event
    - Door prizes (must follow OSI Awarding of Prizes policy and procedure)
    - Guest Speaker or Performer expenses (limited to transportation, lodging, and honorarium). (Appearance agreement required prior to event).

For any funding request that is less than $2,000, the SABC will review the request as submitted. If a single request for funding totals $2,000 or more, the SABC may ask the requesting RSO to
attend the budget review meeting to present their budget request in person and provide additional clarification. If a request is unusual or unclear, the SABC may request additional information either in writing or by inviting the requesting RSO to attend the review meeting.

**Timeline**

Requests for funding must be submitted to the Student Activity Budget Committee (SABC), using the appropriate request form, a minimum of four weeks prior to the event or need-by date. Requests submitted less than four weeks in advance will be denied. The SABC will meet bi-weekly throughout the Fall and Spring semesters to review requests for funding. For events or expenses that will occur during the first four weeks of the semester, the SABC will designate an “early request deadline”. RSOs who wish to utilize SABC funding during the first four weeks of the semester must submit their request by the specified deadline Early Request Deadline.

- **The SABC will review early Fall requests and provide award letters/notifications no later than the first week of August.**
- **The SABC will review early Spring requests and provide award letters/notifications no later than the last week of classes for the preceding Fall semester.**
- **All requests for funding must be submitted no less than four weeks prior to the event or need-by date. However, requests will not be accepted more than twelve (12) weeks in advance of the event or need-by date.**
- **To ensure that funding is available for RSOs throughout the entire academic year, the SABC will designate half of its available budget for the fall semester and the other half for the spring semester**

Once a request has been properly submitted, the SABC will review the request and determine how much funding to allocate to the request, if any. If funding is approved, the SABC will notify the RSO of the approved allocation via an emailed Award Letter which will include instructions for how to access and use the funding. If no funding is allocated, the RSO will still be notified of the decision and the reason for no allocation. Upon notice of an allocation decision, the RSO may appeal that decision within the appropriate appeal guidelines (see Appealing a Funding Decision below).

Once funding has been allocated, the RSO may access that funding through the procedures outlined in the award letter. Funding will be available for use from the date it is approved through two weeks after the event or need-by date. Once that period has passed, any unused funds will be swept back to SABC and made available to other organizations.
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Example of a Typical Request Timeline:

1. The RSO would like to host an event on Wednesday, March 9th, 2022. Requests for SABC funding must be submitted no less than four weeks prior to the event -- in this scenario, the request would be submitted no later than Wednesday, February 9th, 2022.

2. The SABC meets weekly, starting the first week of classes. In this scenario, the committee would be meeting to approve your request on Friday, February 11th, 2022 and the funding request would be reviewed at that time.

3. Following the SABC meeting, the Chair of the SABC will notify the RSO of the funding decision (notification will be sent the same day as the meeting). In this scenario, the award letter would be sent no later than 5pm on Monday, February 14th, 2022.

4. The RSO has access to use approved funding starting as soon as the award letter is sent. Funding remains available until all funding is spent OR two weeks after the event/need-by date. In this scenario, funds would be available until Wednesday, March 23rd, 2022.

5. Any funds that are not used within two weeks following the event will be returned to SABC.

Policies and Procedures for Submitting a Request

I. Requests must be submitted no later than four weeks prior to the event or need-by date.
   A. If you are hosting a Program or Team Development activity that will occur on a specific day, your request must be submitted at least four weeks prior to that date.
      1. If you are requesting funds for a multi-day event (e.g. a large event that will last more than one day), please submit a single request for the entire event.
         a) For example, if you are hosting a career conference that will take place over two full days, you will submit only one request for the entire event.
      2. If you are requesting funds for an event “series” (e.g. a speaker series, hosting a different speaker once a month), you may submit a single request for all events in the series.
         a) However, in order to submit a single request for the series, you must be able to provide all required details for each occurrence of the series (location, date/time, guest speaker details, etc.)
b) If you do not have all the necessary details for the entire series, you should request each event separately.

B. If you are requesting funds for general operations expenses that are not date sensitive, you must still designate a “need-by” date for those items. Your request must be submitted at least four weeks prior to that date.

II. The SABC will review all requests that have been submitted as of 5pm on the business day prior to a budget review meeting.

III. Following the budget review meeting, the SABC will notify each RSO of the decisions for their request:

A. If funding has been approved, an award letter with further instructions will be sent

B. If funding has been denied, a message explaining the denial will be sent

IV. Any funding approved may only be used for the designated event or purpose. RSOs may not transfer funding to another event or expense.

V. Funding must be utilized no later than two weeks after the date of the event or need-by date. Any funds that have not been used by that time will be returned to SABC.

Appealing a Funding Decision

I. Once a funding decision has been made and your organization has received an award letter, you may appeal the funding decision under specific circumstances. You may only appeal your funding decision under one or more of the following circumstances:

A. The Student Activity Budget Committee (SABC) specifically requested additional information for the request (i.e. your initial request was denied based on incomplete information).

B. You perceive that bias or another conflict of interest impacted the funding decision of your RSO

II. Appeals to SABC funding decisions will be heard by the SABC Appeals Committee, which is comprised of the Vice-Chair of SABC, the Associate Director of Student Involvement, and the Coordinator for Student Organizations, or another OSI Staff Member as designated by the Associate Director.

III. RSOs will have until 4pm on the Wednesday following their initial Award Letter to appeal SABCs decision. The RSO must submit a Request to Appeal SABC Allocation form on MyEngage and attend an SABC Appeals Committee meeting.

IV. The SABC Appeals Committee will review the Request for SABC Appeal, allow the RSO in question to present their reason for appeal, discuss the merits of the appeal, and will
produce a final Award Letter noting the additional funding approved if any. This final Award Letter will be sent out immediately following the SABC Appeals Committee meeting via email. When the SABC Appeals Committee has made a decision, that decision will be final -- no further appeals may be submitted to the SABC.

Specific Limitations & Restrictions

The Student Activity Budget Committee will adhere to the following limits and restrictions when considering funding for certain items/requests:

I. T-Shirts or other personal items for RSO members will be limited to $8.00 per item for up to 100 units of that item.

II. Promotional items that will be given away for recruitment or marketing purposes will be limited to $250 per RSO per semester.

III. Prizes given as part of an event, whether a “door prize” (i.e. randomly drawn) or a prize to the winner of a competition, are limited to $200 per prize.
   A. In addition to this limit, any prize awarded by an RSO must follow the “Awarding of Prizes” policy and procedure enforced by the Office of Student Involvement. This requires that any prize with a value of $50 or more must be held in the OSI and the winner of that prize must complete an additional form before collecting the prize. Contact OSI for more information.

IV. RSOs cannot receive additional funding for a specific general operations expense until previously approved funding for that expense has been utilized.
   A. For example, if your RSO is approved for $100 to purchase business cards for advertising purposes, you cannot request additional funding for business cards until previously approved $100 has been utilized.

V. SABC will not consider funding for and will deny any requests which include the following:
   A. Alcohol or events that involve alcohol
   B. Transportation to/from an off-campus event (e.g. shuttle transportation, taxi, rental, car, mileage, etc.)
      1. This does not include or apply to transportation for a guest speaker/performer, or transportation to attend a conference or other team development activity that is outside the St. Louis Metro area.
   C. Gift Cards or Vouchers
   D. Private parties or exclusive programs
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E. Payroll/salary stipends paid to RSO members/officers in compensation for their service to the RSO in their role
   1. This does not apply to services provided by an individual outside of the scope of their role with the organization. For example, if your RSO Advisor serves as the keynote speaker for a conference your RSO is hosting, you may request to pay the advisor a small honorarium for that speech.

F. Events that are not intended for Students (e.g. department gatherings, alumni receptions, etc.)
   1. SABC funding can be used for an event that is co-sponsored by both an RSO and another entity (e.g. UMSL office/department, local alumni organization, etc.) -- but the RSO requesting the funds must show that they are actively involved in the planning and facilitation of the event.
      a) The RSO must be able to show that they are an equal partner in the event. Requests considered to be “fronting” (e.g. requesting funding under the guise of the RSO that will ultimately be used for a different entity) will be denied.

Additional Considerations
Recently inactive or Inactive Student Organizations and policies groups that are considered inactive, or are no longer recognized by the OSI are not eligible to receive Student Activity Budget Committee (SABC) funding. If a group has recently regained Recognized status, they will be ineligible for SABC funding for one academic semester. Following that waiting period, recently reactivated RSOs will be eligible for all types of SABC funding, with no additional limitations beyond the restrictions in this document.

I. Documentation
   A. Double-check all documentation before attaching it to the budget. Sometimes pieces of information can get cut off during the collation and printing process, and if that information is vital to the funding of the requested item and is missing, SABC will not be able to accept this as a valid form of documentation.
   B. Be proactive -- if the information you need is not yet available online or in print (i.e. for a future event or conference) ask the event coordinator for a communication on letterhead or an email that shows they are speaking on behalf of a valid organization. Request the necessary information such as prices, dates, and location. If they do not have those details, ask for an estimate. If the
conference/event is annual, the SABC may consider last year's information if nothing else is available.

1. SABC wants as much information as possible, such as where items are from, the exact cost, and how many of each item is needed. Requests with insufficient information will be denied.

Requests for “Equipment”
Supplies considered by the Student Activity Budget Committee (SABC) to be “substantial equipment” (significant items that are used for more than one event) may be requested under General Operations but will undergo additional scrutiny due to related campus policies. All equipment purchases must be stored on-campus and be available to all students at UMSL. Storing an item in a member's personal residence hall room is not allowed. Common storage locations include department offices, OSI lockers, or an advisor's office. Detailed information about RSO equipment must be submitted annually to the OSI as part of the portable inventory report by the RSO. The RSO is responsible for identifying an acceptable storage location and facilitating a check-out/check-in process to track the use of equipment, and providing annual updates to OSI on the condition of the equipment. SABC will not replace RSO equipment that has been lost, stolen, or damaged due to negligence, regardless of the party responsible for the loss.

Fundraising
If the RSO uses Student Activity Budget Committee (SABC) funding to purchase supplies which are then sold at a mark-up to raise money for the organization, the RSO must return the amount of SABC money used in the initial purchase before keeping additional funds raised.

1. For example, if SABC approved $200 for your RSO to purchase wristbands, you could potentially purchase 200 wristbands at a unit cost of $1. If you then sold all 200 wristbands for a unit cost of $2, you would collect $400, however, your RSO would be required to return $200 of that money collected.

These rules and guidelines are not all-inclusive and may not address all possible uses of funding. The Student Activity Budget Committee reserves the right to approve or deny funding based on their best judgment in cases where no specific rule or guideline applies.