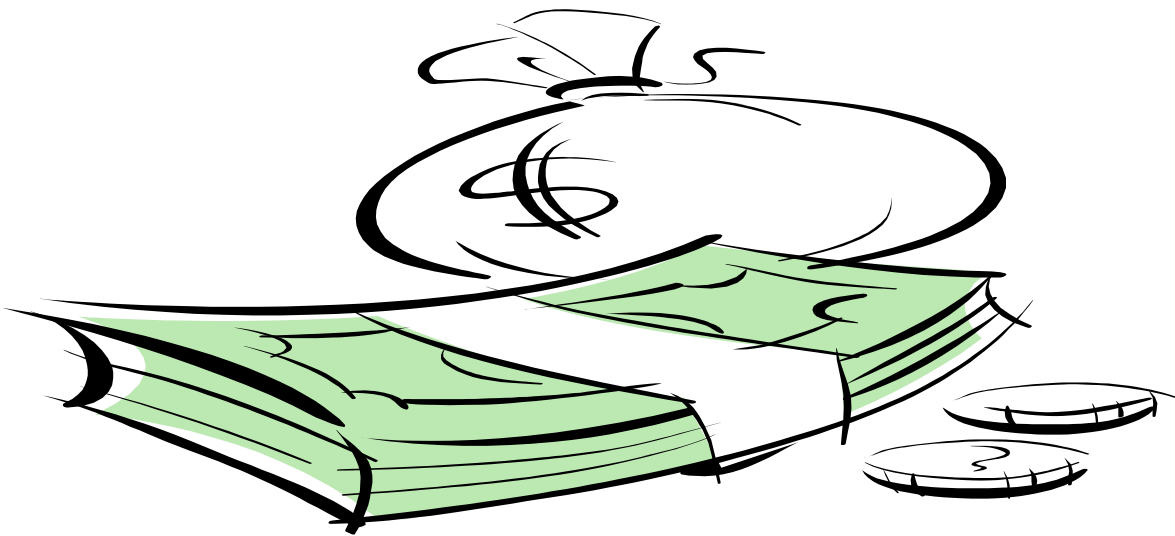


Funding Manual



Program, Travel & Annual Allocation Expenditures

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Student Organization Funding

FINANCE BOARD JURISDICTION

Student activity fees are collected from all SIUE students and are administered under the jurisdiction of the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs has delegated the authority to allocate the Student Activities and Organizations Sub-fee to Student Government under the advisement of the Director of the Kimmel Leadership Center. The Finance Board has been designated as the advisory board for the allocation of funds from these Sub-fees.

Funds generated from the Student Activities and Organizations Sub-Fee are used to support student organizations, programming, and special projects. These fees fund the Annual Allocation, Programming, and Travel requests for student organizations.

Registered student organizations may request funding from any of these Student Government accounts through an approved funding process. All requests for student activity fee funding are processed through Student Government.

The Student Government Office serves several functions relative to funding:

- assists student organizations in obtaining funding
- assists student organizations in the management of their funding request accounts
- advises and trains student organization leaders on the funding process
- provides accurate bookkeeping and reporting services
- ensures adherence to all University policies and procedures
- ensures that the funds allocated to student organizations are expended as approved

THE FINANCE BOARD AND ITS MEETINGS

The Finance Board's primary responsibility is to serve as an advisory board to the Student Senate for the Student Activities and Organizations Sub-Fee. The Board monitors and recommends funding guidelines and prepares an annual fee proposal for the Sub-Fee. The Finance Board hears and reviews all funding requests for Annual Allocations, Programming, and Travel. The Board submits its recommendations to the Student Senate for approval.

The Finance Board meets biweekly on Fridays (alternating with Student Government) at 2 p.m. Student organizations and ad hoc committees who have submitted funding requests must have a qualified student representative at the Finance Board meeting to answer questions about the request. Advisers are welcome to attend meetings but will not be allowed to present the funding request. The Finance Board will inform the student organization of the date and location where the request will be heard, at least one week prior to that meeting. Representation for programming and travel requests is required. If no representative is present, the request may be tabled until the next meeting or denied altogether.

Each student organization representative should be familiar with the workings of the Finance Board and with the operations of their student organization. The representative should know:

- The nature and specifics of the request
- Student organization history and past programs (this information can be obtained from the Student Government secretary no later than one week prior to the scheduled Finance Board meeting)
- Robert's Rules of Order, Revised

If the requesting organization should disagree with the recommendation of the Finance Board, it may appeal directly to the Student Senate. (See "Appeal Procedures.")

FUNDING ENTITIES

Registered student organizations are eligible to apply for funding in the following areas:

- annual allocations (Single-sex organizations are excluded.*)
- programs
- travel

*Exceptions are allowed under law; contact the Kimmel Leadership Center for details.

Ad hoc committees (approved by the Director of the Kimmel Leadership Center) are eligible to submit funding requests for programs.

Upon official recognition by the Student Senate, new student organizations may request funding for annual allocations after 30 days, for programs after 60 days, and for travel after 90 days. The organization's President/Treasurer must make an appointment with the Finance Board chair to review allocation procedures prior to requesting funds.

STEPS TO OBTAIN FUNDING

1. Determine Eligibility

Student organizations must be registered and in good standing with the Kimmel Leadership Center and Student Government in order to be considered for funding. A registered student organization must be recognized by the Student Senate (i.e. have an approved Constitution on file) at least 30 days prior to requesting annual allocations, 60 days prior to requesting program funding, and 90 days prior to requesting funds for travel. Funding requests will be considered prior to the 30-day rule; however, funds will not be made available until the organization has been recognized for 30 days.

Any recognized, registered student organization may request funding for programming and/or travel. Recognized, registered student organizations, except those groups which have selective membership policies or otherwise fail to meet eligibility requirements, may also request Annual Allocations. University-wide and ad hoc committees responsible for activities that benefit a large number of students may also request programming funds.

Any student organization that owes funds to Student Government will not be eligible to receive any new funding until the outstanding balance has been paid.

The Finance Board has established decision criteria for each type of funding request. Please read these decision criteria carefully to see if your organization is making a sound request.

2. Attend a Funding Seminar

In order to **request and/or spend** Programming, Travel or Annual Allocation funds, recognized, registered student organization **Treasurers or Presidents MUST** attend a Funding Seminar, which is a part of Officer Orientations and offered during the fall semester. In the seminar, student organizations will be provided with instructions on completing funding requests and on spending procedures. Although only two members of the student organization are **required** to attend, advisers and other officers are strongly encouraged to attend. **Failure to attend will result in an automatic loss of funds for the year.**

3. Attend an Annual Allocation Seminar

In order to request Annual Allocation funds for the following fiscal year, the student organization Treasurer **MUST** attend an Annual Allocation Seminar during the spring semester. In the seminar, Treasurers will be provided instructions on completing the Annual Allocation Packet. **Failure to attend will result in a loss of Annual Allocations for the year.**

4. Meet all deadlines

Annual Allocation requests for the following fiscal year are approved during the spring semester. In order for an organization to be considered for funding for the 2004/2005 year, an Annual Allocation request must be submitted to the Student Government office. The deadline will be posted and announced by the Finance Board chair.

Program requests must be submitted to the Kimmel Leadership Center for review at least twelve (12) weeks prior to the event and to the Student Government office at least ten (10) weeks prior to the program/event. Travel requests must be submitted to the Student Government office at least forty-five (45) days prior to travel.

Funding requests will not be heard if submitted after the specified deadlines.

ANNUAL ALLOCATIONS

Obtaining Funds

Annual Allocations fund the general non-programmatic operating expenses for recognized, registered student organizations. Organizations may request a maximum of \$500 for office supplies, postage, printing, and publications. A one-semester Annual Allocation request is available for student organizations that were unable, due to officer turnover or inactive status, to meet the deadline during the previous spring semester. These funds will become available in January and may be accessed until April 30. Organizations may request a maximum of \$250 for a single-semester allocation.

Annual Allocations for the full following year are approved during spring semester. At the beginning of the spring semester, Student Organization Presidents, Treasurers and Advisers will be notified in writing or by e-mail of the application process. Budget packets may be obtained from the Student Government office. In order to receive Annual Allocation funds, the student organization Treasurer must attend a mandatory Annual Allocation Seminar in the spring semester as well as the Funding Seminar conducted in the fall semester.

Annual Allocation budgets must be turned in to the Student Government office by the deadline set by the Finance Board. It is the organization's responsibility to submit budgets on time. The Finance Board will determine its recommendation based on the percentage of funds expended the previous year, the number of requests received, and the amount of funds available.

The Finance Board's recommendations for all groups are typically completed by the end of March. The Finance Board chair will inform groups of the amount recommended by the Finance

Board either by letter or e-mail. This recommendation will then be forwarded to the Student Senate for approval.

Newly recognized organizations are eligible for Annual Allocations thirty (30) days after recognition by the Student Senate providing they are in good standing with the Kimmel Leadership Center and Student Government. The new organization’s President and Treasurer must make an appointment with the Finance Board Chair to review allocation procedures prior to requesting funds.

Spending Funds

Annual Allocation funds may be used from July 1 to April 30 during the current fiscal year. All Annual Allocation funds will be frozen on April 30. Organizations must be recognized, registered and in good standing through the Kimmel Leadership Center and Student Government at the time of allocation and when using funds. Organizations whose Treasurer and President do not attend a Funding Seminar during fall semester will not be allowed to continue to use Annual Allocation funds during the fiscal year. **There will be no exceptions to this rule.**

At mid-year (January), Student Government will review the usage of all Annual Allocations by student organizations. If an organization has not used at least 50% of its total annual allocation by mid-year, the organization will

- lose 50% of the total annual allocation, or
- lose the balance up to 50% of the total annual allocation.

Example:

Total Annual Allocation	50%	\$ used by 12/31	Amount Organization will lose
\$500.00	\$250.00	\$0.00	\$250.00
\$500.00	\$250.00	\$100.00	\$150.00

Student organizations must complete an Annual Allocation Expenditure Request form and submit it to the Student Government office with appropriate samples attached. **Allow at least two working days before funds are required.** The Student Government secretary will fill out the appropriate University paperwork. A member of the organization is responsible for picking up the paperwork and taking it to the appropriate department or agency.

All Annual Allocation accounts are administered by the Student Government account technician through the University accounting system. All funds remain in the Student Government account. Funds will not be transferred into student organization 8-accounts. The Director of the Kimmel Leadership Center must authorize all expenditures, and all requests must be approved prior to purchase. **The Student Government and the University accepts no responsibility for bills incurred by an organization or individual without proper authorization.** If such a bill is incurred, Student Government and the University accept no responsibility for payment. This

includes on-campus agencies as well as off-campus vendors. **No reimbursements will be made to individuals or groups under any circumstance.**

Annual Allocation funds must be used for the operation of the student organization. They may not be used in conjunction with University departments or agencies to supplement programs or events, whether or not they are funded through Student Government. Current maximum Annual Allocation expenditure requests and line-item explanations are as follows:

Printing

Printing includes on-campus jobs such as posters, flyers, banners, stationery, newsletters, and general correspondence performed at Fast Copy; University Graphics, Publications and Printing; Print & Design; or the Student Government office copier. Off-campus agencies may be used only when University offices cannot perform the project.

Postage

University charges for meter, bulk or express mailings. Annual Allocation funds may not be used to purchase stamps.

Office Supplies

Office supplies include paper, pencils, poster board, staples, tape, file folders, etc., for general administrative operations. Organizations should order office supplies from the Boise Cascade Catalog (available in all University departments and offices). The University Bookstore should only be used in emergency situations. Off-campus supply sources may be used only if the University cannot meet your needs. **Note: The Boise catalog has many items; however, items in excess of \$30, food items or supplies (e.g., coffee makers, cotton candy machines, paper cups and plates) and office furniture or equipment cannot be purchased with annual allocation funds.**

Publications

Orders for a magazine, periodical, manual, or electronic publication are limited to one 12-month subscription.

\$500.00 – Full-year Total

\$250.00 – One-semester Total

Completing the Annual Allocation Expenditure Request Form

- Under no circumstances will funds be deposited into the Student Organization's 8-account. All expenses are paid for out of the Student Government accounts.
- Incomplete forms will be returned to the group and will cause delays in the allocation process.
- The student organization's President, Treasurer, or Adviser must approve all spending of Annual Allocation funds. Only one authorized signature from the student organization is required per expenditure form.
- Purchases from multiple-line items must be submitted on separate expenditure request forms (For example, postage and printing requests must be requested on two separate forms.)
- Make sure sufficient funds are available in the organization's account. The organization should keep track of all expenditures. If there are not sufficient funds, the request will not be processed.
- Materials that advocate political or religious ideologies are prohibited.
- Individual pieces of equipment, such as calculators or desk accessories, costing over \$30 are prohibited.
- Printing expenditures should contain all information pertinent to the printing of materials associated with the general operation of the organization (newsletters, recruitment materials, stationery and envelopes, all duplicating projects, etc.). A copy of what is being printed or copied must be attached.
- **University Graphics, Publications and Printing must approve all logo designs, stationery, newsletters, and use of the SIUE name and or logo.**
- Postage expenditures should only contain mailing expenses associated with non-program operational activities. Be sure to indicate what type of postage is to be used (metered mail, bulk mail or express mail). A copy of what is being mailed must be attached. **Each envelope must have an SIUE department return address.**
- All office supply expenditures should include the vendor name, address and phone number if outside the University, item name and number, description, quantity, and individual prices of requested items. The purchase of appointment books is limited to three. Supply requests other than Boise Cascade orders will be handled on a case-by-case basis and will require approval from the Director of Kimmel Leadership Center.

PRINTING & POSTAGE

Printing

Fast Copy - Complete an Annual Allocation Expenditure Form, available in the Student Government Office, and return it with the original to be copied. The secretary will process the University Print Service Work Order and obtain the appropriate University signatures. The signed work order will be taken to Fast Copy, located in the basement of Rendleman Hall.

Students must allow the secretary at least two working days to process the paperwork.

University Graphics, Publication and Printing - Complete an Annual Allocation Expenditure Form and return it to the Student Government secretary with the original of what is to be printed.

The Secretary will process the University Print Service Work Order and obtain the appropriate University signatures. The signed work order with the original will be taken to University Graphics, Publication and Printing, located on the second floor of Birger Hall. **Students must allow the Secretary at least two working days to process the paperwork.**

Print & Design - Stop by Print & Design located on the first floor of the Morris University Center, and pick up a Print & Design Work Order. Have the employee at Print & Design fill in the body of the request, including an estimate of the cost and details of work to be performed. Bring the yellow Print & Design Work Order, a copy of what is to be printed, and the Annual Allocation Expenditure Form to the Student Government office and give it to the secretary. The secretary will obtain the appropriate University signatures and return it to Print & Design.

Students must allow the secretary at least two working days to process paperwork.

Student Government Office Copier – If your organization wants access to this copier, contact the Student Government Account Technician, who will issue you a copier code. Copy costs will be billed to your Annual Allocation account through internal billing.

Postage

Complete an Annual Allocation Expenditure Form and return it, with one copy of what is to be mailed, to the Student Government secretary. Envelopes are **NOT** to be left with the secretary for mailing. Each envelope or postcard must have an SIUE department return address. Students must take all letters or postcards to the Post Office themselves. The secretary will fill out a Postage Charge Slip and obtain the appropriate University signatures. Regular postage rates apply for regular 1st class letters, postcards and metered mail. For bulk mailings, the mailing must consist of at least 200 pieces of identical size and weight. Contact the University Post Office for details. **Students must allow the secretary at least two working days to process paperwork.**

For auditing purposes, the Student Government secretary must keep a copy of all items being printed or mailed.

TRAVEL REQUESTS

Travel requests are any cost(s) associated with attending or participating in an off campus convention, conference, program, or club sports game.

Travel Evaluation

A travel evaluation as well as a typed report MUST be completed and submitted to the Student Government secretary or account technician within 14 days of your return date. The report must be one to two pages long, typed and double spaced. Evaluation forms may be picked up in the Self-Help area of the Student Government office. **WARNING: Failure to comply will result in loss of next year's funding for travel. There are no exceptions. Any organization should be prepared to give an oral report upon request in addition to the required written report.**

Completing the Travel Request Form

The forms **MUST** be typewritten. Forms are available in the Student Government office and on the Student Government web page (www.siue.edu/KIMMEL/STUDGOVT).

One student from each recognized, registered student organization may be approved to travel once per fiscal year (July 1 to June 30). Approved travel is limited to national conferences and educational opportunities consistent with an organization's stated purpose.

Newly recognized student organization are eligible for travel funding ninety (90) days after recognition by the Student Senate providing they are in good standing with the Kimmel Leadership Center and Student Government.

The maximum amount available for any travel request is \$425 regardless of the destination.

Funds are available on a first come, first served basis due to limited funds.

Submit any background information about the purpose of the travel and any other relevant information that will aid the Finance Board in acting on the request. Supporting documentation such as the conference booklet, schedule, registration, and hotel forms, as well as any expected reimbursements from local or national affiliates, **MUST** be attached. **Incomplete forms will not be accepted.**

All forms (and accompanying material) MUST be submitted to, and dated by, the Student Government account technician or secretary at least 45 days prior to departure. A travel deadline chart is available in the Student Government office. Travel requests will not be heard if submitted after the 45-day deadline.

Student Government will pay the expenses for only **ONE** student to attend a conference/ seminar. The organization may send more students at its expense. Please indicate number attending where appropriate. Attach a list of all other students, faculty, or staff who participate in the trip and will travel with the student being funded.

Under no circumstances will funds be deposited into the Student Organization's 8-account. All expenses are paid out of the Student Government accounts.

The student being sponsored and funded by Student Government must be enrolled at SIUE and in good standing at the time of travel. All arrangements will be made in the name of the person listed on the request form.

A representative from the organization must be present at the Finance Board meeting in case any questions arise. If questions arise and no representative is present, the funding request may be tabled (which could effect travel deadlines) or be denied altogether.

Indicate **ALL** expected expenses in the appropriate place. Submit documentation of any other sources of funding, such as donations, fund-raiser money, or partial payment by members.

The Student Travel Request form must contain authorized signatures from the organization's President and Adviser as well as telephone numbers and e-mail addresses.

The student organization must initiate all travel arrangements through Student Government within one week of receiving notification of approval by the Student Senate.

All authorized drivers of a rental car **MUST BE AT LEAST 21 YEARS OF AGE OR OLDER**. Rental at the University is currently conducted through Enterprise Leasing. All rentals are reserved in the name of the student organization. Anyone who acts as a driver and is not of age, does not possess a valid drivers license, or has not signed the Release of Liability Form **MUST BE AWARE** that any accidents, tickets, etc., will be the responsibility of the driver and his/her personal insurance, up to the \$1,000 deductible.

Personal Accident Insurance (PAI) and Damage Insurance are added to the cost of rental and are paid for a compact sedan. Additional PAI Insurance for larger vehicles will be added and paid by the organization renting the vehicle.

Release of Liability Form: This form is attached to the travel request form. If you are requesting a rental car, this form **MUST** be filled out. Every person riding in the vehicle must sign this form. You must indicate whether you are a driver or passenger. If you have driven and are found to not have signed as a driver, all insurance is null and void. This also applies for any passengers who have not signed the Release of Liability Form.

Transportation: Student Government will pay air, bus, train, or car rental fare at the least expensive means of transportation available for **ONE** person.

Car Rental: Student Government will pay the cost of a car rental through a University-approved agency at lowest rate available. The maximum authorized rental is five days.

Airfare: The organization should contact a local travel agent to estimate the ticket price. The airline ticket will be delivered to the Student Government office. The student traveling will sign for the ticket prior to departure. Airline tickets are usually non-refundable and non-transferable.

Lodging: Funding will be limited to the lowest available lodging rate for a single room, plus applicable hotel taxes. The following maximum rates are effective at the time this manual was written according to Illinois State regulations:

Chicago and Cook County	\$155 per night with tax
Chicago metro area	\$80 per night without tax
Major downstate areas*	\$70 per night without tax
Miscellaneous Illinois areas	\$60 per night without tax
Washington D.C.	\$150 per night without tax
New York City	\$110 per night without tax
Out-of-State	\$110 per night without tax

* Major Downstate areas include:

<u>County</u>	<u>Major Cities</u>
Champaign	Champaign, Urbana
Kankakee	Bourbonnais, Bradley, Kankakee
LaSalle	LaSalle, Peru
McLean	Bloomington, Normal
Macon	Decatur
Madison	Alton, Collinsville, Edwardsville
Peoria	Peoria
Rock Island	Rock Island, Moline
St. Clair	Belleville, East St. Louis, Fairview Heights
Sangamon	Springfield
Tazewell	East Peoria, Pekin
Winnebago	Rockford

Registration Fee: Student Government will pay the allotted registration fee for one person to the conference registration office.

PROGRAM REQUESTS

Program requests are any educational, cultural, or social activity/event that promotes diversity, unity, and student life and must occur on the SIUE campus.

An organization wishing to receive funding from Student Government must submit a Program Request to the Finance Board chair and appear before the Finance Board and Student Senate.

Student organizations that request funding must be officially recognized for at least 60 days and in good standing with the Kimmel Leadership Center and Student Government.

Each recognized, registered student organization is permitted five Program Requests per fiscal year, with no more than three requests in one semester. Student Organizations are permitted no more than **\$10,000 per fiscal year for program funding, regardless of the number of programs funded.**

The Program Request Form **must be typed** and be submitted to the Assistant Director of Campus Life or his/her designee for review at least twelve (12) weeks prior to the event and to the Student Government office at least ten (10) weeks prior to the event. The Kimmel Leadership representative must meet with the student organization representative to review and sign the request before the request is submitted to the Finance Board.

Student organizations are encouraged to begin planning programs during spring semester for the following academic year. **Program requests will not be heard if submitted after the ten-week deadline.**

Ticket Sales

All ticket sales for events funded by Student Government must be handled by the Morris University Center Information Center.

Program Evaluation

An evaluation must be completed and returned to the Student Government account technician or secretary within two weeks after the program/event. Forms are available in the Student Government office. Any organization should be prepared to give an oral report upon request in addition to the required written report. **Failure to submit a Program Evaluation within the two-week time frame will be grounds for denial of future funding. There are no exceptions to the two-week rule.**

All contracts will be negotiated through the Kimmel Leadership Center. **Do not** (1) negotiate with an agent, (2) make any verbal commitments to artists or agents, or (3) request or sign a contract. Be sure to attach any information you have on the artist to the request form.

Student organization Treasurers and Presidents must attend a mandatory Funding Seminar, which is part of Officer Orientations that are held during fall semester. These seminars are

conducted by the Finance Board Chair and provide instructions on completing the funding request forms and the funding process.

Past programs for which Student Government has allocated funds include films, speakers, bands, dances, and other cultural events. Funding for service programs for students and the University, leadership development, and other special projects also have been approved. Costs associated with such programs include technical and production fees, advertising and promotion, lodging, security and professional fees. The Kimmel Leadership Center can assist student organizations with various aspects of planning their events.

One helpful point to remember in order to implement a successful program is planning. The timeline shown below can serve as a schedule to keep track of your organization's plans. Since planning is the cornerstone to successful events, it is vital that these deadlines are met, especially if your organization is requesting funds for any artists, performers or speakers. In addition to this timeline, other resources are available for use in completing a program request, including forms located in the programming area of the Kimmel Leadership Center. The more complete and accurate the request is when submitted, the easier it is for the Finance Board and Student Senate to review it in a timely manner.

Week 12 (or earlier)	Schedule an appointment to review the Program Request with the Assistant Director of Campus Life and submit the Program Request for review.
Week 10	Submit Proposal to Student Government. (10-week deadline required)
Week 9	Program Request reviewed by the Finance Board and approved or denied. If approved, go to week 8. If denied, see "Appeal Procedures" on page 23.
Week 8	Program Request reviewed by the Student Senate and approved or denied.
Week 7	Meet with the Kimmel Leadership staff person who handles program funding to discuss details of the program (such as printing, postage, <i>Alestle</i> ads). Contracts are sent to artist.
Week 5	Returned signed contracts are sent through the system to process payment for such expenses as printing, postage, <i>Alestle</i> ads.
Week 2	Processed check for artist is ready and must to be picked up from the Kimmel Leadership Center secretary handling program funding.
Week 0	Program/Event
Week -2	Submit Program Evaluation to Student Government office.

FUNDING IS AVAILABLE ON A FIRST-COME, FIRST-SERVED BASIS DUE TO LIMITED FUNDS.

Completing the Program Request Form

Since completing the Program Request form can be confusing, this section will walk you through all major considerations. Be sure to fill out the form completely and accurately. **Failure to adhere to the guidelines mentioned hereafter could result in the immediate dismissal of your Program Request.**

An additional program request packet is now available for program requests submitted by multiple organizations. Follow the same guidelines as an individual request form for each organization. **We encourage organizations to pool their resources.** This will allow for better programs and more funding for the organizations.

The following types of requests are **PROHIBITED** by Student Government:

- **Expenses associated with participation in off-campus competition by sport, sport-related, or recreational clubs or teams**
- **On-campus tournaments/contests/games composed of 25 percent or more of non-SIUE sponsored teams, clubs, or individuals**
- **Expenses incurred expressly to prepare or equip for club competition**
- **Salaries, wages or stipends to organization advisers, officers, or coaches**
- **Conventions or conferences hosted or sponsored by SIUE student organizations on campus**
- **Any expenses associated with award, recognition, and annual banquets or activities**
- **Direct or indirect donations to candidates for political office or to religious, political, volunteer, and charitable causes or organizations**
- **Any expenses associated with meals, including but not limited to Dining Service charges, purchase of food, labor, ticket printing and box office charges to sell tickets for the meal.**
- **Honoraria or any expenses associated with the appearance of candidates campaigning for public office.**
- **Honoraria or any expenses associated with hiring an individual(s) and firm(s) to decorate a venue.**
- **Materials and programs that espouse or advocate political or religious ideologies**
- **Religious-related services, retreats, or instruction**
- **Prohibited line items include firearms, alcoholic beverages, tobacco, trophies, certificates, plaques, gifts, prizes, and clothing**
- **Videotaping and photographing of programs**
- **Concert requests in excess of \$7,500**

Student Government will not fund any expenses or commitments made prior to funding approval by the Student Senate.

Programs which benefit a specific University academic department or class(-es) must have financial support from that department. This type of funding is for events which are NOT aimed at the student body as a whole. Funding will be at the discretion of the Finance Board.

The following guidelines will assist you in completing a Program Request:

Section One: Information

If filing a Co-sponsored Program Request Form, each organization must fill out the information section with their contact person.

Student Organization: Only organizations registered and recognized through the Kimmel Leadership Center are eligible to request funding.

Contact Person: A contact person (a **student** member of the organization involved in planning the event) must meet with the Assistant Director of Campus Life or the appropriate Kimmel Leadership Center staff member prior to submitting a Program Request. The Student Organization President and Adviser will receive correspondence regarding the request. The Student Organization President will be responsible for sending a representative (preferably the contact person) to the Finance Board meeting where the program request is heard.

E-mail Address: The e-mail address of the contact person is required.

Position/Title: The contact person's position within the organization

Phone #: The daytime telephone number of the contact person

Address: The address at which the contact person may be reached if unable to be reached by telephoned

Program Title: The title of the proposed program for advertisement purposes.

Program Date: The date of the proposed program

Name of Speaker/Artist: The name of the proposed speaker or artist who will be appearing at SIUE is required for all contracts. Provide detailed information about the artist(s), either through written statements or published information.

Contract Mailing Address: The address to which the contract will be mailed to the speaker/artist

Phone Number: The daytime phone number of speaker/artist

Starting and Ending Time of Program: The time the program is expected to begin and the time the program is expected to end

Lecture/Performance Starting and Ending Time: The time the speaker/artist is expected to begin and the time the speaker/artist is expected to end

Location of Event: Enter the intended location of the program, such as Morris University Center Conference Center or Meridian Ballroom, Cougar Lake Recreation Area, etc. The organization should schedule space before any arrangements are made for a program.

Time Speaker/Artist Should Arrive: the time the speaker/artist should arrive to begin setting up

Number of Set(s)/Show(s): This information must be included in the contract between the speaker/artist and the University.

Length of Program: The expected length of the program

Number and Duration of Any Breaks the Speaker/Artist is Entitled To: This Information must be included in the contract between the Speaker/Artist and the University.

Negotiated Fee: The Fee for the Speaker/Artist which has been negotiated by the Kimmel Leadership Center

University Check Payable to: The name to whom the University check should be made for the Speaker/Artist fee

Social Security Number or FEIN Number: If the payment is going directly to the speaker/artist as an individual, we must have that person's Social Security Number for the contract. If an agency is being paid, we must have its Federal Identification Number (FEIN) for the contract.

Is the Speaker a U.S. Citizen or Permanent Resident?: Due to Federal regulations related to payments to non-resident aliens, this question must be answered. If the speaker/artist is not a U.S. Citizen or Permanent Resident, additional forms **MUST** be filled out and sent to the Federal Government. Failure to submit this information will cause severe repercussions to the University.

Is the Speaker/Artist a Student at SIUE?: Due to University guidelines this question must be answered. If the speaker/artist is a student at SIUE, additional paperwork will need to be filled out prior to payment.

Signatures: The signature of the Student Organization President and the Adviser, along with their on-campus box numbers, phone numbers, and e-mail addresses are required.

Section Two: Attendance/Revenue

Estimated Attendance: In order to make an accurate cost/benefit analysis, the Finance Board needs to know how many people are expected to attend. If this is your organization's first time sponsoring this type of program, ask Kimmel Leadership Center staff to help with estimates. These estimates need to be **realistic**.

Admission Charge

- Organizations may only charge admission when meals are served at the event. The organization cannot charge SIUE students more than \$1.50 over the cost charged by SIUE Dining Services.
- Any revenue generated from a program funded in whole or in part by Student Activity fees must be deposited in the designated Student Activity fee account. The student organization will receive 80 % of the **NET** revenue, while 20 % remains in the Student Activity fee account.
- The admission price for events funded in whole or in part by Student Activity fees must be approved as a part of the Program Request. A graduated ticket price where SIUE students are charged a specified lower rate, with all others at a higher rate, must be established. The method of distribution, sale of tickets, and the number and issuance of complimentary tickets must be approved by the Finance Board. The sponsoring organization will be charged for any unapproved complimentary tickets.
- All tickets sales will be handled through the Morris University Center Information Center, including all advance ticket sales and at-the-door ticket sales. Tickets **WILL NOT** be issued to members of the student organizations to sell on a personal basis. However, provisions will be made for student organizations to sell tickets from a ticket sales table in the Morris University Center Goshen Lounge. All arrangements to sell tickets in this manner must be arranged through the Kimmel Leadership Center.

Section Three: Program Justification

Ask the agent or artist for references and information on previous performances. Check other schools where the group has performed and ask if they were cooperative. Answer the questions on the form to the fullest possible extent. Full funding of the request could be determined by the answers to these questions.

Section Four: Program Expense Itemization

Any costs detailed in this section which are not being requested of Student Government must be listed and explained in Section 5. Indicate the total amount anticipated for each line item in column one and the amount requested from Student Government in column two. Itemized explanations are required for each line item.

Advertising/Promotion: All programs must be promoted. You should create and execute a comprehensive plan for promotion. Be creative, but do not omit the traditional fliers, posters, *Alestle* ads, table tents, personal invitations, letters to interested groups, and public service announcements. If the performer has any connection with an academic discipline, make sure you invite the faculty and ask that they announce the program in class.

All written advertisement or promotion of programs funded, in part or whole, by Student Government MUST include the following statement: "This event is funded in part or whole through Student Activity Fees."

Aleste: Display ads in the student newspaper.

Copying: The copying line item covers cost of photocopies and design and printing costs of posters, fliers, brochures, etc. Copying expenses will be covered for on-campus jobs performed at University Graphics, Publications and Printing; Print & Design; SIUE Fast Copy Service, and off-campus printing when University agencies cannot handle the job. Estimates for costs should be attached to the request form. Also, be sure to post your materials in areas approved by the Kimmel Leadership Center or University Housing. **Note: All expenses must be pre-approved through the Student Government Office PRIOR to printing.**

Postage: All postage requests must be submitted to the Student Government office and mailed through the University Post Office. Student organizations are responsible for taking all letters or postcards to the Post Office.

Speaker/artist fees: Include detailed information about the performer, either through written statements or published information. No honorarium will be funded in excess of \$5,000. The maximum honorarium for SIUE alumni is \$250 per day for a maximum of three (3) days. Non-professional SIUE students will not be paid by Student Government. The maximum honorarium for a professional SIUE student (one who has professional experience) is \$100 per day for a maximum of three (3) days. All transportation charges (other than local ground transportation, which is the responsibility of the requesting student organization) must be included in the contractual amount. The speaker or artist is responsible for making the appropriate travel arrangements.

Lodging: This covers the cost of the artist's lodging and tax while appearing at SIUE. Speakers can be lodged at either the Edwardsville Comfort Inn or the Collinsville Holiday Inn.

Facility Charges: Includes setup, technical services, room supervisors, sound equipment and technicians, and special arrangement charges

Security: Covers cost of University Police when required at events

Other: Other line items could include required supplies, chair rental, etc.

- Prohibited line items include firearms, alcoholic beverages, tobacco, trophies, plaques, gifts, prizes, clothing, local ground transportation, and hospitality for guest artists/speakers.

- Food may be funded if it can be shown to be an integral part of the program. Requests will be reviewed by the Finance Board and approved on a case-by-case basis. All arrangements for food or refreshments served at events held in the Morris University Center MUST be handled through MUC Dining Services.
- The maximum amount funded for decorations for an event that is up to \$5000 is no more than \$500. If the event is over \$5000, the maximum amount funded for decorations is 10% of the total amount for the program. Exceptions will be made on a case-by-case basis if the program request is less than \$1000.
- All items not mentioned here will be reviewed on an individual basis.

Total Cost: This is the total cost of the program, including those items for which you are not requesting funding from Student Government.

Total Requested This is the total amount of funds you are requesting from Student Government. **Be aware that no single organization shall receive more than \$10,000 for programming in a fiscal year. The funding for any single event held in a location that can accommodate no more than 1,000 people will be limited to \$10,000. If an event can hold over 1,000 people and attendance is expected to exceed 1,000, then a co-sponsorship of over \$10,000 but no more than \$20,000 shall be considered on a case-by-case basis. Funding limits for organizations will remain unchanged. Funding is available on a first come, first served basis due to limited funds.**

All organizations are encouraged to find alternate sources of income in order to make Student Government funds available to all organizations which require them.

The funding request must include the signature of the Assistant Director of Campus Life or his/her designee.

The organization may combine funds approved by Student Government with other approved sources excluding program ticket sales revenue.

Section Five: Co-Sponsorship

Any costs detailed in Section 4 which are not being requested of Student Government must be listed and explained in this section. In order for contributors to be considered part of the funding request, this section must be completed with the appropriate signatures. Collaborative ventures are strongly encouraged for supporting and promoting programs to increase attendance and decrease costs per person. If your organization plans to contribute or solicit no other sources of funding, this page may be left blank.

Decision Criteria for Program Funding Requests

All Program Requests will be evaluated on the prohibitions and restrictions contained in this Funding Manual and the following characteristics:

Purpose	Is the program consistent with the organization's mission or purpose as set forth by its constitution? How does the program contribute to the attainment of the group's goals?
Need	What is the level of need and its importance to SIUE students? Does the program meet an unsatisfied need? Has the need been substantiated and documented?
Value/Impact	What is the desired goal of the program? How will participants, organization members, and/or the University benefit? What is the nature of the benefit?
Timeliness	Is the program scheduled at an appropriate time? Does it conflict with similar programs sponsored by Student Government or the University?
Appeal/Interest	What is the target group for the program? Will the program draw participation from outside the organization membership or the SIUE community? If so, approximately how many participants might you expect?
Importance to	How is the event significant to the existence of the organization or to the sponsor?
History	Is the event sponsored annually? If so, what level of success has it achieved in the past? What new initiatives have been introduced for increased or continued success?
Cost/Benefit	How does the estimated attendance compare to the cost per person?
Redundancy	Has the need been previously fulfilled? Has a similar request been funded for this organization or another during the current fiscal year?
Co-sponsorships	Have other student or community organizations shown interest in your program? Co-sponsors can help to reduce costs and/or increase interest in your program.

USING YOUR PROGRAMMING FUNDS

Once approval has been obtained from the Student Senate, an organization's representative must contact the appropriate Kimmel Leadership Center secretary within one week of receiving

confirmation of approval to review the expenditure process and deadlines and to begin processing paperwork.

All funds will be accessed by processing expenses through the **University** accounting system. All expenditure of funds must be initiated through the Kimmel Leadership Center and approved by the fiscal officer (Director of the Kimmel Leadership Center) before any funds are spent. **Under no circumstances will funds be deposited into the Student Organization's 8-account or any other student organization account. All expenses are paid for out of the Student Activity Fee accounts.**

The University accepts no legal responsibility for costs incurred by an organization or individual without proper authorization. If such a bill is incurred, the organization or individual must assume full responsibility. Do not overspend your approved funding. Costs in excess of approved funding are the responsibility of the organization. **Reimbursements will not be made for any reason.**

Changes in Approved Program Requests

Funds may be expended only for the line items approved by the Student Senate. A request to modify or supplement your funding request (when cost estimates exceed the projected budget) must be submitted in writing to the Finance Board chair. Any line-item transfers must be approved by the Finance Board chair and the Director of the Kimmel Leadership center. All modifications or requests for new line items must be submitted to the Finance Board chair and approved by the Student Senate.

PROGRAM AWARDS

Student Government sponsors a competition among registered student organizations. The competition consists of four categories:

- 1) Traditional Program of the Year. Award: \$2,000**

This category will be open to programs that have been sponsored annually for three years or more and will be based upon Diversity, Attendance, Educational Value, among other characteristics as deemed fit by the awards committee.

2) New Program of the Year. Award: \$1,000

This category will be open to any program that has been sponsored for less than three years and will be based upon Diversity, Attendance, Educational Value, among other characteristics as deemed fit by the awards committee.

3) Educational Program of the Year. Award: \$1,000

This category is open to any program on campus that has scholastic appeal. The award will be judged upon the scholastic value of the program, attendance, and other characteristics as deemed fit by the awards committee.

4) Most Diverse Program of the Year. Award: \$1,000

This category is open to any program on campus that has a diverse appeal. The award will be judged upon the scholastic value of the program, attendance, and other characteristics as deemed fit by the awards committee.

FUNDING VIOLATIONS

The policies, procedures, and violations that appear in this manual for each type of funding are NOT all-inclusive but provide appropriate guidance. Student organizations are expected to adhere to the guidelines outlined in this manual. Failure to do so will result in disciplinary action against the organization. The disciplinary action shall be in accordance with the policies, prohibitions, restrictions, and procedures outlined in this manual and as governed by the University. Discipline may include, but is not limited to, probation of student organization status or suspension of funding eligibility.

All alleged violations shall be confirmed by an investigation conducted by the Finance Board chair. The chair will report all findings of the investigation to the appropriate authorities. Once a violation has been confirmed, the Finance Board shall issue a penalty in accordance with the violation. The **maximum** penalty shall not exceed more than one year of funding revocation plus the repayment of appropriate funds. The organization may submit a written appeal to the Student Senate within one week of the judgment. See "Appeal Procedures" on following page.

APPEAL PROCEDURES

The student organization may appeal the decision of the Finance Board at the next scheduled Student Senate meeting. A written appeal must be submitted to the Finance Board chair within two working days following the Finance Board's decision. In addition, a student organization representative must attend the Student Senate meeting to make a formal appeal. If no

representative is available, the appeal will not be heard. **The decision of the Student Senate is final.**

SOUND FISCAL MANAGEMENT

An important responsibility of any organization is maintaining financial records. Most organizations earn revenue and incur expenses. Keeping accurate and up-to-date information on revenues and expenses is vital to the financial success of the organization.

Each organization should select a treasurer to be responsible for its finances. This person should be carefully chosen and be trustworthy and honest. The treasurer will be entrusted with all revenues received by the organization and be authorized to disburse funds. The treasurer should execute fiscal responsibilities of the organization by using the best judgment when paying expenses from the group's funds and by keeping accurate records to substantiate all transactions.

The president and adviser should also take part in the group's finances. The treasurer should inform these individuals regularly of the organization's financial status. Many organizations maintain a checking account at a local bank. It is suggested that all three individuals be authorized to secure funds for disbursement to keep proper control of the organization's funds. The group should stipulate that the bank process only checks with two of the three authorized signatures.

The best place to send an organization's bank statement is to the organization's campus mailbox. Since most organizations have new officers at least once a year, the permanent campus address of the organization will ensure that the statements reach the organization instead of the home address of a past officer.

The organization's financial records should be kept in one central location. The group might be able to secure space in the adviser's office or another place on campus (i.e., office space or storage space). The transition from one treasurer to another will be much easier if all records are in one location. Then if the treasurer resigns or withdraws from school, the organization's records are not lost and are available for the new treasurer.

Knowing the current financial status of the organization is vital to its officers. Does the organization need to raise funds to meet its needs? Is there enough money in the account to send organization members to the regional convention? If the group purchases refreshments for the next meeting, will there be enough money to buy supplies for the major event later in the year? These questions could be answered easily if accurate records are kept of all organizational transactions.

For most organizations, a simple journal or a check register should be sufficient to record transactions. Records should always be reconciled against the bank statement and/or SIUE records. By balancing records monthly, discrepancies and errors may be eliminated when they occur rather than creating hours of work at a future date.

Student organizations may consult the Assistant Director of Student Organizational Development for help in developing a bookkeeping system or in reviewing the current system.

Recognized student organizations should develop a budget for each year. Goals and objectives should be considered when developing the budget. Past records are an excellent resource for future planning or projections.

Organizations should start the budget process by projecting revenues and estimating expenses for the coming year's activities. Generally, revenues are conservatively projected and expenses are slightly overestimated. This allows for some variance so that organizations are not put into a position of cutting items from the budget or planning unexpected fundraisers.

During the year, actual transactions should be compared to the estimated budget. Keep in mind that the budget is an estimate and may be modified during the year to the group's changing goals and objectives.

UNIVERSITY 8-ACCOUNTS

An 8-account is much like operating a personal savings/checking account. The procedure for using the account is simple and requires the fiscal officer's signature on all expenditures. The Kimmel Leadership Center staff is available to assist organizations with procedures relative to using an 8-account.

Recognized student organizations that purchase services or supplies (such as copies, refreshments, audiovisual or facility charges) from SIUE departments and do not receive funding from Student Government, may find it convenient to have a University 8-account.

Submit a Request for New Account Form to the Kimmel Leadership Center. A fiscal officer is required for all 8-account requests. The fiscal officer must be a University employee and may be the same as the adviser for the organization. (Graduate students and student employees are not eligible to serve as fiscal officers.)

Monthly statements are sent to the fiscal officer.

FISCAL OFFICER RESPONSIBILITY

- The fiscal officer must be a University employee, not a graduate assistant or student employee.

- Fiscal officers are responsible for the personal property (inventoriable equipment) charged to the account in addition to responsibility for the control of the financial resources of the account within the terms of the approved Account Request form. A current list of all personal property charged to the account may be secured by contacting the Property Control Section of the Administrative Accounting Office. When a change of Fiscal Officer occurs, the retiring officer should verify the existing inventory and "sign off" so that the incoming fiscal officer may establish the inventory for which the new fiscal officer is responsible. A copy of the Property Control Manual for fiscal officers is available from the Administrative Accounting Office—Property Control Section.
- The fiscal officer should be aware of the financial resources available in the account and ensure that the account is not overcommitted. Fiscal irresponsibility will not be condoned. Commitments in excess of available funds will be returned to the fiscal officer.
- A special form for Temporary Delegation of Fiscal Officer Authority may be obtained from Administrative Accounting.

INSUFFICIENT FUNDS

If insufficient funds or a deficit occurs in an 8-account, the following collection procedures will be implemented:

1. A letter will be sent to the treasurer, president, and fiscal officer pointing out the existence of insufficient funds or a deficit and the need for the account to have a positive balance within 30 days.
2. If the matter is not resolved within the 30-day period, another letter will be sent detailing the consequences of non-payment and requesting that the treasurer meet with the Assistant Director of Student Organizational Development.
3. If the matter is still not resolved within this 60-day period, the Assistant Director of Student Organizational Development will notify the president and the treasurer that the organization is suspended.