

Funding Manual

Annual Allocation, Travel, and Program Expenditures



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Table of Contents

Introduction to Funding	1
Student Government Jurisdiction.....	1
Finance Board Jurisdiction	1
The Finance Board and Its Meetings	2
Funding Entities	2
Steps to Obtain Funding.....	3
Program Requests	4
Introduction to Program Requests	4
Restrictions and Guidelines	4
Program Funding Timeline	7
Completing the Program Request	8
Decision Criteria for Program Funding Requests.....	13
Using Your Program Funds	14
Program Awards	15
Travel Requests.....	16
Introduction to Travel Requests.....	16
Completing the Travel Request	17
Annual Allocations	19
Obtaining Funds.....	19
Spending Funds.....	21
Completing the Annual Allocation Expenditure Request Form	23
Violations and Appeals	25
Funding Violations.....	25
Appeal Procedures	25
Sound Fiscal Management.....	26
University 8-Accounts	28
Fiscal Officer	29
Insufficient Funds	30
Funding Quick Guide.....	31

Introduction to Funding

Student Government Jurisdiction

The Student Government of Southern Illinois University Edwardsville has jurisdiction to serve the following functions relative to the Student Activities and Organizations (SAO) Sub-fee and to activities associated with it:

- Assist student organizations in obtaining funding.
- Assist student organizations in the management of their funding request accounts.
- Advise and train student organization leaders on the funding process.
- Provide accurate bookkeeping and reporting services.
- Ensure adherence to all University policies and procedures.
- Ensure that the funds are allocated to student organizations and are expended as approved.

Finance Board Jurisdiction

All SIUE students are assessed a student activity fee called the Student Activities and Organizations Sub-fee. It is administered by the Vice Chancellor for Student Affairs, who delegates the authority to distribute the money to Student Government, under the advisement of the Director of the Kimmel Leadership Center. The Finance Board is the advisory board for the allocation of funds from this sub-fee.

Funds generated from the Student Activities and Organizations Sub-fee support organizations through three accounts:

- Programs
- Travel
- Annual Allocations

All requests for student activities fee funding are processed through Student Government. Registered student organizations may request funding from any of the accounts above by following the application procedures described in this manual.

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 programs, travel, and annual allocations and submits its recommendations to the Student Senate for approval.

The Finance Board meets biweekly on Fridays (alternating with Student Senate). Student organizations and ad hoc committees that have submitted program or travel 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. Prior to the meeting, the Finance Board will inform the student organization of the date and location where the request will be heard. 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.
- The history and previous programs of the student organization (This information should be obtained from the Student Government account technician or secretary no later than one week prior to the scheduled Finance Board meeting).
- Robert's Rules of Order, Newly Revised.

If the requesting organization disagrees 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:

- Programs
- Travel
- Annual Allocations

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

Upon official recognition by the Student Senate, new student organizations may request funding for programs after 60 days and for travel after 90 days.

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 60 days prior to requesting program funding and 90 days prior to requesting funds for travel.

Any recognized, registered student organization may request funding for programming and/or travel. Recognized, registered student organizations, except those groups which 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.

2. Attend a Funding Seminar

Funding seminars, part of officer orientations, are offered during the fall and spring semesters. In order to request and/or spend programming, travel or annual allocation funds, a member of a student organization **MUST** attend a funding seminar. In the seminar, student organizations will be given instructions on completing funding requests and on spending procedures. Although only one member of the student organization is 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. Meet All Deadlines

Program requests must be submitted to the Kimmel Leadership Center for review at least 12 weeks prior to the event and must have obtained the appropriate Kimmel signature(s) at least 10 weeks prior to the event. Travel requests must be submitted to the Student Government office at least 45 days prior to travel. Funding requests will not be heard if submitted after the specified deadlines.

See “Annual Allocations” section regarding deadlines for Single Semester and Annual Allocations.

Program Requests

Introduction to 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.

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 KLC can assist student organizations with various aspects of planning their events.

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.

Restrictions and Guidelines

Student organizations that request funding must be officially recognized for at least 60 days and in good standing with the Kimmel Leadership Center (KLC) and Student Government. A member of each student organization must also have attended a mandatory funding seminar. These seminars are conducted by the Finance Board Chair and provide instructions on completing the funding request forms and the funding process.

Each recognized, registered student organization is permitted five program requests per fiscal year, with no more than three requests in one semester. If a student organization wishes to host a series, all requests must be submitted together and may not exceed the allotted \$7,000. The series must not exceed three in one semester and five in one year. Student organizations are permitted no more than \$7,000 per fiscal year for program funding and no more than five program requests per fiscal year.

The Program Request Form must be typed and submitted to the Assistant Director of Campus Life or his/her designee for review at least 12 weeks prior to the event and must have obtained the appropriate Kimmel signature(s) at least 10 weeks prior to the event. The KLC 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 10-week deadline.

Programs funded by Student Government may not be held during fall or spring finals week unless the Finance Board considers them to be academic in nature.

All contracts will be negotiated through the KLC. **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.

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

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 that are NOT aimed at the student body as a whole. Funding will be at the discretion of the Finance Board.

An evaluation must be completed and returned to the Student Government account technician or secretary within two calendar weeks (14 days) 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-calendar-week time frame will result in denial of program funding for one fiscal year. There are no exceptions to this rule.

Funding is available on a first-come, first-served basis due to limited funds.

Prohibited Items

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 annual banquets or programs whose *primary* purpose is internal or external individual recognition. The Finance Board and/or Student Senate has the sole discretion to decide if a program is primarily awards based.
- Direct or indirect donations to candidates for political office or to religious, political, volunteer, and charitable causes or organizations. Indirect donations include, but are not limited to, any contributions to an event that is held in conjunction with a program.
Examples include, but are not limited to, silent auctions, raffles, and entrance donation requests held in conjunction with a program.
- 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, gifts, prizes, clothing, and complimentary tickets. Trophies, plaques, and/or certificates cannot be purchased utilizing student government funds; however, they may be purchased with an organizations own funds.
- Videotaping and photographing of programs.

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.

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.

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.

Program Funding Timeline

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. The more complete and accurate a request is when submitted, the easier it is for the Finance Board and Student Senate to review it in a timely manner.

Step #	Task(s) to Accomplish
1 <i>(week 12 or earlier)</i>	Schedule an appointment to review the Program Request with the Assistant Director of Campus Life or his/her designee and submit the Program Request for review. Organizations must designate no more than two members to speak with the KLC staff members concerning their program request.
2	Submit proposal to Student Government (10 week deadline required).
3	Program Request reviewed by the Finance Board and approved or denied. If approved, go to week 8. If denied, see “Appeal Procedures” on page 25.
4	Program Request reviewed by the Student Senate and approved or denied. If approved, continue to step 3.
5	Meet with the KLC staff person handling program funding and Finance Board designee to discuss details of the program (such as printing, postage, <i>Alestle</i> ads). Contracts are sent to the artist(s).
6	Returned, signed contracts are sent through the system to process payment for such expenses as printing, postage, <i>Alestle</i> ads.
7	Pick up processed check for artist from the KLC secretary handling program funding. Also, purchase decorations, etc. with KLC representative.
8	Program/event.
9 <i>(-2 weeks, or 14 days after event)</i>	Submit program evaluation to Student Government office.

Completing the Program Request

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.**

We encourage organizations to pool their resources. This will allow for better programs and more funding for the organizations.

Section One: Information

Student Organization: Only organizations registered and in good standing 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 KLC staff member prior to submitting a Program Request. The organization's 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.

Phone #: The daytime telephone or cell phone number of the contact person.

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

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

Date of Program: The date of the proposed program.

Name of Speaker/Artist/Performer: The name of the proposed speaker or artist who will be appearing at SIUE is required for all contracts. A separate Contract Information Sheet (CIS) must be completed for EACH band, DJ, dance troupe, etc., that will be contracted for the program/event.

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

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 KLC staff to help with estimates. These estimates need to be realistic.

Section Three: Program Justification

Completion of the four questions in this section is required. Attach any supporting documents or information that you feel would help your request.

Section Four: Program Cost

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

Printing expenses will be covered for on-campus jobs performed at Marketing and Communications, 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 KLC or University Housing. **Note: All expenses must be pre-approved through the Student Government office PRIOR to printing.**

Alestle Ads: Display ads in the student newspaper.

Copying: Copying includes the cost of photocopies, printed invitations, and letters to interested groups.

All written advertisement or promotion of programs funded, in part or whole, by Student Government MUST include the following statement: *"This event is funded wholly or in part through Student Activity fees."* Failure to do so will result in an e-mail or phone call to the contact person, warning that the organization must comply within 24 hours. If the organization does not comply, the advertisement or promotion will be removed.

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 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 any hotel within a 15-mile radius. Additional lodging will not be provided for members not directly benefiting the program, such as agents, managers, PR staff, and friends.

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.

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.

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

- 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 \$3,500 is no more than \$350. If the cost of the event exceeds \$3,500, the maximum amount funded for decorations is 10% of the total amount for the program. Exceptions will be considered on a case-by-case basis if the program request is less than \$1,000.
- 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 request 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 \$7,000 for programming in a fiscal year. Funding is available on a first come, first served basis due to limited funds.**

The funding request must include the signature of the Assistant Director of Campus Life or the Director of the Kimmel Leadership Center.

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.

Contract Information Sheet (CIS)

A separate CIS must be completed for EACH band, DJ, dance troupe, etc., that will be contracted for the program/event.

Name of Artist/Band: The name of the artist and band is required.

Artist Address: The address to which the contract will be mailed to the artist.

Telephone #: The daytime phone or cell phone number of the artist.

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

Location of Program: Enter the intended location of the program, such as Morris University Center Conference Center, Meridian Ballroom, or Cougar Lake Recreation Area. Space must be confirmed prior to submitting the program request.

Starting Time/ Ending Time: The time the program is expected to begin and the time the program is expected to end.

Artist Arrival: The time the artist should arrive to begin setting up.

Length of Performance: The expected length of the program.

of Breaks for Artist: The number of breaks and how long each break should last must be included in the contract between the artist and the University.

Time Location Will Be Available to Artist: The time when the artist may enter the location and begin setup.

Negotiated Fee: The fee for the 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 artist fee.

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

Is the Artist a US Citizen or Permanent Resident?: Due to Federal regulations related to payments to non-resident aliens, this question must be answered. If the artist is not a US citizen or permanent resident, additional forms **MUST** be completed and sent to the Federal government. Failure to submit this information will cause severe repercussions to the University.

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

Please Provide Your Stage Plot Below: Describe stage setup if any and stage size.

Please Provide Your Equipment Needs Below: Describe any technical or other equipment needs, such as microphones.

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 Redundancy	How does the estimated attendance compare to the cost per person? 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 Program Funds

Once approval has been obtained from the Student Senate, the organization's program representative must meet with the appropriate KLC staff person within ten days of receiving confirmation of approval to review the expenditure process and deadlines and to begin processing paperwork.

Organizations must complete all shopping for program necessities, such as decorations and equipment, at least seven days prior to the date of the event. A KLC representative will make only ONE trip to purchase all items.

All funds will be accessed by processing expenses through the University accounting system. All expenditure of funds must be initiated through the KLC and approved by the fiscal officer (Director of the KLC) 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. Costs in excess of approved funding are the responsibility of the organization. Reimbursements will not be made for any reason.

Any expense exceeding the approved amount in the funding request will be charged to the student organization's 8-account.

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 KLC. 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 Student Organization Advisory Board will announce and select recipients during the spring semester. The competition consists of four categories:

1. Traditional Program of the Year. Award: \$750.00

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: \$750.00

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: \$750.00

This category is open to any program on campus that has scholastic appeal. The award will be judge 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: \$750.00

This category is open to any program on campus that has 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.

Travel Requests

Introduction to Travel Requests

Travel requests are any costs associated with or attending or participating in an off-campus convention, conference, program or club sports game.

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 organizations are eligible for travel funding 90 days after recognition by the Student Senate providing they are in good standing the Kimmel Leadership Center and Student Government.

Student Government will pay for expenses related to lodging, transportation, and/or registration fees up to a maximum of \$550 per organization per fiscal year.

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.

The maximum amount available for any travel request is **\$550** regardless of the destination. Funds are available on a first come, first served basis due to limited funds.

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

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.

Completing the Travel Request

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

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 website and a tentative schedule, as well as any expected reimbursements from local or national affiliates, **MUST** be attached. **Incomplete forms will not be accepted.**

Indicate **ALL** expected expenses in the appropriate place.

The Travel Request Form must contain authorized signatures from the organization's president and adviser as well as telephone numbers and email addresses.

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

Transportation

Airfare: The organization should consult the Internet to estimate a ticket price. Airline tickets are non-refundable and non-transferable. If, for any reason, students are unable to travel and tickets have already been purchased, their organization will be responsible to repay the cost of the ticket to Student Government by the end of that semester.

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.

Personal Accident Insurance (PAI) and Supplemental Coverage are added to the cost of a rental and are paid for a compact sedan. Additional PAI and CDW insurance for larger vehicles will be added and paid by the organization renting the vehicle. SIUE's Transportation Department and the Kimmel Leadership Center both recommend the additional purchase of either the *Collision Damage Waiver (CDW)*, or *Full Coverage* which covers all of the above plus damage to an Enterprise vehicle (up to \$1,000,000).

Student Government will pay air, bus, train, or car rental fare at the least expensive means of transportation available.

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 21 years of age or does not possess a valid driver's license 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.

Lodging

Student Government will pay the cost of lodging up to the maximum daily rates as determined by location. Effective October 1, 2007, the University is required by statute to use the following federally established lodging rates:

In-State (Chicago, Cook County):

December 1, 2007 through April 30, 2008	\$149.00 before tax
May 1, 2008 through June 30, 2008	\$188.00 before tax
July 1, 2008 through August 31, 2008	\$168.00 before tax
September 1, 2008 through September 30, 2008	\$205.00 before tax

In-State (Chicago Metro Counties) DuPage, Kane, Lake, McHenry, and Will - \$80.00 before tax.

In-State (Major Downstate Area Counties) Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago - \$70.00 before tax.

In-State (Major Cities) Belleville, Bloomington, Bourbonnais, Bradley, Champaign, Collinsville, Decatur, East Peoria, Fairview Heights, Kankakee, LaSalle, Normal, Pekin, Peoria, Peru, Rockford, Springfield, and Urbana - \$70.00 before tax.

In-State (Other Downstate Areas) - \$60.00 before tax.

Washington, D.C. (includes cities of Alexandria, Falls Church and Fairfax-Counties of Arlington, Loudon and Fairfax in Virginia; and counties of Montgomery and Prince Georges in Maryland)

July 1, 2008 through August 31, 2008	\$154.00 before tax
September 1 through September 30, 2008	\$201.00 before tax

Out-of-State (All Other Areas) - \$110.00 before tax.

Out of Country Travel - (With Receipts) - Actual, reasonable cost (Without Receipts) - See State Department Foreign Per Diem Rates: www.aoprals.state.gov/web920/per_diem.asp

Annual Allocations

Obtaining Funds

Annual allocations fund the general non-programmatic operating expenses for recognized, registered student organizations. Organizations may request a maximum of \$300 in annual allocations for office supplies, postage, printing and publication. All applicants will be subject to the 50% mid-year reduction policy.

Applications for annual allocations will be available starting no later than the third week of February. All annual allocation applications **MUST be typed** and will be due no later than the Friday of the first week of March. At the beginning of the spring semester, student organization presidents, treasurers and advisers will be notified in writing or by email of the application process. Annual Allocation applications may be obtained from the Student Government office. In order to spend annual allocation funds, one member of the student organization must attend a mandatory funding seminar (Mandatory Orientation and Funding Seminar). See “Annual Allocation Process” below.

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 Board’s recommendations for all groups are typically completed by the end of March. The Board’s chair will inform groups of the amount recommended by the Finance Board either by letter or email. This recommendation will then be forwarded to the Student Senate for approval.

Organizations newly recognized by the Student Senate may apply for annual allocations providing they are in good standing with the Kimmel Leadership Center and Student Government. Organizations recognized prior to November 1 may apply for \$300 (subject to the 50% mid-year reduction policy), and organizations recognized after November 1 may apply for \$150. The new organization’s president and treasurer must make an appointment with the Finance Board chair to review allocation procedures prior to requesting funds.

Single-semester allocations are available for student organizations that were unable to meet the deadline during the previous spring semester. These single-semester allocations will become available in January and may be accessed until April 30. Organizations may request a maximum of \$150 for a single-semester allocation.

Annual Allocation Process

Step #	Process
<p>1 (Late February)</p>	<p>Annual allocation applications available online and in the Student Government Office.</p>
<p>2 (Early March)</p>	<p>Deadline for annual allocation applications.</p>
<p>3 (Mid March)</p>	<p>Review of allocation requests.</p> <p><i>The Finance Board will review a request solely on the basis of written submission and history. The members of the Finance Board will review each request according to the published criteria. The committee will deliberate in private to formulate a recommendation by majority vote of the members present. E-mails showing preliminary allocations will be sent to each organization shortly after the Finance Board’s review meeting. A copy of the recommendation will also be posted in the Student Government office. If you want an explanation of the recommendation, you MUST make an appointment to meet with the Finance Board chair.</i></p>
<p>4 (Late March)</p>	<p>Deadline for submission of appeals to Finance Board.</p>
<p>5 (Early April)</p>	<p>Finance Board appeal hearings and final recommendation.</p> <p><i>The guidelines for conducting the Finance Board appeal hearings are as follows:</i></p> <p><i>A. Each appellant will be asked to make a brief presentation, no more than five minutes in length, to argue against the recommendation. The presentation should focus on the specific budget request that is being appealed.</i></p> <p><i>B. The Finance Board will ask questions if necessary and will render a decision without further argument from the group. The Finance Board, by majority vote of a quorum, will accept or reject the appeal.</i></p>
<p>6 (Early April)</p>	<p>Deadline for submissions of appeals to the Student Senate.</p>

Step #	Process Continued
<p>7 (Mid April)</p>	<p>Approval of the annual allocation requests and appeals by the Student Senate.</p> <p><i>Student Senate reviews the recommendations of the Finance Board for all groups that did not file an appeal. Student Senate compiles a list of any exceptions to the recommendations and approves the budgets as a group. The exceptions are reviewed as follows:</i></p> <p><i>A. The Finance Board Chair will present the rationale for the recommendations appealed by the group.</i></p> <p><i>B. Each appellant will be asked to make a brief presentation, no more than five minutes in length, to argue against the recommendation. The presentation should focus on the specific budget request that is being appealed.</i></p> <p><i>C. The Student Senate will ask questions if necessary and will render a decision without further argument from the group or Finance Board chair.</i></p> <p><i>D. The Student Senate, by majority vote of a quorum, will accept or reject the recommendations of the Finance Board on a line-item basis.</i></p> <p><i>E. E-mails showing final allocations will be sent to each organization the week of April 14, 2008. A copy of the final allocations will also be posted in the Student Government office that week. If you want an explanation of the allocation, you MUST make an appointment to meet with the Student Body President.</i></p> <p><i>F. The recommendation of the Student Senate becomes final.</i></p>
<p>8 (July 1)</p>	<p>Approved funds become available.</p>

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 KLC and Student Government at the time of allocation and when using funds. Organizations that do not have a member present at a funding seminar during fall semester will not be allowed to continue to use annual allocation funds during the fiscal year. 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 either...

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

For example:

Total Allocation	50%	\$ used by 12/31	\$ Organization will lose
\$300	\$150	\$0	\$150
\$150	\$75	\$100	\$0

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 KLC 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, fliers, banners, stationery, newsletters, and general correspondence performed at Fast Copy, Marketing and Communications, 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 (known as “standard”) 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 Office Max Products Catalog (available in all University departments and offices). The University Bookstore and off-campus sources should only be used in emergency situations. Note: The Office Max Products Catalog has many items; however, items in excess of \$50, food items or food 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 per fiscal year.

Completing the Annual Allocation Expenditure Request Form

Student organizations must complete an Annual Allocation Expenditure Request Form and submit it, with two officers' signatures, to the Student Government office. At least five working days are required for processing paperwork after the expenditure request form is submitted. 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.

- 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.
- Two officer signatures are 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 your organization's account. Your 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 **\$50**, 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.
- Marketing and Communications must approve all logo designs, stationery, newsletters, and use of the SIUE name and/or logos.
- 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 departmental 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. Supply requests other than Office Max orders will be handled on a case-by-case basis and will require approval from the Director of Kimmel Leadership Center.

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.

Marketing and Communications (formerly 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 Marketing and Communications on the second floor of Birger Hall. **Students must allow the secretary at least five 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 five working days to process the 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. Each envelope or postcard must have an SIUE department return address. The secretary will fill out a postage charge slip, obtain the appropriate University signatures, and deliver the mailing to the post office. Regular postage rates apply for regular 1st class letters, postcards and metered mail. For bulk (called “standard”) mail, 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.

Violations and Appeals

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.”

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 Organization 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, will 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 full-time 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 available to the fiscal officer through Oracle. Training is required in order to access Oracle.

Fiscal Officer

- The fiscal officer must be a full-time 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 being responsible 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 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 over committed. 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 Organization Development will notify the president and the treasurer that the organization is suspended.

Funding Quick Guide

Program Requests

- An organization must be a recognized, registered student organization for at least 60 days. The organization must also be in good standing with the Kimmel Leadership Center (KLC) and Student Government.
- Each recognized, registered student organization is permitted five program requests per fiscal year, with no more than three requests per semester.
- Student organizations are permitted no more than \$7,000 per fiscal year for program funding.
- Program requests must be submitted twelve weeks prior to the event to the Assistant Director of Campus Life or his/her designee. The program request must then be submitted 10 weeks prior to the event to the Student Government office.
- The program evaluation must be completed and returned 14 days (or two weeks) after the event.

Travel Requests

- An organization must be a recognized, registered student organization for at least 90 days. The organization must also be in good standing with the Kimmel Leadership Center.
- An organization may request a maximum of \$550 for one trip per fiscal year to be applied towards lodging, transportation, and/or registration fees.
- Organizations must submit the request 45 days prior to the departure date.
- Organizations must complete and return the travel evaluation within 14 days (or two weeks) upon returning.

Annual Allocations

- Organizations may request annual allocations for the following year beginning in the spring semester.
- If an organization missed the spring deadline, they may apply for single semester annual allocations.
- All organizations are subject to the 50% mid-year reduction.
- Items in excess of \$50 cannot be purchased with annual allocations.
- Certain items, such as stamps, cannot be purchased with annual allocations. Review page 22 for current acceptable expenditure requests.