FY 21 Funding Manual
Annual Allocation, Travel, and Program Expenditures

Published by

SIUE®
Student Government
Student Success Center
Room 1280
650-3818
Funded through the Student Activities & Organizations (SAO) Student Fee

2020 - 2021
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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 Student Involvement Center (KSIC). 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 via four request opportunities:

- Programming
- Travel
- Program Insurance
- 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 assists in the preparation of 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 final approval.
The Finance Board meets biweekly (day of week is subject to change). Student organizations 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 Student Government Financial Officer 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 can be obtained from the Student Government account technician or Office Support Specialist no later than one week prior to the scheduled Finance Board meeting).

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:

- Programming
- Travel
- Program Insurance
- Annual Allocations

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

**Steps to Obtain Funding**

1. **Determine Eligibility**

   Student organizations must be registered and in good standing with the Kimmel Student Involvement 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 and be registered within Get Involved, etc. at least 90 days prior to requesting program funding, and 60 days prior to requesting funds for travel and insurance.

   Any recognized, registered student organization may request funding for programming, travel and/or insurance. Recognized, registered student organizations, except those groups that fail to meet eligibility requirements, may also request annual allocations.
Any student organization that owes funds to Student Government or SIUE will not be eligible to apply for any new funding until the outstanding balance has been paid.

2. **Attend a Funding Seminar**
   Funding seminars, part of student organization orientation (ex: Student Organization Leadership Orientation – SOLO), are offered during the fall semester. In order to request and/or spend programming, travel, insurance or annual allocation funds, a minimum two (2) representatives 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 two (2) member of the student organization are required to attend, advisers and other officers are strongly encouraged to attend. Failure to attend a funding seminar will result in an automatic loss of the ability to request funds for the fiscal year.

3. **Meet All Deadlines**
   Programming funding forms must be requested to the Kimmel Student Involvement Center (KSIC) staff at least 12 weeks prior to the event. The link for the funding submission will be provided after the conclusion a mandatory meeting with the Office Support Specialist (OSS) and/or the Student Government Fiscal Officer. Program Request forms must be submitted online via https://getinvolved.siue.edu/ to Student Government at least 10 weeks prior to the event with all budgetary information finalized and complete. Funding requests will not be heard if submitted after the specified deadlines, as provided by the OSS for Fiscal Officer.

   Travel requests and Insurance 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. Please refer to restrictions and guidelines for early fall programs.

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

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**Program Requests**

**Introduction to Program Requests**

Program requests are any educational, cultural, or social activity/event that promotes diversity, unity, and campus life and must occur on the SIUE campus.
Past programs for which Student Government has allocated funds include: film rental, live speakers and entertainers, dances, and other cultural events. Funding for non-fundraising, on-campus service programs for students and university, leadership development, and other special projects also have been approved at the discretion of the Finance Board. Costs associated with such programs may include technical and production fees, advertising and promotion, lodging, security and professional fees. The KSIC 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 and budget by the deadline and appear before the Finance Board. The link for the funding submission will be provided after the conclusion a mandatory meeting with the Office Support Specialist (OSS) and/or the Student Government Fiscal Officer.

Restrictions and Guidelines

Student organizations wishing to host programs prior to October 1, must apply for funding prior to the last Spring Semester Senate Meeting. Student organizations that request funding, must be officially recognized for at least 90 days and in good standing with the Kimmel Student Involvement Center (KSIC) and Student Government before they can submit a program request. A minimum of two (2) members of each student organization must also attend the Kimmel-sponsored Student Organization Leadership Orientation (SOLO) funding seminar or another Student Government-hosted Funding Seminar, which provides instructions on completing the funding request forms and the funding process.

Each recognized, registered student organization is permitted five (5) program requests per fiscal year, with no more than three (3) requests in one (1) semester. If a student organization wants to host a series, all requests must be submitted together and may not exceed the allotted $4,000. The series must not exceed three (3) in one semester and five (5) in one year. Individual student organizations are permitted no more than $4,000 per fiscal year for program funding, and no more than five (5) program requests per fiscal year. Two organizations can co-sponsor an event in which case the amount available to request is $6000 for the event.

The KSIC representative must meet with the student organization representative to review the program 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 final 10-week deadline.

Programs funded by Student Government may not be held during fall or spring finals week, on the Friday or Saturday before fall or spring Finals week, during any university break period, or on the Friday before break weeks (ex: Thanksgiving, holiday, and spring breaks) beginning when freshmen are required to check out of residence halls by 5 p.m. for the break.

All contracts must be negotiated through the KSIC. 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 Contract Information Sheet (CIS).

All ticket sales for events funded by Student Government must be handled through the Morris University Center Welcome Desk.
Any program using Student Government funds MUST be FREE and OPEN to ALL students and that ALL students can FULLY participate in the event. Student Government will not fund any fundraising events. The only exception for charging a student for an event is when a meal is served but then only to cover the cost of the student’s meal, provided by SIUE Catering (see page 7-8 of Funding Manual).

Prior to all programs, each student organization is required to pick up, from the Student Government office, and use scanners to track the attendance at each program. Failure to track attendance may result in reduced or no funding for the following year. A copy of your event scanning sheets must be submitted at your program evaluation meeting with the Finance chair or their vice chair.

Student Government will not fund any expenses or commitments made prior to funding approval by the Student Senate. No reimbursements will be made to individuals or groups under any circumstance.

Programs which benefit a specific University academic department or class(es) are eligible for SG funding, at a limit of $1,000 per event. These events must still meet the requirements of a primary student audience and free for SIUE students.

Student organizations must complete a program evaluation meeting with the Financial Officer or their vice chair. Organizations that fail to schedule and complete a program evaluation meeting within two (2) weeks of the program will be subject to a 50% in reduction in the amount of funds available to request the following fiscal year based on the amount of funds requested for the program. If an organization fails to complete a program evaluation two (2) years in a row, they will not be able to request any amount of program funds the following fiscal year.

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

**FY21 – Virtual and In-Person Programming Funding:**

- Because of COVID-19, for the FY21 fiscal year, Student Government will support programs that are virtual in nature.
- In-Person programming requests can occur, however the current Restore Illinois guidelines must be met for the program, as well as an Event Safety Plan must be completed and approved with the University, prior to the organization attending a Finance Board Meeting.
  - Restore Illinois Guidelines - [https://www.dph.illinois.gov/restore](https://www.dph.illinois.gov/restore)
  - SIUE Event Safety Plan - [https://siue.co1.qualtrics.com/jfe/form/SV_5okDqcMWWuUDJGd](https://siue.co1.qualtrics.com/jfe/form/SV_5okDqcMWWuUDJGd)
Prohibited Items for Programs

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

1. Expenses associated with participation in off-campus competition by sport, sport-related, or recreational clubs or teams. Club sports should request funds from Campus Recreation.
2. On-campus tournaments/contests/games/conferences/performances composed of 25% or more of non-SIUE sponsored teams, clubs, or individuals.
3. Expenses incurred expressly to prepare or equip for club competition.
4. Salaries, wages or stipends to organization advisers, officers, coaches, trainers, or any sports officials.
5. Any expenses associated with annual banquets or programs whose primary purpose is internal/external individual recognition or recruitment. The Finance Board and/or Student Senate has/have the sole discretion to decide if a program is primarily “awards” based.
6. Any expenses used for recruitment purposes for a single organization.
7. Any expenses associated with candidates for political office or to religious, political, volunteer, and charitable causes or organizations. This would include expenses, direct or indirect donations, 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.
8. Any expenses associated with meals, including but not limited to Dining Service charges, purchase of any food, dining/meal related items, (including, but not limited to, napkins, tablecloths, utensils, etc.), labor, ticket printing and box office charges to sell tickets for the meal.
9. Honoraria or any expenses associated with hiring an individual(s) and/or firm(s) to decorate a venue
10. Materials and programs that espouse or advocate political or religious ideologies and/or speakers.
11. Postage (however, on-campus mail to administration, faculty or staff is allowed.)
12. Prohibited line-items include:
   - firearms, alcoholic beverages, tobacco, gifts, prizes, clothing, banners, flowers/floral arrangements and complimentary tickets.
   - Trophies, plaques, and/or certificates cannot be purchased utilizing student government funds; however, they may be purchased with an organization’s own funds.
13. Expenses related of off-campus media outlets, including but not limited to television, radio, newspaper, and social media
14. Transportation expenses that are not specified in a speaker/artist’s contract
15. Funding of supplies and materials to be used by non-SIUE students, including faculty and community members
16. Food items or any consumable products are prohibited, even if used as a prop or decoration
**Admission Charge**

Organizations may only charge admission to SIUE students when meals are served at the event provided by or approved by SIUE Dining Services. In the instances, when SIUE Dining Services are unable to provide the catering for the event, possibly due to the cultural foods needed, an outside catering company for the purpose of cultural events, can be used, but will need approval by SIUE Dining Services. Please contact the Director of Catering (ex: 3033) to learn more about this option.

The organization cannot charge SIUE students more than $1.50 over the cost charged by SIUE Dining Services or what they are being charged by an outside catering company.

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, may be established.

All tickets sales will be handled through the MUC Welcome Desk, including all advance ticket sales. Tickets WILL NOT be issued to members of the student organizations to sell on a personal basis.

**NO PROFIT CAN BE MADE FROM AN EVENT THAT IS FUNDED BY STUDENT GOVERNMENT.**

**Program Funding Timeline**

The following 10-step timeline 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task(s) to Accomplish</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Schedule an appointment to review the Program Request with the Director of Kimmel Student Involvement Center (KSIC) or his/her designee and submit the Program Request for review. Organizations must designate no more than two (2) members to speak with the KSIC staff members concerning their program request.</td>
</tr>
<tr>
<td>2</td>
<td>Submit proposal online for approved by KSIC staff to Student Government (10-week deadline required). No programs will be funded if after the deadline.</td>
</tr>
<tr>
<td>3</td>
<td>Program Request reviewed by the Finance Board and approved or denied. If denied, see “Appeal Procedures” on page 25.</td>
</tr>
<tr>
<td>4</td>
<td>Program Request reviewed by the Student Senate and approved or denied.</td>
</tr>
<tr>
<td>5</td>
<td>Meet with the KSIC staff person handling program funding to discuss such details as printing, postage, and Alestle ads. Contracts are sent to the artist(s) for signatures.</td>
</tr>
</tbody>
</table>
Returned, signed contracts are sent through the system to process payment for such expenses as printing, postage, Alestle ads.

Pick up processed check for artist from the Student Government Fiscal Technician handling program funding. In addition, purchase other approved items, decorations, etc., with KSIC representative.

Pick up attendance scanner(s) and event banner from Student Government Office no later than the end of the business day (4:00 p.m.) prior to your event. Return by the next business day after your event.

Program/event

Complete program evaluation with Student Government Finance Officer within 14 days. This also includes providing a copy of your event tracking scans.

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 online 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 Student Involvement Center (KSIC) are eligible to request funding.

Organization’s President, Adviser & Fiscal Officer Information: The request must include the names of the organization’s president, adviser and fiscal officer, each of their SIUE e-mail addresses, telephone numbers, and the campus box numbers for the organization, its adviser and fiscal officer.

*Note: your organizational treasurer is NOT your fiscal officer.

Contact Person: A contact person (a student member of the organization involved in planning the event) must meet with the Director of Student Involvement or their designee, 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 contacts as well as any background information on the proposed speaker or artist. A separate Contract Information Sheet (CIS) must be completed for EACH band, DJ, dance troupe, etc., that will be contracted for the program/event.

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**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 KSIC staff to help with estimates. These estimates need to be realistic.

- Reminder your event can’t be attended by more than 25% of non-SIUE students.

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**Section Three: Program Justification**

Completion of the three (3) narrative questions in this section is required. Attach any supporting documents or information that you feel would help your request.

1. Explain the value and impact of this program for both the organization and the University community.
2. How does this program fit in with the purpose of your organization?
3. Provide a list of activities and programs your group has sponsored or participated in during the past year.

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**Section Four: Program Cost**

**Advertising:** All programs must be promoted. You should create and execute a comprehensive plan for promotion. Only *Alestle* ads, posters, fliers, handbills, table tents, yard signs, and social media shout-outs will be considered acceptable forms of advertisement.

Printing expenses will be covered for on-campus jobs performed at MUC Marketing and off-campus printing when University agencies cannot handle the job. Estimates for costs can be attached to the request form. Also, be sure to post your materials in areas approved by the KSIC or University Housing.

**Note:** All expenses must be pre-approved through the Student Government office PRIOR to printing.

**Alestle Ads:** A maximum of three (3) display ads in the *Alestle* may be requested. The Finance Board may determine the size of the advertisements.

**Copying/Printing:** Copying includes the cost of photocopies, printed invitations, handbills, and letters to interested groups. Banners will NOT be funded by Student Government.
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 and the cost will be forwarded to the organization on-campus account.

Live Speaker/Artist/Performer Fees: Include detailed information about the performer, either through written statements or published information. Student Government will not allot more than $3,000 for speakers/artists.

- The maximum honorarium for SIUE alumni or SIUE employees is $250 per day for a maximum of three (3) days.
- **No family member or guardian of a current SIUE student organization member shall receive payment from SG for services or presentations at a program.**
- Non-professional SIUE students will not be paid by Student Government.
- The maximum honorarium for a professional SIUE student (one who has been previously paid for this service at least once) 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. Student Government will not fund any transportation unless it is specified in a contract.
- **All-inclusive contracts are preferred.**

**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 30-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 or a third-party security agency when required at events.

**Other:** Other line items could include supplies.

Definition for: **Decoration:** Aesthetic that make the environment

**Supply:** If you don’t have this item, the event cannot effectively function

- The amount that can be funded for decorations and supplies combined is 15% of the total cost of the program budget. The maximum amount is $600.
- 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 $4,000 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 appropriate Kimmel Student Involvement Center (KSIC) Director or their 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.

Program requests may increase to $6,000 if two (2) or more organizations want to co-sponsor a program. Total funding will be divided equally among requesting organizations, and will also equally divide the remaining funding eligibility for each organization.

Co-Sponsorship can be anyone who has made a distribution to the event, business’ that have made donations of material or monetary, other student organizations that are contribution with material or money.

Contract Information Sheet (CIS)

A separate CIS must be completed for EACH band, DJ, performer, speaker, etc., that will be contracted for the program/event. Do not confuse this with a contract. The information sheet does NOT constitute a contract.

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.

Email Address: The email address at which the artist can most easily be contacted.

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

Program date: Date of the event
Location of Program: Enter the intended location of the program, such as Morris University Center Conference Center, Meridian Ballroom, or Student Activities Center, etc. Space must be confirmed prior to submitting the program request.

Program Start Time/ End Time: The time the program is expected to begin and the time the program is expected to end.

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

Length of Artist Performance: Total time Artist will perform

Number 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.

Negotiated Fee: The fee for the artist, which has been negotiated by the club/organization

*Note: All inclusive contracts are preferred.

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, the SG office staff will request appropriate documentation for tax purposes for the contract.

“Is the Artist 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 artist is not a U.S. 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. All tech requirements must be requested through Event Services. The Student Government office will not provide any technical or other equipment needs to a student organization. Any organization requesting Student Government to pay the fees established by Event Services, whether partially or in full, must provide accurate estimates and quotes from appropriate staff members

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? Is the event primarily for SIUE students?
### Student Government Funding Manual

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Need</strong></td>
<td>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?</td>
</tr>
<tr>
<td><strong>Value/Impact</strong></td>
<td>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?</td>
</tr>
<tr>
<td><strong>Timeliness</strong></td>
<td>Is the program scheduled at an appropriate time? Does it conflict with similar programs sponsored by Student Government or the University?</td>
</tr>
<tr>
<td><strong>Appeal/Interest</strong></td>
<td>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?</td>
</tr>
<tr>
<td><strong>Importance to</strong></td>
<td>How is the event significant to the existence of the organization or to the sponsor?</td>
</tr>
<tr>
<td><strong>History</strong></td>
<td>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?</td>
</tr>
<tr>
<td><strong>Cost/Benefit</strong></td>
<td>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?</td>
</tr>
<tr>
<td><strong>Redundancy</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Co-sponsorships</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
Using Your Program Funds

Once approval has been obtained from the Student Senate, the organization’s program representative must meet with the appropriate KSIC staff person within ten (10) days of receiving confirmation of approval to review the expenditure process and deadlines and to begin processing paperwork.

Organizations must request/complete all shopping for program necessities, such as decorations and equipment, at least 7 days prior to the date of the event. Organizational members may check out a procurement card (p-card) from the student government staff to make purchases. See a student government staff member for details.

All funds will be accessed by processing expenses through the University accounting system. All expenditure of funds must be initiated through the KSIC and approved by the fiscal officer (Director of Kimmel Student Involvement 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. 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.

Possible fundraising ideas:
- Bake Sales
- Profit Shares at Restaurants
- Drawings
- Car Washes
- Off campus events
- Pageants
- Food Sales
- T-Shirt Sales

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 Student Government Financial Officer. Any line-item transfers must be approved by the Financial Officer and the Director of Kimmel Student Involvement Center. All modifications or requests for new line items must be submitted to the Financial Officer and approved by the Student Senate.

**Free Advertisements on Campus**

This is a list of free advertisements that are offered from the university. This list is highly recommended for student organizations to use when creating a comprehensive plan for promotion of the program.

- **Digital Sign Advertisement** – Organizations may request to advertise their events and activities on the digital signs found on campus through Get Involved. University Housing may also be contacted for promotion on their digital signs.

- **Emails** – Organizations may send out emails to others in their courses through Blackboard Tools. There is also a Student Organization Leader’s Listserv that can be used.

- **Pepsi Banners** – Organizations may request to advertise their events and activities on the Pepsi banners found on campus through Get Involved.

- **Public Announcements** – Organizations may invite faculty and ask that they announce the program in class.

- **Sidewalk Chalking** – Organizations may get a “chalking & staking” request form from Kimmel in order to chalk on campus.

- **“Places to be at the e”** – This is a weekly e-newsletter sent to every student at the beginning of each week. You can check with the KSIC office on the availability of any space in the newsletter for other events/programs occurring that week.

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**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 academic competition.
Each recognized, registered student organization may be approved to travel one time (1) 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.

All travelers requesting Student Government funds must be a currently enrolled student. If traveling over the summer, the travelers must be returning as a SIUE student.

Newly-recognized student organizations are eligible for travel funding 60 days after recognition by the Student Senate providing they are in good standing the Kimmel Student Involvement Center (KSIC) and Student Government.

Student Government will pay for expenses related to lodging, transportation, and/or registration fees up to a maximum of $600 per organization per fiscal year.

No travel in which the purpose is job searching for an individual(s) will be funded. Networking at events is different, but if the conferences sole purpose is to meet possible employers and where interviewing is taking place, this is prohibited.

All forms (and accompanying material) MUST be submitted to, and dated by, the Student Government Account Technician or Office Support Specialist 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 $600 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. No reimbursements will be made to individuals or groups under any circumstance.

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 affect travel deadlines) or be denied altogether.

**FY21 – Virtual Travel Funding:**

- Because of COVID-19, for the FY21 fiscal year, Student Government will ONLY support travel, conferences and conventions that are virtual in nature.
- In the event this changes for the Spring 2021 semester, SG will update student organizations, as well as this funding manual.
Completing the Travel Request

The forms MUST be submitted online. The link for the funding submission will be provided after the conclusion a mandatory meeting with the Office Support Specialist (OSS) and/or the Student Government Fiscal Officer.

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. Submit background information that is complete and DETAILED about the purpose of the travel. Incomplete forms or forms that do not show enough information regarding the purpose of the conference 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. Failure to do so may result in loss of allocated travel funds.

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 (5) 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 Student Involvement Center (KSIC) 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).

Gasoline expenses may be requested only if they will be used towards a vehicle rented on the same travel request.

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. **No reimbursements will be made to individuals or groups on car rentals.**

**Personal Vehicle Travel:**

Student Government will consider the reimbursement of mileage on the use of a personal vehicle for travel to a conference, event or program. To receive mileage reimbursement on a personal vehicle (non-rental car) the person must be at least 18 years of age. Mileage will only be reimbursed for the distance from campus (SIUE) to the conference hotel/location, and back. The mileage will be verified via google maps. Reimbursement will be made to the driver listed on the travel form and not the organization. Reimbursement will be processed after the completion after the completion of the trip evaluation form. Reimbursement will not be included for any travel in and around the city location of the conference.

**Lodging**

Contact the account technician or the office support associate at the Student Government office to make arrangements for lodging within one (1) week after your travel request is approved by the Student Senate. **No reimbursements for lodging will be made to individuals or groups under any circumstance.**

Note: due to Cleary Act requirements, SG will only fund lodging that is a part of the “official” conference sanctioned hotels, motels, etc. We will not fund Air B&B’s, VRBO’s, etc.

**Registration**

Contact the account technician or the office support associate at the Student Government office to pay for registration within one (1) week after your travel request is approved by the Student Senate. **No reimbursements for registration will be made to individuals or groups under any circumstance.**

**Evaluations**

14 days after travel, a Travel Evaluation must be completed. These forms are found on the GetInvolved website and should be completed and submitted online. Student organizations must complete a travel evaluation meeting with the Financial Officer or their vice chair.
Annual Allocations

Obtaining Funds

Annual allocations fund the general non-programmatic operating expenses for recognized, registered student organizations. Organizations may request a maximum of $200 in annual allocations for office supplies, postage, printing, publication, promotions and other written requests reviewed on an individual basis. All applicants will be subject to the 50% mid-year reduction policy.

Applications for annual allocations will be available early in the Spring. All allocation applications must be submitted online through https://getinvolved.siue.edu. The Financial Officer will announce the application deadline. Student organization officers and advisers will be notified by email of the application process through the Student Leader’s Listserv and the Advisors Listserv. 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 number of requests received, and the amount of funds available. This recommendation will then be forwarded to the Student Senate for approval. The Financial Officer will notify organizations of Annual Allocation approval.

New Organizations: Organizations newly recognized by the Student Senate may apply for annual allocations providing they are in good standing with the Kimmel Student Involvement Center. Organizations recognized prior to November 1 may apply for $200. Organizations recognized between November 1 and December 31 may request $125, organizations recognized between January 1 and the end of February may apply for $75, the deadline to apply for FY20 funding is the last day in February. Any organizations recognized after March 1 may apply for annual allocations for the FY21 Fall/Spring fiscal year.

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 $75 for a single-semester allocation.
### Annual Allocation Process

<table>
<thead>
<tr>
<th>Step #</th>
<th>Process</th>
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<tbody>
<tr>
<td>1</td>
<td>(Late February) Annual allocation applications available online.</td>
</tr>
<tr>
<td>2</td>
<td>(Early March) Deadline for annual allocation applications</td>
</tr>
</tbody>
</table>
| 3      | (Mid-March) Review of allocation requests  
             *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.* |
| 4      | (Late March) Approval of the annual allocation requests by the Student Senate. 
             *Student Senate reviews the recommendations of the Finance Board*  
             
             *A. The Student Senate, by majority vote of a quorum, will accept or reject the recommendations of the Finance Board on a line-item basis.*  
             
             *B. E-mails showing final allocations will be sent to each organization. A copy of the final allocations will also be posted in the Student Government office. Any organization wanting an explanation of the allocation MUST make an appointment to meet with the Student Body President.*  
             
             *C. The recommendation of the Student Senate becomes final.* |
| 5      | (July 1) Approved funds become available. |

### 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 KSIC 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.
Example:

<table>
<thead>
<tr>
<th>Total Allocation</th>
<th>50%</th>
<th>$ used by 12/31</th>
<th>$ Organization will lose</th>
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<tbody>
<tr>
<td>$200</td>
<td>$100</td>
<td>$0-100</td>
<td>$100</td>
</tr>
<tr>
<td>$75</td>
<td>$37.50</td>
<td>$0-37.50</td>
<td>$37.50</td>
</tr>
</tbody>
</table>

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 Kimmel Student Involvement 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 items such as posters, fliers, banners, stationery, newsletters, and general correspondence performed by MUC Marketing or the Student Government office copier. Off-campus vendors may be used only when University offices cannot perform the project.

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 Depot 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 (5) working days are required for processing paperwork after the expenditure request form is submitted. The Student Government office staff 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.

1. 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.

2. Two (2) officer signatures are required per expenditure form.

3. Purchases from multiple-line items must be submitted on separate expenditure request forms. (For example, postage and printing requests must be requested on two (2) separate forms).

4. Make sure sufficient funds are available in your organization’s account. Your organization should keep track of all expenditures. If you lack sufficient funds, your request will not be processed.

5. Materials that advocate political or religious ideologies are prohibited.

6. Individual pieces of equipment, such as calculators or desk accessories, costing more than $50 but less than $100, must be approved by the Financial Officer and the Director of the Kimmel Student Involvement Center.

7. Other items in excess of $50 cannot be purchased unless approved by the Financial Officer and the Director of the Kimmel Student Involvement Center.

8. 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.

9. The SIUE Marketing & Communications department must approve all logo designs, stationery, newsletters, and use of the SIUE name and/or logos.

10. 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 must include the vendor name, address and phone number if outside the University, item name and number, description, quantity, and individual prices. Supply requests other than Office Depot orders will be handled on a case-by-case basis and will require approval from the Director of Kimmel Student Involvement Center. Organizational members may check out a procurement card (p-card) from the student government staff to make purchases. See a student government staff member for details.
Printing

**MUC Marketing** – Stop by MUC Marketing, located on the second floor of the Morris University Center, and pick up an “SIUE Department/Student Org. Work Order.” The member will fill in the body of the request, including an estimate of the cost and details of work to be performed. Please bring the work order, a copy of what is to be printed, and a completed “Annual Allocation Expenditure Request” form to the Student Government Office for processing. Students must allow at least 10 working days to process the request.

**Student Government Office Copier** – If your organization wants access to this copier, contact the Student Government Office Support Specialist or the 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 office support associate or account technician. Each envelope or postcard must have an SIUE department return address. The staff member will fill out a postage charge slip 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 at least two working days to process paperwork.

For auditing purposes, the Student Government staff member 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. Funding violations can result in one fiscal year of suspension and/or repayment of appropriate funds. The Student Government Financial Officer and Finance Board are responsible for issuing penalties that are appropriate and fair. 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 Financial Officer. The Financial Officer will report all findings of the investigation to the current Student Body President. 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. Sanctions can include, but are not limited to, restriction to all or part funding for the next fiscal year. The organization may submit a written appeal to the Finance Board within one week of the judgment. See “Appeal Procedures.”

Appeal Procedures

Funding Violations: Any organization wishing to make an appeal on a decision in regards to a funding violation must submit a written appeal two business days after the decision has been made to the Financial Officer. Once the appeal has been submitted, the Financial Officer will contact the president of the organization and invite officers/delegates from the organization to a Finance Board meeting, where the appeal will be heard.

Any decision made by the Finance Board relating to a funding violation is final.

Denials of Funding Requests: The student organization may appeal the decision regarding any funding request of the Finance Board at the next scheduled Student Senate meeting. A written appeal must be submitted to the Financial Officer within two (2) business days following the Finance Board’s decision. In addition, a student organization representative must attend the next 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/fiscal officer 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 Fiscal Technician in Student Government 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 Student Involvement Center staff is available to assist organizations with procedures relative to using an 8-account.

Recognized student organizations that do not receive funding from Student Government, will still be issued a University 8-account. All newly recognized student organizations will be issued a University 8-account when recognition is granted.

Submit a Request for New Account Form to the Kimmel Student Involvement 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. Please contact the SG Fiscal Technician for more information on training.
Fiscal Officer

- The fiscal officer must be a full-time University employee (Faculty or Staff), not a graduate assistant or student employee.

- Fiscal officers are responsible for the personal property (inventoried 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.

- Your Fiscal Officer and Organizational Advisor may be the same person.

Insufficient Funds

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

1. An email 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 Associate Director of the Kimmel Student Involvement Center.
3. If the matter is still not resolved within this 60-day period, the Associate Director of the Kimmel Student Involvement Center will notify the president and the treasurer that the organization is suspended.

4. Any student organization not in good financial standing are ineligible for funding.

Funding Quick Guide

**Program 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 Student Involvement Center (KSIC) and Student Government.
- Each recognized, registered student organization is permitted five program requests per fiscal year, with no more than three requests per semester.
- Individual student organizations are permitted no more than $4,000 per fiscal year for program funding.
- Program meeting must occur 12 weeks prior to the event with the KSIC Director or his/her designee. The final program request must then be submitted online 10 weeks prior to the event to the Student Government office.
- The program evaluation meeting must be scheduled within 14 days after the event.

**Travel 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 Student Involvement Center.
- An organization may request a maximum of $600 for one trip per fiscal year to be applied towards lodging, transportation, and/or registration fees for currently enrolled students. No reimbursements will be made under any circumstances.
- Organizations must submit the request 45 days prior to the departure date.
- Organizations must complete and return the travel evaluation within 14 days upon returning.

**Annual Allocations**
- Organizations may request annual allocations for the following year beginning in the spring semester.
- If organizations missed the spring deadline, they may apply for single semester allocations.
- All organizations are subject to the 50% mid-year reduction.
- Items in excess of $50 cannot be purchased with annual allocations. No reimbursements will be made under any circumstances.
- Certain items cannot be purchased with annual allocations. Review page 22 for current acceptable expenditure requests.

**Funding for Event Insurance**
- Funding of Insurance for activities that are high at risk and require insurance is available from Student Government.
- RSO’s may request a maximum of $200 – for any event requiring one-day risk management insurance by filling out an application on Get Involved.
- Organizations may request a list of potential insurance companies to contact for quotes prior to completing the online form.
- This fund is capped at $2000 annually. When the money is spent, no other requests will be accepted for that year.
Contract Information Sheet (CSI)
For SIUE Student Government-Funded Programs
(THIS IS NOT A CONTRACT!)

Name of Artist: ___________________________________________________
Artist Address: _____________________________________________________________________________
___________________________________________________
Artist phone #: ____________________________ Cell   Home (circle one)
Artist email address: _________________________________________________________________________

Type of Performer:     □ Comedy       □ Band           □ Speaker       □ Other (specify)_____________
Program Title: _____________________________________________________________
Program Date: _________________
Location of Program: (space must be confirmed prior to submitting the program request)
_____________________________________________________________________________________

Program start time: _________________  Program end time: _________________
Artist arrival time: _________________  Total length of Artist performance:
_______________________________
Number of breaks for Artist: _________  How long for each break? __________________________
Negotiated Fee for Artist: $_________________________  Is this fee all inclusive? _____________
Check made payable to: _________________________________________________________________

Choose only one of the following options!

1. If the payment will be made to an agency, list their Federal Identification Number (FEIN) here:

2. If the payment will be made to the artist as an individual, check this box □

Is the Artist a US Citizen or Permanent Resident?     □ Yes     □ No
Is the Artist a current SIUE student?                 □ Yes     □ No
Does the Artist need a SIUE campus map?             □ Yes     □ No

Please provide any additional instructions or requirements below:
_____________________________________________________________________________________
_____________________________________________________________________________________

Student Government Funding Manual
FY 21
# SAMPLE EVENT BUDGET FORM

**Program:**

**Date of Event:**

**Location:**

**Time of Event:**

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Cost</th>
<th>Requested</th>
<th>Income</th>
<th>Project ed</th>
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</thead>
<tbody>
<tr>
<td><strong>Advertising Costs</strong></td>
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<tr>
<td>Posters</td>
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<tr>
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<tr>
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<td>Fac/Staff Tickets (____@$$____each)</td>
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<td>Total</td>
<td>$0.00</td>
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<tr>
<td><strong>Speaker/Artist Fees</strong></td>
<td></td>
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<tr>
<td>Performer 1</td>
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<tr>
<td>Performer 2</td>
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<tr>
<td>Performer 3</td>
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<tr>
<td>Performer 4</td>
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<tr>
<td>Lodging</td>
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<tr>
<td><strong>Facility Charges</strong></td>
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<tr>
<td>Tech Set Up</td>
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<tr>
<td>Overtime</td>
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<td></td>
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</tr>
<tr>
<td>Other (please list)</td>
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<td>Total</td>
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**Total Income** $0.00
### Security

<table>
<thead>
<tr>
<th>1 Officer/$54 an hour</th>
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</thead>
<tbody>
<tr>
<td>1 Officer/$54 an hour</td>
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<td>1 Officer/$54 an hour</td>
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<tr>
<td>1 Officer/$54 an hour</td>
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<tr>
<td><strong>Total</strong></td>
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### Other

<table>
<thead>
<tr>
<th>Decoration 1 ( )</th>
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<tbody>
<tr>
<td>Decoration 2 ( )</td>
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<tr>
<td>Supply 1 ( )</td>
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<td></td>
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<tr>
<td>Supply 2 ( )</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>$0.00</td>
<td>$0.00</td>
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</tbody>
</table>

**Total Expenses**

$0.00  $0.00

Note: The maximum amount that can be requested for FY17 is $4,000