

2017-2018 FUNDING GUIDELINES



FUNDING PRINCIPLES

In order to receive funding through SAFAC, a student organization must be registered and in good standing with the Committee on Student Organizations (COSO). The organization's membership and programs must be open to all University of Miami students.

- SAFAC allocates funding to student organizations for use by University of Miami undergraduate students, provided that at least 75% of the organization's membership has undergraduate student status. Student organizations that do not fulfill this requirement will have allocations reduced by a percentage equal to the percentage of non-undergraduate students.
- SAFAC only allocates funds for one fiscal year. A referendum is required for multi-year expenditures. Unused funds will be returned to SAFAC at the end of each fiscal year (May 31st).
- SAFAC's role is to subsidize an organization's expenditures. SAFAC is not responsible for fully funding the totality of a student organization's operations. Student organizations are encouraged to seek outside sources of income (i.e. dues, sponsorship).
- It is the responsibility of the organization and their treasurer to be familiar with these guidelines, and to be aware of any funding caps that may impact the group's ability to request funding throughout the year.
- Submission of a budget does not guarantee that the items requested will be funded, even if the same items were funded in previous years. Groups that purchase items prior to receiving approval from SAFAC do so at their own risk, and may be required to reimburse the organization's account from departmental or personal funds.
- Priority in SAFAC funding is given to student organizations that enhance student life, enrich the extracurricular experience, and/or improve the educational climate of the University.
- SAFAC funding shall be based on the merits of programs designed for and open to the entire university community.
- SAFAC funding is only given to programs/funding requests that relate to the guiding principles of the student organization requesting the funds.
- SAFAC funding will be based on the demonstrated necessity of expenditures (as determined by SAFAC) for the successful existence of the organization or completion of a program.
- SAFAC will not fund any items or activities that violate University policies or federal/state/local laws.
- SAFAC reserves the right to add Guidelines throughout the academic year.
- The Vice President for Student Affairs approves all funding decisions made by SAFAC.

FUNDING GUIDELINES



The following guidelines are most commonly used in making funding decisions. SAFAC reserves the right to make exceptions when necessary and the right to deny funding when necessary. SAFAC will take the individual needs of each student organization and the merits of each individual program into consideration when making its decisions.

ACTIVE MEMBERS OF ORGANIZATIONS

- Active members of organizations may be determined by either the number of members in OrgSync, the Constitution definition of “Active Members,” or by the discretion of SAFAC.
- For FCS field sports, “active members” will be defined as the number of players on the field at one time, known as n . For teams with $n < 10$, $n+2$ players will be funded per tournament. For teams with $n = 10$ or greater, $n+4$ players will be funded per tournament.
- For FCS non-field sports that allow substitutions, “active members” will be defined by the number of players competing at one time, known as n . $N+2$ players will be funded per tournament.
- For all other competitive teams, the minimum number of participants required to compete according to documentation will be funded.
- For non-competitive organizations, SAFAC will use the number of organization members in OrgSync to determine how many students to fund for a trip or event:
 - SAFAC will fund 20% of the members in OrgSync, up to a maximum of 20 people.
 - SAFAC will fund a minimum of 4 people.

CAPITAL ITEMS

- Items funded by SAFAC that are determined to last more than three years will be designated as “Capital Items” by SAFAC.
- Capital items cannot be re-requested within three years after purchase.
- SAFAC will only fund capital items for organizations have official on-campus storage space (excluding dormitories and on-campus apartments).

COACHES/INSTRUCTORS

- In determining whether an organization may be funded a coach or an instructor, it must be decided whether their PRIMARY purpose as a whole is to compete or to spread knowledge of their art.
- Coaches will be defined as an outside individual who trains a team for the primary purpose of competition.
- Instructors (including choreographers) will be defined as an individual whose primary purpose is to spread the knowledge of an art form without the intent to compete.
- SAFAC will fund up to \$400 per academic year for either a coach or an instructor.
- Documentation is not needed for a coach or instructor to submit a SAFAC Budget Request.

- Coaches and instructors are required to complete the necessary contracts prior to funds being released to the organization.
- University of Miami staff, faculty, or students may not be paid directly as coaches or instructors unless contracted under an external company.

COMPUTERS/ELECTRONICS

- SAFAC may fund up to \$3,000 per year towards computers for publishing and/or broadcasting organizations with an office, if deemed necessary.
- Computers funded specifically for these groups will not be considered capital items. These groups are permitted to request funding for computers each academic year, if necessary.
- SAFAC does not fund personal electronics.

COSTUMES

- For competitive organizations, n number of costumes will be funded up to a total of \$2,000 per year.
- For non-competitive organizations, the OrgSync metric will be applied and the minimum number of costumes needed will be funded up to a total of \$2,000 per year.
- Costumes will not be funded as capital items.

DECORATIONS

- SAFAC will fund a maximum of \$700 per year for decorations for events and activities.
- SAFAC does not fund office decorations.

DUES

- National/State/Regional dues may be funded in their entirety if deemed necessary for the existence of the student organization on campus.
- SAFAC will only fund competitive organizations to be active in one league at a time, unless multiple league memberships are necessary to exist.
- If dues on a per-person basis are required for competitive organizations, SAFAC will fund dues for up to n players.
- If dues on a per-person basis are required for non-competitive organizations, SAFAC will fund dues based on the OrgSync metric.

ENGINEERING PROJECTS

- SAFAC will fund up to \$15,000 towards projects for engineering organizations per year.

ENTERTAINMENT/SPEAKER FEES

- A maximum of \$3,500.00 will be allocated per organization towards entertainment.
- Entertainment includes DJs, performers, speakers, inflatables, dunk tanks, etc.
- Organizations are required to complete the necessary contracts or agreements prior to funds being released to the organization.
- SAFAC may fund up to \$10,000 in security fees for events per year, if deemed necessary by UMPD.

EVENTS/TRIPS/CONFERENCES/COMPETITIONS

- No more than 12 events/trips/conferences/competitions per year will be funded per organization. No more than 6 will be funded on the Early Budget.
 - Exceptions will be given to organizations that can provide documentation that they require a minimum number of games or competitions to remain active in the league. In those cases, the minimum number required by the league will be funded.
- All Registration/Entry/Admission Fees will be funded up to \$150.00 per person, per event/trip/conference/competition.
- Conference registration is funded for up to four participants, per conference.
 - Groups may elect to “stack” two conferences in order to send eight people to a single event. In this case, the one conference will be considered two events.
- Social outings such as group pedicures, individual movie tickets, bowling nights, etc. will not be funded.
- Intercollegiate competitions will be funded based on the Active Members Guideline.
- Written documentation including location, dates, and times must be provided for registration materials. This includes documentation for registration fees and mileage.
- A basic itinerary of the conference including start date/time and ending date/time must be submitted with the request (brief conference itinerary).

EVENT PRODUCTION

- Production costs will be defined as stage, sound, lighting, and associated labor required to put on an event.
- Production costs will be funded up to \$40,000 per year, with individual events not exceeding \$20,000.

FACILITIES (OFF-CAMPUS) FOR FCS ORGANIZATIONS

- SAFAC will fund a maximum of \$8,000 per academic year, and no more than \$4,000 on the Early Budget, for organizations that cannot operate on-campus.
- If off campus facilities are funded, only 4 additional events will be funded for the academic year, and no more than 2 events will be funded on the Early Budget.

FOOD-RELATED ITEMS

- SAFAC will fund food or food related items for banquets of major events at \$5 per person up to \$300 per year. The number of people funded will be determined by the OrgSync member count at the time of budget submission.

HOTEL/LODGING

- SAFAC will fund up to \$100.00 per room per night. Organizations are not required to submit documentation for lodging.
- The number of rooms funded will be based on the Active Membership Guideline.
- Room capacity for funding purposes will be up to four students of the same gender per room.
- SAFAC reserves the right to determine the number of nights funded.

LIVE ANIMALS

- SAFAC does not fund the purchase of live animals.
- SAFAC does not fund medical or cosmetic procedures, medications, or food for live animals.

OFFICE SUPPLIES

- SAFAC will fund up to \$200 in office supplies per year.
- Copy paper for organizations that receive funding for a copier/printer will not count towards the office supplies cap.

PERSONAL ITEMS

- SAFAC does not fund personal items (i.e. hair products, makeup, name tags, etc.)

POSTAGE/SHIPPING

- SAFAC does not fund postage.
- The least expensive method of shipping available will be funded.

PRACTICE MATERIALS

- SAFAC will fund up to \$300 of practice materials for competitive organizations per academic year.

PROPS/COSTUME JEWELRY

- Props/costume jewelry for performance organizations will be funded up to \$200 per year.

PUBLICITY/PROMOTION/ADVERTISING/GRAPHIC DESIGN

- SAFAC will only fund advertisements in The Miami Hurricane, up to \$400, through an Orgsync Form found under SAFAC's portal.

- Organizations may request up to ten banners per academic year directly from the UC Information Desk.
- SAFAC will not fund promotional merchandise (i.e. keychains, cups, pens).
- SAFAC will not fund website hosting or design fees.
- SAFAC will not fund graphic design service fees.
- SAFAC will not fund professional video, photography, or audio services.

RETREATS

- SAFAC will not fund retreats.
- Retreats for religious organizations may be considered a trip, per SAFAC discretion.

TRAVEL/TRANSPORTATION

- Mileage reimbursement rates are determined by the University of Miami Mileage Reimbursement Rate (currently at \$0.535 per mile as of January 2017). The current mileage reimbursement rate can be found at http://www.miami.edu/finance/index.php/accounts_payable/disbursements_office/reimbursement_information/.
 - For in-state destinations: SAFAC will fund mileage in full.
 - For out-of-state destinations: SAFAC will fund a maximum of 700 miles (round trip).
- SAFAC will fund up to 7 nights for any one trip
- Airfare will be funded at \$200.00 per person.
- Coach buses will be funded based on the mileage reimbursement rate.
- Rental cars will be funded at \$50/day - \$35/day for cost of car and \$15/day for cost of fuel.
- Travel by FCS vans will be funded at \$0.20 per mile.
- Local travel (50 miles or less one way) will not be funded.
- SAFAC will only fund one form of transportation per trip.
 - Additional forms of transportation may be funded in the event that the final destination is greater than fifty miles from the closest airport.
- To be reimbursed for travel, students must properly register their trip with the Department of Student Activities and must follow the university's travel policies. More information can be found in the Student Organization Handbook (www.miami.edu/handbook).

T-SHIRTS

- SAFAC will fund \$5 per active undergraduate member (determined by OrgSync number at the time of budget submission) for organization t-shirts.



- SAFAC will fund no more than 250 t-shirts per year for any organization.
- Only executive board and site leader t-shirts will be funded for service days.
- For Umbrella organizations, only executive board t-shirts will be funded.

UNIFORMS

- SAFAC will fund uniforms according to the Active Member Guideline as capital items for FCS organizations.

UPRINT

- SAFAC will fund UPrint cards for organizations during the UPrint Request process, which takes place once a year during the spring semester. UPrint cards must be returned to the Department of Student Activities and Student Organizations at the end of the academic year, and lost UPrint cards cannot be replaced.
 - SAFAC will not fund UPrint for any organization that has (or whose umbrella organization has) already been funded a copier/printer.
- SAFAC will fund UPrint cards at their discretion, based on the total amount requested across all organizations.

REQUESTS NOT FUNDED

- Any items purchased prior to receiving approval from SAFAC.
 - Budgets must be SUBMITTED (with ALL required signatures) to the Department of Student Activities and Student Organizations (SC 206) **AT LEAST** two weeks before the first request is expensed in order for the request to be considered by SAFAC. Requests not submitted at least two weeks in advance will not be funded, seen as a reimbursement. Submitting a request two weeks in advance does not guarantee that any individual event or item will be funded.
- Alcoholic beverages.
- Donations in which proceeds or materials purchased are directly donated, including philanthropies.
- Fees - bail bond, services rendered by University employees, legal services (including insurance), University employee speakers, and Wellness Center fees.
- Fines.
- Folders or binders.
- Live animals.
- Parking.
- Partisan political contributions.
- Prescription medications.
- Professional printing (paper related printing).
- Promotional merchandise.
- Services provided free of charge to student organizations by the University of Miami.
- Tolls.
- Local travel.
- Water coolers.