



# 2016 - 2017



# FUNDING GUIDELINES

## FUNDING PRINCIPLES

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In order to receive funding through SAFAC, a student organization must be a 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, provided that at least 75% of the organization's membership has undergraduate student status. Student organizations, which do not fulfill this requirement, will have funding decisions reduced by a percentage equal to the amount 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 31<sup>st</sup>).
- SAFAC's role is to subsidize an organization's expenditures. SAFAC is not responsible for fully funding the totality of a student organization. Student organizations are encouraged to seek outside sources of income (i.e. dues, sponsorship).
- Priority in SAFAC funding is given to student organizations that enhance student life, enrich the extracurricular experience, 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 completion of a program.
- The Vice President for Student Affairs approves all funding decisions made by SAFAC.

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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. SAFAC also reserves the right to stipulate funds for specific purposes. Stipulated funds are not deposited into an individual student organization's account, but are disbursed upon fulfilling administrative requirements (i.e. contract) deemed necessary by the Department of Student Activities and Student Organizations. **All requested items must be actual costs for current fiscal year being requested and not estimated numbers with proof of cost.**

## **Banquet/Awards Ceremony/Major Event**

- Food for one major event, banquet, or awards function per year. \$5 per person, maximum \$300.00 per year.

## **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
- \$400 per academic year for either a coach or an instructor
  - Can be requested on a semester basis (\$200 per semester) OR in full for the fiscal year (\$400 per fiscal year)
- All fees will be stipulated; funds will be disbursed upon receipt of documentation (i.e. contract) to The Department of Student Activities and Student Organizations
- University of Miami staff, faculty, or students may not be paid directly unless contracted under an external company.

## **COMPETITIONS**

- Intercollegiate competitions may be funded, but SAFAC reserves the right to limit the number of participants to the minimum required for competition
- Written documentation including location, dates, and times must be provided for registration materials. This includes documentation for registration fees and mileage.

## **CONFERENCES**

- Registration – up to \$150.00 per person
- Registration is funded for up to four participants, per conference
- Two conferences may be stacked at one time
- Written documentation must be provided for registration materials. This includes documentation for registration fees and travel costs
- A basic itinerary of the conference including start date/time and ending date/time must be submitted with the request (brief conference itinerary)

## **Registration/Entry Fee/Admission Cost**

- Up to \$150.00 per person, per event

## **DUES**

- National/State/Regional dues may be funded in its entirety if deemed necessary for the existence of the student organization on campus

## **HOTEL/LODGING**

- Hotel/Lodging accommodations – up to \$100.00 per room per night
- SAFAC reserves the right to determine the number nights funded. One room is funded for up to four people of a single gender

## **PUBLICITY**

- Each organization may request banners directly from the UC information desk
- SAFAC will not fund promotional merchandise (i.e. keychains, cups, pens)
- SAFAC will not fund UPrint for any organization who has or whose umbrella organization has already been funded a copier/printer
- See UPrint section for more info

## **SPEAKER/PERFORMANCE FEES**

- Speaker/Performance fees - \$200.00 per speaker
- All fees will be stipulated
- University of Miami employees may not be paid to speak/perform

## **TRAVEL**

- Mileage – Rates determined by the University of Miami Mileage Reimbursement Rate (currently at \$0.54 per mile as of January 2016). Up to date rate found on web at [http://www.miami.edu/finance/index.php/accounts\\_payable/disbursements\\_office/reimbursement\\_information/](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).
- Airfare - \$200.00 per person
- Buses – funded based on mileage rate
- Rental Car – funded at \$50/day - \$35/day for cost of car and \$15/day for cost of fuel
- Local travel (50 miles or less one way) will not be funded
- ➔ Travelers must follow SASO's traveling policy

## **T-SHIRTS**

- Organization t-shirts - \$5.00 per member
- T-shirts are not funded for individual events unless deemed necessary by SAFAC

## **UPRINT**

- Any printed materials (flyers, agendas, handouts, etc.) will ONLY be funded on a UPRINT request form via OrgSync by March 4<sup>th</sup>, 2016, based on the following guidelines:
  - SAFAC funds at the Black and White printing rate.
  - SAFAC reserves the right to limit the amount of advertisement funded per event

# Requests Not Funded

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- 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, Wellness Center fees
- Fines
- Food (except for banquets listed above)
- Live Animals
- Parking
- Partisan political contributions
- Prescription Medications
- Professional Printing (Paper related printing)
- Promotional merchandise
- Reimbursements not pre-authorized by SAFAC (any request to be purchased before Friday budget notification after SAFAC presentation date needs to be pre-authorized)
  - A budget must be SUBMITTED (with ALL signatures) to SAC 206 AT LEAST two weeks before the first request must be expensed to be considered by SAFAC. ALL exceptions must be given "Pre-Authorization" from the SAFAC Chair in writing through OrgSync before any expenses are incurred. Before a Pre-Authorization can be given a budget must have been submitted. Exceptions to this policy will be made strictly on a case-by-case basis.
- Services provided by the University of Miami
- Tolls
- Travel – local