

SAFAC 2020-2021

FUNDING PRINCIPLES & GUIDELINES



FUNDING PRINCIPLES

In order to receive funding from SAFAC, student organizations must be registered and in good standing with the Committee on Student Organizations (COSO). Organization membership and programs must be open to all University of Miami undergraduate students, and funding may only be used for University of Miami undergraduate students who have paid the Student Activity Fee.

SAFAC's role is to subsidize organizations' expenditures. SAFAC is not responsible for fully funding the totality of student organizations' operations. 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, and/or improve the educational climate of the University. Funding shall be based on the merits of programs designed for and open to the entire university community.

Committee precedents and composition change from year to 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.

SAFAC will not repay any items that were purchased prior to receiving funding approval. For Regular Budgets, organizations may begin purchasing requested items without approval no earlier than two weeks after the budget is submitted to the Department of Student Activities and Student Organizations. Requests purchased before or during this two-week window will be seen as repayments and will not be funded. Groups that purchase items prior to receiving approval from SAFAC, after the two-week window, do so at their own risk and may be required to reimburse the organization's account from departmental or personal funds. For Early Budgets and Travel Budgets, requests must be fully approved before any funds are expended.

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).

It is the responsibility of organizations and treasurers to be familiar with these guidelines and to be aware of any caps that may impact organizations' ability to request funding throughout the year.

SAFAC funding is only awarded 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 reserves the right to add Guidelines throughout the academic year.

The Vice President for Student Affairs approves all funding decisions made by SAFAC.

SAFAC reserves the right to hold organizations accountable per their discretion.

FUNDING GUIDELINES



The following guidelines are most commonly used when making funding decisions for Regular Budget requests. SAFAC reserves the rights 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. Additionally, SAFAC may deny outrageous requests if a similar, less expensive option is readily available.

Unless otherwise stated, all items require proof of documentation prior to being approved. Please see the SAFAC Documentation Policy for assistance determining the correct form of documentation.

ACTIVE MEMBERS OF ORGANIZATIONS

- For requests based on a per-person rate, SAFAC will determine the appropriate number of active members to fund.
- Active membership of an organization may be determined based on the number of members registered to the student organization's portal on Engage, the Constitution definition of "Active Members," or the discretionary decision of SAFAC.
- For non-FCS (Federation of Club Sports) organizations, SAFAC will use the number of members registered to the organization's portal on Engage to determine how many students to fund:
 - SAFAC will fund 20% of the members on Engage, up to a maximum of 12 people.
 - SAFAC will fund a minimum 4 people, if requested.
- For FCS competitive field or court 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. For teams with $N \geq 10$, $N+4$ players will be funded.
- For FCS competitive non-field sports, "active members" will be defined as the number of players competing at one time, known as N . $N+2$ players will be funded.
- For all other FCS non-competitive sports, SAFAC will use an N number predetermined at the start of the fiscal year not exceeding the Engage metric listed below:
 - SAFAC will fund 20% of the members on Engage, up to a maximum of 12 people.
 - SAFAC will fund a minimum 4 people, if requested.

ACTIVITIES/EVENT MATERIALS

- SAFAC will allocate a maximum of \$2,500 per year for activities/event materials.
- Activities materials will be defined as otherwise unclassified items requested for the success of a particular event.
- A maximum of 10 events will be funded associated materials.
- SAFAC holds the discretion to determine the necessity of these items in relation to the event.

BANNERS

- Organizations may request up to ten banners per year via electronic form on SAFAC's Engage Portal for no charge. These banners have been pre-paid by SAFAC and can be picked up from the University Center Information Desk.

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 that have official on-campus storage space (excluding dormitories and on-campus apartments).

COACHES/INSTRUCTORS

- SAFAC will fund up to \$500 per year for coaches/instructors.
- A coach/instructor will be defined as an individual who spreads knowledge or skill relevant to the organization.
- University of Miami staff, faculty, or students may not be paid directly as coaches or instructors unless contracted by an external company.

COMPUTERS

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

COSTUMES, PROPS, AND SETS

- SAFAC will fund up to \$2,500 per year for costumes, costume jewelry, props, and sets for performances if relevant to the purpose of the organization.
- Costumes, props, and sets will not be funded as capital items.

DECORATIONS

- SAFAC will fund up to \$800 per year for decorations and decorative lighting for events and activities.

DUES

- SAFAC will fund up to \$3,000 per year for chapter or league dues to national, state, or regional governing bodies if deemed necessary for the student organization to operate on campus.
- SAFAC will not fund dues to national, state, or regional governing bodies for individual students.
- SAFAC will only fund competitive organizations to be active in one league at a time.

ENGINEERING/TECHNICAL/ELECTRONICS

- SAFAC will fund up to \$6,000 per year for engineering, technical, or electronic materials if deemed necessary for the success of an organization or project.

ENTERTAINMENT/SPEAKER FEES

- SAFAC will fund up to \$5,000 per year for entertainment.
- Entertainment includes DJs, performers, speakers, lecturers, etc.
- Entertainment also includes novelties such as inflatables, dunk tanks, photo booths, etc.
- Entertainment will not be funded for off-campus events.
- Organizations are required to complete the necessary contracts or agreements in accordance with University policy.
- University of Miami staff, faculty, or students may not be paid directly as entertainment unless contracted under an external company.

EQUIPMENT

- SAFAC will fund up to \$500 per year for equipment.
Equipment will be defined as non-capital practice and competition materials for competitive organizations.

EVENTS

- SAFAC will fund up to 10 events per year, including activities, trips, conferences, and competitions. See Travel Guidelines for more details regarding events involving travel.
- SAFAC will fund a maximum of 2 conferences per year.

EVENT PRODUCTION

- SAFAC will fund up to \$30,000 per year for production, with no more than \$15,000 for any individual event.
- Production costs will be defined as stage rentals, sound equipment, stage lighting, and associated labor required to put on a performance.
- Tent rentals and associated costs deemed necessary for an event will also be funded as production.
- SAFAC will not fund production for organization banquets.

FOOD

- SAFAC will fund up to \$500 per year for food and food-related items at a rate of \$5 per person.
- The number of people funded will be determined by the total Engage member count at the time of budget submission.

OFFICE SUPPLIES

- SAFAC will fund up to \$200 per year for office supplies for organizations with an office.
- Supplies used for specific events will not count toward this cap.
- Copy paper for organizations that receive funding for a copier/printer will not count towards this cap.

SECURITY

- SAFAC will fund up to \$10,000 per year for security costs for events if deemed necessary by UMPD.

SHIPPING

- SAFAC will fund the least expensive available method of shipping.
- Shipping costs for an approved item will be considered in the same funding category as the item being shipped.

T-SHIRTS

Documentation is not required for T-shirts.

- SAFAC will fund up to 150 T-shirts per year at a rate of \$5 per person.
- The number of people funded will be determined by the total Engage member count at the time of budget submission.
- For service day organizations, SAFAC will fund T-shirts only for executive board members and site leaders.
- For umbrella organizations, SAFAC will fund T-shirts only for executive board members of the umbrella.

UNIFORMS

- For FCS organizations, SAFAC will fund N uniforms as capital items (determined by Active Membership guideline).

UPRINT

- SAFAC will fund UPrint Cards on a first-come, first-served basis to organizations with demonstrated UPrint needs. The form to request a UPrint Card is available on SAFAC's Engage portal.
- SAFAC will not fund UPrint for any organization that has (or whose umbrella organization has) already been funded a copier/printer.

VENUE RENTALS

- SAFAC will fund up to \$10,000 per year for venue rentals and facilities for organization activities and events that cannot take place in the Shalala Student Center or Herbert Wellness Center.
- Venue rentals may include miscellaneous charges such as facilities, labor, and service fees.
- When determining whether to provide funding for off-campus venue rentals, SAFAC will consider whether a less expensive, equivalent venue is available on campus.
 - On-campus venues include the Watsco Center, Cosford Cinema, Newman Alumni Center, Frost Music School, Rathskeller, Dooly Memorial Classrooms, and Lakeside Village.
- For off-campus venues, every \$1,000 spent toward the Venue Rentals cap will count as one of the organization's 10 events event up to the 10-event maximum.
- Documentation must be provided that demonstrates that the activities cannot be accommodated by the Shalala Student Center or Herbert Wellness Center.

TRAVEL GUIDELINES



The following guidelines refer to items requested on a SAFAC Travel Budget request. All approved travel requests will count as events up to the 10-event maximum.

A maximum of 2 conferences will be funded per year.

Travel expenses are funded per person, and not as a lumpsum amount. SAFAC will not allocate funds exceeding the per person allocation.

Unless otherwise stated, all items require proof of documentation prior to being approved. Please see the SAFAC Documentation Policy for assistance determining the correct form of documentation.

NUMBER OF ATTENDEES

- For conferences, SAFAC will fund travel for up to four people per conference, for a maximum of 2 conferences.
- For all other travel, SAFAC will use the Active Membership guideline to determine the amount of people to fund.
 - For FCS competitive organizations, SAFAC will fund N, N+2, or N+4 for registration fees. SAFAC will not be funding other travel expenses for FCS organizations. Please refer to the Active Membership guideline for more details.
 - For all other organizations, SAFAC will fund a maximum of 20% of Engage membership up to 12 people, minimum of 4 people.

HOTELS/LODGING

Documentation is not required for hotels/lodging.

- SAFAC will fund up to \$150 per night for each hotel room.
 - SAFAC reserves the right to determine the number of nights funded, an additional night would be considered for events ending later than 5 PM.
 - SAFAC will fund up to 5 nights for any individual trip.
- For funding purposes, room capacity will be defined as four same-gender students per room.

REGISTRATION FEES

- SAFAC will fund up to \$100 per person for individual registration/admission/program fees for events.
- For group/team registrations, SAFAC will divide the total registration cost among all attendees and fund up to \$100 per person.

TRANSPORTATION COSTS

Documentation is not required for airfare. All other transportation requires documentation.

- Local travel (transportation to any destination within 50 miles of the University of Miami) will not be funded.
- SAFAC will fund up to \$150 per person for ticketed transportation (airfare, train, bus ticket, etc.)
- SAFAC will fund \$0.30 per mile per car (assuming 4 people to a car) for mileage of personal transportation or chartered bus
 - For in-state destinations, SAFAC will fund the minimum mileage in full.
 - For out-of-state destinations, SAFAC will fund up to 700 miles (round trip).
- SAFAC will fund up to \$50 per day for each rental car in the event that your trip's final destination is greater than 50 miles from campus or the closest airport.
 - For funding purposes, rental car capacity will be considered as four people per car.

REQUESTS NOT FUNDED



Below is a list of requests that are not funded by SAFAC. This list is non-comprehensive, and SAFAC reserves the right to deny funding for any item per SAFAC's discretion.

SAFAC does not fund the following items:

- Any items purchased prior to receiving approval from SAFAC (repayment)
- Any items or activities that violate University of Miami policies or federal/state/local laws
- Any items requested for non-University of Miami undergraduate students
- Alcoholic beverages
- Donations wherein items are directly donated, including to philanthropies
- Legal Fees/ Fines
- Insurance costs
- First-aid kits
- Folders or binders
- Giveaways
- Individual/personal certifications or licenses
- Live animals
- Motorized vehicles
- Parking
- Personal items such as hair products, makeup, name tags, etc.
- Postage stamps
- Prescription medications
- Professional printing
- Professional video, photography, or graphic design services
- Promotional merchandise such as mugs, hats, keychains, etc.
- Retreats (with the exception of spiritual retreats for religious organizations)
- Ride-sharing services (Uber, Lyft etc.)
- Services provided free of charge to student organizations by the University of Miami
- Services rendered by University of Miami employees
- Social outings such as movie nights, bowling, group pedicures, etc.
- Sponsorships toward the activities of other organizations or departments
- Third party lodging (AirBnB etc.)
- Tolls
- Water coolers
- Website hosting or design fees
- Wellness Center fees

Addendum.

Below is the specific guideline for SAFAC's "Shipping" and "Protective Equipment" funding request categories. Due to its tentative nature, it will also be added to the larger Guiding Principles document as an addendum. This letter and addendum will be posted on the SAFAC website.

Shipping

- SAFAC will fund up to \$750 during the 2020 - 2021 academic year for each organization to ship event materials, t-shirts, etc. to members who are not physically on campus due to remote learning or similar situations.
- This unique funding category precludes shipping costs associated with purchasing of items. Any such shipping costs will be handled as per the normal SAFAC guideline policy.
- Student organizations will be held accountable for ensuring that club purchases ultimately remain with the organization, especially as it pertains to capital items. Please note that capital items cannot be re-requested within three years of purchase.

Protective Equipment (Masks, hand sanitizer, gloves, etc.)

- SAFAC will fund up to \$750 during the 2020-2021 academic year for each organization to ensure and promote safe meetings and events.
- Student organizations may request funding for items such as face masks, hand sanitizer, cleaning wipes, gloves, wristbands/ signs for crowd control, etc. That are needed to help keep meeting and event attendees safe.
- SAFAC does not fund personal items; these protective equipment requests will be approved based on the assumption that they will be used for the well-being of meeting and event attendees. Requests such as sunscreen, shoes, hats, etc. will continue to not be funded.

Conferences

- SAFAC had initially planned to limit conference funding to only 2 conferences per year per organization. As a result of the new traveling restrictions, and based on conversations with student leaders, SAFAC has decided that virtual conferences will not be counted towards this limit.
- Organizations are still, however, required to submit funding requests for virtual conferences through the SAFAC Travel Budget request form, where registration fees may be eligible for funding.