

# SAFAC 2021-2022

## FUNDING PRINCIPLES & GUIDELINES



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### 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 goal is to remain equitable, annually consistent, and accessible. As such, while normally working within the operational framework delineated herein, SAFAC reserves the right to make exceptional funding decisions in the best interest of the student organization community to minimize potentially adverse future consequences.

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, sponsorships).

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 in May. SAFAC will communicate the deadline to organizations with sufficient notice.

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. Organization treasurers must complete the treasurer training form on SAFAC's Engage portal every year in order to be eligible to submit budgets.

SAFAC funding is only awarded to programs/funding requests that relate to the official guiding principles of the student organization requesting the funds. The guiding principles can be found in the organization's constitution approved by COSO and on the organization's Engage portal as well.

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. To be considered an organization in good standing with SAFAC, student organizations must adhere to all University policies and regulations, as well as meet the requirements established by COSO and SAFAC guidelines, the Organization Handbook, and the University of Miami Student Rights and Responsibilities. Failure to follow SAFAC policies and procedures outlined in this document and on the website may result in the deactivation of your student organization. Any misuse or misrepresentation may result in disciplinary action or risk of deactivation.

## FUNDING GUIDELINES

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The following guidelines are 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.

Organizations are able to collaborate programmatically but are not allowed to pool SAFAC funds together to circumvent the category caps. Furthermore, SAFAC **will not** fund anything that has already been paid for or where services were already rendered.

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.

### EVENTS

- Any event using any item or items funded in part or in whole by SAFAC must be free and open to all University of Miami undergraduate students i.e. organizations may not charge University of Miami undergraduate students for admission to said 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.
- Expenses put exclusively towards a single event will be counted as one event.
- The same expenses put towards additional events without any other, additional SAFAC funded expenses needed for those additional events will be seen as the same recurring event.
- If a recurring event later requires new and additional SAFAC funded expenses, the new items will be counted under an additional event.

### TWO WEEK POLICY

- SAFAC Committee meetings occur weekly on Wednesday from 2:30 - 5:00 PM, and allocation decisions are subject to a multi-stage review process before any requested funds can be officially approved.
- SAFAC will not fund/ approve any item requests pertaining to an event occurring within two (2) weeks of full, and final budget submission; final budget submission is defined as having been scheduled to present in front of SAFAC by the Department of Student Activities and Student Organizations (SASO).
- In the event that SAFAC is unable to process your request within its two (2) week period, organizations are allowed to start making strictly necessary purchases; reimbursement will however only be an option for approved expenses.
- SAFAC is not able to reimburse organizations for any unapproved expenses; unapproved expenses are defined as any and all items which were not reviewed by the SAFAC committee or were not approved by the SAFAC Committee upon review.
- In the rare event that SAFAC is not able to review your budget within 2 weeks of full and final budget submission to SASO, it is possible your organization may need to make purchases without knowing what SAFAC has approved. It is strongly advised that, in the event of such delays, your organization reaches out to the SAFAC Chair at safac@miami.edu.

## 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's (as approved by COSO) 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 define "active members" and 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 define "active members" by using 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 fundamental success of a particular event.
- Events fully or partially funded by this category will count as an event for SAFAC purposes.
- 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.
- SAFAC will not fund capital items for organization that have no official storage space and rely on off-campus storage or any form of personal storage not directly registered with the organization (e.g., dormitories, apartments, etc.)

## 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, students, or University of Miami community members may not be paid directly as coaches or instructors unless contracted by an external company.
- Self-owned companies by active University community members will not be considered 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 may be seen as capital items.
- Computers funded specifically for publishing and/or broadcasting organizations may not necessarily 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.

## 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 in a given academic year.

## 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, guest 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, alumni, faculty, students, or University of Miami community members may not be paid directly as entertainment unless contracted under an external company.
- Self-owned companies by active University community members will not be considered an external company.

## EQUIPMENT

- SAFAC will fund up to \$500 per year for equipment.
- Equipment will be defined as practice or competition materials.

## 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 or office-like environment.
- Office Supplies will be defined as general purpose tools and supplies intended to be used repeatedly for everyday purposes or to maintain the workflow of an office or office-like environment.
- Office Supplies are generally not intended to be used in association with an event.
- Supplies used exclusively for a specific event will not count as an Office Supply.
- Copy paper for organizations that receive funding for a copier/printer will not count towards this cap.

## PRODUCTION

- SAFAC will fund up to \$30,000 per year for stage-based production.
- Production costs will be defined as stage rentals, sound equipment, necessary 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.

## 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 \$7 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 Uniforms as capital items and according to "active membership" as determined and defined by the Active Membership guideline (*referenced below*).
  - For FCS competitive field or court sports 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 define "active members" by using 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.
- For non-FCS organizations. Uniforms will be funded according to "active membership" as determined and defined by the Active Membership guideline.
  - 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.

## 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

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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 lump sum 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 two 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 busses.
  - 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.

# 2021-2022 Addendum



Based on current University policies and safety guidelines, SAFAC will observe these temporary guidelines to enhance the student organization community experience.

## Protective Equipment

- 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.



## REQUESTS NOT FUNDED

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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
- Late fees
- First-aid kits
- Giveaways
- Graduation items
- 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.)
- Sashes, stoles, pins, and other personal decorative items
- Services provided free of charge to student organizations by the University of Miami
- Services rendered by University of Miami employees, students, or University community members
- General purpose social outings such as movie nights, bowling, group pedicures, etc.
- Sponsorships toward the initiatives/operations/events of other organizations, and/ or departments
- Third party lodging (AirBnB etc.)
- Tolls
- Water coolers
- Website hosting or design fees
- Wellness Center fees