

SAFAC 2024-2025 GUIDELINE CHANGES



The SAFAC 2024-2025 guideline changes are intended to continue redistributing the Student Activity Fee funds to more equitably and holistically benefit the entire student body and avoid overspending. Additionally, the committee sought to be more transparent and clear in our funding policies, and better formalize the internal policies by further expanding on the entirety of the SAFAC process within the guidelines.

FUNDING PRINCIPLES (EXPANDED)

- 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. Student organizations are held responsible for their accounts and are accountable for the funding they receive. Organizations must ensure they complete the budget request in the correct yearly budget template format, provide accurate information for both the supporting documentation and during the presentation, and the utilization of their funds. SAFAC will not be held accountable for mistakes made by an organization and any such oversight may result in the delay of the organization's budget being reviewed and approved by the committee.
- Because SAFAC receives considerably more requests than it has funds to distribute, SAFAC's role is to subsidize organization's 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).
- Organization treasurers must meet with a SAFAC delegate during office hours to do a budget intake which involves reviewing the budget request and documentation and discussing why the requests are necessary for the success of the organization. The budgets are then sent via AdobeSign for signatures to the SAFAC delegate, student organization president, treasurer, advisor, and the Department of Student Activities & Student Organizations (SASO), in that sequential order. Final budget submission is defined as having been signed by the Department of Student Activities and Student Organizations.
- SAFAC reserves the right to hold organizations accountable per their discretion. To be considered an organization in good standing with SAFAC, the Department of Student Activities and Student Organizations (SASO) policies, student organizations must adhere to all University of Miami policies and regulations, as well as meet the requirements established by COSO and SAFAC guidelines, the Student Organization Handbook, and the University of Miami Student Rights and Responsibilities. Any misuse or misrepresentation of the organization, including but not limited to if the organization spends more than what was approved and allocated for, misuses allocated funds, goes into account deficits- which would result in the organization repaying SAFAC for any debt incurred-, or are found to be responsible for unethical behavior associated with funding, may result in disciplinary action or risk of the organization being deactivated. Failure to adhere to SAFAC policies and procedures outlined in this document and on the website may result in lack of funding for your student organization.
- Student organizations must use funds in the manner in which they were allocated. SAFAC monitors student organization accounts and may require student organizations to submit documentation detailing their account transactions.

EVENTS (EXPANDED)

- 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 or services at said events. Student organizations may not make a profit from any event funded in part by SAFAC.

DUES (EXPANDED)

- SAFAC will only fund competitive organizations to have one active team in one league in a given academic year.

ENGINEERING/TECHNICAL/ELECTRONICS (EXPANDED)

- SAFAC does not fund electronics for personal use or for marketing and promotional purposes.

SHIPPING (EXPANDED)

- SAFAC will fund the least expensive available method of shipping for the receipt of approved items.
- SAFAC will not fund shipping for the remittal of items i.e. UPS, USPS, FedEx, expedited shipping.

VENUE RENTALS (EXPANDED)

- Venue rentals may include miscellaneous charges such as facilities, labor, service fees, and event personnel (including but not limited to umpires, lifeguards, referees).

REQUESTS NOT FUNDED

ADDED

- Audio speakers (excluding production)
- Personal items such as hair products, makeup, hats, etc.
- Tents or canopies that are not rentals