

SAFAC 2024-2025

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. 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.

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.

Because SAFAC receives considerably more requests than it has funds to distribute, 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 on-campus 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 signed by the Department of Student Activities and Student Organizations (SASO). 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.

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 for services at any event.

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.

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 Adobe Sign 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.

Alongside the treasurer who takes lead on the budget presentation, SAFAC allows the president and an additional executive board member for support. Presentations should be limited to 5 minutes.

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, 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.

FUNDING GUIDELINES



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.

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.

CAPITAL ITEMS

- Items funded by SAFAC that are determined to last more than three fiscal years will be designated as "capital items" by SAFAC in addition to being assigned a category.
- Capital items and alternatives deemed similar by SAFAC cannot be re-requested within three fiscal years after purchase.
- SAFAC will only fund capital items for organizations that have official on-campus storage space such as SCC space.
- SAFAC will not fund capital items for organizations 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).

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

- 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.
- 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 signed 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 of 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 of 4 people, if requested.

ACTIVITIES/EVENTS 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 prepaid by SAFAC and can be picked up from the University Center Information Desk.

COACHES/INSTRUCTORS

- SAFAC will fund up to \$750 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

COMPUTER

- 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.

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 \$1,000 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 individual dues or membership fees to national, state, or regional governing bodies for individual students.
- SAFAC will only fund competitive organizations to have one active team 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.
- SAFAC does not fund electronics for personal use or for marketing and promotional purposes.

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.

EQUIPMENT

- SAFAC will fund up to \$750 per year for equipment.
- Equipment will be defined as practice or competition materials.

FOOD

- SAFAC will fund up to \$7 per person up to 150 engage members for food and food-related items.

- The number of people funded will be determined by the total Engage member count at the time of budget submission.

MARKETING & PROMOTIONAL ITEMS

- SAFAC will fund up to \$1,000 for items intended for external promotion and bring awareness to the organization's guiding principles.
- SAFAC will consider customizable items such as banners, tablecloths, etc. or any item that showcases the organization and their logo.
- Organizations may request professional printing necessary for the success of their organization.

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.

PROTECTIVE EQUIPMENT

- SAFAC will fund up to \$750 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, first aid kits, 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

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. A banquet will be defined as a formal, celebratory event primarily within the organization that contains a food element.

SAFETY & SECURITY

- SAFAC will fund up to \$10,000 per year for security (as deemed necessary by UMPD), emergency medical personnel, medical staff, and fire department, and other mass safety related costs.

SHIPPING

- SAFAC will fund the least expensive available method of shipping for the receipt of approved items.
- Shipping costs for an approved item will be considered in the same funding category as the item being shipped.
- SAFAC will not fund shipping for the remittal of items i.e. UPS, USPS, FedEx, expedited shipping.

T-SHIRTS

- SAFAC will fund up to 150 T-shirts per year at a rate of \$7 per person.
- Documentation is not required for T-shirts.
- 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

- SAFAC will fund uniforms in the event that they are required in order to compete. Without the funding of these items, the organization will not be able to safely compete.
- 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 of 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 of 4 people 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, service fees, and event personnel (including but not limited to umpires, lifeguards, referees).
- When determining whether to provide funding for on-campus venue rentals outside of the Student Center Complex or off-campus venue rentals, SAFAC will consider whether a free, equivalent venue is available on campus and whether there are constraints pertaining to the event's date and time.
- Documentation must be provided that demonstrates that the activities cannot be accommodated by the Shalala Student Center or Herbert Wellness Center. In the event that these spaces are able to accommodate the activities at a different date or time of the originally submitted request, documentation must be provided to clarify why the event must take place at the date and time specified.
- For off-campus venues, every \$1,000 spent toward the Venue Rentals cap will count as one of the organization's 10 events up to the 10-event maximum.
 - On-campus venues include the Watsco Center, Cosford Cinema, Newman Alumni Center, Frost Music School, Rathskeller, Dooly Memorial Classrooms, and Lakeside Village.

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.

Local travel, including transportation or overnight stay at a destination within 50 miles of the University of Miami (Coral Gables campus), will not be funded.

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

All travel requests require backup documentation including a daily schedule and itinerary, unless otherwise stated. Please see the SAFAC Documentation Policy for assistance determining the correct form of documentation.

NUMBER OF ATTENDEES

- 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

- SAFAC will fund up to \$200 per night for each hotel room.
- Documentation is not required for hotels/lodging.
- 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

- SAFAC will fund up to \$150 per person for ticketed transportation (airfare, train, bus ticket, etc.)
- Documentation is not required for airfare. All other transportation requires documentation.
- SAFAC will fund \$0.30 per mile per car (assuming 4 people to a car) for mileage of personal transportation or chartered buses.
- 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 and SAFAC reserves the right to deny funding for any item per SAFAC's discretion.

REQUESTS NOT FUNDED



Below is a list of requests that are not funded by SAFAC. This list is non-comprehensive, 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 or travel requested for non-University of Miami undergraduate students
- Audio speakers (excluding production)
- Alcoholic beverages and paraphernalia
- Donations wherein items are directly donated, including to philanthropies
- Legal Fees/ Fines
- Insurance costs
- Late fees
- Giveaways
- Graduation items
- Individual/personal certifications or licenses
- Items used for or associated with tailgates such as water coolers, cooking grills, etc.
- Live animals
- Membership fees such as Herbert Wellness Center fees for individuals, Certification fees, etc.
- Motorized vehicles
- Parking
- Personal items such as hair products, makeup, hats, etc.
- Postage stamps
- Prescription medications
- Professional video, photography, or graphic design services
- 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
- Taxes
- Tents or canopies that are not rentals
- Third party lodging (AirBnB etc.)
- Tolls
- Travel for and events centered around the purpose of networking
- Website hosting and digital subscriptions or design fees