



## Funding Principles

The Students' Association Appropriations Committee (SAAC) is responsible for managing the finances of the Students' Association in a way that is both fiscally responsible and in the best interest of the University of Rochester student body. The Students' Association (SA) budget is funded entirely by the River Campus (SAS, Hajim, and Simon) Undergraduate Student Activity Fee contributed by each student, as part of their tuition. For this reason, it is our top priority to allocate funds in a manner that will cultivate positive student experiences.

In order to receive funding through the Students' Association, a student organization must be a Recognized Student Organization, registered on the CCC and in good standing with the Administrative Review Committee (ARC). The organization's membership and programs must be open to all University of Rochester undergraduate students.

- SAAC allocates funds for one fiscal year. Any unused subsidy will be returned to SAAC at the end of each fiscal year.
- Priority in SAAC funding is given to student organizations that enhance student life, enrich the co-curricular experience or improve the educational, cultural and inclusive climate of the University.
- SAAC funding is given to program/funding requests that relate to the primary mission of the student organization requesting the funds.
- SAAC funding may not be allocated if activity is not registered on the CCC.
- SAAC funding will be based on the demonstrated necessity of expenditures (as determined by SAAC) for the successful completion of a program.
- SAAC prioritizes funding for organizations based on SOAR Grade, Activity Reflection Forms, Resource Agreements, and prior utilization of funds.
- SAAC is not able to fund any items or activities that violate University policies or federal/state/local laws.
- SAAC reserves the right to add Guidelines throughout the academic year.

## PART I - Budgeting Guidelines

*The following guidelines shall serve to provide a framework within which the Students' Association Appropriations Committee and Recognized Student Organizations may understand the budgeting process. The Appropriations Committee reserves the right to use its discretion at any time.*

***Student Organizations are urged to speak with their SAAC Student Accountant if there are concerns regarding compliance with the Budgeting Guidelines. SAAC Student Accountant may have the Organization complete an Exception form to override an existing Guideline as an exception.***

### SECTION ONE – GENERAL FUNDING GUIDELINES

- A. SAAC will budget \$100 for General Interest Meetings.
- B. SAAC is not able to budget for study breaks.
- C. SAAC will only consider budgeting programs, competitions or conferences that occur while classes are in session.
- D. SAAC will not fund retroactively, nor will SAAC reimburse.

- E. SAAC cannot budget organizations with selective, or exclusive memberships, or who limit involvement based on required auditions.
- F. SAAC will generally not budget for t-shirts or other recreational apparel and/or giveaways (gift certificates, trophies, prizes, etc.).
- G. SAAC will not budget for discretionary funds, non-specific miscellaneous expenses, emergency cash, petty cash, or non-specific maintenance requests.
- H. SAAC cannot fund the purchases of drugs, including, but not limited to alcohol and tobacco.
- I. SAAC will not budget for testing or certifications for organization members.
- J. SAAC cannot budget for Charitable donations.
- K. SAAC may deny funds if an event, activity, or program is competing with an existing SA Funded program.
- L. SAAC does not budget for bonding programs (e.g. retreats, parties etc.).
- M. SAAC will generally only fund new programs that had a successful supplemental and activity reflection submitted in the prior year.
- N. Any product returns for expenses funded by SAAC are the responsibility of the student group if the returns are not free.
- O. SAAC will consider budgeting up to \$500 for new clubs during their first full year budget.
- P. SAAC will not place orders from Ebay, Shein or similar websites.
- Q. SAAC will not fund photographers, photo booths, videographers or other similar expenses for events. Photographers for events may be requested through the supply and resource request form.

## SECTION TWO – TRAVEL BUDGETING GUIDELINES

- A. SAAC will consider travel expenses only within the United States and within a 400-mile radius of the University.
- B. SAAC will consider budgeting lodging accommodations in hotels only within reasonable financial limits.
- C. SAAC will only fund hotels reserved using Lucid Travel unless an exception is otherwise approved
- D. SAAC will consider budgeting gas expenses at a predetermined rate for Student Organizations to travel to approved competitions or programs.
- E. SAAC will generally not budget for car or van rentals.
  - a. See Rental Car Supplemental Guidelines for special considerations.

## SECTION THREE – ADVERTISING BUDGETING GUIDELINES

- A. SAAC will consider budgeting advertising materials for fundraising within reasonable limits, generally not to exceed \$25 per event.
- B. SAAC will consider budgeting for advertising for programs and events that are open to the entire undergraduate population within reasonable limits, generally not to exceed \$50 per event.

## SECTION FOUR – FOOD BUDGETING GUIDELINES

- A. SAAC will generally not fund food.
- B. SAAC will consider budgeting refreshments for programs if they are integral to the program or are culturally relevant, educational in nature, and in alignment with the organization's mission.
- C. SAAC will consider budgeting Sanitarian fees.

## SECTION FIVE – PROGRAM/EVENT SPECIFIC BUDGETING GUIDELINES

- A. SAAC will consider budgeting up to \$500 annually for decorations, Organizations must specify what the funds will be used for.

- B. SAAC will not fully budget a program where a Student Organization can profit.
  - a. SAAC will not fund fundraisers.
- C. SAAC will generally only fund speakers or activities every other year when expenses exceed \$1,000 and anticipated attendees are less than 100.
- D. SAAC will require organizations that host programs whose expenses exceed \$1,000 to charge an entrance fee for the program unless the Committee deems that the program meets the following criteria:
  - a. Cultural or academic in nature.
  - b. A demonstration that an entrance fee will materially impair the success of the program.
- E. SAAC will only consider budgeting receptions for special programs open to the campus community (such as speakers & Exhibitions). Requests must be in line with the Organization's mission or program needs.
- F. SAAC will generally not consider budgeting the venue or location fee for large scale off-campus programs.
  - a. SAAC will consider budgeting for transportation for students attending the event.

## PART II – SPECIFIC BUDGETING GUIDELINES BY MISSION

*The following guidelines take precedence over the aforementioned guidelines when they contradict one another.*

### Awareness

- A. SAAC will consider budgeting up to \$50 for stickers related to the mission of the group

### Community Engagement

- A. SAAC will consider budgeting all expenses for benefit dinners and awareness programs that are accessible to the entire campus within reasonable limits, excluding food.
- B. SAAC will consider funding supplies related to fundraising or engagement programs if they are integral to the activity and engage the undergraduate population within reasonable limits, excluding food.
- C. SAAC will allow organizations to purchase fundraising supplies through their SOFO account, with the intent to make a profit, with the understanding that all costs must be reimbursed before any profits are distributed.
- D. SAAC will consider funding up to \$300 for ECM for one large scale signature fundraising event per year.
- E. SAAC will consider budgeting food, if an event, or outreach program is more than 5 hours long.
- F. SAAC will consider budgeting reasonable refreshments for non-University of Rochester participants regardless of the duration.

### Cultural/Identity Based

- A. SAAC will consider budgeting all items for dinners, excluding food.
  - a. See Supplemental Guidelines for special considerations.
- B. SAAC will consider budgeting up to 4 Signature Cultural/Identity Based programs per year.
- C. SAAC will consider budgeting one live music performer (e.g. DJ, live band, etc.) for 2 programs each year, up to \$500 per program if it is vital to the success of the program and in line with the Organization's mission.
- D. SAAC will consider budgeting up to \$500 for food for events in the Community Kitchen per year.

### Intercollegiate

- A. Hajim
  - a. SAAC will consider budgeting a maximum of two competitions per College Student Organization, within reasonable limits.
  - b. SAAC will not consider budgeting equipment or supplies.

**B. SA Budgeted**

- a. SAAC will only allow a maximum of 7 regular season competitions, within reasonable limits.
- b. SAAC will consider budgeting equipment or supplies in line with the Organization's mission or needs.
- C. SAAC will consider budgeting expenses that may occur when classes are not in session if the organization traditionally has an event that occurs outside of the academic year. An exception form must be submitted with the budget for this to be considered.
- D. SAAC will consider funding for only one team.
- G. SAAC will fund Registration fees up to \$500 and travel expenses within a reasonable amount.

**Performing Arts**

- A. SAAC will consider budgeting up to half of ECM costs at a maximum of \$1,500 in subsidy per event at a maximum of two events annually.
  - a. Exceptions can be made for Organizations with a secondary mission of Cultural/Identity Based whose event will be free and open to the undergraduate campus community.
- B. SAAC will consider budgeting up to \$40 per costume at a maximum of 30 members (\$1,200) once per year.
- C. SAAC will consider budgeting up to half of instructor fees for organizations that primarily perform and/or spread awareness of their artistry via competitions. Instructors' rate of pay is capped at a max of \$2,300 per year.
- D. SAAC may suspend or terminate coach/instructor should an organization repeatedly end the academic year in deficit.
- E. Budgeted groups do not roll over excess funds. If there is an exception filed and granted, rollover would not be over \$1,000.
- F. SAAC will consider budgeting up to \$1,000 for props and sets per year.

**Media/Publication & Programming**

- A. SAAC will consider budgeting all items necessary to the operation of the Organization, within reasonable limits.
- B. SAAC will consider budgeting an equipment fund for Media Organizations that provide a significant service to the Campus Community.
- C. SAAC will consider funding prizes (including e-gift cards) for organizations that meet the following criteria:
  - a. Primary mission category of Programming.
  - b. A demonstration that the prize is critical to the success of the program.
  - c. The total value of the prize(s) does not exceed \$25.
- D. SAAC will consider budgeting publications for groups with a primary mission category of Media/Publication.

**Club Sports**

- A. SAAC will consider budgeting up to \$5000 in subsidy for operating costs.
  - a. Coaching and instructor fees are in addition to the subsidy for operating costs.
- B. SAAC will provide up to a \$1 match for every \$1 in dues contributed.
- C. SAAC will consider funding only one team for one primary season.
- D. SAAC may suspend or terminate coach/instructor should an organization repeatedly end the academic year in deficit
- E. SAAC will not consider Club Sport requests to convert to an Agency account.
- F. SAAC will consider budgeting a team's travel at a predetermined rate within a reasonable amount for a competition.
- G. SAAC will consider budgeting a team's gas expenses at a predetermined rate for a competition.
- H. SAAC will consider budgeting a team's lodging expenses within reason.
- I. SAAC will consider a team's historical and current standings when budgeting expenses for a competition, if

applicable.

- J. SAAC will not budget other universities' teams' transportation expenses.
- K. SAAC will not budget food and drinks expenses for competitions.
- L. SAAC will generally not budget for awards for winning a competition which include, but not limited to, trophies and cash prizes.
- M. SAAC will cap the yearly rollover at a max of \$1000.
- N. Rollover must be exhausted before a club sport is eligible to apply for Supplemental Funding.
- O. SAAC will set the minimum dues per member at \$0.
- P. SAAC will set the maximum dues per member at 75 percent of the Student Activities Fee.
- Q. SAAC will not require income besides that of dues.
- R. Any other sources of income e.g. fundraising, donations, etc. can be used towards meeting the dues requirement.
- S. SAAC will treat the income requirement of dues as first-in, first-out, where the order of consumption shall be: income, subsidy, excess rollover.

#### *Club Sports- Competitive*

- T. SAAC will only allow up to 7 events for a competitive club sport if it is not in a league.
- U. SAAC will consider budgeting all official league events and up to 2 non-league events for competitive club sports.
- V. SAAC will not consider budgeting individual fees for competitive club sports.
- W. SAAC will consider budgeting up to half of coaching and instructor fees.
  - a. Coach's rate of pay is capped at a max of \$2300 per year for competitive club sports.

#### *Club Sports- Recreational*

- X. SAAC will consider budgeting travel and lodging for up to 2 events for recreational club sports if at least half of the club's membership will attend.
- Y. SAAC will consider budgeting individual registration fees up to \$500 event at a max of 2 events per year for recreational club sports if at least half the team is attending.
- Z. SAAC will consider budgeting up to half of coaching and instructor fees.
  - a. Coach's rate of pay is capped at a max of \$2800 per year for recreational club sports.