

**STUDENT GOVERNMENT**  
**STUDENT ALLOCATIONS COMMITTEE GUIDELINES**  
For Distribution of the Student Activity Fees

**SECTION 1: ANNUAL DEPARTMENTAL BUDGET ALLOCATIONS**

1. All amendments or variations to this policy must be approved by a simple majority vote of the Student Government.
2. Allocation of departmental student activity program budgets shall be held each spring semester.
3. Allocations will be approved by the Student Government prior to the final spring meeting.
4. The deadline for line-item budget requests should be set and communicated early in spring semester.
5. SAC shall make recommendations affecting the entire spending plan of all activity programs subsidized in part or totally by student activity fees.
  - a. Proposed budgets shall reflect the scope of this guideline.
  - b. Student Union, Technology, Intercollegiate Athletics and Health Services Fee proposals are reviewed separately by Student Government.
6. Representatives for requesting organizations should, at the discretion of SAC, appear before the committee to discuss their proposals.
7. SAC highly recommends co-sponsorship, fundraising, corporate support or other forms of revenue generation. Revenue expectations will be considered in the allocation process.
8. Where appropriate, surveys will be taken to determine student interest in various activities and functions.
9. [Non-budgeted Supplemental Budget Request](#), which are not included in the annual budgeting process, will only be considered by SAC if the Student Activity Fund non-budgeted funds request is completed. (This form is only for use by departments who already receive funding from Student Activity Fees, who have realized an unexpected expense; examples might include, competition travel (e.g., Forensics, Repertory Dance, etc.), a special concert, post-season student athletic tickets, or unanticipated personnel expenses.)  
**The supplemental budget request form can be found at the bottom of the web page.**
  - a. One-time supplemental allocation for competition travel will follow the sited criteria specified in “Section IV, Item 11, a-c” of these guidelines.
10. If a department wishes to appeal a SAC recommendation, they can do so by sending a representative to discuss their appeal to the annual Student Government budget hearing.
11. The Student Government has the ability to amend or change a SAC budget recommendation with a simple majority vote during the budget hearing. The Student Government shall agree and vote upon a completed budget by the end of the hearing.
12. Student Activity Funds may not be used to fund the following categories unless the Special Expense Approval Form is completed:
  - a. Travel by faculty or administrators who aren't accompanied by students.

- i. Negotiated labor union agreements supersede this guideline.
  - b. Talent-grants and non-travel related room and board.
  - c. Recruitment of not yet admitted students, including travel, postage, phone, printing and entertainment.
  - d. No food or gift shall be given in lieu of pay.
  - e. Gifts that exceed \$5 are illegal under Minnesota Statutes 43A.38.
  - f. If uniforms (*apparel costing greater than \$30.00*) are bought, they should be paid for by the recipient or remain property of the purchasing activity.
    - i. Recipients who “buy-down” a uniform to \$30.00 or less may retain possession of the apparel.
  - g. Gift certificates should be used as prizes only.
    - i. \$50 maximum for individuals
    - ii. \$250 maximum for groups or organizations
  - h. Student appreciation receptions may be held once per semester.
    - i. Cost per student shall not exceed \$8.25.
    - ii. Annual banquets may be held, as an alternative to receptions, with a per student cost of no more than \$16.50.
  - i. SAF funds may not be used to purchase individual parking permits for MSU employees, faculty, staff, or students.
13. Student salaries for activity program leaders shall not exceed \$12,000 per fiscal year. It should be understood that this guideline does not apply to graduate assistants.
  - a. Positions held for less than 12 months shall be prorated accordingly.
14. SAC shall maintain a minimum of a 5% reserve of its annual projected expenditures as recommended by the Minnesota State System.
15. In the event that an activity program, which is subsidized by student fees, has a surplus they shall retain that surplus for the following year, and SAC will take the surplus into consideration during the budgeting process.
16. In the event that an activity program which is subsidized by student fees has a surplus of greater than 10% of the SAC subsidy or \$10,000, whichever is less, the activity director shall immediately submit a written report to the SAC citing reasons for the surplus and plans for how the surplus will be utilized in the following year.
17. SAF administration and the SAC RSO programming & travel fund shall not carry forward their surplus balance.
18. In the event that an activity program, which is subsidized by student fees, has a deficit of greater than 10% of the SAC subsidy or \$10,000, whichever is less, the activity director shall immediately submit a written report to the SAC citing reasons for the deficit and procedures to be taken to avoid future deficits. SAC shall then make a recommendation to the Student Government as to how to handle the deficit.
19. There shall be no deficit spending without Student Government approval.

20. Postseason competitive travel shall not be included in the regular operating budget of activity programs.
  - a. Any postseason competitive travel funding requests should follow Section I Item 9 and Section IV Item 11 of these guidelines.
21. SAC reserves the right to review income sensitive activity programs up to twice per year to determine budget changes based on updated income projections.
22. A repair/replacement fund shall be set up for accounts which have depreciating equipment to use surplus SAF funds to alleviate the costs of one-time equipment purchases.
23. Any year-end budget surpluses shall be transferred to the repair/replacement fund until the fund cap is reached.
24. The student allocation committee has established repair/replacement funds for the following areas.

Line Item	Maximum Allocation	Budget Cap	Date Established
Reporter	\$4,000	\$15,000	1984-85; 2017-18
Health Service	n/a	\$90,200 **	1991-92; 2017-18
Campus Recreation	\$20,000	\$50,000	2002-03

*\*\*The Health Service budget cap will increase from \$70,000 to \$85,000 in 2014-15 and by 2% in each of the next three (3) years [2015-16 = \$86,700; 2016-17 = \$88,400; 2017-18 = \$90,200].*

25. Requests to access the repair/replacement fund must be submitted through the SAC budget process.
26. The maximum daily meal allowance which can be funded with student fee dollars for programs which are directly funded by student fees through the annual budget process is congruent with the [Commission's Plan](#) (MMB) per diem policy as cited on the [university website](#) following the specific travel conditions outlined there that apply to each type meal while in travel status.
27. Competitive bids must be sought when lodging is considered as part of any travel activity.
28. Student activity programs that receive SAF subsidy moneys shall acknowledge, by displaying the SAF logo in the publicity of their activities, that they receive SAF subsidy support for their program.

## SECTION II: CRITERIA USED TO DETERMINE ANNUAL DEPARTMENTAL BUDGET ALLOCATION

1. How does the program reach a maximum number of students either through attendance and/or participation?
2. How does the program help to achieve and maintain a wide variety of experiences and activities on the campus?
3. How does that program provide necessary and meaningful experiences, which are not available through curricular offerings offered to students through regularly established courses or departments?
4. How does the program contribute to cultural diversity on campus?
5. How has the program demonstrated excellence in the past and/or does it promise to reach a significant number of people in a meaningful and creative way?

6. How does the program offer services or opportunities that are not already available on campus?

### **SECTION III: CATEGORIES OF RECOGNIZED STUDENT ORGANIZATIONS (RSO)**

**The intent of categories is to prevent duplicate funding by SAC and to assist those organizations that have little or no access to funding.**

1. Independent Student Organizations are eligible to make funding requests to SAC for Program and Travel funds via the RSO student portal using the appropriate form.
  - a. e.g., College Republicans, individual Greek organizations, Finance Club, etc.
2. Indirectly Funded Organizations designated as “Multicultural” or “International” via the RSO student portal are eligible for SAF funding through their division or department. These organizations are not eligible to request funding directly from SAC.
  - a. e.g., PanHellenic Council, Black Student Union, Somali Student Association, etc.
3. Directly Funded Organizations (e.g. sports clubs) can make funding requests through SAC for tournament and competition travel only. Other than that, these organizations are not eligible to request additional funds from SAC.

### **SECTION IV: INDIVIDUAL RECOGNIZED STUDENT ORGANIZATION (RSO) FUNDING REQUESTS not included in the annual spring budget process.**

1. Eligible RSO requests for funding shall be submitted by filling out the appropriate RSO Student Activity Funding Request form (RSO Travel or RSO Program), which are in the RSO student portal and submitted electronically.
  - a. A separate funding request must be completed specific to each program event date or travel event.
2. SAC reserves the right to request that an RSO representative be present for questioning at a SAC meeting to help the committee make a recommendation.
3. SAC should make every attempt to complete budget requests within two committee meetings.
4. Priority will be given to RSO’s who submit their funding request at least two weeks prior to the event.
  - a. Funding requests for RSO travel between May 1 and August 31 must be submitted on or before April 15 each spring to allow time for consideration before SAC adjourns for the summer. (SAC does not meet from mid-April to mid-September.)
  - b. Funding requests for a RSO programming event planned during the first week of academic classes in the fall must be submitted on or before April 15 each spring to allow time for consideration before SAC adjourns for the summer. (SAC does not meet from mid-April to mid-September.)
    - i. Program funding requests will only be considered for events held on-campus that are scheduled during the fall and spring academic semesters as determined by the university calendar.
  - c. Funding requests for RSO travel or RSO program funds submitted from September 1 until the first official Student Allocation Committee meeting of the fall semester will be reviewed by the SAF

staff advisors, considered and recommended by the Student Government president & vice-president to the full Student Government for consideration and vote via consent agenda.

5. Submissions may not be made after an event has taken place.
6. SAC shall submit their recommendation for the funding request to the Student Government for approval at the Student Government's next meeting time.
7. A SAC representative shall contact the RSO representative within 24 hours of the university President's approval of the Student Government vote.
8. RSO funding requests, which have been approved, will be paid out in the form of a reimbursement.
9. Reimbursements shall be dependent on original, physical receipts, which shall be provided to the SAF Business Manager.
10. Reimbursements shall be paid up to the dollar amount approved by the Student Government, but shall not exceed the amount of the receipts provided to the SAF Business Manager.
11. Any organization may request SAC funding for competition and tournament travel on an individual basis by filling out the RSO Funding Request form's travel section.
  - a. Invited organizations or teams who are participating in a closed invitational tournament or competition are eligible for funding of up to \$100 per competing student and one (1) coach or advisor, with a maximum of \$2,000 for the event.
  - b. Organizations or teams, which have competed and qualified for a tournament or competition, may be eligible for funding of up to \$400 per competing student and one (1) coach or advisor, with a maximum of \$6,000 for the event.
  - c. SAC should review the above amounts as often as they deem necessary.
12. SAC requires that any RSO requesting funding be formally recognized by Student Government.
13. SAC highly recommends co-sponsorship, fundraising, corporate support or other forms of revenue generation. Revenue expectations will be considered in the allocation process.
14. Funding will be based on the following criteria:
  - a. The maximum utilization and efficiency of all funds requested.
  - b. Use of other revenue sources.
  - c. How attendance at this event contributes to the campus community.
    - i. Fundraising events held on-campus, open to all students, will be considered if the proceeds will be donated to a nationally recognized non-profit charity.
      1. e.g., Relay for Life, American Heart Association, Dance Marathon/Miracle Network, etc.
15. Eligible RSOs may apply for **Program Funds** to support an event or activity being hosted on campus. *(e.g., an educational, social, or cultural event for the enrichment of students beyond a specific organization)*
  - a. Program funding is available for eligible organizations of up to \$500 per fiscal year.

- b. The event must be open to all students.
  - c. This process can take several weeks, submitting a SAF request for program funding should be done well in advance of the date of the event. (*Preferably 4 weeks.*)
  - d. Food may only be purchased with Program Funds if it is deemed essential to the success of the event and is purchased in accordance with university policy. (Food is limited to reception snacks and refreshments. Food must be ordered and purchased from University Catering located in CSU 219.)
  - e. Speakers and performers for an event may be paid with approved Program Funds.
    - i. Anyone paid to provide a service must be registered as a vendor and listed in the Minnesota State system.
    - ii. Only a purchase order is required for a low-risk speaker/performer event up to \$3,000 (all-inclusive) per university guidelines. This will require your RSO representative to complete and submit a signed "Approval to Hire Guest Lecture/Presenter" form in advance of the event date. (*Further instructions will be sent to your RSO representative upon approval of the Program Funding*).
    - iii. If the program may be considered high-risk or exceeds \$3,000 (all-inclusive) the speaker/performer will require a two-step process. A purchase order is needed, and they must "sign" a university contract in advance of the event date to be paid for their services.
    - iv. Please review the information on the Finance & Administration website specific to initiating a contract. <https://admin.mnsu.edu/finance-and-administration/contracts/initiate-a-contract/>
  - f. Preparation for the event, such as advertising, room reservations and success of prior events may be considered in determining recommendations.
  - g. Eligible organizations may work together on an event to increase program-funding limits.
    - i. Separate program fund requests must be submitted on behalf of each collaborating RSO.
    - ii. Collaborative program fund requests must be submitted for consideration at the same weekly SAC meeting.
    - iii. Increased funding limits are equivalent to the available program funds from each RSO summed together.
  - h. Program funds may not be used to support recruitment efforts of an organization.
  - i. Program funds may not be used to purchase supplies for an event that would need to be retained and inventoried on-campus due to lack of space and annual change of leadership.
    - i. e.g., rakes, shovels, craft supplies, etc.
16. Eligible RSOs may apply for **Travel Funds** to support club/organization travel that enhances the campus experience.
- a. Travel funding provides a maximum of \$100 per student, with a maximum of \$2,000 per fiscal year.
  - b. Travel funds may not be used for meals.
  - c. Travel funds may only be used for MSU enrolled students.

- d. Travel funds may be used for the following purposes:
  - i. Travel Costs (*e.g. vehicle rental, gas receipts, bus fare, airfare, parking, etc.*)
  - ii. Registration fees
  - iii. Lodging costs
  - iv. Any other costs must be requested on an individual basis from SAC
- e. RSO competition travel will follow Section IV Item 11 of these guidelines and be considered separately from the travel fund limits explained by point 'a' of this item.