

Policies and Procedures for the Allocation and Expenditure of Student Activity Funds

APPROVED BY SAEC on 4/21/2023

Contents

I.

I. SFC

Upon receiving the initial assessment, the SFC shall require supporting documentation on:

- i. The Organization's constitution
- ii. Meetings
- iii. Previous three years of programming, if available, organized or supported including topic, attendance, and any surveys completed and returned.

If the organization has not been established for three years, then the organization shall provide all above documentation since its date of establishment.

- iv. Up-to-date social media websites
 - v. Funding levels received from Club Programming Committee
2. Attend one SFC meeting to provide supporting documentation mentioned above, as well as to answer any follow-up questions from the SFC based on the organizations answers to the initial assessment form.
 3. If an organization has not been established previously on Radford University's campus, their method of funding shall be determined after recognition by the Committee on Clubs and Organizations (COCO) as an official organization at Radford University.
 4. Upon completion of the application steps, the SFC shall vote on directly funding

Can temporarily suspend or completely freeze account activity
Removal of money from a reserve account
Reduced budget allocation for current or future years
Elimination of all current and/or future funding

IV. Funding Eligibility Criteria

- A. The programs and activities to be funded must:
1. Be sponsored by an officially recognized university group or administrative unit.
 2. Be compatible with the official purpose of the sponsoring group, SFC and/or SGA.
 3. Potentially benefit the entire student body rather than any particular few.
 4. Be available to all Radford University students regardless of academic major or class standing unless otherwise authorized by SFC and comply with the University's Non-Discrimination Policies.

“Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices”

- B. There must be a clear statement of the activities and estimated budget in a line item format. (See Section V for instructions for requesting annual budgets).
- C. Groups receiving funding from the Student Activity Fund must abide by university policies and procedures. Failure to comply with these university policies and procedures could result in the immediate loss of funding.
- D. Fundraising
1. Organizations supported completely by SFC (i.e. SGA, R-SPaCE, DAP/AEC, Student Media groups) can fundraise to benefit outside organizations but cannot fundraise to subsidize their SFC allocation of funds.
 2. Organizations partially supported by SFC (i.e. Sports Club Council, PHE, CPC) can fundraise to benefit outside organizations as well as to support their own organizational needs.
 3. Deposits from fundraising activities cannot run through university accounts. Deposits should be made directly to the organization benefiting from the fundraiser.
 4. No university funds may be used to purchase goods or support fundraising activities.
 5. If any fundraising activities involve ideas about waiving or modifying fees (such as free admission in exchange for canned food items), the Vice President for Finance and Administration must approve the fee waiver/modification prior to the event.
 - 6.

University Advancement to seek appropriate approvals. Organizations will need to provide the following information:

1. List of donors being solicited
2. Type of donation being requested (cash, merchandise, etc.)
3. Purpose or use of the donation

Refer to Radford University's Sales and Solicitation on Campus Policy for additional information:

<https://www.radford.edu/content/dam/departments/administrative/budget/Sales-Solicitations-Revised-April-2011.pdf>

V. Instructions for Requesting Annual Budgets

- A. Annual budget requests (for the period of July 1 - June 30) are due in January. SFC will send notices out to all funded groups in November. As part of the budget development process, budget request, survey results, marketing efforts, mission statement and past attendance of the meetings and events must be included for consideration

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proper time is not allowed, the travelers will have to pay for all expenses and then request reimbursement. Itemized receipts are required for reimbursement.

- c. For a comprehensive understanding of travel rules, regulations, and processes, refer to Accounting Services website. [Travel | Accounting Services | Radford University](#)

IX. Revenue

Contact the Account Manager to receive instructions for the collection and deposits of income.

A. Minimum Revenue Collected

Certain accounts will be required to generate a designated minimum amount of non-

XI.

for specific organizations to generate anticipated revenue amounts as set by SFC for large-scale entertainment events. Ticket prices for non-Radford students will be no less than the amount charged for Radford university students.

D.

however, the general public may be admitted free of charge to educational programs funded by the Club Programming Fund.

O. Decisions of the SFC regarding the ticket distribution policies are final.

P.

Department is responsible for informing the Financial Aid Office of all wages paid to students from the Student Activity Account.

3. Wage or pay increases must be authorized reviewed by the AVP for Student Life, VPSA, Budget Office and Human Resources prior to being implemented.
- 4.

Vice President \$2,850

MEDIA

Tartan Editor \$5,700

Whim Editor \$4,350

Roc-TV Producer \$4,350

Radio Free Radford Producer \$4,350

Beehive Editor \$2,850

Exit 109 Editor \$2,850

e.

SGA

President \$5,700

Chief Financial Officer \$2,850

Vice President \$2,850

Chief Activities Officer \$2,850

Chief of Staff \$2,850

A. If an SFC organization would like to have an executive member paid, the following guidelines must be met.

- e. a. The student organization must be fully funded by the Student Finance Committee.
- b. The organization must hold an open election process and the member must hold an executive role within the specific organization requesting that the executive gets paid.
- c. The executive member paid will stay in good standing with the organization.
- d. The organization member must have specific job duties and obligations outlined within the organization's constitution.
- e. The organization must hold weekly meetings and provide consistent programs/events for the student body.
- f. The organization must have an active advisor to review performance of the executive member getting paid and to approve the members time/attendance sheet.
- g. Organizations must provide evidence of all oE alA 0 -1.1n (Tw -16.97 p)2ha* met to SFC (iz)-c

g.

financial needs.

XVII. Standard cost guidelines and Rates for Various Services

Awards:

Organizational Awards - \$30 per person (maximum)

Outstanding Student Awards - \$45 per person (maximum)

Dinner Banquets:

Consistent with state guideline rates:

Food Costs:

Consistent with state guideline rates:

<https://www.radford.edu/content/dam/departments/administrative/policies/FinanceAdminPoliciesandProcedures/FA-PO-1207FoodBeveragePolicy.pdf>

Honorarium:

An honorarium is a token of appreciation paid to a non-employee or non-student for services performed for which payment is not required. All contracts require the approval of Procurement and Contracts.

https://www.radford.edu/content/dam/departments/administrative/accounting-services/Honorarium_Payment_Request_Form-122117.pdf

Maintenance services:

Provided by Radford University Facilities Management. Rates are based on the standard costs as determined by Facilities Management. A Facilities Service Request needs to be completed and emailed to the Facilities department: [Forms | Facilities Maintenance and Operations | Radford University](#)

Mileage Rates:

Consistent with state and university guidelines: [Radford University Travel Policy](#)

Organizational Apparel:

Consistent with Radford University guidelines:

<https://www.radford.edu/content/dam/departments/administrative/financial-services/policies-procedures/ApparelPolicyrevisionSep2015.pdf>

Promotional Items:

Consistent with Radford University guidelines:

<https://www.radford.edu/cont>

the SFC as they pertain to the Student Activity Accounts. Only action items deemed urgent by the current SGA Chief Financial Officer can be acted on by the committee. The special committee will be composed of the following members.

- A. The current SGA Chief Financial Officer.
- B. A minimum of three students who have served on the SFC during the previous year or who have been appointed to serve for the following academic year.
- C. A minimum of one SFC advisor.
- D. Discussion and voting protocol will follow approved SFC policies and procedures.

If summer schedules do not permit a face-to-face meeting, a phone conference is acceptable but the special committee members must have all documentation regarding the action items prior to the meeting.

XX. Final Authority

All SFC decisions are subject to review by the Vice President for Student Affairs.

Appendix A: Annual Budget Request Form

Student Finance Committee
2023-24 Student Organization Budget Request

Current Year, Re-Alignmet, New Funding, Total Requested, Budget Detail

Enter amount of new

EXPENSES (see descriptions on tab 2)

	10	11	12	13	14	15	16	17	18
61130 FICA									
7120 COS. FACULTY SERVICES									
7121 ON-CAMPUS PRINTING/POSTAGE									
7122 PHONE									
7220 EQUIPMENT									

