3341-2-35  Student Budget Committee (SBC) Funding.

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<th>Applicability</th>
<th>All University units</th>
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<td>Responsible Unit</td>
<td>Campus Activities</td>
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<td>Policy Administrator</td>
<td>Associate Dean of Students</td>
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(A) Policy Statement and Purpose

The purpose is to articulate how registered student organizations may request funding for programming, operating expenses and/or travel, as well as how to appeal funding request decisions and apply for funding requirement exemptions.

(B) Policy

(1) SBC Fund Philosophy

Student Budget Committee funding policies are aligned with the university’s vision and core values. The philosophy of these policies is based on the commitment to provide monetary resources to registered student organizations that provide programs and activities that embrace the co-curricular education of the entire BGSU student body. These policies comply with federal, state and local laws as well as university policies as specified in the BGSU Student Handbook.

(2) SBC Funding Requests

Registered student organizations may request funds from the Student Budget Committee. These funds are intended to support organization activities, but not to fully fund organizations. SBC will only fund up to 75% of an organization’s total annual budget.
Organizations are not guaranteed funding. Funding for an organization will be based on SBC’s evaluation of the organizations requested events, submitted budget request, presentation, available funds, and information gathered during financial consultations and audits.

(3) Spot Funding

Organizations may submit a request, not to exceed $2,000 per hearing, to cover expenses not anticipated during annual or semester funding cycles. The Spot Funding process occurs periodically throughout the academic year. After the hearing, awarded funds are available to organizations that meet all requirements as stated in the allocation.

(4) Annual Funding

The Annual Funding process is available by request to organizations for the next fiscal year. The hearing process occurs in the spring semester and allocated funds are available the following July 1 to organizations that meet all requirements as stated in the allocation. This process will require forms to be completed and subsequent hearings. Student organizations that desire to apply for annual funding must meet the criteria:

(a) Have been a registered student organization at BGSU for three or more consecutive years; and

(b) Have had less than 10% or $1,000, whichever is greater, swept at the end of the previous calendar year.

(5) Semester Funding

The Semester Funding process is available by request to organizations for the next fall or spring semester(s); however, groups that utilize the Annual Funding Process may not elect to also participate in the Semester Funding process to apply for funds for the same fiscal year. The hearing process occurs in the spring semester to allocate funds that are available the following July 1 to December 31 and in the fall semester to allocate funds that are available for the following January 1 – June 30 to organizations
that meet all requirements as stated in the allocation. Both will require forms to be completed and subsequent hearings.

(6) Travel Funding

Funding for student organization travel is divided into two subcategories:

(a) Conferences/Training Sessions – requests may be submitted only through the Spot Funding process; however, the $2,000 per hearing cap does not apply to this travel requests; and

(b) Competitions (including sports clubs) - requests may be submitted as part of the Annual or Semester Funding process. Groups may also apply for additional funds through the Spot Funding process if the need arises.

(7) SBC Fund Policies

Three funding categories differentiate between different types of expenditures –programming, operations, and travel. All requests and expenditures are categorized into one of these three.

(a) General policies

All three funding categories are covered by these policies.

(i) The university's core values will serve as the philosophical base for the expenditure of all funds.

(ii) Funds may not be used to support activities which are linked to academic courses and for which academic credit is awarded.

(iii) Funds may not be used to support activities that are open to only people of a specific race, sex, sexual orientation, gender identity, gender expression, color, national origin, ancestry, genetic information, pregnancy, religion, age, marital status, disability, or status as a veteran.
(iv) Funds may not be used for scholarships, grants, gifts, prizes, awards, donations, financial aid, legal services, prohibited political activities, or sponsorship of elections.

(v) Operating and travel funds cannot be used by student organizations whose mission is to raise funds for philanthropies.

(vi) Funds may not be used to reimburse expenses incurred prior to funding approval.

(vii) All student organizations will be audited annually by the Office of Campus Activities. The audits will be made available for the Student Budget Committee to review prior to annual funding.

(viii) Spot audits may occur as deemed necessary by the Office of Campus Activities.

(ix) If the organization audit indicates problems or irregularities, funds may be frozen as deemed necessary by the Office of Campus Activities.

(x) All student fee funds will be swept from student organization accounts at the end of the fall semester and at the end of each fiscal year. This does not apply to a student organization's fundraising dollars.

(xi) The university Activities Organization, Homecoming Student Steering Committee, Undergraduate Student Government and Graduate Student Senate accounts will not be swept.

(xii) Graduate student organizations are not eligible for professional development funding because graduate students may apply for funds through the Graduate Student Senate Professional Development Fund.
(xiii) Student organizations may not use funds to contract with individuals/entities, excluding currently enrolled Bowling Green State University students, in a way that would create an employment relationship. Accordingly, all individuals/entities must follow the university’s Purchasing policies and meet criteria as Independent Contractor. For more information, visit http://www.bgsu.edu/finance-and-administration/controller/independent-contractor.html.

(b) Programming Funds

Programming funds are awarded to support events which enhance the educational, cultural, and social experience of BGSU students and are available for participation by the entire student body.

Programming funds may be spent within the following limitations:

(i) $1,500 maximum for food, per event. All food must be purchased from BGSU Dining.

(ii) Full-time BGSU employees may not receive more than $100 in an honorarium. Honorariums may be provided for speaking engagements, consultations and training. BGSU employees may not receive payment for performing services that are considered to be within the scope of their BGSU employment.

(iii) Organizations may not pay their advisor for services.

(c) Operations Funds

Operating funds are awarded to support day-to-day expenses of registered student organizations.
(i) Appropriation of these funds is not to exceed the following according to the type of student organizations:

(a) Media organizations – $20,000

(b) Sports clubs – $10,000

(c) All other organizations – $2,000

(ii) Operation funds may be spent for costs of within the following limitations:

(a) No expenses for food at meetings

(b) No expenses for salaries, stipends or wages

(c) No expenses for personal computer purchases

(d) Travel Funds

Travel funds are awarded to support and to assist with travel expenses that directly aid the organization in achieving its mission. Travel includes conferences, training sessions, competitions, and other off-campus events outside the city of Bowling Green, Ohio, which enriches the resources available to student organizations. Travel funds must be spent in compliance with the BGSU Travel Policy. Funds to support participation in tournaments or competitions that require qualification should be requested only after the organization has qualified.

(i) Travel funds may be used to cover the costs of:

(a) Vehicle rental

(b) Lodging

(c) Tolls
(d) Registration and entry fees

(e) Mileage reimbursement for travel beyond 50 miles from campus, at the standard university rate

(f) Advisor travel cost as prescribed by the BGSU travel policy

(ii) Travel funds cannot be used to cover the costs of:

(a) Food during travel

(b) Conference travel for graduate students pursuing professional development

(8) Funding Policy Exemptions

Organizations may appeal to the Dean of Students for exemption from specified parts of the above policies if a policy prevents an organization from accomplishing its mission. An exemption request must be made prior to submitting the associated funding request. SBC will consider a funding request with a policy exemption only if the exemption has been granted.

(9) Appeals

SBC decisions may be appealed to the Dean of Students. Such appeals must be submitted to the Office of Campus Activities within two weeks of the decision being sent to the organization. The decision of the Dean of Students is final.

(10) SBC Membership

The SBC is comprised of eleven students. The Undergraduate Student Government (USG) treasurer and the Graduate Student Senate (GSS) Graduate Allocations Representative serve as co-chairs. The remaining nine members must be representative of student organizations and thus every effort shall be made to have a representative for every category of student organizations. At most, four of the eleven members may be graduate students.
Registered Date: March 12, 2015
Amended Dates: February 16, 2016, September 30, 2016