Student Organization Allocation Board Policy

Philosophy

The Student Organization Allocation Board policy aligns with the University’s Mission, Vision, Core Values, and Strategic Plan. The philosophy of this policy is based upon the University’s commitment to provide monetary and other resources to recognized student organizations that provide programs and activities that enhance the co-curricular education of the entire BGSU student body. This policy complies with federal, state and local laws as well as other University policies.

Membership

The Student Organization Allocation Board is comprised of faculty, staff, and student representatives appointed by the President, Senior Vice President and Provost, Vice President for Student Affairs and Vice Provost, and/or their designee(s).

Guidelines

Three funding categories differentiate among types of requests – Programming/Events, Operations, and Travel. All requests are categorized into one of these three areas.

All requests must adhere to these requirements:

1. The University's Mission, Vision, Core Values, and Strategic Plan will serve as the philosophical base when deciding the allocation of funds and resources.

2. Funds may not be used to support programs or activities which are linked to academic courses and/or for which academic credit is awarded.

3. Funds must be used to support programs and activities that are open to all students regardless 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.

4. Funds must be used to support programs and activities that are free to all students. Student organizations may only charge students a fee to participate in a program or activity funded by the Student Organization Allocation Board if they request and are granted approval when applying for funding.

5. Funds and resources may not be used for scholarships, grants, gifts, prizes, awards, donations, financial aid, legal services, prohibited political activities, or sponsorship of elections.

6. Funds may not be used to reimburse expenses incurred prior to receiving funding approval from the Student Organization Allocation Board.

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7. All student organizations will be audited annually by Campus Activities. The audits will be made available for the Student Organization Allocation Board to review prior to the semester funding process.

8. Spot audits may also occur as deemed necessary by Campus Activities.

9. If the student organization audit indicates problems or irregularities, funds and resources may be frozen as deemed necessary by Campus Activities.

10. All University-allocated funds will be swept from student organization accounts at the end of each semester. This does not apply to a student organization's fundraising dollars.

11. Student organizations must use funds in accordance with all University policies and may be required to utilize preferred vendors and/or contracted suppliers when expending funds.

12. 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 service providers must follow the University’s policies and meet criteria as an Independent Contractor. For more information, visit http://www.bgsu.edu/finance-and-administration/controller/independent-contractor.html.

13. Student organizations that receive funding must reconcile all transactions and complete a post-assessment within 30 days following the program/event, return from travel, or operational purchase. Failure to complete these steps may impact future eligibility for funding and/or resources.

14. Funds must be used for the express purpose that they are allocated for unless the student organization submits and is approved for a budget modification in advance by Campus Activities.

15. Any funds that are not used for their expressly approved purpose will be released from the organization’s treasury and returned following the program/event, return from travel, and/or operational purchase.

16. Recognized Student Organizations shall maintain all student organization funds, including fundraising dollars, in their University account and are not permitted to have off-campus bank accounts. Designated social fraternal organizations are exempted from this requirement.

17. Recognized Student Organizations with selective membership standards are only eligible to apply for Programming/Events Funds and may not apply for or receive Operating and/or Travel Funds without being approved for an exemption in advance by the Dean of Students, or designee.

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Requests

Recognized Student Organizations may request funding and/or resources from the Student Organization Allocation Board. Only Recognized Student Organizations whose presidents, treasurers, and advisors have completed their respective training(s) and student organization who are in good standing with the University may receive funding and/or resources. These funds/resources are intended to support student organization programs and activities but not to fully fund organizations. The Student Organization Allocation Board will only fund up to 75% of a student organization’s budget.

Student organizations are not guaranteed funding or resources. Allocations for a student organization will be based upon the Student Organization Allocation Board’s evaluation of the student organization’s request, available funds and/or resources, and information gathered during financial consultations and/or audits.

Semester Allocations Process

The Semester Allocation Process is only available to student organizations that have been recognized at BGSU for two (2) or more consecutive years. The application process occurs in the spring semester to allocate funds that are available to expend the following July 1 to December 31 and in the fall semester to allocate funds that are available to expend the following January 1 – June 30 to student organizations that meet all requirements as stated in the allocation.

Special Allocations Process

The Special Allocation Process occurs periodically throughout the academic year. This process is open to:

1. Initiatives or Recognized Student Organizations that are new to the BGSU community.
2. Recognized Student Organizations that received Student Organization Allocation Board funding for programs and/or activities that will incur additional unexpected costs that are not the result of fiscal irresponsibility.
3. Initiatives or Recognized Student Organizations that did not receive semester funding from the Student Organization Allocation Board, given that these funds are used in a manner consistent with the funding policy.

Programming/Event Funds

Programming/Event Funds are awarded to support programs/events that enhance the educational, cultural, and social experience of BGSU students. Activities must open for participation by the entire student body and must directly assist the organization in achieving its mission as it aligns with the University Mission, Vision, Values, and Strategic Plan. Funding applications may be submitted as part of the Semester Allocation Process OR the Special Allocation Process, but student organizations may not submit for the same program/event to both processes except as previously noted.
Programming/Event Funds may be utilized within the following limitations:

- $1,000 maximum for food per event and all food must be purchased from BGSU Dining.
- Full-time BGSU employees may not be compensated for speaking engagements, consultations and training, nor may they receive payment for performing services that are considered to be within the scope of their BGSU employment.
- Organizations may not compensate their advisor or coach for services.

Operating Funds

Operating Funds are awarded to support day-to-day expenses that directly assist the student organization in achieving its mission as it aligns with the University Mission, Vision, Values, and Strategic Plan. Funding applications may be submitted as part of the Semester Allocation Process OR Special Allocation Process, but organizations may not submit for the same expense to both processes except as previously noted.

Operating funds may be utilized within the following limitations:

- No funds may be used to purchase food for meetings.
- No funds may be used for salaries, stipends or wages.
- No funds may be used for personal computer purchases.
- No funds may be used for disposable or one-time-use materials.

Travel Funds

Travel Funds are awarded to support expenses that directly assist the student organization in achieving its mission as it aligns with the University Mission, Vision, Values, and Strategic Plan. Travel includes conferences, training sessions, competitions, and other off-campus events outside the city of Bowling Green, Ohio. Travel funds must be spent in compliance with the BGSU Travel Policy.

Travel Funds for student organization are divided into two subcategories: Educational Travel and Competitive Travel. Funding applications may be submitted as part of the Semester Allocation Process OR Special Allocation Process, but organizations may not submit for the same expenses to both processes except as previously noted.

Travel Funds to support participation in tournaments or competitions that require qualification may be requested only after the organization has qualified.

Travel Funds may only be used to cover the costs of:

- Transportation – note, some methods of transportation may require the use of University preferred vendors/contracted suppliers
- Lodging
- Tolls
- Registration and entry fees
- Mileage reimbursement for travel beyond 50 miles from campus at the standard University rate

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Travel funds cannot be used to cover the costs of:
- Food
- Individual conference travel for graduate students pursuing professional development
- Advisor travel unless prescribed by the BGSU Travel Policy

Policy Exemptions

Student organizations may appeal to the Dean of Students, or designee, for exemption from specified parts of this policy if it prevents a student organization from accomplishing its mission as it aligns with the University Mission, Vision, Values, and Strategic Plan. An exemption request must be made in writing prior to submitting the associated funding application. The Student Organization Allocation Board will review a funding application with a policy exemption only if the exemption has been granted in advance.

Appeals

Student Organization Allocation Board decisions may be appealed to the Dean of Students, or designee. Appeals must be submitted in writing to the Office of the Dean of Students (301 Bowen-Thompson Student Union) within five (5) business days of the decision being sent to the student organization. The decision of the Dean of Students, or designee, is final.

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