

Activity Fund Allocation Committee Guideline

I. COMPOSITION OF THE ACTIVITIES FUND ALLOCATION COMMITTEE (AFAC)

II. **Funding Eligibility Requirements**

1. – Before funding requests may be submitted, an OAP form must be turned in before your AFAC Budget request for any allocation is made to an organization. All information on the OAP form must be updated, correct, and should not include students who have graduated).
2. Funding requests must be made at least two weeks prior to the event date.

Receipts must be provided after each function to the AFAC committee.

III. MEMBERSHIP

A. Membership

1. Chairperson: SGA Treasurer
2. SGA President (or another representative of SGA)
3. SGA Social Chair (or another representative of SGA)
4. Class Council Treasurers (4)
5. Director of Student Engagement (2)

B. Chairperson of AFAC

1. Will facilitate AFAC meetings and give status reports on funds that have been allocated.
2. Will work with the liaison between AFAC and the Business Office.

C. Voting

1. All members, excluding the Chairperson and Director of Student Engagement, have one vote and may abstain.
2. The chairperson is a non-voting member, unless a tie occurs, wherein the chairperson has the tie breaker vote.
3. At least half (4) voting members of the AFAC committee must be present to vote on any requests.

IV. COMMITTEE RESPONSIBILITIES

A. Those who qualify for funding

1. All organizations that have completed the Organization Accreditation Process (OAP) including having a current constitution and list of current advisors, officers, membership, and their contact information.
2. No closed membership organizations can receive funding. (I.e., individual Greek letter organizations).
3. No religiously affiliated groups can receive funding.
4. The Inter-Greek Council is eligible to receive up to 2% of the AFAC budget so long as the group has a “Standards Program” actively in place in the IGC constitution or charter. All AFAC rules still apply regarding all other forms of funding and individual fraternities and sororities are not eligible to request funding.
5. All budget requests must be a true representation of the actual cost of the event or activity. Please do not overestimate or overstate the requested budget.

B. Appeals

1. Any organization may appeal AFAC’s decision of their allotment.
2. The organization may appeal the original decision to the AFAC committee.
3. The organization may then appeal the decision in II. B. 2. To a joint committee of AFAC and SGA Executive Board. No further appeals will be permitted after this.

V. TYPES OF ALLOCATIONS

A. Activity Requests

1. Available to all qualifying organizations.
2. Must be completed in a timely manner as specified in Section 2.2
3. Will be submitted to the AFAC chair via AFAC funding form.
4. The chairperson of AFAC will call the committee together weekly throughout the academic year upon receiving request forms.

B. Class Allocations

1. Can only be submitted by the classes, to the AFAC chair. Yearly one-time transportation for non-alcoholic events.
2. Representative of the class must be at the AFAC meeting that has their request on the agenda.
 - i Class representatives should be the Class Council President but may be delegated to another Officer (not the treasurer) as need be.

VI. GUIDELINES FOR USAGE OF FUNDS

A. General Policy/Guidelines for funding

1. Organization sponsoring the event must be open and inclusive to all of campus.
2. Budget requests may ask for funding for:
 - a. Entertainment
 - b. Food (no alcoholic beverages)
 1. No more than twice a semester
 - c. Speakers/lecturers
 - d. Equipment and/or Supplies associated with the organization activities
 1. Equipment/Supplies must be held by the organization at all times. (i.e.: may not be taken off campus for personal use)
 - e. Printing Costs
 - f. Conferences (Conferences should not be attended for individual benefit but rather the benefit of the community as a whole). Students may not attend Job Fairs or Graduate School Fairs.
 - g. Transportation (school van, bus, reimbursement for mileage)
 1. Desired mode of transportation will be considered however, the AFAC Committee reserves the right to make the final decision.
 2. Mileage reimbursement rate to be determined by the College
 - h. Miscellaneous (Not an open-ended request, but must state specific purpose or reason)
3. If the event is charging students for admission, then that organization is not eligible for AFAC funding for that event.

B. Conferences (More than one day, off campus)

1. Funding for no more than 4 people.
 - a. Food-no more than \$75 per person for entire trip (\$25/day).
 - b. Expenses-AFAC will pay for registration for 4 people.
2. Lodging/Travel-no more than 3 days.
3. For leadership training or recognized benefit to the organization and/or college (No job or graduate fairs).

C. Films

1. Shall appeal to the general college community, not for financial benefit
2. Must have acquired the rights to screen the film

D. Restaurant Outings

1. Only for cultural dinners.
2. AFAC will issue funding for transportation only, not for food.

E. Club Sport Funding

1. Funding for club teams should be limited to:
 - a. Payment of league registration fees
 - i This does not include player specific fees
 - b. Equipment for games
 - c. Assist in travel expenses to away games
 - d. At most, funding will be provided for up to 4 home game related expenses.
 - e. Each player is responsible for individual player fees or assessments

F. Charitable Contributions

1. Organizations receiving AFAC funds may not use funds to make charitable contributions to other organizations (on or off-campus). If an organization wishes to use funds to sponsor an event solely for charitable purposes – the organization must first cover the expenditures of the event and then may donate any profit to a charitable cause.
2. AFAC does not cover Homecoming nomination fees

G. Purchases for Personal Gain or Use

1. No organization may use funds to purchase items that members will take personal ownership of and that do not remain in the possession of the organization. Such items may include articles of clothing (sweatshirts, player specific team jerseys, etc.), audio/video equipment, and computer hardware/software.
2. All purchases of supplies and materials including office materials, decorations, and any type of equipment remain in the possession of the organization.
 - a Items that a club/organization is requesting AFAC funding for that will not be staying in possession of the club/organization must be used in a way that aligns with the club/organization's mission and goals. Qualifying items are to be approved by AFAC prior to distribution.