

## Washburn Student Government Association

### Funding of Organizations Policy

#### Section 1. Purpose

Section 1.1 The Activity Fee has been authorized by the Washburn Board of Regents to be used to “provide an academic, cultural and sound environment in which every student may attain the highest possible level of growth and development.”

Section 1.2 Student Organization funding is to supplement, not fully support, an organization’s request. WSGA, as the agent responsible for the fee monies, provides allocations for registered groups. These groups shall use their allotted funds for program and project-related activities in a prudent and responsible manner which further the mission dictated by the Board of Regents.

Section 1.3 Student Association funding should offer the greatest benefit to the largest number of students possible. WSGA will not fund any activities and projects that discriminate on the basis of race, sex, religion, creed, age, national origin, sexual orientation, academic major, or level of undergraduate study.

#### Section 2. Administration

Section 2.1 WSGA serves as a resource from which all students and organizations may benefit; therefore, WSGA shall be governed by the stipulations and authority outlined in the Finance sections of the WSGA By-Laws.

Section 2.2 The WSGA Allocations Committee shall have the responsibility to make recommendations to the Senate concerning the expenditure of the Student Organization Fund.

Section 2.3 Funding for organizational requests shall be conducted through the standard WSGA Senate legislative procedure, accompanied by an allocation request form and a review process, established by the WSGA Budget Director and the WSGA Allocations Committee. Requests to schedule for the review process shall be made no later than 15 days prior to the date for which funding is requested.

Section 2.3.1 Waivers to this stipulation are to be granted at the discretion of the Budget Director and brought to the Senate through the standard process.

Section 2.3.2 Student representatives of organizations up for funding must be students who do not currently serve also as a Senator or Executive Staff member in WSGA, is on the organization’s up-to-date roster, and a member in a leadership position within the organization.

Section 2.4 Policies for Weekly Allocations Committee Meetings:

Section 2.4.1 Student groups wishing to be heard in the Wednesday Allocations meeting must submit their funding requests to the Budget Director by 5 p.m. on the previous Monday. Student groups may request to be heard at a later meeting.

Section 2.4.2 A qualified representative of the organization must come before the Allocations Committee, present the funding request, and field questions from committee members.

Section 2.4.3 On the Wednesday that the Allocations Committee meets after the request is turned in the Allocations Committee will discuss the request in an open session, and then vote on a recommendation on the legislation for the full Senate to consider. The Committee also reserves the right to table a request for a week as more information is gathered.

Section 2.4.4 Failure to bring all pertinent materials to the Allocations Committee meetings will result in the tabling of the student organization's funding request for one week or until all materials are gathered.

Section 2.5 The Committee recommendations shall be presented to the Senate by the chair or, in their absence, the vice chair. The presenter should be prepared to field questions about the request at hand or over the funding process in general.

Section 2.5.1 A qualified representative from the group must come before the Senate, present the funding request, and answer questions from the Senate.

Section 2.5.2 If a group cannot come before the Senate due to unforeseen circumstances, the group must contact the Budget Director prior to the Senate meeting. In this case, it is up to the discretion of the Budget Director and Allocations Committee to determine if the request should be heard or tabled.

Section 2.6 All allocations shall be approved upon a majority vote of the Senate.

Section 2.7 All money allocated to student organizations by WSGA must be spent on undergraduate or graduate students enrolled at Washburn University.

Section 2.7.1 No funds may be allocated for advisors of the organization requesting funds.

Section 2.8 Funded groups must have an active agency account. The Budget Director can transfer funds only after approval from the Senate. The Budget Director will transfer the approved amount one account to the other on the following guidelines:

Section 2.8.1 All student organization activities funded by WSGA shall be designated as either On Campus or Off Campus. On Campus shall be defined as any event or project that takes place on the Washburn Campus, or at a facility or site off the campus within the city limits of Topeka, provided that Washburn does not have the available and typical accommodations for hosting such an activity or event. Organizational housing around Washburn are to be considered On-Campus as well. All other events and activities shall be designated as being held Off Campus.

Section 2.8.2 For activities and projects declared On-Campus or Off-Campus, the transfer of funds will be completed within seven business days of the receipts and

reports from the organization who requested the funds, as outlined in Section 9 of this document, being turned in.

Section 2.8.2.1 Upon receiving an organization's reports and receipts for activities and projects declared On-Campus or Off-Campus, the Budget Director shall determine that all WSGA funds allocated had been used to supplement the organization's activity or project as outlined in the funding request. Only then may the funds be transferred into the organization's agency account.

Section 2.8.3 The Budget Director shall notify student organizations of all transfers made to the organization's account in a timely manner.

Section 2.9 WSGA will operate strictly on a cash basis method. No loans shall be allowed.

Section 2.10 Funds shall be dispersed on a first come, first serve basis.

Section 2.11 The Allocations Committee shall review this document on the first Allocations Committee meeting of the spring semester yearly, and changes may be proposed at any time.

Section 2.12 The Budget Director shall send a Funding of Organizations Policy, a list of the dates that the Allocations Committee will meet, and the Preferred Partners list to all officially recognized student organizations each August and to any other organizations that may become recognized by the University promptly.

Section 2.13 The Budget Director shall conduct two WSGA Student Group Funding meetings each fall semester, prior to October 15th, to familiarize student group leaders with WSGA funding policies.

### Section 3. Groups Eligible for Funding

Section 3.1 An organization is eligible for funding if the following guidelines are met:

Section 3.1.1 Student groups must be officially recognized by the Office of Student Involvement and Development for the academic year in which the student organization is applying for funding.

Section 3.1.2 Organizations that did not receive recognition in the previous year who request funding may be considered by the Budget Director.

Section 3.1.3 Every student organization must attend one of the Student Group Funding meetings in order to receive funding. If the group fails to have representative at either meeting, they will be ineligible for funding unless a meeting is held individually with the Budget Director to review WSGA funding policies.

Section 3.1.4 Groups newly approved by the Office of Student Involvement and Development are not subject to the mandatory deductions concerning fundraising and community service outlined in Section 4 of this document.

Section 3.1.5 All Student groups, including groups newly approved by Office of Student Involvement and Development, must sign a Funding Policy Compliance Form before receiving funding.

#### Section 4. Funded Activities and Projects

Section 4.1 No group will be funded more than \$3,000 per year. That Allocations Committee reserves the right to cut or add money to any organization's request as long as it does not surpass the maximum.

Section 4.2 Funding Reductions:

4.2.1 The Student Organization must have completed substantial and proportionate fundraising to help with organizational costs. It is up to the Allocations Committee to determine whether or not fundraising activities are substantial and proportionate. This includes collection on membership dues. Failure to complete said fundraising activity shall result in a 20% reduction of total allocated monies.

4.2.2 The Student Organization must have completed community service. To count towards this requirement, the organization requesting money must have completed community service activities as a whole organization independent from academic requirements. Failure to complete said community service shall result in a 20% reduction of total allocated monies.

4.2.3 The Student Organization shall come prepared and on time to the Allocations meeting. If the organization shows little knowledge of their request, presents themselves in an unprofessional manner, the organization shall receive a 10% reduction of total allocated monies.

Section 4.3 No more than \$8,000 shall be allocated for any specific event, regardless of how many student groups request funding for that particular event.

Section 4.3.1 No two or more organizations that request funding for a single event may have an overlap in membership of 75% or greater. In a case where two or more student organizations have an overlap of 75% or greater and request funding for a single event, only one of the organizations shall be eligible to receive funding and shall be held to the standard policies of such a request.

Section 4.4 Activities and projects may only be funded by WSGA if and when specific plans are submitted along with the request for financial assistance.

Section 4.5 WSGA may only fund activities and projects that are educational in nature and non-discriminatory, as outlined in Section 1 of this document.

Section 4.6 Organizations hosting events funded by WSGA may charge admission, but are subject to limits imposed by the Allocations Committee.

Section 4.7 Student groups may receive funding to recruit members to their organization and advertise an event they are hosting.

Section 4.8 WSGA may allocate up to \$300 for the purpose of advertising each specific activity or project a student group organizes, excluding apparel.

Section 4.9 Organizations requesting funds for the purchase for prizes, will be limited to three hundred dollars (\$300) per fiscal year.

4.9.1 The total amount of prizes that are gift cards or gift certificates, will be limited to one hundred dollars (\$100) per request.

4.9.2 Members of the organization which are requesting the funds, will not be eligible to receive, or win, any prizes or giveaways that are funded, or partially funded, by the WSGA.

4.9.3 The organization requesting funds for prizes, will submit to the Budget Director, the names of the winners or recipients.

4.9.4 Members of the organization which are requesting the funds, will not be eligible to receive, or win, any prizes that are funded, or partially funded, by WSGA.

## Section 5. On-Campus Funding

Section 5.1 Groups may receive funding for hosting activities and projects on-campus so long as the activity or project is in accordance with both Section 1 and Section 2.7 of this document.

Section 5.2 For activities and projects that bring speakers or entertainers to campus, WSGA may fund for travel, lodging, and speaking fees.

Section 5.3 Groups may receive funding to purchase food for their on-campus activities and events.

Section 5.3.1 Funding of food to groups hosting on-campus activities or projects is limited to a maximum of \$3,000 per activity or project.

Section 5.3.2 Alcoholic beverage costs are not reimbursable from the WSGA Student Activity Fee.

Section 5.3.3 An organization seeking funding for food must consult WSGA's Preferred Partner's list, which the Budget Director will keep up-to-date yearly.

Section 5.4 WSGA shall not fund, under any circumstances, any social functions construed by the Allocations Committee to be events that are unnecessarily exclusive. This may include, but is not limited to date functions, socials, and banquets.

Section 5.4.1 Events shall not be considered "unnecessarily exclusive" when the following criteria are met:

Section 5.4.1.1 Reasonable advertising, which shall include two of the following: flyers, chalking, a public social media, ads in Washburn Review, or ads with Washburn Public Relations;

Section 5.4.1.2 The event must be open for attendance to all students of Washburn University.

## Section 6. Off-Campus Funding

Section 6.1 Groups may receive funding for hosting activities and projects off-campus so long as the activity or project is in accordance with both Section 1 and Section 2.7 of this document.

Section 6.2 Off-campus events may only be funded by WSGA up to \$3,000.00 and no more than \$1,000.00 for each student participating in the activity or project.

Section 6.3 For organizational trips, WSGA may fund travel, lodging, registration fees, and food.

Section 6.3.1 WSGA may fund mileage of privately-owned vehicles. WSGA may fund up to the University's current mileage charge.

Section 6.3.2 WSGA may fund vehicle rentals.

Section 6.3.3 WSGA shall fund a maximum allowance of \$20 per day per student for meal costs.

Section 6.3.4 The maximum amount that any student group can receive for meals for one activity or event shall be \$500.

Section 6.3.5 Alcoholic beverage costs are not reimbursable from the WSGA Student Activity Fee.

6.4 WSGA may fund the attendance of academic development conferences as long as in accordance with Section 1 and Section 6.3. The academic development conference itself may be exclusive to the student organization members.

## Section 7. Apparel Policy

Section 7.1 Student organizations may request for apparel.

Section 7.2 It is the obligation of the Allocations Committee to ensure quality, quantity, and content of apparel.

Section 7.3 WSGA reserves the right to withhold reimbursement for apparel altered between approval and production.

Section 7.4 Organizations producing apparel must show a final product to the Budget Director to ensure that the "Student Activity Fee Logo" is present and the apparel was produced as approved by the Allocations Committee.

Section 7.5 The funding of apparel shall operate the same as event reimbursements, meaning funds will be transferred into the student group's account after receipts have been turned in with a letter requesting the funds to be transferred and the product has been presented to the Budget Director.

Section 7.6 Only one apparel funding request per student organization will be granted each fiscal year.

Section 7.6.1 In cases where student organizations are paired together for a single event or project, only one organization can claim the apparel, if requested, and that organization shall no longer be eligible for apparel reimbursement for the remainder of the fiscal year.

Section 7.7 All apparel shall be purchased from vendors licensed by Washburn University to use the Washburn name and logos according to university guidelines.

Section 7.7.1 When the Ichabod Shop is used there is a \$1,500 limit on apparel.

Section 7.7.2 When outside vendors are used there shall be a \$1,000 request limit on apparel.

Section 7.8 The Allocations Committee shall have the responsibility to determine if the apparel for specific events is non-exclusive, as is required to be eligible for funding.

Section 7.9 Sporting club jerseys that are property of the student organization and reused each year are not to be considered apparel and shall be considered team equipment.

## Section 8. Student Research Development Grants and Campus Project Grants

Section 8.1 Any student may request money for Research Development Grants and Campus Project Grants.

Section 8.1.1 A Research Development Grant is a grant that allocates money to students for Events not hosted by a Student Organization on campus, to go out into the community and present information based on their studies, or to partake in an academic development event/conference.

Section 8.1.2 A Campus Project Grant is a grant that allocates money to a community event or project on campus, with the goal of making the Washburn University campus a better place.

Section 8.2 No more than \$3,000 shall be allocated for any specific Research Development event, including International Study Abroad trips, regardless of how many students are attending the event.

Section 8.2.1 No more than \$1,000 shall be allocated to a single student for any single Research Development event.

Section 8.3 If multiple students are applying for the same event, each student must fill out their own Funding Request Form. Each individual request will then fall under normal procedures of the Funding Policy. Requests

Section 8.3.1: Each student is eligible for one Research Development Grant per year.

Section 8.4 No more than \$3,000 shall be allocated for any specific Campus Project.

Section 8.5 Exceptions to all grant funding limits may be given at any-time by recommendation of the Allocations committee.

## Section 9. Reports and Receipts

Section 9.1 Copies of receipts for all WSGA-approved funds are to be submitted to the Budget Director within 4 weeks of the project's conclusion.

Section 9.1.1 A written report explaining the activity or project and how both the University and organization benefited are to be submitted to the Budget Director within this timeframe.

Section 9.1.2 Receipts for purchases prior to the date of funding approval will not be reimbursed by Washburn Student Government Association.

Section 9.2 The deadlines in Section 8.1 may be extended by the Budget Director due to unforeseen circumstances.

Section 9.2.1 In order to receive an extension, an organization must submit a written request to the Budget Director to have an extension granted and explain the circumstances preventing the organization from turning in copies of the receipts or reports on time. This request must be submitted with the 4-week period following the activity.

Section 9.3 The Budget Director shall be required to contact the advisor and the representative of each student organization that receives funding from WSGA of the date the report and receipts are due. The contact shall be sent immediately following the project's conclusion and 2 weeks before the date the report is due.

Section 9.4 An organization that turns in receipts and reports after the timeframe set forth in Section 8.1 of this document is subject to the follow penalties:

Section 9.4.1 If the organization has not been granted an extension and fails to turn in receipts and reports within the 4-week period, their WSGA status becomes "Frozen Organization." A Frozen Organization may request no further funding from WSGA until the situation is rectified.

Section 9.4.2 Once the situation is rectified to the satisfaction of the Budget Director, the organization will become an "Organization on Probation." An Organization on Probation may request funds from WSGA, but will be subjected to greater scrutiny.

Section 9.4.3 An organization may only lose its Organization on Probation status when it has completed the funding process correctly. Only then may its status return to normal.

## Section 10. Funding Reviews

Section 10.1 The Allocations Committee and the Budget Director reserve the right to jointly review any organization receiving funding from WSGA at any time.

Section 10.1.1 A WSGA funding review should consist, but is not limited to, a thorough examination of all monies allocated to the organization in question for the last 3 fiscal years.

Section 10.1.2 The student organization's sponsor and representative shall be contacted during the initial stages of the review.

Section 10.1.3 The review will be held during the Allocations Committee's regular meeting time. An organization leader should be present with all pertinent documents, and the organization's advisor is encouraged to attend.

Section 10.1.4 If inconsistencies or misconduct is found in the review process, the organization will become a Frozen Organization until the situation is rectified.

### Section 11. Revision of the Funding of Organizations Policy

Section 11.1 The WSGA Funding of Organizations Policy will only be amended by a 2/3 vote of the seated WSGA Senate.