SAFB TRAINING
DIRECT STUDENT
FUNDING (DSF)
WHAT IS SAFB

> Student Activity Finance Board (SAFB)
  > Extension of the Student Council (STUCO)
  > Responsibilities Include
    > Managing, Collecting, and Distributing the Student Activity Fee
    > Giving recommendations on adjustments to the Student Activity Fee
    > Ensuring fiscal responsibility and use of the Student Activity Finance Funds
OTHER POWERS

> Reallocation of SAFB funds from any group at any time with STUCO General Body approval
  - This is simply a tool SAFB can use to ensure fiscal responsibility and federal/state laws are followed

> Place organizations under Fiscal Review
  - Fiscal Review is a defined process in the SAFB Code
  - This is usually enacted under the request of at least 5 student, of the STUCO Executive Board, of Student Involvement, or at the discretion of SAFB
  - This almost always comes before funds would be forcibly reallocated

> Other procedures can be found in the SAFB Code
  - Voting Procedures
  - Representation Requirements for Recommendations
    > You must have a representative at the meeting for recommendation approval
  - Final Student Activity Fee Recommendations
  - Activity Fee Incident Procedures
FUNDING GROUPS

> Direct Student Funding Group (DSF)
  - This is the direct separation of the activity fee
  - Some RSOs receive direct student funding
  - DSF groups are eligible to receive up to 100% funding

> External Funding Contributions Group (EFC)
  - All other RSOs who are not DSF
  - Subgroups of a DSF Group
  - EFC groups are eligible to receive up to 50% funding*

> Equipment & Contingency Fund Group (E&C)
  - There are very specific rules to the use of this fund

*Club Sports is exempt to this rule due to being governed by a UDO that helps determine funding percentages but cannot exceed 100%
DUE DATES

- Professional Projects (Current Academic Year)
  - The 4th Week of the Fall Semester
- Direct Student Funding (DSF) (Next Academic Year)
  - The 6th Week of the Fall Semester
- Club Appropriations (Next Academic Semester)*
  - The 8th Week of the Fall & Spring Semester
- Club Sports (Next Academic Semester)*
  - The 10th Week of the Fall & Spring Semester

*Does not include the Summer Semester
The purpose of the E&C Fund:
- Enable all University RSOs, excluding University-approved housing, to make long term purchases on a limited basis that cost more than a total of $5,000
- Provide a contingency fund for the External Funding funds
- Provide a contingency for other RSOs

This is determined based on need and feasibility of an RSO to acquire the equipment on their own or through another funding source.

This is also used as a contingency.
- What defines a contingency can be found in the SAFB Code

Follows the rules of other equipment purchased by SAFB.
- If an RSO goes defunct, the equipment returns to SAFB for reallocation or resale (within the same EFC or DFS Group).
The purpose of the Campus Events Fund is to help organizations sponsor campus events.

Organization and event eligibility:
- Events are only eligible for recommendations up to 50% of the total event cost
- The event is a recurring campus-wide event held no more than once a semester,
- Occurred in the year directly prior to the request,
- Will be open to all students, and
- If possible, it is being held on university property.

Deadlines of Campus Events Requests are unique
- Requests must be submitted at least 60 days prior to the event
- Events that are to be held within the first 60 days of the semester must be requested within 40 days of the end of the prior semester.
> Events in the summer are typically not funded
  – There are not enough students on campus to justify the cost
  – Major recruitment events for incoming freshman or during O-Week have been an exception

> The event must be organized and hosted by an RSO
  – An RSO cannot request funds for an event hosted by a department or office on campus
  – Multiple RSOs can make a joint request for an event
WHAT IS DIRECT STUDENT FUNDING
The SAFB shall provide financial assistance to eligible organizations and present recommendations to the student body on what they find to be appropriate funding for each group.

– The SAFB shall act as a liaison in assessing both student body expectations and organization needs.

Any organization that is not currently receiving DSF shall submit to the SAFB Chair and DSF Chair a document of no more than two pages giving the reasons the organization feels it meets the eligibility requirements and should receive direct student funding.

– They shall also submit an initial budget that includes both expenses and income for their first proposed funding year, excluding expected direct student funding.

– This must be done in the Spring semester, two weeks before the second to last Student Council General Body meeting.

DSF approval for an organization’s application shall be with an SAFB majority vote and a three-fourths Student Council vote at the second to last Student Council meeting of the Spring semester.
Organizations eligible to apply for DSF shall fall into at least one of the following categories and be reviewed by the SAFB:

- Campus Departments providing student activities,
- Programming Boards,
- Media Organizations,
- Governing Bodies or,
- Any other organization that benefits the entire student body without regard to membership.

Organizations shall remain approved for DSF until one of the following criteria occur:

- The organization’s scope changes such that it no longer meets the definition of an eligible organization,
- The organization is approved by Student Council for zero dollars of Direct Student Funding for two consecutive years,
- Student Council approves the removal of the organization in question by a three-fourths majority vote, or
- SAFB unanimously recommends that the organization be removed from DSF.
Organizations requesting funding from DSF shall supply a summary of their request to the SAFB by the sixth week of the Fall Semester.

– Failure to provide this summary is grounds for a recommendation for no funding.

The SAFB shall have access to all pertinent fiscal information from organizations requesting fees, including audits.

From deadline to approval takes about 1.5 – 2.5 weeks.
Fall 2021 Deadlines
- Request deadline: September 29\textsuperscript{th}, 2021 | 5:00 PM

Deadlines are \textit{FINAL}
- SAFB will not be accepting \textit{ANY} applications after the deadline
- This is to ensure equity and fairness for all applicants who made the deadline
FUNDING REQUIREMENTS
Each DSF Group shall supply the following to SAFB:

- A copy of the current year's budget including all sources of income, expected income, and all expected expenditures.
  - This budget shall be signed by the organization's designated fiscal agent, president, and faculty advisor
- A copy of the past year's budget including all sources of income and expenditures

Groups may only transfer funds through a University account.

Each group may request up to 100 percent of their expenses.

DSF appropriations shall be for the entire year, although half of the funds will not be available until spring semester Activity Fees are paid.
USAGE & EXTENSION OF FUNDS
> Usage restrictions are all legality
  - SAFB may determine that, while a purchase may have been legal, it may not follow your organization’s mission

> Funds for DSF groups must be spent within the academic year they were approved
  - Leftover funds will stay in your account but if your surplus becomes too large, you will either receive less funding or SAFB will reappropriate your funds.
RESTRICTED FUNDING ITEMS
RESTRICTED FUNDING ITEMS

- DSF Groups do not have any explicit restricted items beyond what is legal
  - SAFB largely determines redlining line items based off the mission of the organization

- STILL PUT EVERYTHING ON YOUR BUDGETS
  - We need to know your total budget to give the best recommendation
Questions

> For more questions, please reach out to

safb.mst.edu