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
A Professional Project shall be any RSO that provides educational opportunities that would satisfy the definition of Experiential Learning as defined by the Missouri S&T Office of Academic Support.

Professional Projects are typically Student Design Teams and/or Student Lead Research Projects registered as RSOs.

Organizations must apply to be a part of Professional Projects
- Design Teams recognized by the Student Design and Experiential Learning Center (SDELC) shall automatically receive Pro Project status

Other common Pro Projects typically include student lead research projects
UPCOMING & FUTURE DEADLINES
The Professional Projects Fund application deadline will always be the fourth week of the Fall semester.

- Money can be spent beginning on the day the recommendations are approved for the academic year.

The SAFB shall advertise the Professional Projects Fund and the application deadline for at least two weeks prior to the day on which all applications are due.

- The SAFB shall be responsible for receiving and reviewing any requests.
- The SAFB shall review all applications and records and shall submit its recommendations to the Student Council Executive Board.
- After STUCO Exec approves, it moves to STUCO General Body for final approval

From deadline to approval takes about 1.5 – 2.5 weeks
Fall 2021 Deadlines
  – Request deadline: September 17\textsuperscript{th}, 2021 | 5:00 PM
  – Extension deadline: April 22\textsuperscript{nd}, 2022 | 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
All University-recognized organizations, excluding university-approved housing, may receive funds.

- DSF groups may not receive EFC funding
- New RSOs may receive full funding
  > An RSO is a new organization when Student Involvement approves its proposed constitution
  > It may request funds as a new organization during the first two set appropriation periods following this approval, or by special consideration approved by the SAFB

Only RSOs who have met all recognition requirements per semester are eligible for SAFB funding

All organizations may receive funds if they have a Student Council Representative
  - Failure to have a Student Council Representative is grounds to receive no EFC funding
If an organization previously received funding:

- For requests with a total budget below $1000, the organization must have spent within $200 of the total
- For requests with a total budget between $1000 and $5000, the organization must have spent at least 80% of the total
- For requests with a total budget above $5000, the organization must have spent within $1000 of the total

The board recognizes that there are some extenuating circumstances:

- File an Appeal Form with the SAFB before any EFC application deadline
- An SAFB Chair will hold an official review with a representative of the organization in question.
- The SAFB will issue an official written ruling to the organization in question, approved by a two-thirds ( \( \frac{2}{3} \) ) majority of the SAFB.
If an organization misuses Student Activity Fee funds or the Student Involvement purchasing protocol the organization will be required to appear before the Board and a Student Involvement representative to explain their actions

- In addition:
  > The SAFB will write a formal ruling on the consequences, if any, that the organization may incur
    - The SAFB may revoke an organization's ability to receive funding for a maximum of two semesters per incident
  > Student Involvement must approve the ruling of SAFB
- Organizations are also subject to any existing University of Missouri System protocols for the misuse of funds
Each Professional Project 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 approved by the organization’s designated fiscal agent, president, and faculty advisor
- The organization must provide a minimum of two price quotes (if possible) for each line item over $500 that the organization is requesting.
  > The lowest price quote must be accepted for equipment requests unless the requesting organization can show just cause to accept another quote

Groups may only transfer funds through a University account.

Each group may receive up to 50 percent of their expenses from the Professional Projects Fund.

Professional Projects appropriations shall be for the entire year, although half of the funds will not be available until spring semester Activity Fees are paid.
Any Pro Project or group of Pro Projects may request funds to be set aside for a piece of required equipment

- The total cost of this item must be less than the amount required in the E&C Fund.
- Appropriated funds shall roll over to the following year; at which time it may be increased.
- The amount set aside cannot exceed the amount originally proposed for the total cost of the equipment.
- The allocated amount must be used for the item the funds were originally set aside for, unless all organizations involved in requesting funds agree to change the item, the SAFB votes by a two-thirds majority, and the Student Council approves the change.
- If the rollover line-item amount is not increased or spent in three years, the funds will revert to the Professional Projects Fund.
Equipment approved by Student Council through Professional Projects for an organization must be a one-time purchase lasting for at least three years, have a permanent on-campus storage place, and be used by the organization to achieve their mission.

- If no storage space is available on-campus for equipment and an organization has planned for off-campus storage.

At any time, if an organization decides that it no longer needs the equipment ownership shall revert to the Pro Projects Fund account.

- The SAFB will work with Student Involvement to dispose of these items as they see fit.

Funds from the Professional Projects Fund must be spent within the academic year they were approved.

- If an organization can show just cause as to a need for the funds to be available for more than the academic year allocated, then the organization must file an extension form.

- Extended funds may not be extended again.
The following items are not to be funded by the Professional Projects Fund:

- Any travel expenses (fuel, vehicle rental, hotel, etc.)
- Food and refreshments for regular meetings, etc;
- Deficits incurred by the organization;
- Any expenses incurred prior to the approval of funding;
- Any expenses for an item intended for a specific individual including but not limited to clothing, graduation cords, etc;
- Any expense for items with the intent to resell or donate said item(s);
- Fundraisers;
- Gifts or compensation for visiting speakers
- The purchase of alcohol;
- Off-campus activities if adequate facilities are available on campus;

STILL PUT THESE 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