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

> 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%
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 the 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.

Athletic Director looking for Club Sports to host more events on campus

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 A CLUB SPORT
During any semester, the Club Sports Council President shall generate a list of organizations that shall be recognized as Club Sports for the following semester and will submit the list to the EFC Chair no later than the 10th week of the semester.

The definition is controlled by the Club Sports Council UDO.
UPCOMING & FUTURE DEADLINES
The Club Sports Fund application deadline will always be the close of business on the tenth week of each semester.

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

- Additionally, the SAFB will notify the Club Sports Council President about the upcoming deadline.
- The Clubs Sports Council shall be responsible for receiving and reviewing any requests.
- The Club Sports Council shall review all applications and records and shall submit its recommendations to the SAFB.
- SAFB will then submit its recommendation 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
DEADLINES

> Club Sports budgets are submitted on a semesterly basis for the following semester
  – Fall 2022 Budgets due **Friday, March 25th at 5:00 pm**
    > **NO EXCEPTIONS** will be made
  – Treasurer meetings during week before deadline
    > All other members welcome and encouraged to join
> Extension requests due **Friday, April 22nd at 5:00 pm**
FUNDING REQUIREMENTS
All University-recognized organizations, excluding university-approved housing, may receive funds.

- 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
EFC REQUIREMENTS (CONT.)

> 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 (⅔) 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 Club Sports group shall electronically supply the following to the Club Sports Council when submitting the Club Sports application in the fall semester of each year:

- A copy of the current semester's budget including all sources of income and expenditures (TRACK THIS NOW!)
- A copy of the upcoming semester’s budget including all expected income and expenses
- Signatures from the organization's treasurer, president and faculty advisor

Early in the fall and spring semester, the Club Sports Council Treasurer will make themselves available to assist Club Sports in preparing their budgets.

Funds for Club Sports appropriations shall come from the Club Sports Fund of the Student Activity Fee.

The final day to purchase items from a semester budget will be December 31st and June 30th of the same fiscal year.
Funds requested for an expense judged to be the responsibility of individual members of the organization including but not limited to athletic competitions and training trips must benefit the entire group of members attending from the organization and shall be governed by the Club Sports Allocation System.

The organization must provide a minimum of two price quotes (when possible) for each line item that is over $100 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, which may be approved through the Student Involvement Director or the SAFB.
Any Club Sports or group of Club Sports 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. Appropriated funds shall roll over to the following semester, 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 that 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 to change it, and Student Council approves the change.
- If the rollover line-item amount is not increased or spent in three years, the funds will be put back into the Club Sports Fund.
> Contact Mark Evans to obtain account balances
  – maevans@mst.edu
> Collect dues and fundraise!
> Utilize your club’s folder in CSC drive
> Use me as a resource for help with treasury duties
  – lrk8nd@mst.edu
USAGE & EXTENSION OF FUNDS
Equipment approved by Student Council through Club Sports Fund 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 Club Sports Fund account.

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

Funds from the Club Sports Fund must be spent within the academic semester 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.
RESTRICTED FUNDING ITEMS

The following items are not to be funded by the Club Sports Fund:

– Food and refreshments for regular meetings;
– Deficits incurred by the organization;
– Any expenses incurred prior to the approval of funding;
– The purchase of alcohol;
– Off-campus activities if adequate facilities are available on campus;
– Fundraisers;

STILL PUT THESE ON YOUR BUDGETS

– We need to know your total budget to give the best recommendation

Travel

– Club Sports is permitted to use SAFB funds on travel as these typically take up more than 50% of a sport’s total budget for most of the accounts.
– SAFB will sometimes redline travel is all recommended funds can be fully spent before being applied to travel.
For more questions, please reach out to safb.mst.edu
Open Canvas to your Dashboard
- Go to Courses > All Courses > Browse More Courses > Student Involvement Leadership Training > Modules > Student Org Finance Training
- Open the Club Sports quiz and use the following code:

SAFBF2022