SAFB TRAINING
CLUB
APPROPRIATIONS
WHAT IS SAFB

> StudentActivity Finance Board (SAFB)
  > Extension of the Student Council (STUCO)
  > Responsibilities Include
    > Managing, Collecting, and Distributing the StudentActivity Fee
    > Giving recommendations on adjustments to the StudentActivity Fee
    > Ensuring fiscal responsibility and use of the StudentActivity 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
THE BASICS
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
FUNDING REQUIREMENTS
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 (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 Appropriations group shall supply the following to SAFB:

- A copy of the current year’s expected 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.
- An inventory of the property in each RSO’s possession, as of the budget submission deadline.
  - Does not need to be an exhaustive list, should cover items generally.

Groups may only transfer funds through a University account.

Each group may request up to 50 percent of their expenses from the Club Appropriations Fund.

The maximum amount recommended for any one organization during an academic semester shall not exceed 30 percent of the semester starting balance of the Club Appropriations Fund for that academic semester.
When making their recommendations each semester for Club Appropriations, seven items shall be considered by the SAFB.

- New organizations shall be given priority in funding and may receive up to one hundred percent (100%) funding.
- The scope and necessity of the service that the organization provides to the campus.
  - How many Missouri University of Science and Technology students shall benefit per dollar spent?
  - Requests that benefit the entire campus shall be given priority.
- Is the item requested beyond the organization's budgeted resources?
  - What will the organization do if SAFB does not recommend funding?
- How shall the funding be used by the organization?
  - How shall the requested funds help the organization achieve their goals at the current time and in the future?
When making their recommendations each semester for Club Appropriations, seven items shall be considered by the SAFB.

- How much funding has the organization received from the Student Activity Fee in the past five years, and how have they used that funding?
- What funds has the organization raised from other sources (fundraising, dues, and donations)?
  - New organizations are not required to have other sources.
- For line-item requests, how available is the requested line item from a department on campus, another campus organization, or in the surrounding area?
  - What percentage of the total cost is the organization funding?
  - Organizations that are providing matching funds shall be given priority based on the percentage of the total cost that they are funding.
Usage & Extension of Funds

> Equipment approved by Student Council through Club Appropriations 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 Appropriations account.
  > The SAFB will work with Student Involvement to dispose of these items as they see fit.

> Money from the Club Appropriations 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.
The following items are not to be funded by the Club Appropriations 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
UPCOMING & FUTURE DEADLINES
**DEADLINES**

> The Club Appropriations Fund application deadline will always be the eighth week of the Fall and Spring semester.
>  - Money can be spent beginning on January 1st, 2024
>  - The SAFB shall be responsible for receiving and reviewing any requests.

> The SAFB shall advertise the Club Appropriations Fund and the application deadline for at least two weeks.
>  - 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
>  - Following final approval, funds may be accessed by working directly with Mark Evans in Student Involvement after the above date has passed.

> From deadline to approval takes about 1.5 – 2.5 weeks
Spring 2023 Deadlines

- Request deadline: October 27th, 2023 | 5:00 PM
- Extension deadline: November 17th, 2023 | 5:00 PM

Deadlines are **FINAL**

- SAFB will not be accepting *ANY* applications after the deadline
- This is to ensure equity and fairness for all applicants who made the deadline
For more questions, please view the information on the SAFB website safb.mst.edu