

SGA Funding Guidelines



Student Government Association

Embry-Riddle Aeronautical University – Prescott



SGA Funding Guidelines

Office of the SGA Treasurer

Revised and Voted on: 2 August 2021

Overview:

SGA collects a fee from every student at the beginning of the semester and uses that money to help support clubs, organizations, and students on various events, projects, and functions. This document outlines specific stipulations and guidelines involved with SGA funding.

Scope:

Nothing in this document may overrule or violate policy laid out in the *SGA Constitution* or *SGA Bylaws*. In conjunction with those documents, this document serves as the primary document outlining SGA funding policies. Aside from the *SGA Student Treasury Bylaws*, any other prior SGA funding document, manual, or guidelines are considered obsolete.

Service Organizations:

Each semester, a portion of the accumulated SGA budget is designated for the use of SGA Service Organizations. This funding is designed to help financially support Service Organizations chartered through the Student Government Association as per the *SGA Bylaws*.

1. Service organizations must adhere to the following definition:
 - a. A student-run organization that at the heart of its conception provides a needed service to benefit the whole student body rather than the desires of the organization itself
 - b. Service Organizations must operate consistently with the *SGA Constitution* and *SGA Bylaws*
2. A proposed budget including all sources of income and all expected expenses must be submitted to the SGA Treasurer by the first Budget Committee meeting of the semester. The budget will be reviewed by the Budget Committee and approved by the Student Government Association during the first month of the funded semester.
3. Any line item/budget category change of 50% or more in a Service Organization budget requires notification and approval from the Student Government Association.
4. A representative of the Service Organization is required to attend Student Government Association Open Meetings in accordance with the *SGA Bylaws*.
5. All Ad-Hoc members must attend necessary meetings in accordance with the agreement made between SGA and its Service Organizations to be eligible for funding.
6. SCEF will receive \$25/student of the SGA fee charged to students at the beginning of the Fall and Spring.
 - a. This cannot change without a two-thirds (2/3) vote from both the SGA Council and voting SCEF members
7. Funding for Service Organizations will be proposed at the end of each semester for the following semester's funding.
8. Tentative budgets and actual monetary requests must be submitted at the deadline as put forward by the SGA Treasurer.

SGA Club/Organization Grants:

Each semester, a portion of the accumulated SGA budget is designated for the use of campus student organizations. This funding is designed to assist organizations in attaining goals beyond their reach. These goals should directly or indirectly affect all students at ERAU, foster school spirit, and promote school recognition.

1. The SGA Council determines the total SGA Grants Budget at the beginning of each term.
2. A maximum of \$2,000 can be allocated to any one organization per semester unless otherwise decided by a unanimous vote of the council.
3. The Student Budget Committee will review each request of funds and make a recommendation to the SGA Council to ratify
4. To be granted these funds, the organization must meet the following criteria:
 - a. The club/organization must be a registered member for at least one (1) full semester with the Department of Student Enhancement
 - b. The club/organization must be in good standing with the Department of Student Enhancement to apply for and receive funds
 - c. The club/organization must have a Financial Officer (Treasurer).
 - d. It is strongly recommended that they also have clear Bylaws defining their financial process
 - e. A club/organization must have a Faculty/Staff Advisor to endorse funding requests on behalf of the club/organization
 - i. For clubs/organizations without a Faculty/Staff Advisor, a member from DSE shall sign on behalf of the club/organization
 - f. For travel funding, funds will be granted on a matching basis
 - i. Therefore, the clubs must submit \$4,000 worth of acceptable receipts to receive a maximum of \$2,000
 - g. Clubs/organizations must request funding during the semester in which the event will take place unless other arrangements are made with the SGA Treasurer.
 - h. Grants must be claimed during the semester in which they were approved unless other arrangements have been made with the SGA Treasurer.
 - i. Clubs/organizations are requested to make positive contributions to the campus
 - j. Clubs/organizations recognized by the Department of Student Enhancement and supported by a university budget must completely disclose their income and expenditures for the current and previous semesters at the time of registration.
 - k. In the event the club/organization has a university account, any inter-account transfer of funds must be pre-approved by the SGA Treasurer.
5. All approved funds shall be used by the club/organization
 - a. The SGA Treasurer will keep track of how much clubs actually use of their approved budget, which can positively or negatively impact future budgets

Applying for SGA Grant Funds

1. Discuss funding needs with club/organization officers.
2. A club/organization representative must fill out an SGA Grant funding form and return it to the SGA Treasurer by the requested deadline.
 - a. These can be found on EagleLife, the SGA Website, and the SGA Office
3. A club/organization representative must also make the same proposal at that term's corresponding Budget Committee Proposal Meeting.

- a. This should be the President and/or Financial Officer of the club/organization
 - b. If a representative fails to appear at these meetings, the proposal will be tabled until a club member is present
4. If a representative fails to appear at this meeting, the proposal will be tabled and/or rejected until a club/organization member is present.
5. The SGA Treasurer will email decisions after they have been voted on. This should take about a week and a half.
 - a. The email will outline purchasing instructions
6. SGA Club/Organization Grants are processed through an SGA Advisor, who will order items on the club/organization's behalf. The club/organization can also opt to seek funding on a reimbursement basis.
 - a. If the club/organization seeks reimbursement, the organization must bring in receipts totaling the amount granted before a check is issued
 - b. The club/organization must contact the SGA Advisor to order approved items**
7. Please note that the amount (\$2,000) available through these guidelines does not include the Club Subsidy available to all clubs/organizations.
8. Please plan ahead as the allocation of funds can take a number of weeks.

Purchasing Instructions

First, in order for your organization to receive funds, a representative from your organization is REQUIRED to attend an SGA Open Meeting.

To purchase items, you will need to contact Leah Richwine at richwil@erau.edu. Items will not automatically be ordered.

In the email you will need to include:

- Links for items you want to purchase
- Quantity for each item.
- Leah may ask for more information and will try to order items from your email. However, she may ask you to come to her office located in Building 38 if she has questions or feels it would be beneficial to have you review the order.
- Once items are received Leah will contact you and you may pick them up in her office.

Reimbursement for conventions/registration:

- Remember that travel and registrations are on a matching basis. If you were awarded \$1000 you will need to have \$2000 in receipts.
- When you have completed your travel please gather your receipts, place them in an envelope with your club name on the envelope.
- Take them to Leah in Building 38. You may also want to email or call her at 928-777-3723 to let her know when you will be stopping by her office.
- Once the check is issued, Leah will contact you and you may pick up your check in Accounting located in Building 38.

Questions may be directed to Leah at richwil@erau.edu & 928-777-3723 or the SGA Treasurer at prsgatre@erau.edu & 928-777-3969.

Unapproved Uses of SGA Grant Funds

Unapproved uses of SGA Grant Funding include:

- Entertainment and/or food costs
- Political endorsements
- Direct monetary contributions to any organization
- Scholarships, awards, prizes, gifts, or anything resulting in private gain by the organization or student
- Any miscellaneous expenditures deemed inappropriate by the SGA Budget Committee.
- Clothing not staying within the club/organization
- Anything else prohibited by university policy

Some items to consider when presenting a proposal to SGA for funding:

- Professional appearance and presentation format
- Community Service
- Campus Involvement
- Student Benefits
- Other attempts of raising additional funding
- Other money from campus organizations supporting your cause
- Previous funding history

SGA Club Subsidies:

Each semester, an additional portion of the accumulated SGA budget is designed for the use of approved student clubs/organizations. This funding is designed to assist organizations in enhancing their organization's activities and other miscellaneous costs through SGA Club Subsidies.

1. Each club/organization is eligible for up to \$250 in the form of an SGA Club Subsidy.
2. All funding is granted on a reimbursement basis.
 1. All receipts must be kept and turned in with the funding form
 2. Receipts with food must be accompanied by a list of each person who ate the food
3. SGA Club Subsidies may only be used one time per semester, regardless of the amount funded.
4. All SGA Club Subsidies must be approved by the SGA Treasurer.
 1. Seek approval from the SGA Treasurer before purchasing items, as it is never guaranteed that SGA will approve funding
5. This funding is in addition to all other SGA Funding and does not count against it.
6. To receive these funds, the student organization must meet the following criteria:
 1. The organization must be a registered club/organization with the Office of Student Enhancement
 1. Unlike SGA Grants, clubs/organizations do not need a semester of establishment

2. The club/organization must be in good standing Department of Student Engagement.
3. The organization must have a Financial Officer (Treasurer) and a campus advisor. It is strongly recommended that they also have clear by-laws defining their financial process
4. The Student Organization subsidy must be used during the semester it is granted. (Receipts must be turned in by the last day of classes unless special permission is granted through the SGA Treasurer)
5. Before receiving an SGA Club Subsidy, the organization must submit appropriate receipts (determined by the SGA Treasurer) totaling at least the amount requested
7. Like the SGA Grants, an advisor must sign on behalf of the club/organization.

Additional SGA Funding

1. Organizations or Departments may request funding for on-campus events for students.
 1. A detailed proposal including costs must be presented to the SGA council for their approval prior to any funds being disbursed.
2. Any student may submit a proposal for a new SGA Sponsored project or program.
 1. A detailed proposal including costs must be presented to the SGA council for their approval prior to any funds being disbursed.

Student Campus Enhancement Fund (SCEF)

\$25/student out of the \$100 SGA Fee is for SCEF. SCEF is comprised of all areas of campus, including each college, ROTC, ISA, Greek Life, SVO, Athletics, and more. These members vote for large projects and campus improvements that benefit the entire campus. SCEF has funded projects such as the Basketball Court, Test Cell 3, Athletic remodeling, and STEM building improvements.

1. Any student may submit a proposal to SCEF, whether tied to an organization or not.
2. SCEF has four categories of predetermined allocations
 - a. Activities 25% – Includes OctoberWest, Casino Night, and other events
 - b. Athletics 25% – Requests from or approved by Athletics
 - c. Capital 20% – Large projects and long-term items, including equipment and buildings
 - d. Miscellaneous 30% – Requests that don't fit into another area, including speakers, scooters, International Festival. This may also be used as additional funding in other three categories
3. All unused funds at the end of the fiscal year go into the capital budget.
 - a. The capital budget may spend more than 20% of its budget that year to fund large projects
4. Voting Procedures, membership, and general rules about SCEF can be found in the *SCEF Bylaws*.

SGA Budget Committee

Eligibility

1. Students from every class standing, Freshman to Graduate students, are invited and encouraged to join the Budget Committee.
2. SGA Council members are members of the Budget Committee by virtue.
3. SGA Student Treasury members are members of the Budget Committee by virtue.
4. Ad-Hoc Members of service organizations that sit in on SGA Closed Meetings are members of the Budget Committee by virtue. However, they must step out of the meeting if/when their budget is discussed.
5. Officers of club/organizations that are proposing a budget that semester are prohibited from voting on any club/organization funding vote.
 - a. These officers may still attend the meetings for viewing purposes only if they would like
 - b. These officers must exit the room when the Budget Committee looks over their club/organization's budget
 - c. These officers can still vote and weigh in discussion regarding service organization funding and the SGA Budget
 - d. Officers of club/organizations that are not presenting a budget this semester are not included in this restriction and can vote in such measures
6. General members of clubs (non-officers) may join the Budget Committee even if their club is presenting a budget.
 - a. Members of a club/organization are prohibited from voting on the budget of their own club/organization
 - b. They are still permitted to voice their opinion and answer any question the Budget Committee may have about their club/organization

Procedure

1. The SGA Treasurer shall hold an introductory meeting at the beginning of each Fall semester explaining the process to the members of the Budget Committee
 - a. The SGA Treasurer may hold the same meeting in the Spring semester if they deem it necessary.
 - b. The SGA Treasurer should present or provide the Budget Committee with the Budget Committee Bylaws at this meeting.
2. The SGA Treasurer should publicly release the funding form at least one week before the form's deadline.
 - a. This should take place within the first month of each semester.
3. The SGA Treasurer will publicly announce a deadline on when club/organizations must turn in their funding form.
 - a. If a club/organization turns a form in late, every 24 hours that passes from the deadline results in a 20% deduction from the total amount the Budget Committee will approve in their budget.
 - b. The Budget Committee can also decide to not fund a club on the basis of form submission past a deadline.
 - c. The SGA Treasurer can make exceptions only in extenuating circumstances⁴.
4. The SGA Treasurer should then schedule an SGA Budget Committee meeting at the beginning of each semester where club/organizations present their proposals.
 - a. The SGA Council must attend this meeting.

- b. Each club/organization will have an allotted time to present its proposal and answer questions. The amount of time will be determined by SGA Treasurer.
5. The SGA Treasurer shall distribute a list of the SGA Proposal schedule to the officers of the club/organizations no later than two business days prior to the SGA Budget Committee Meeting.
 - a. The SGA Treasurer should also allow time for any club/organization to change a timeslot and put forward a deadline to when the last changes of the schedule can be made.
6. The Budget Committee will then schedule a decisions meeting within the same week to discuss the decisions of each club/organization's budget.
 - a. If the number of members in the Budget Committee, including the Student Treasury members, exceeds the number of members in the SGA Council, the SGA Council does not have to be present in this discussion.
 - b. If the number of members in the SGA Budget Committee does not exceed the number of members in the SGA Council, the SGA Council shall be present in this discussion.
 - c. It is the responsibility of the SGA Treasurer to then accurately carry this recommendation from the Budget Committee forward to the SGA Closed Meeting and defend the Budget Committee's decisions.
 - d. At the SGA Treasurer's discretion, the decisions can be made on the same day as the proposals if there is not a sufficient number of clubs.
7. The Budget Committee should hold one day of SGA Budget Committee Proposals.
 - a. In extenuating circumstances, the SGA Budget Committee can hold proposals on a rolling basis.
8. A consensus from the Budget Committee will approve a club/organization's budget.
9. A vote from the Budget Committee is only necessary when there is diverging discussion and no consensus is met in the room, or if the Budget Committee is voting to fund more than 50% of travel/convention costs.
 - a. A vote does not have to be formally tallied unless it is close.
 - b. If the Budget Committee is voting to fund more than 50% of travel/convention costs, a formal tally must be documented.
10. The SGA Treasurer should lead the discussion in the Budget Committee but let all Budget Committee members voice their opinion.
11. The SGA Treasurer shall appoint one of the Student Treasury members to lead the discussion of a club seeking funding that the SGA Treasurer is a member of.

Frequently Asked Questions

What should I bring to the SGA Budget Committee Proposal Meeting?

The SGA Treasurer will have your proposal ready to view, and a 2-3 minute time slot allocated for you. All you need to do is wear Business Professional attire. PowerPoints and other presentations are acceptable as well. For remaining guidelines, consult the SGA Grant funding form.

What if I do not agree with the amount I was allocated?

If your club/organization does not agree with the allocation amount, your organization is encouraged to meet with the SGA Treasurer to discuss the allocation and the process for appealing the amount.

What if my club/organization's budget changes after we receive the allocation amount?

This is okay! Prices fluctuate all the time and various things come up. Please send a written request for a change to the SGA Treasurer and SGA Advisor. For significant changes, the Treasurer may forward it to the Budget Committee for review. You will be notified by email once a decision is made.

What are some examples of using the SGA Club Subsidy instead of the SGA Club Grant?

The SGA Club subsidy can fund food, stoles, or other small expenses in addition to SGA Grant funding. Clubs may need as much funding as possible, or find this process much quicker and easier than the SGA Club Grant process.

What if I cannot get an itemized receipt?

We can only reimburse your organization for purchases verified by an itemized receipt.

When will my reimbursement check or items be ready?

The reimbursement process can take anywhere from 1-2 weeks as purchase requests must be reviewed by the ERAU Accounts Payable Department. To receive your reimbursement quickly, submit all receipts and/or email the SGA Advisor with confirmation of purchase as quickly as possible. You will receive an email when your club/organization's check or items are ready to pick up.

My advisor was out of town, and I could not get approval on time. Is there anything I can do?

You may use an electronic signature. It is the club/organization's responsibility to have this signature submitted by the deadline put forward by the SGA Treasurer. We recommend contacting the advisor at the beginning of each semester and working with them well in advance.

Other Sources of Funding

Member Dues

Member dues provide an excellent, reoccurring source of funding for your club/organization. Member dues can range from a few dollars to hundreds of dollars each semester.

Fundraising

We encourage you to explore fundraising. There are many resources available and lots of opportunities. This can include donut and bake sales, but could also include car smashing, piing, raffles, challenges, and more. Get creative!

Information on fundraisers is available in the Leadership Resource Center in the Department of Student Engagement. All fundraisers conducted require the club/organization to fill out a Student Organization Fundraiser Registration Form with the Department of Student Engagement with at least forty-eight (48) hours of notice.

External Funding

Try reaching out to campus departments, community businesses, your college, and industry leaders to sponsor your club/organization and your events. This especially applies to project-based clubs/organizations that conduct research or have missions.

Ignite

ERAU's Office of Undergraduate Research Institute (URI) and the Ignite Initiative sponsors annual grants for students and student clubs/organizations conducting undergraduate research.

Student Campus Enhancement Fund (SCEF)

See SCEF defined earlier.

Annual Fund Donations

The fund for ERAU dollars is made possible through contributions from alumni and friends of the university. This money is set aside to support and supplement the activities that enhance student life on campus and generally come through various clubs/organizations unable to meet their financial needs. Contact the Office of Philanthropy and Alumni Engagement for more information.

SGA Internal Funding Guidelines

SGA Budget Line Descriptions

These line items found in the SGA Budget will help students better understand what SGA spends its money on.

- **Estimated Term Revenue:** This number is provided by the Assistant Director of Business after add/drop and all adjustments have been made.
 - It is important to know that this number usually decreases a small amount during the semester, due to students withdrawing and fees being adjusted.
- **BCA:** BCA generally receives \$20 per student, and generally uses up about \$15 per student. This number is calculated from the number after add/drop and also decreases during the semester.

- At the end of the fiscal year, any unused funds in BCA are returned to the SGA and based on what the SGA votes either go back to SGA General Funds or the BCA Concert Fund
- BCA will present their budget at the SGA Budget Committee Meeting. The budget will outline entertainers and other operating expenses.
- SGA reviews the budget and may make comments
- This budget is presented the semester before to allow for contracting in advance
- **Horizons:** Horizons will present their request for funding at the SGA Budget Committee Meeting. In the past, the SGA has paid for printing, travel, software or other needed items.
 - Horizons does have their own operating budget and can pay for items themselves
 - Their main source of revenue is selling advertising to departments, or at least at one time it was
 - Recently, SGA has been responsible for helping fund student wages
 - In the past, the campus budget has provided \$15,000
 - The suggestion would be to match the wages up to the \$15,000
 - SGA shall provide enough funding to at least allow for printing and publishing of each issue in addition to wages
- **Safe Ride Cards:** Every couple of years we need to purchase supplies for the Eagle Card office who prints the cards for us.
- **Safe Ride:** AAA Taxi provides Service. We are billed monthly based on the number of rides given. In addition, this service is used by Wellness and Counseling for students who need transportation to outside appointments.
- **Shuttle Service:** Service provided by Groome Transportation. Billed monthly for service based on the number of hours shuttle is used. The shuttle operates on Wednesday evenings and goes to Fry's and Walmart.
- **Improvements:** Used for small improvements around campus. Some examples are water filling stations, hand dryers in bathrooms, and bike racks. These are smaller projects SGA wants to sponsor. Large projects are coordinated with SCEF.
- **SGA Grants:** Club funding defined earlier. A portion of the SGA budget is set aside for this. The amount is based on past usage and available funds.
- **SGA Subsidy:** Club funding up to \$250 defined earlier given to clubs with the completion of the request form and receipts. The amount is based on past usage and available funds.
- **Hospital Fund:** Used to support memorial services or send flowers after the death of a student, faculty, or staff. Can also be used to send flowers for extended illness.
- **Beverage Snack Service:** Pays for supplies for beverages, candy drawer and snacks. Based on pass usage numbers.
- **Office:** Items needed for office operations. Can also be budgeted for items that are more permanent. In the past, we have purchased computer monitors and chairs.
- **Travel and Meetings:** Subsections for different types:
 - **Training-Outings:** Used to pay for training or outings—SGA shall use these funds responsibly not take advantage of them
 - SGA answers to the students for use of funds.
 - **Meetings:** Food and supplies for meetings such as SGA Budget Meetings and SGA Open Meetings.
 - **Travel:** Expenses for travel or conference expense
- **Election:** Spring-only expenses related to the election (printing, food, other).
- **Miscellaneous:** For expenses, that do not have a specific line and do not fit in another category (i.e., Staff/Faculty awards, badge waist holders).
- **Shirts/Stoles:** Funds used to Purchase SGA T-shirts, Polos, and Jackets each Fall. Also purchases stoles for graduating seniors, including past council members.

- **SGA Sponsored Events:** Support for SGA events such as tailgates, End of Year Send-Off, SGA Address, or support for other organization events such as Arts Night. Specific requests must be submitted. Any club/organization may submit a request.
- **Easter Egg Hunt:** Funding for the Annual SGA Easter Egg Hunt. Including prizes, candy, and food for the event. Based on past expenses
- **Grants not paid:** Used to record SGA Grant exception not paid in the semester awarded.
- **Concert Fund:** Set up with residual money from BCA. Used to reserve funds for a large concert. The prospective plan is to have one every other year.
- **SOAR:** Covers any expenses SOAR might encounter, including the Halloween Event, Spirit Week, etc.
- **Marketing:** Covers any expense related to promoting SGA, including cameras, printing, promotions.
- **Compassion Initiative:** Covers any expenses related to the Compassion Initiative, including Compassion shirts, Compassion Days, etc.
- **Outdoor Recreation Service:** Used to fund wages or equipment for the Outdoor Recreation Equipment rentals service.

Jurisdiction

As defined in the SGA Bylaws, the SGA Treasurer has the power to appropriate funds within the accepted budget. With these guidelines:

1. The SGA Treasurer may spend up to \$1,000 within a budget on their own.
 - a. Any expense greater than \$1000 should receive additional approval from the Executive Council
 - b. Some budgets have separate discretion as well
2. Club Funding Allocations are voted on by the SGA Council based on the recommendation brought forth by the SGA Budget Committee.
3. The SGA Treasurer has full discretion within university policy over the use of SGA Club Subsidies
4. The SGA Treasurer has full discretion with the SGA Credit Card, as the limit is \$500.
 - a. Do not exceed \$500 in one day for a single vendor
 - b. Do not exceed \$1500 in one month
 - c. No split transactions
5. The Public Relations Representative has discretion to spend up to \$500 within the Marketing budget; however, they should still seek approval from the SGA Treasurer.
 - a. Any expense greater than \$500 should receive additional approval from the SGA Executive Council
6. SGA Sponsored Events generally require approval from the SGA Council.
7. The Compassion Initiative has the discretion to spend up to \$500 within their budget. They should still seek additional approval from the SGA Treasurer. Big purchases like shirts or events should seek approval from the SGA Council.
8. Improvements over \$1000 should seek approval from the SGA Council.
9. The Election Committee should provide a detailed itemized budget for approval similar to a club/organization.
10. Shirts/stoles may be purchased prior to budget allocations to ensure clothing arrives before the start of classes.
11. All allocations from the BCA Concert Fund must be approved by the SGA Council