

STUDENT ACTIVITY FEE GUIDELINES

I. Purpose and Mission

The Student Activity Fee Allocation Committee (SAFAC) is an internal committee within the Division of Student Affairs at Middle Tennessee State University. Composition of the committee is outlined in Section II of these guidelines. The role of the committee is to allocate student activity fee funds to registered student organizations for their programs and activities. The committee administers the allocation process under these established funding policies and procedures, but at the same time the committee strives to insure that the final allocations are fair and represent the diversity of the campus community.

Organizations are responsible for preparing realistic and objective requests which are in compliance with the policies and guidelines established herein. The committee reserves the right to make exceptions to the guidelines if the organization can demonstrate extraordinary circumstances which would justify an exception. Any exception must be well documented.

Distribution of Funds

Every student who has registered for 7 hours or more is required to pay the \$40.00 per semester SGA Student Activity Fee.

SGA Student activity funds will be distributed as follows:

| | |
|--------------------------|---------|
| SGA | \$5.25 |
| Student Programming | \$5.00 |
| Sports Clubs | \$3.00 |
| Distinguished Lectures | \$3.00 |
| Signature Events | \$13.00 |
| Student Organizations | \$13.00 |
| Student Union Facilities | \$7.75 |

Note: The Student Activity Fee Committee will allocate 95% of available funds during the initial award period for each Fall and Spring semester. The remaining funds will be placed into an emergency fund to be allocated at the committee's discretion.

Utilization of Funds

These funds are to be used for the following purposes and are to be spent in accordance with University policies and other restrictions outlined in these guidelines:

A. Student Government Association

1. Programs and Services sponsored by the Student Government Association.

B. Student Programming

1. Funds are allocated for the sole purpose of providing additional programming for the campus community.
2. The allocation of funds is determined by the Student Programming and Raider Entertainment.

C. Sports Clubs

1. Funds are to be used to support sports club activities administered by the Department of Campus Recreation.
2. All sports clubs must be registered student organizations in good standing with the University.
3. The allocation of funds is determined by the Sports Club Advisory Board.
4. The Sport Club Advisory Board will allocate no more than 95% of available funds during the initial award period for each semester. The remaining funds will be placed into an emergency fund to be allocated at the committee's discretion.

D. Distinguished Lectures

1. Funds are to be used for a Distinguished Lectures program developed by a committee of students, faculty and staff.
2. The coordination of this series will be administered by the Office of Student Organizations & Service

E. Signature Events

1. These funds will be utilized to host major campus acts (i.e., bands, comedians, festivals, etc.) in an effort to support and increase student involvement and retention.
2. The allocation of funds is determined by the Signature Events Committee.

F. Student Organizations

1. These funds are available to registered student organizations by application and approved by the Student Activity Fee Allocation Committee.
2. All registered student organizations must attend an orientation session in order to be eligible for funds.

G. MT Unions Access

1. These funds will be used to provide free facility use for registered Student Organizations and Student Affairs Department.
2. Charges that are external to the Unions operation will be the responsibility of the student organization and/or department.
3. The allocation of funds will be administered by MT Unions.

II. Composition of Committee

The Student Activity Fee Allocation Committee is composed of 10 members; six student members appointed to 2 (two) year, staggered terms and nominated by the SGA President; two staff/faculty members nominated by the Faculty Senate; and one Student Affairs representative to serve a two year term. The Director of Student Organizations & Service or his/her designee serves as the chair and as an ex-officio member of this committee. All members are appointed by the Vice President for Student Affairs.

III. Student Organization Allocation Priorities

Funds are to be allocated on a reimbursement basis for approved projects consistent with the following priorities:

1. Established programs that are institutionally supported and recognized. These programs must be collaborative programs sponsored by student organizations and University departments designed to benefit the campus community.
2. A program and/or project that occurs on campus, which is educational in nature and is open and intended to be of service to the entire campus community.
3. A Program and/or project that occurs on campus which is non-educational and is available to the entire campus community.
4. Travel for competitions against students and/or teams from other colleges and universities; and student presentations at national conferences.
5. A program and/or project that occurs off campus, when campus cannot provide the needed support services, and is open and intended to be of service to the entire campus community.
6. A comprehensive program and/or project which occurs on campus providing both educational and/or academic experiences designed to benefit the organization.
7. National/regional conferences to benefit the membership of the organization only.

Special notes.

In addition to the established priorities and before approving the final allocation of funds, the committee should take into consideration the diversity of student organizations represented on campus and work to ensure that the distribution of these funds provides the maximum benefit for all students. Student Activity Fee funds should benefit the greatest number of our students, and therefore, as a part of the allocation process the committee will consider the total amount being allocated to a single organization in a given semester. The committee shall also give special consideration to programs that will occur on campus during weekend hours.

IV. General Allocation Guidelines for Groups Receiving Funding

- A. All groups receiving student activity fee allocations are subject to the guidelines and procedures defined in Section IV., V., VI., VII., and VIII.
- B. Requests for funds will be considered for projects on a semester basis. Funds requested for future semesters may be approved if appropriate justification is provided.
- C. Reimbursement will be made only for the semester in which the funds were allocated unless the organization has received prior approval from the chair of the allocation committee.

- D. Payment for a direct cost (production, police, facility charges, etc.) to a University Department may be made on behalf of the student organization according to their award.
- E. All Student Activity Fee dates, deadlines, application, and reimbursement form are listed at <https://sos.mtsu.edu/saf/>. Deadlines for applications will be announced through myMT emails and other campus media. Late applications submitted prior to the SAFAC meeting may be considered if funding is available.
- F. The committee may approve or disapprove, in total or in part, any request for Activity Fee funds.
- G. The demonstrated organizational commitment to a project will be a consideration in the approval by the SAFAC. For example, is the organization providing matching funds, in-kind contributions, co-sponsorship, departmental support, etc.
- H. All approvals or denials of applications will be announced in writing as soon after the deadline for applications as is logistically possible.
- I. Funds are to be expended only for the purposes outlined in the award letter. Under no circumstances can funds be used for other purposes without prior approval from the chair of the committee. The chair's decision will be consistent with the criteria established in these guidelines. Failure to obtain approval may jeopardize future funding.
- J. Individuals or organizations who have submitted false receipts may not be eligible for funding in future semesters and may be subject to disciplinary action.
- K. Guidelines and priorities cannot be changed without the approval of the Vice President for Student Affairs.
- L. Requests from organizations who fail to spend their funds as allocated and in the semester allocated, may jeopardize the organization's ability to receive funding the following semester.
- M. All applications must be submitted via the SAF dynamic form and include an updated W-9 form.
- N. Registered student organizations must attend an orientation session and completed the update/re-register process in myMT in order to be eligible for funds.
- O. Late requests may be considered if there is funding available, but the committee reserves the right to deny funding to late applications.

V. Criteria

The Committee will use several general criteria in the evaluation of budget requests. They are as follows:

- A. The success and effectiveness of the organization in planning and executing past programs. Newly established organizations will not be judged by this criteria.
- B. The quality and thoroughness of the applications. Organizations are responsible for ensuring that the application is completed thoroughly and in its entirety.
- C. Only organizations registered through the Office of Student Organizations and Service are eligible to receive funding.
- D. Organizations must attend a Presidium (President's Retreat) and/or an orientation session to be considered for funding. Organizations that have re-registered after these sessions are held will be required to attend an orientation session prior to allocation or meet with a representative from the office of Student Organizations and Service.
- E. Funds are allocated consistent with the priorities established in these guidelines.
- F. Organizations must have been registered and approved a minimum of six months before being considered for funding. This requirement may be waived if appropriate recommendation and justification is provided. This may include letters of support or verification of sponsored programs, etc.
- G. Priority will be given to programs that are co-sponsored. All co-sponsored events must include a letter of support from the co-sponsoring organization(s).
- H. Co-sponsorship of programs and activities is encouraged, but is not required. Each organization involved will include in its request information regarding the nature of involvement and amounts of funds to be contributed by others. It must be clear to the committee that more than one organization has requested money for the same event.
- I. Priority will be given on programs that occur on campus during the weekend hours.

VI. Restrictions/Limitations

A. Academic Programs

Any organizational activity that is also a requirement or component of a class, academic degree or academic program is not permitted to be funded by student activity fee money.

B. Administrative and Department Programs

Those programs and activities of student organizations which would normally be considered under the University's administrative or department budget will not be considered for funding.

University departments may co-sponsor events with student organizations, including providing financial support, with payment for on-campus services being made directly by the university department to the on-campus department providing the products or services. However, fronting funds to make purchases on behalf of a student organization is not permitted. University departments must not be reimbursed by the student organization for any purchases the department may make for co-sponsored events. No funding received by the student organization through the MTSU Student Activity Allocation Fee Committee may be used to reimburse for purchases made by a co-sponsoring MTSU department.

C. Political Programs and Activities

Organizations will not be provided funding to support in whole or part the campaign of an individual candidate for political office. Elements of politically oriented programs which are educational in nature will be considered by the committee.

D. Equipment

Requests for funding of capital equipment will be closely monitored. Requests must be well developed and supported by the following documentation:

1. A strong justification indicating the necessity to purchase the equipment.
2. Complete specification of the item(s) to be purchased.
3. Price quotations by a reasonable amount of vendors.
4. Methods of providing upkeep/maintenance services and supplies consumed in the use of the equipment.
5. Evidence that the equipment will remain stored in a secure, on-campus office or other approved location by the committee.
6. A letter from the organization's advisor of record verifying the need for the purchase of the equipment.
7. An annual accounting of equipment will be completed by the Student Activity Fee Allocation Committee or a designee of the committee.

It is recognized that technological and pricing changes may occur between the allocation of funds and the actual purchase date for certain types of equipment. A purchase of upgraded equipment which does not exceed the original funding allocation does not require any further action from the organization. However, a letter of justification and prior approval by the chair of the Student Activity Fee Allocation Committee are required for the purchase of upgraded equipment which exceeds the organization's original allocation.

E. Employment

Costs of employment will not be funded. These guidelines recognize the voluntary nature of student organizations in which services are expected to be donated.

F. Food and Beverages

Food and beverages will be considered for funding, with some restrictions, particularly as follows:

1. Cost of meals associated with travel will not be funded.
2. Under no circumstances will the purchase of alcohol be permitted.

3. All food requests must be for an event (e.g. interest meetings, recruitment, workshops, etc.) and be open to all students.
4. There is a limit of 3 requests for food per semester.
5. All food expenses that exceed \$500 must use MT Dining.

G. Off-Campus Travel

Expenses incurred by students engaged in off campus travel will be limited to reimbursement for registration fees, lodging, and transportation. Transportation fees will include the cost of travel to the destination and return trip home, but excludes ground transportation during their stay. Funds for transportation will not include special requests or incidental charges such as early bird check-in, upgraded seating, etc. Costs of meals will not be funded. Travel reimbursement is limited to student travel and the organization's faculty advisor accompanying the students. Student Organizations must be traveling together and staying at the same lodging facility. Under special circumstances, exceptions can be considered by the Student Activity Fee Committee. Exceptions may be made with prior approval and justification. International travel will not be funded.

H. Alcohol

The purchase of alcoholic beverages will not be funded under any circumstances.

I. Philanthropies, Benefits and Charities

The use of activity funds to make donations (including monetary) to philanthropies, benefits, charities, and similar fund raising events will not be approved. Organizations may request funds to offset events for those philanthropies.

J. Retreats and Workshops

Retreats and workshops that are sponsored by student organizations designed to benefit the campus community may be considered.

K. Clothing

Clothing items will not generally be funded. An exception may be made on a case by case basis.

L. Personal Financial Gain

Organizations will not be funded for programs and activities which result in personal financial gain for individual members. These guidelines recognize the voluntary nature of student organizations in which services are expected to be donated. Payments made to organization members will not be made.

M. Guest Speakers/Honorariums:

For larger speakers, there is a \$500 cap on all honorariums or guest speakers. Exceptions may be considered with the following supporting documents:

- Written quote and/or contract from the speaker on letterhead.
- Letter of support from the organization's advisor verifying the need for additional funds to support that specific speaker.

All payments must have a written receipt. Student Organizations should, when allowed, take a picture with the presenter and include with your reimbursement request.

Gifts and other personal items presented to speakers are not reimbursable.

N. Fundraising

The Student Activity Fee Committee may approve one fundraising event per semester. The allocated amount may not exceed \$200.

VII. Emergency Funding Requests

A pool of funding may be available for organizations with unforeseen needs related to an existing/new program or activity or loss of equipment. Unforeseen changes not in the organization's control may be considered for funding. Organizations may file for emergency funding after the Student Activity Fee application deadline by submitting the Emergency Funding Request form.

VIII. Appeal Process

All appeals must be filed in accordance with the guidelines established by the Student Activity Fee Allocation Committee. Appeals shall be submitted in writing to the Vice-President for Student Affairs within 10 class days of notification of funding. The written appeal must outline the specific funding decision being appealed and the reason for the appeal. An appeal may only be filed in the event that the organization can demonstrate that the Student Activity Fee Committee failed to follow SAF Guidelines. The fact that the SAF Committee did not fund a request at the requested level does not constitute grounds for an appeal.

Approved: 
Vice-President for Student Affairs

Date: 