



Student Government Association Club Funding Guidelines

The Student Government Association monies are intended to afford recognized student organizations the opportunity to contribute to the quality of campus life by sponsoring special events and programs that may not be possible without this financial assistance. All SGA funding is considered a **one-time allocation** for a single and limited purpose. SGA monies are **NOT** available for a club or organization's daily operating expenses. The SGA Finance Committee (SGAFC) considers each application for funding independently, evaluating each on its own merit. It is strongly recommended that students attend the SGAFC meeting at which their application will be discussed, especially when submitting requests for larger amounts or travel. **The SGAFC does not guarantee funding. When making its decision to allocate funding, the committee will consider the following factors:**

- *The number of Averett students that can participate in the program*
- *The variety of the ideas we receive*
- *How reasonable the program expenses are*
- *Other sources of funding available to the organization*
- *The demonstrated success of the organization's previous programming attempts*
- *The educational purpose of the program will be a priority consideration*
- *The duplication of another organization's administrative program or service*

Applicant Eligibility

1. Recognized Averett University student organizations currently not funded by the University may apply for funding from SGA.
2. Organizations must be registered with the Office of Student Activities in order to be eligible to receive funding.
3. Each Organization is limited to a maximum of \$600.00 per year. All eligible organizations may apply for any amount, at any time, not exceeding \$600.00. **All monies awarded must be spent within the semester it is awarded to the organization.**
4. Monies that have been awarded that are not spent will automatically return to the SGA budget.

Application Procedures

1. Applications can be picked up in the Student Center, room 322 or outside of the SGA office, room 313.
2. **Applications must be turned in at least two (2) weeks prior to the event so that the SGAFC has enough time to review the application and respond if funding is allocated.**
3. If possible, make sure all materials are properly and completely filled out and that all materials that provide information about the event such as flyers, event agenda, proposed (not signed) contracts, riders, or other material with information about the event is included with the application. This will ensure a faster review of the application.
4. Submit completed applications to the Office of Student Activities, room 322 in the Student Center.
5. Organizations will be notified prior to the review of their application so that a member of the organization may be present at the review.
6. Following review by the SGAFC, the organization will be notified regarding its decision on the application.
7. **All SGA moneys are awarded upon completion of the event. All receipts must be returned to the SGA treasurer or Director of Student Activities for payment processing.**
 - a. **Exceptions to this rule will be made if a university check can be made payable directly to another business or University staff member (cash advances).**

Allocation Process

1. The SGA will review applications on an as needed basis.
2. The SGA reserves the right to partially or fully award the amount of funding requested for the event.

Funding (What SGA Will Fund)

1. *Programming*

- a. Programs, services, and activities on or off campus that are educational in nature and directed primarily to the student community. Examples include but are not limited to: open forums, debates, guest lectures, conferences and tournaments.
- b. Programs that provide a safe and entertaining alternative activity for students to participate in.
- c. Publicity costs relevant to the event with the exact amount of funding contingent upon the importance or magnitude of the program. All requests for advertisements should be submitted with the application.
 - i. The Student Government Association must be listed as a co-sponsor on publicity items if the event is fully or partially funded with SGA money. This includes all printed materials such as but not limited to: newspaper ads, posters, banners, brochures, flyers, newsletters, etc.
- d. Programs must be open to all Averett University students

*Payment of honoraria and contractual services from SGA funds may be subject to hiring and payroll regulations of the University. **YOU MUST see the Director of Student Activities BEFORE agreeing to any contracts. If the organization enters into a verbal or written contract without the approval of the Director of Student Activities and Vice President for Admin. and Finance, the organization will be responsible for the payment of monies. All contracts must be signed by the Vice President for Admin. and Finance.**

2. *Travel*

- a. Travel expenses for *programming trips*.
 - i. Travel expenses for programming trips (open to all students), are not subject to the below travel guidelines. Expenses for trips used for the purpose of providing programming are subject to the guidelines of other campus programs listed above.
- b. Travel to *conferences and meetings* where the organization is representing Averett University.
 - i. Travel requests must conform to the following regulations:
 1. Travel is limited to two (2) events per organization with a maximum of \$300.00 per academic year.
 2. Student organizations may not use Averett University vans unless their faculty or staff advisor is present at all times while the van is in use.
 3. Funding is for registration, lodging, and transportation only. Food will **not** be covered.
 4. Payment for travel expenses will be made in one of two ways:
 - a. Payment made directly to the facility or organization sponsoring the conference
 - b. Reimbursement to the organization or individual upon providing receipts for payments made
- c. Travel to *community projects* where recognized clubs or organizations are participating. (*See travel guidelines above.*)

3. *Fundraising Activities*

- a. A maximum of \$50.00 per year can be awarded for the purchase of items used in fundraisers. **This does not include campus events (i.e. late night dances, etc.) that are designed to raise funds.**

4. *Recruitment Expenses*

- a. Eligible organizations may apply for up to \$100.00 a year for recruitment expenses.
- b. SGA funds can be applied towards the purchase of food and drink for on campus meetings as organizations attempt to recruit new members.
- c. Recruitment funds cannot be applied toward publication of the organization, purchase of supplies such as shirts, posters, etc.

Restrictions

The Student Government Association will not fund the following:

1. Costs for ads that honor, thank or congratulate an individual or group.
2. Costs for design work for logos, letterheads, program covers, etc.
3. Projects or activities in violation of State law and University rules and regulation, or procedures.
4. Activities or expenses that were not included in the approved application.
5. Events not open to the entire University community (with the exception of travel expenses).
6. Events designed to primarily advocate the election or defeat of any candidate for public office.
7. Alcohol and any activities that include a service of alcoholic beverages.
8. National or regional organizational dues or subscriptions.
9. Liability insurance for clubs and organizations including sports clubs.
10. Purchase of equipment including sports equipment, uniforms, organizational shirts, academic supplies, etc.
11. Food for travel.
12. Transportation costs for an individual or organization engaged in lobbying, class work requirements or job hunting.
13. Payments made to a member or members of a campus organization for services rendered to that organization.
14. Honoraria paid to the University faculty and staff members.
15. Gifts, prizes, or donations including but not limited to cash awards and charitable contributions.
16. Payments to invest or provide capital for any business or commercial enterprise intended to generate profit.
17. Telephone charges.
18. Costs of litigation against the University, of its employees in fulfillment of their duties or against its students.

THIS IS NOT A COMPREHENSIVE LIST; THE STUDENT GOVERNMENT ASSOCIATION RESERVES THE RIGHT TO RESTRICT FUNDING.

Processing Expenditure

1. Upon completion of the event, all receipts must be turned into the Director of Student Activities or SGA treasurer.
2. Approximately 2 weeks must be allowed for processing of the check.
3. Checks that can be written directly to a business from the university can be obtained. At least 2 weeks must be allowed for processing of the check.
4. Payments or reimbursements may not exceed the amounts requested on the approved application.
5. There will be no payment or reimbursements for specific items or events that were not originally listed or requested in the approved allocation.
6. All expenditures must include an original receipt, canceled check, or billing statement (invoice that details quantity and unit cost). **MONTHLY CREDIT CARD STATEMENTS WILL NOT BE ACCEPTED AS A RECEIPT**
7. A request to pay fees for speakers or performers must be given to the Director of Student Activities. All requests must include the following:
 - a. Contract or letter of agreement
 - b. Name, address, and social security number or federal tax ID number of individual agent to be paid
 - c. Date, time, place of the event and listing of service rendered
 - d. Record of the SGA approval
 - e. Signed contracts must be received by the Director of Student Activities at least two weeks prior to the event in order to guarantee payment. Contracts that are received later will result in delayed payment.