

SMALL CLUBS PROGRAMMING ACCOUNT GUIDELINES

1. Funds in this account shall be used to assist registered clubs and organizations to present programs which they otherwise would be unable to present. It is expected that school/college programs be funded from those respective accounts. Requests for these funds are for program requests of organizations not affiliated with a school/college or organizations affiliated with a school/college with a low funding priority.
2. Student Activity Fee (SAF) funds are only allocated to registered clubs and organizations whose programs will directly benefit or serve a large segment of the student body.
3. No organization may be funded for more than one speaker or program per semester. Funding for events will depend upon the merit of the program and availability of funds. Proper receipts are required for reimbursements for all approved requests.
4. All requests for an event must be submitted to the Student Government Association at least four weeks prior to the event. All late requests will be denied unless circumstances of a particular request are deemed extraordinary by the Small Clubs Allocations Committee.
5. Ordinarily, no organization may charge admission to students at any program which is in any part subsidized by these funds. An exception may be granted in those circumstances where as of part of the original request, the requesting organization satisfactorily demonstrates the merits of a program for which admission charges are proposed.
6. Student organizations whose active membership includes non-University students (this is not to exclude duly elected faculty advisors) shall receive SAF fund allocations only for student members.
7. SAF funds may be used to fund worthwhile programs of clubs and organizations. This is not to include charitable causes, recognition awards or banquets.
8. No SAF funds shall be used to purchase alcoholic beverages or food.
9. No SAF funds shall be used to fund scholarships.
10. All allocation requests will be considered by the Small Clubs Allocations Committee. Their decision will be reported in writing to the organization making the request.
11. If the Small Clubs Allocations Committee approves a funding request, the reimbursements must be claimed within 30 days of the event. If the reimbursements are not claimed within the designated time, the fund will be returned to the allocation pool.

GENERAL ACTIVITIES TRAVEL ACCOUNT GUIDELINES

1. Funds may be allocated to registered student clubs and organizations for travel to conferences and for performances, competition and programs pertinent to the student body. It is expected that school or college related travel be funded from those respective accounts. Requests for these funds are for travel requests of organizations not affiliated with a school/college or organizations affiliated with a school/college with a low funding priority.
2. All organizations may only be funded for one round-trip fare on a common to one conference or convention per year. The number of performing or competitive events funded will depend upon the merit of the program and availability of funds. Plane fare will be based on economy class. Proper receipts are required for reimbursements for all approved requests.
3. All organizations may only be funded for one automobile. Reimbursement is 51 cents per mile. Proper receipts are required for reimbursements for all approved requests.
4. No funds shall be allocated for food or lodging.
5. All requests for travel funds must be submitted to the Student Government Association at least four weeks prior to departure. All late requests will be denied unless circumstances of a particular request are deemed extraordinary by the Small Clubs Allocations Committee.
6. All students traveling must have currently paid Activities Fees.
7. All allocation requests will be considered by the Small Clubs Allocations Committee. Their decision will be reported in writing to the organization making the request.