

# **Student Government Priorities and Criteria Fiscal Year 2021**

## **Allocation Process**

Student Government receives funds from students through designated student activity fees. These funds are given to Student Government to promote student life on campus through the funding of student organizations. The task given to Student Government Finance Committee is to make recommendations to the Student Government Senate regarding the distribution of these fees through the standard processes. Through Student Government Law, regulations for the distribution of these funds for the Fiscal Year (July 1 – June 30) have been established. The Annual Allocations process shall allocate monies to student groups for expenses incurred from July 1 to June 30 of the fiscal year. Requests for Annual Allocations are made in the spring semester prior to disbursement. These regulations are stated in this document.

## **General Rules**

### **Eligibility Requirements**

Each organization that is requesting funds from Student Government is required to meet the following requirements:

- Organizations must demonstrate at least \$20 income per fiscal year per student member as listed by the student organization database unless the organization has not been in existence for less than 365 days.
- The organization shall be officially recognized with the Student Activities Center (SAC).
- The organization shall be open to all activity fee-paying students and spouse cardholders.
- The organization shall not contribute or accept financial or material support to or from any political party or campaign.
- The organization shall not request designated student fee money for the purposes of satisfying debts to outside entities.
- The organization shall not be a college or residence area Student Government constituency council.
- The organization shall not have more than half of its members receive academic credit for membership.
- The organization shall not receive funding from one or more academic department(s).
- The organization shall not exist, primarily, to assist students in attaining an internship or a scholarship.
- The organization shall not have a mission consistent with or directed towards a particular academic program or major at Iowa State University.
- The budget proposal must be organized by line items, all of which must have justification and a specific cost estimate.

### **Authority of Implementation**

The Finance Committee is empowered through the Constitution and Bylaws to act on behalf of the Senate on all financial matters, including the interpretation, application, and enforcement of this document. All references within this document to the Senate or Student Government give authority to the Finance Committee, as the sanctioned representative for financial affairs of the Legislative branch. The Finance Committee is empowered by Student Government Law to represent Student Government in all appropriate financial proceedings, unless specifically prohibited or limited by Student Government Law. All actions of the Finance Committee are subject to review and/or modification by the Senate.

### **Categorization of Student Organization**

The Student Organization Recognition Board (SORB) shall determine into which Student Activities Center recognition category a student organization should be placed. Then, the Finance Committee shall determine into which funding tier a student organization should be placed.

### **Duplication of Services**

Unless the request is for an event or a conference, a duplication of service will not be funded. The service in question shall be funded solely through the organization best suited to provide the service to Iowa State students. In the event that multiple organizations are seeking to attend the same event or conference, the transportation costs will be split proportionally between the organizations based upon the number of individuals from each organization attending the event or conference.

### **Financial Records**

The Finance Committee and the Finance Director reserve the right to request a copy of all financial records, legal documents, and publicity materials of an organization that has received or is requesting funds. These requests must be fulfilled within five (5) class days or penalties will be incurred.

### **Annual Allocations**

The Annual Allocations process takes place in the spring of every fiscal year. Student organizations are to request all funding for the next fiscal year during this process. Finance Committee will see funding requests throughout the fiscal year for special cases, but Finance Committee has the power to refuse funding for organizations during regular allocations if they did not attend Annual Allocations.

### **Membership**

Herein the term 'student members' shall be defined as students who are currently enrolled at Iowa State University, who pay the current student activity fee, and are registered as "Student Members" of the student organization on the student organization database. The membership of the organization will be determined using the roster function of the student organization database at the start of the organization's first hearing. The membership total of an organization shall be subject to review and/or modification by an affirmative two-thirds vote of Finance Committee.

## **Printed and Electronic Materials**

All printed and electronic materials must include "Funded by students through Student Government" or an acceptable equivalent phrase in a suitable size. Student Government reserves the right to request a copy of all printed or electronic materials from the organization. Publications may be required to bring in a copy of the most recent edition in order to receive funding. If organizations fail to follow this requirement, penalties will be incurred.

## **Exception Process**

No part of the "Eligibility Requirements" section of this document shall be waived before, during, or after the funding process. However, all other sections of this document may be waived by an explicit affirmative two-thirds vote by either the Finance Committee or the Senate.

## **Funding Ineligible Expenditures**

The following shall be considered funding ineligible expenditures for Funding Eligible and Sponsored organizations:

- Association Dues
- Building Rentals will not be considered unless free rentals on campus are inadequate or insufficient
- Clerical Services (Non-Salary)
- Clothing
- Decorations
- Donations, Gifts, Memorials
- Food (non-international or non-ethnic)
- Fundraising Expenses
- Job or Career Fairs
- League Registration Fees
- Lodging
- Patches, pins, prizes and trophies
- Photography
- Referees, Umpires, Judges, Instructors, Coaches and all related expenses
- Uniforms
- Trips to and from the Des Moines International Airport

Speakers, Performers, and Films which shall be administered through the Committee on Lectures, Event Funding Board or the Student Union Board be sought after prior to requesting Student Government funds for these items. The Finance Committee reserves the right to deem other items not listed above as non-criteria expenditures.

## **Funding Eligible Expenditures**

### **Advertising**

- Advertising for Philanthropic Events will only be considered for organizations whose primary purpose is Philanthropy.
- Get Involved Booklet
  - Organizations shall be eligible for one advertisement in the Get Involved Booklet, up to the minimum rate.
- Funding for the Flyer Distribution service through the Student Activities Center shall be considered under this category.
- Funding for posters and flyers used for advertising purposes shall be funded under the printing category.
- Student Government Partnered and Sponsored Organizations shall not be subject to advertising limitations.

- Electronic Mailing List
  - Mass electronic mailing lists shall be obtained using the big mail system provided by ISU ITS.
  - Groups are eligible for two electronic mailing lists per fiscal year upon demonstration of sufficient cause.
  - Fees associated with sending electronic mail to these lists will be included.
- Other
  - Internet sites, radio advertising, or other media will be considered up to \$50 per fiscal year only if it is readily accessible and available to Iowa State University (ISU) students.

### **Books, Magazines, Videos, and Media**

- Only books, magazines, videos, and media that further the group's purpose shall be considered, but must not be already available on campus.
- Requests for books, magazines, videos, and media shall be accompanied by specific titles.
- Organizations are required to disclose information on previously funded books, magazines, videos, and media.
- Organizations shall be eligible for \$50 per fiscal year.

### **Capital Expenses**

- Only Student Government Partnered and Sponsored organizations are eligible for these expenditures.
- Capital equipment will be defined as a non-consumable item with a useful life expectancy of over 3 years. Only capital expenses that further the group's purpose shall be considered.
- All capital equipment purchased with Student Government funds is the property of Student Government.
- Disposal of Student Government property will require the written approval of the Student Government Finance Director.
- The organization shall provide an estimated life expectancy of the capital expenditure.
- Organizations are required to disclose information on previously funded capital equipment. Failure to do so will be grounds for denial of further requests.
- Evidence of abuse or mishandling of equipment will be grounds for denial of further requests.
- Organizations must submit three (3) written bids by the budget request due date, unless it is impossible to get three (3) bids.
- Student Government will not fund computer hardware unless there is a need for confidential records to be stored on it, or limited access to it, or a significant cost savings can be demonstrated.
- Student Government will fund computer software on a case-by-case basis.
- Sports Equipment that is primarily protective in nature and club equipment that is used by all team members and whose primary purpose is safety will be considered under this category.
- Shipping costs for capital items will be considered.
- Funding level for capital items shall be at the discretion of the Finance Committee.
- Traditional attire will no longer be considered.

## **Repairs**

- Requests for funds to repair Student Government-funded equipment shall be considered.

## **Equipment Rentals**

- Off-campus rental of equipment will not be considered for funding unless equipment available on campus is inadequate or insufficient.

## **Conferences and Competitive Trips**

Requests for registration to conferences and competitive trips will be considered according to the following:

- Conferences must be identified by sponsoring organization, date, place, and official detailed description of the conference to be considered; such as website, brochure, etc.
- Organizations requesting conference or competition registration funds shall be funded at half the cost up to \$100 per individual per conference.
- Lodging and meals will not be considered.
- Conference expenses for organizations that have been registered with SAC for less than one (1) year will not be considered.
- Expenses for non-ISU students will not be considered.
- Leadership conferences will be considered only if there is sufficient evidence that the conference in question does not duplicate services provided on campus.
- There will be no cap on the number of competitive trips that can be considered.

## **Conference and Competitive Trip Transportation**

Transportation to and from the conference site will be considered up to the current rates for the appropriate University vehicles.

- Only mileage found using the current Student Government method will be considered.
- Mileage can be found using the shortest distance according to <http://maps.google.com>.
- Only city-to-city mileage to the conference and back will be funded.
- International travel will only be considered to Mexico & Canada. Travel to Hawaii will not be considered.
- Travel expenses at the conference or competitive trip will not be considered.
- Conference transportation funds will only be provided to ISU students participating in the conference.
- Funding for transportation can only be used for any means of transportation approved by the Office of Risk Management.
- Reduced rate will be at  $\frac{1}{3}$  of the appropriate University vehicle rate
- Vehicles required for equipment transport will be considered on a case-by-case basis based on the current University rate.
- Transportation funding may be used towards commercial flight tickets but will continue to be funded at the mileage rate.

## **Copyright and Licensing Fees**

- Copyright and licensing fees will be considered on a case-by-case basis.

## **Insurance**

- Will only be considered if the insurance is required by the University.
- Will be considered on a case-by-case basis.

### **International/Ethnic Food**

- Requests for International/Ethnic food for events will be considered only if open to the public and will be limited to one (1) event per organization per year.
- Ethnic food must be specifically served at events with the primary purpose of promoting culture.
- Student Government funding shall be limited to the following:
  - If the event is being held for the first time, the following formula shall be used:  
 $\$8 \text{ (per plate)} \times 2 \times \text{(the number of student organization members)}$
  - If the event has been held in the past, the following formula shall be used: most recent attendance  $\times$  \$8 per plate.
- Only International/Ethnic food costs will be considered for organizations classified as Multicultural by the Student Organization Recognition Board (SORB).
- Student Government funding will be limited to an amount such that the organization does not make a profit from the event.
- The International Food Fair will not be considered for individual organization funding.
- Organizations requesting funding for International/Ethnic food must complete and submit along with their budget request, a detailed description of the event. This description must include:
  - A detailed description of the international or ethnic event.
  - The expected date and location of the event.
  - A detailed breakdown of dishes served, admission costs, a summary of the profits and expenses from any previous events if requested.
  - The expected attendance.

### **Entertainment**

- If a speaker, performer, or film shall be administered through the Committee on Lectures, Event Funding Board, or the Student Union Board, then they must request funding from the aforementioned organization prior to requesting funds from Student Government.
- Requests will be considered on a case-by-case basis.

### **Office Supplies**

Requests for office supplies for organizations with a non-student-housing office shall be considered according to the following:

- Organizations shall be eligible for \$60 per fiscal year for office supplies.
- Student Government Partnered or Sponsored Organizations shall not be subject to office supply limitations.

### **Postage and Shipping**

- Requests for Postage and Shipping shall be only considered for outgoing mail.
- Reference Capital Expenses for incoming shipping costs.
- Requests will be considered on a case-by-case basis.
- Whenever the quantity of any single mailing qualifies for bulk mail rates, only the minimum bulk mail rates will be considered. A bulk mail permit is available through ISU Postal and Parcel Services.

### **Printing**

- Groups may use their allotted printing quota for any printing purposes.
- Funding eligible organizations shall be eligible for \$60 per fiscal year in printing expenses.

### **Professional Development**

- Student Government funded employees are eligible for professional development requests. Professional development requests shall be limited to \$3,000 per professional employee per year.

### **Publications**

Publications will be subject to the following funding guidelines:

- The publication must be made available at five (5) or more locations on campus.
- Publications are allowed and encouraged to pursue funding from academic departments and from advertising.
- Requests for publication printing shall be considered up to three-thousand dollars (\$3,000) per semester.
- All publications must include "Funded by students through Student Government" or an acceptable equivalent phrase in a suitable size.

### **Salaries and Wages**

Salaries and wages shall be considered only for SG Partnered and Sponsored Organizations and limited to other organizations on a case-by-case basis.

- Student employees will be funded at the minimum wage.

### **Utilities**

- Ethernet
  - Monthly charges for Ethernet service for twelve (12) months will be considered for organizations that have an on-campus (non-student-housing) office with a telecommunications account.
  - Installation fees will not be funded.
- Long Distance Telephone
  - Requests of up to \$50 per year for long distance and fax charges will be considered for organizations with an ISU telecommunications account. Special requests for monthly charges will be considered. Phone cards will not be considered.
  - All utilities will be considered on a case-by-case basis
- Additional Webspace
  - Requests for funding by student organizations for additional webspace on the Student Organization Database will be limited to \$60 per fiscal year. Organizations requesting funding shall demonstrate a need for additional webspace.