

Iowa State Student Government Priorities and Criteria

Fiscal Year 2026

Funding Priorities

All factors being equal, Student Government will give priority to funding requests which:

- Provide a high benefit to students relative to the cost of the request
- Positively and tangibly impact students' day to day lives
- Provide long-term benefit to the organization or the community
- Further cultural understanding and representation at Iowa State
- Promote diversity and inclusion for underrepresented groups
- Promote the health, safety, and well-being of the Student Body
- Promote equal access to university resources, events, and opportunities
- Provide initiatives, events, and items that serve the general student body

These priorities are presented in no particular order

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 the Student Activity Fee. The Annual Allocation Process shall allocate monies to student organizations for expenses incurred from July 1 to June 30th of the following calendar year. Requests for Annual Allocations are made in the spring semester prior to disbursement.

Student Government law states that the following funding regulations for Fiscal Year 2026 (July 1 2025 - June 30 2026) have been established

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.

Amendment of the Priorities and Criteria Document

The Student Government Finance Committee reviews this document throughout the fiscal year, It submits an annual revision for Senate approval the first week of the Spring Semester.

Funding Tiers

The Student Organization Recognition Board (SORB) shall determine into which Student Engagement recognition category the student organization should be placed.

So long as the organization is deemed to be in good standing, the Student Government Finance Committee shall then place it into one (1) of four (4) following funding tiers.

1. Student Government Partnered
2. Student Government Sponsored
3. Student Government Funding Eligible
4. Student Government Funding Ineligible

*as stated in Student Government bylaw Section 9.3

These are subject to change through an act of the Senate at any time. An updated copy of the bylaws can be found here: <https://www.stugov.iastate.edu/funding>

Description of Funding Tiers:

Iowa State Student Government:

- Student Government is a legitimate governing body at Iowa State University
- It shall not be restricted by our Priorities and Criteria
- Reimbursements will be considered on a case-by-case basis approved by the Finance Director

Student Government Partners:

- Are critical to the mission and culture of Student Government
- Work as a partner of Student Government or one (1) of its branches
- Inherently linked to Student Government because of their role servicing Iowa State University
- Present events of broad appeal that are considered an integral part of the institution
- Have a purpose and effect of serving a broad segment of the university community, not just its memberships
- Have routinely presented events of broad appeal for the campus community
- Have a designated risk management office that develops and maintains standard operation and event planning procedures
- Partnered Organizations are not bound by Student Government Priorities and Criteria

Student Government Sponsored Organizations:

- Serve the broad interests of students and the general public, not just its members
- Operated and maintained by its members
- Contribute to the mission, vision, goals and culture of Student Government and the Iowa State University community

Student Government Funding Eligible Organizations:

- Consistent with the mission and culture of Student Government and Iowa State University; primarily engage in activities that benefit or interest their members
- Have a primary interest group that is capable of functioning with minimal outside support
- Satisfy the eligibility requirements section as delineated in this document (Page 4)

Student Government Funding Ineligible:

- The group in question does not satisfy one or more of the eligibility requirements delineated in this document (Page 4)

Eligibility Requirements

Any organization seeking to be recognized as *Funding Eligible* is required to meet all of the following criteria

1. Organizations must demonstrate at least \$20.00 of income (from any source) per fiscal year per student member as listed by the Student Organization Database

*organizations that have been in existence for less than 365 days are exempt from requirement one (1)

2. The organization will be officially recognized by Student Engagement
3. The organization shall be open to all activity fee-paying students and spouse cardholders
4. The organization shall not contribute or accept financial and or material support to or from any political party or campaign
5. The organization shall not be a college or residence area Student Government constituency council

*United Residents Off Campus are exempt from requirement five (5)

6. The organization shall not have more than half of its members receive academic credit for membership
7. The organization shall not receive funding from one (1) or more academic departments or colleges
8. The organization shall not primarily exist to assist students in attaining an internship or scholarships
9. Organizations that operate at a budget surplus independent from Student Government allocated funds will be considered on a case-by-case basis
10. The organization shall not have a mission consistent with or directed towards a particular academic program or major at Iowa State University
11. Budget proposals must be organized by line items, all of which must have a justification and a specific cost estimate

Exception to Funding Categories

No part of the “Eligibility Requirements” section of this document shall be waived before, during or after the funding process.

Criteria for funding categories are derived from the Student Government Bylaws. The Finance Committee is not granted the ability to waive criteria for funding categories. Student Government Senate can initiate a vote to waive relevant bylaws.

All other sections of this document can be waived by a two-thirds vote by the Student Government Senate or Finance Committee

Duplication of Services

Duplication of services will not be eligible for funding through Student Government.

In the event of a duplicate funding request, Student Government will determine which group is best suited to expend the requested funds and award funding as described

In the event that multiple organizations are seeking to attend the same event or conference, the transportation costs will be split proportionately between the organizations based upon the number of individuals from each organization attending the event or conference.

*Events or conference are exempt from the duplication of services clause of this document

Financial Records

Student Government Finance Committee and the Student Government Finance Director reserve the right to request a copy of all financial records, legal documents, and publicity materials of an organization that has either requested or previously received funding from Student Government.

Requests must be fulfilled within five (5) class days or the Student Government Finance Committee can refuse to hear the relevant funding request.

Annual Allocations

The Annual Allocation process takes place in the Spring of every fiscal year. Student Organizations are to request all funding for the next fiscal year during the Annual Allocation process.

The Finance Committee will see funding requests throughout the fiscal year for line-items not submitted through the Annual Allocation process.

Membership

Student Members: Students who are enrolled at Iowa State University; Students who pay the Student Activity Fee; Registered as “Student Member” of the organization requesting funding on the Student Organization Database

The Membership total of an organization shall be subject to review and/or modification by an affirmative two-thirds vote of the Student Government Finance Committee.

Printed and Electronic Materials

All printed and electronic materials must include the following:

“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 these requirements, there may be penalties.

Funding Ineligible Expenditures

The following shall be considered funding *ineligible* expenditures:

- Building Rentals

* If free rentals on campus are inadequate or insufficient than Student Government will consider a funding request for building rentals

- Clerical Services (Non-Salary)
- Clothing
- Decorations

*Decorations: items and or designs used to only enhance the appearance of an event

- Donations, Gifts, or Memorials
- Food

* International and Ethnic Student Organizations are exempt from this ineligibility

- Fundraising Expenses
- Funds for the purpose of satisfying debts to outside entities
- Jobs or Career Fairs
- Lodging
- Office Supplies
- Patches, Pins, Prizes and Trophies
- Photography
- Referees, Umpires, Judges, Instructors, Coaches, and all related expenses
- Student Organization Dues
- Uniforms
- Trips to and from the Des Moines International Airport

Funding Eligible Expenditures

Advertising

1. Student Government *Partnered* and *Sponsored* Organizations shall not be subject to advertising limitations

- Student Engagement flyer distribution will be considered under *Advertising*
- Funding for posters and flyers used for advertising purposes shall be funded under *Printing*
- Advertising for philanthropic events will only be considered for organizations whose primary is philanthropy
- Get Involved Booklet

*Funding Eligible Student Organizations will be eligible for one (1) advertisement in the Get Involved Booklet at the minimum rate

- Groups are eligible for two (2) electronic mailing lists per fiscal year

*fees associated with sending electronic mail to these lists will be included

- 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 students

Books, Magazines, Videos, and Media

1. Funding Eligible Student Organizations will be eligible for up to fifty dollars (\$50)

- Only books, magazines, videos, and media that further the groups purpose will be considered; an equivalent service must not already be available on campus
- Subscriptions will be considered on a case-by-case basis

Capital Items

1. Only Student Government *Partnered* and *Sponsored* organizations are eligible for Capital Item expenditures

2. The funding level for capital items shall be at the discretion of the Finance Committee

- All purchases of capital items with Student Government funding must be purchased through Procurement Services, with written authorization of a University Department
- Capital items will be defined in accordance with the Iowa State University Student Organization Recognition Policy (Section 8C)
- Written approval of the Student Government Finance Director with accordance of the Campus Organization Accounting Office is needed prior to disposal of SG Property
- The organization shall provide an estimated life expectancy of the capital expenditure
- All capital items purchased with Student Government funds are the property of Student Government
- Organizations are required to disclose information on previously funded capital items; failure to disclose upon request can affect the outcome of the submitted funding request
- 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.

*Exception will be made if not possible to acquire and submit three individual bids

- Student Government will fund computer software and hardware on a case-by-case basis
- Shipping costs for capital items will be considered

Capital Item Repairs

- Funding requests to repair *Student Government* funded equipment shall be considered
- Proof that the item was originally purchased by Student Government is mandatory prior to funding the repair

Equipment Rentals

- Off-campus rental equipment will not be considered for funding unless equipment available on campus is inadequate or insufficient
- Student Government Finance Committee reserves the right to request multiple quotes from the funding eligible group that submitted the request

League Registration Fees

- League registration fees will be considered on a case-by-case basis

Conference and Competitive Event Registration

- Conference expenses for organizations that have been registered with Student Engagement for less than 365 days will not be considered

*Student Government Finance Committee will consider an exemption if the Student Organization can demonstrate need and/or impact of the event

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

Conference and Competitive Event Transportation

1. Transportation to and from the conference or competitive trip will be considered up to the current rates for the appropriate Iowa State University vehicles

2. Funding for transportation can only be used for transportation approved by the Office of Risk Management

- Mileage will be calculated by using the shortest route available on the following GPS: <http://maps.google.com>
- Only city-to-city mileage will be funded

*Travel expenses at the conference or competitive trip will not be considered

- Student Government will fund at 36% of the relevant Iowa State University vehicle rate using the following formula: $\text{Mileage} \times 2 \times 0.36 = \text{granted funding}$

- Only travel to continental United States, Alaska, Canada, and Mexico will be considered
- Allocated funds in the Conference and Competitive Trip Registration clause will be spent only on Iowa State University Students participating in the conference or competitive trip
- Vehicles required for equipment transport will be considered on a case-by-case basis
- Trailer Rentals will be considered at $\frac{1}{3}$ the daily 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 coverage is required by Iowa State University
- If outside entities require coverage for participation, the Student Government Finance Committee will consider on a case-by-case basis

International and Ethnic Food

1. Ethnic food must be specifically served at events with the primary purpose of promoting the relevant culture
2. Funding requests for International or Ethnic food events will only be considered if open to the public
3. International or Ethnic Student Organizations are eligible up to one (1) food event per fiscal year
4. Student Government funding will be limited to an amount such that the organization does not make a profit from the event
 - Attendance will be recorded with ID-Scanners
 - Organizations requesting funding for International and or Ethnic food must submit the following
 - 1) Description of international or ethnic event
 - 2) Expected date and location of the event
 - 3) Breakdown of dishes served; admission cost; if the event has been held in the past, a financial summary of that event
 - 4) Expected attendance (Iowa State University Students and Public)
 - International Food Fair will only be considered for the International Student Council

- Student Government funding as it relates to International and Ethnic Food events being held for the first time will be calculated using the following formula:

A) \$8 per plate x 1.5 the number of members enlisted in the host organization

- Student Government funding as it relates to International and Ethnic Food events being held for a consecutive year will be calculated using the following formula

B) most recent attendance x \$8 per plate

Entertainment

- Iowa State Student attendance must be recorded by ID-Scanners
- Student Government will consider funding for a speaker, performer, or film without consult/support from the Committee on Lectures and Event Funding Board if the requested amount does not exceed \$500
- Funding for a speaker, performer, or film shall be administered by the Committee on Lectures and Event Funding Board if the request exceeds \$500, before requesting funds from Student Government

Postage and Shipping

1. Requests will be considered on a case-by-case basis

- Requests for Postage and Shipping shall only be considered for outgoing mail
- If the quantity of mail qualifies for bulk mail rates, only the lowest bulk mail rate will be considered.
- Student Government will consider shipping costs for Capital Items

Printing

1. Student Government Partnered and Sponsored Organizations shall not be subject to this limitation.

- Groups may use their printing allocation for any printing purposes.
- Organizations shall be eligible for \$100 per fiscal year in printing expenses.

Professional Development

1. Only Student Government funded employees are eligible for professional development requests.
 - Professional development requests shall be limited to \$3,000 per professional employee per year.
 - All requests for professional development must be approved by the Finance Committee.
 - Professional Development requests will be considered on a case-by-case basis.

Publications

- The publication must be made available at five (5) or more locations on campus.

*If the publication is exclusively online, they will be exempt from the previous clause

- Publications may pursue funding from academic departments and from advertising.
- Requests for publication printing shall be considered up to \$3,000 per semester.
- Requests for publication printing will only be considered for organizations whose main purpose is distributing publications
- All publications must include “Funded by Students through Student Government” or an acceptable equivalent phrase in a suitable size.

*Exceptions will be considered on a case-by-case basis.

- The Finance Committee reserves the right to ask for multiple bids for printing costs.
- One copy of the publication shall be delivered to the Student Government Office.
- The organization shall also provide locations and dates of distribution to Student Government.

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.

- Salaries and wages will only be considered for Iowa State Students.
- Exceptions will be made by the Finance Committee on a case-by-case basis. Given that the organizations show that they have exhausted means of hiring Iowa State Students.
- Student employees will be funded at the minimum wage.

Safety Equipment Purchases

- Requests for safety equipment will be considered on a case-by-case basis
- Student Government will only consider requests for safety equipment after all other relevant University Departments have been asked

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.