



ALLOCATIONS MANUAL

The Student Activities Fund

The Student Activity Fee is collected by the College at the direction of the Student Government Association (SGA) and is deposited into the Student Activities Fund (SAF). The SAF is used to finance student programming via recognized student organizations as well as individual students.

The SAF is controlled and allocated by the SGA Budget Committee (SGABC). The Student Activities Fee will be \$400 in the 2011- 2012 academic year, equivalent to approximately one percent of the cost of tuition. It is at the discretion of the SGABC to allocate funds to petitioning recognized student organizations and individual students.

All recognized student organizations and individual students are subject to the rules, regulations, and penalties established by the SGABC and must comply with College policies.

Purpose of the SAF

The primary purpose of the SAF is to fund recognized student organizations with the goal of providing programming for students through community service and civic engagement organizations, cultural organizations, informal sports organizations, media organizations, musical organizations, and special interest organizations. In addition, the SAF supports campus-wide initiatives such as the U-Pass program and free admission for students to performances at the Austin Arts Center.

The SGABC will evaluate the policies and procedures of the allocation of the SAF in order to ensure proper fiscal responsibility. The SGABC will also assess and develop a comprehensive strategic plan to implement acceptable policies and procedures for the management of the SAF. Accountability of the SAF is contingent upon a successful relationship between the SGABC, EAC, the Office of Campus Life, and the College's Budget Office. The Vice President of Finance, the Vice President of Entertainment and the Finance Secretary shall establish regular communication between these entities.

The SGA Budget Committee (SGABC)

The SGABC reports directly to the SGA Senate and is comprised of the Vice President of Finance, the SGA Finance Secretary, seven students elected at-Large by the student body and three senators (appointed by the Senate). Members of the SGABC elected by the student body shall serve a three semester term for their position. Senators appointed by the SGA shall serve a two-semester term.

The Vice President of Finance and SGA Finance Secretary are both non-voting members. The members of the SGA Executive Board have the right to attend SGABC meetings as non-voting members.

Quorum shall consist of six voting members. A majority vote in decisions shall also be comprised of six voting members. In the event of a deadlock, the Vice President of Finance will cast the deciding vote.

The SGABC sets financial policies and procedures for all recognized student organizations and handles the daily operation of the SAF. The SGABC hears funding requests from recognized student organizations and individual students.

The Entertainment Activities Council (EAC)

The EAC is a branch of the SGA similar to the SGABC, charged with managing two year-round budgets allocated to it by the SGABC and the Senate, one used for internal functions, and one for external allocations to clubs and student groups.

The EAC is comprised of the Vice President of Entertainment, the SGA Finance Secretary, a Social Chair (who will have at least 1 year experience within the EAC and be appointed from within the EAC General Body), a Special Events Chair (who will have at least 1 year experience within the EAC and be appointed from within the EAC General Body), one member from the Freshman class (elected by the Freshman class), one member from the Sophomore class (elected by the Sophomore class), one member from the Junior class (elected by the Junior class), one member from the Senior class (elected by the Senior class), one senator (appointed by the Senate), and four members from four different student organizations that represent different sectors of campus (appointed by their individual organizations). The latter four members will have their organizations' membership reviewed at the end of each academic year by the EAC, and then voted upon by the Senate for final approval.

The Vice President of Entertainment and SGA Finance Secretary are both non-voting members. The members of the SGA Executive Board have the right to attend EAC meetings as non-voting members.

Quorum shall consist of six voting members. A majority vote in decisions shall also be comprised of six voting members. In the event of a deadlock, the Vice President of Entertainment will cast the deciding vote.

The Club Sports Council (CSC)

The CSC is a three-person panel, comprised of two members appointed by the Senate and a staff member from the Office of Campus Life, charged with managing a budget allocated to it by the SGABC and the SGA, to be used specifically for funding requests from recognized "club sport" student organizations.

Student Organizations

Student organizations must be recognized by the SGA in order to request funding from the SGABC. When requesting recognition from the SGA, organizations may apply for a \$500 year-round operating budget. If an organization applies for recognition from the SGA halfway through the academic year and receives it, they will be allocated \$250 for the Spring semester. All recognized student organizations may request funding from the SGABC on an as-needed basis.

If a student organization does not complete the appropriate Office of Campus Life registration at the end of the Spring semester or beginning of the Fall semester, or does not attend the appropriate SGABC training session at the beginning of the Fall or Spring semester, they will be ineligible to receive SAF monies.

Recognized student organizations may apply for a year-round operating budget in excess of \$500. These budgets will be determined by the SGABC at the end of the Spring semester.

Said organizations will also be subject to a mid-year financial review process, to be conducted by the SGABC at the end of the Fall semester. The SGABC may decide to revise organizations' operating budgets based on said review process.

Newly formed student organizations will have access to their operating budget immediately unless approved by the SGA after Thanksgiving Vacation in the Fall semester or after Spring Break in the Spring semester, whereby their eligibility for an operating budget will occur the following semester.

All funds that are not spent by the end of the academic year will revert to the SAF for the following academic year. The SGA reserves the right to authorize certain organizations to rollover monies to the following academic year.

All equipment purchased with monies from the SAF is the property of Trinity College and of the SGA. In accordance, it must be on file with the SGA and the Office of Campus Life.

If an organization spends an amount that exceeds their operating budget, the amount by which they overspent will be immediately deducted from the organization's operating budget for the following academic year. If the amount left in the operating budget is insufficient to cover the overspent amount, the organization will be ineligible for an operating budget until the amount has been repaid by the organization to the SAF. The organization will also be ineligible to request funding from the SGABC or EAC.

Student Organization Recognition and Registration

Only those student organizations which are recognized by the Office of Campus Life and the SGA will be eligible to receive monies from the SAF.

Student organizations must register their President, Treasurer and staff/faculty Advisor with the Office of Campus Life by the last day of final exams in the Spring semester in order to be allocated a budget for the following academic year. Student organizations must re-register with the Office of Campus Life before the Activities Fair in the Fall semester in order to maintain access to their budget for the academic year.

Student organizations must submit an updated registration form with any changes by the end of January in order to access their budget for the Spring semester.

Guidelines

No more than \$250 of a student organization's \$500 operating budget may be used to purchase food and beverages. Alcohol purchases must comply with the policies detailed in the Trinity College Student Handbook, and permission to purchase alcohol must be requested via the Director of Campus Life or associate.

All recognized student organizations, as well as individual students, may request funding for an event or expenditure. There is no limit on proposals that may be submitted within the school year. Funds will be allocated on a first come, first served basis. Funds for expenditures already incurred or events already past will not be allocated.

Exceptions

The SGABC and EAC do not allocate funding for coaches' salaries or for hiring staff.

The SGABC and EAC do not allocate funding for donations to charity.

The SGABC and EAC do not allocate funding for awards or gifts.

The SGABC and EAC will not fund honoraria for Trinity faculty members, staff, and current students where the individual is the keynote speaker at an event, or the individual is a speaker at a conference involving several colleges. The SGABC will only allocate an

honorarium up to funds already committed by the aggregation of other financial sources, exceeding no more than \$1,000 per event. In anticipation for honorarium requests exceeding \$1,000, in which similar funds, *mutandis mutatis*, have been raised, the SGABC may through a unanimous vote allocate honoraria which exceed \$1,000.

Funding for Spring Break and other non-academic trips

The SGA Budget Committee will be the body in charge of hearing requests for non-academic travel expenditures such as, but not limited to, Spring and Winter Break trips. Every year, the committee will put aside up to 10% of its budget towards trip funding requests.

The committee will match up to 100% the portion of the costs raised through fundraising initiatives, depending on availability of funds. Personal contributions and deposits will not be considered as fundraising.

The committee shall not spend more than 5% of its annual budget on a single request for Spring and Winter break trips.

SGA Event and Expenditure Fund Request Form

This form is used to request funds for events and expenditures. These forms are used to prepare the itemized request for the organization or individual and must be submitted online to

sgafinance@trincoll.edu by noon the day before the SGABC meeting (which will be announced at the beginning of each term via global email). Petitions for EAC must be submitted before Saturdays at noon to sgaentertainment@trincoll.edu, in order to be heard on the Sunday EAC meeting.

The form is available from the SGA website <http://trinitysga.com/finance>.

The SGABC hears funding requests for events and expenditures including, but not limited to, conferences, workshops, guest speakers, membership dues, travel expenses and apparel.

The EAC hears funding requests for events and expenditures including, but not limited to, parties, dinners, guest artists (bands, comedians, etc.), and DJs.

All student organizations are encouraged to raise funds of their own accord. Fundraisers must be approved by the Office of Campus Life, and any monies collected must be reported to the Office of Campus Life.

Student Government Association Financial Request Form

This form is used to process all financial transactions. This includes requests for: transfer of funds, reimbursement of expenses, and all deposits to a student organization account. The form must be filled out completely with the appropriate account numbers and signatures, along with original receipts/invoices and/or checks and money to be deposited, as applicable. Incomplete forms with missing information and/or invalid documentation will be sent back to the designated organization or individual.

Student Organization Registration/Reactivation Application

This form is used to renew recognition for student organizations or to start an organization at Trinity. It must be completed and signed by the appropriate persons and submitted to the Office of Campus Life, accompanied by a written constitution.

Tax Exempt Certificate

This certificate is used when purchasing items for an organization. Because the College is a non-profit institution, it has a tax-exempt status. This certificate is used to verify that a purchase will not be charged sales tax. Copies are available in the Office of Campus Life (Mather Hall #107), and from the Vice President of Finance.

Requesting funds from the SGABC

Organizations and individuals should complete the SGA Event and Expenditure Fund Request Form and submit a cover page that gives a summary of the event or expenditure for which they are requesting funds. All relevant information should be included. The organization/individual(s) must then appear before the SGABC or EAC, as applicable, for a hearing in which they will give a brief presentation about their funding request. The Finance Secretary, will e-mail the student organization/individual with the date, time and location of their hearing.

When presenting before the SGABC, organizations or individuals should be prepared to answer questions about their request.

After the hearing, the Finance Secretary, as applicable, will inform the organization or individual(s) of the amount approved. At this time, the organization or individual(s) may file a formal petition for appeal. The organization or individual(s) will be contacted for a second hearing with the SGABC or EAC. Only one appeal per event or expenditure request will be heard.

Allocated funds are managed by the Finance Secretary to ensure that they are spent on the approved expenses. Funds not spent will be returned to the SAF for the following academic year and may not be used for purposes other than those approved. However, an appeal may be made so that the organization or individual(s) may spend residual previously allocated funds in a manner different from that which was initially requested.

When hearing funding requests, the SGABC and EAC will give consideration to:

The number of students that will benefit from the event/expenditure.

The availability of funds yet to be allocated.

The degree to which the organization or individual(s) abided by the guidelines established in this Manual.

The historical fiscal responsibility of the organization.

The degree to which the organization or individual(s) sought funding from outside sources, such as College academic departments, other organizations or individuals, fundraising, etc.

Defunct/Inactive Organizations

Student organizations that fail to meet the criteria set forth in this Manual will be considered defunct/inactive and ineligible to receive monies from the SAF.

More information regarding the SAF, the SGABC or EAC can be obtained from the SGA Vice President of Finance, or the Associate Director of Student Life and Leadership. The SGA reserves the right to withhold funding from any individual or recognized student organization after it has been allocated if a breach of agreement occurs.

As amended by the SGABC on December 8, 2011.