APPENDIX E – CLUB/ORGANIZATION FINANCIAL PROCEDURES

All Clubs/Organizations who would like to request funds from the Student Government Activity Fee must petition the SG Budget Committee. The Committee is comprised of the SG VP for Finance, Director of Student Activities, the Student Life Graduate Assistant, and the Associate Dean of Students. The VP for Finance is responsible for directing the appropriations and expenditures of the Student Activity Fee under the advisement of the Student Life Department.

Requests for funds are available in the Fall for the Spring semester and in the Spring for the Fall semester. All budgets are reviewed on a first come, first served basis and until all money is depleted.

A club/organization must have a complete constitution submitted to and approved by the CCO to be considered for funds.

The following guidelines have been developed to help your group better understand the role of the VP for Finance. They are to provide a concrete outline of the rules and regulations created and implemented by the Student Government Budget Committee of Sacred Heart University.

Financial Guidelines:

Article 1 - Eligibility for Funding

In order for a club/organization to receive funding from the SG Budget Committee, it must have the following information handed into and approved by the Council of Clubs and Organizations during the first month of the semester:

- Club/Organization constitution
- Updated list/roster of members
- Name of the advisor

Section 1 - Representative to the Council of Clubs and Organizations

The president must be present at all CCO meetings in order to remain eligible to receive funding. Two absences without cause (cause will be determined by the Student Government Vice President for Judicial Affairs) from the CCO meetings will result in suspended funding for the following semester for the club/organization for which the person was representing.

Section 2 - Club/Organization Not in Good Standing

A club/organization not in good standing with the Sacred Heart University guidelines (listed in the student handbook) will be ineligible to receive funds unless permission is granted to appear before the Budget Committee by the Associate Dean of Students.

Article 2 - On-campus accounts

Every club/organization must have an on-campus account. Once the Council of Clubs and Organizations has stated that your club/organization is presently an active group, you will automatically have an on-campus account. This account is located in the Student Club and Organization Bank, which is found in Hawley Lounge. Off campus accounts are not permissible.

Article 3 - PUBLIC SAFETY AND/OR Police at On-Campus Events

Police may be provided by the VP for Finance, through the Student Government Police account, at the one required campus wide event located on campus per approval from the Student Life
Department. This event must benefit the campus as a whole. Police will be provided free of charge upon written request to the Budget Committee. The request must be given to the VP for Finance three weeks in advance, prior to the scheduled event. This form will then be submitted to Public Safety who will then in turn hire the police for the event. In the event that your club/organization sponsors two or more on-campus events that are beneficial to the whole campus and require police, you must submit a formal request to the Budget Committee pending approval by the Committee.

**Section 1 - Off-campus Police for Off-Campus Events**
Any club/organization sponsoring an off campus event should include police assistance in their budget when projecting their estimated total expenses. Though each request will be considered by the Budget Committee, this does not guarantee that it will be approved.

**Article 4 - Items not funded**

**Section 1 - Items for group use only:**
The Budget Committee will not fund items that do not benefit the school as a whole. The Committee will have the final say in determining what items will have funding provided for. Example of such items include, but are not limited to:

1. Personal entertainment for group members
2. Awards or prizes for group members
3. Group charter
4. Jackets, sweatshirts, T-shirts, or any clothing for personal use
5. Uniforms
6. Equipment
7. Food and beverages

**Section 2 - Not representative of the whole school:**
The Budget Committee will not fund the following items because they may not express the opinion(s) of the entire college community.

1. Charitable contributions
2. Partisans political activities
3. Outside Organizations (i.e. Political Organizations which have no ties to the university or does not represent this institution.)

**Section 3 - Membership by choice:**
The Budget Committee will not fund individual entry fees because membership is by choice. The University in not obliged to promote any membership to a club/organization, that in turn, incurs a fee. Students, participating in a club that does request an individual entry fee, must realize this membership by choice clause, as certain clubs/organizations may request monthly dues to assist that particular group.
**Section 4 - Alcoholic beverages:**
Only internal funds raised by the group may be used for alcoholic beverages. Any club/organization using funds for alcohol must have the permission of the Associate Dean of Students. No funding will be provided for alcoholic beverages from the VP for Finance. Only the Associate Dean of Students has the right to approve alcohol at events.

**Section 3 - Retreats and conferences:**
Each club/organization is permitted to attend one conference/retreat/competition each semester. Clubs/Organizations wishing to attend a conference/retreat/competition must furnish a brochure or other documentation advertising the event. Dates, locations and expenses must be itemized. The total amount allocated by the Budget Committee is not to exceed the conference cap of $3,000. The Committee will follow the general guidelines below when allocating money towards a conference, but the total allocation remains at the discretion of the Budget Committee.

<table>
<thead>
<tr>
<th>Registration Fees: $700</th>
<th>Transportation: $1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food: $300</td>
<td>Hotel*: $1000</td>
</tr>
</tbody>
</table>

*Maximum of same gender per room

The Budget Committee will not fund retreats that are sponsored by individual organizations.

**Section 4 - Speakers/Lecturers:**
Expenses/Fees for bringing Speakers/Lecturers to campus will be funded up to $1,200 per semester. It is the Club/Organizations responsibility to fund the remaining balance if necessary.

**Section 7 - DJ Expenses/Bands:**
The Budget Committee will fund up to $500 for expenses pertaining to the hiring of a DJ for a campus wide event. The Committee will only fund one DJ per semester, per organization. The Budget Committee will fund up to $1,000 for expenses pertaining to the hiring of a Band for a campus wide event. The Committee will only fund one band per semester, per organization.

**Section 9 - Catering:**
Any student club/organization wanting an event to be catered must go through Sacred Heart University’s Food Service Company: Chartwells. Chartwells has specific catering menus for special events and will work with all of your needs. A catering order must be placed 10 working days before the event and a club representative must have the appropriate paperwork approved by the Student Life Office. Without this approval, the order cannot be completed.

**Article 5 - Retrieval of Funds**
At the close of each semester, any funds that are remaining in a club/organization budget will be put back into the SG Budget Committee funds for further allocation and disbursement. Funds that are not brought back to the SG Budget Committee include the following:

1. Any funds that were carried over from the previous year
2. Funds raised for by the club/organization through fundraisers

**Article 6 - Receipts**
Each club/organization is responsible for turning in all receipts to the VP of Finance within 72 hours of purchase. Any receipts not turned in will result in a freezing of the club/organization’s account until the receipts are received.
Article 7 - False Expenditures/Receipts
If the receipts are indicative of purchases made on something other than what was agreed upon by the VP for Finance and that purchase is not in direct relation to the original idea/concept of which was specified, (decision to be made by the Budget Committee) that club/organization will be held accountable for the money spent. They will be required to repay the Budget Committee within a month on any unrelated expenditure that the Committee did not agree upon when reviewing that club/organization’s budget request form. If the money is not repaid in full by the specified deadline, the Budget Committee will bring that group up on charges with the Judicial Board and that club/organization in question no longer has a balance to cover the unapproved purchase(s), the Budget Committee will go the necessary route of filing charges with the Student Government Judicial Board and will no longer fund that club/organization in the future until payment is made in full.

Article 8 - Signing contracts
No club/organization has permission to sign any kind of contract without approval from the Associate Dean of Students or the Coordinator of Student Activities. In the event that a contract is signed by a club/organization member, without approval, it may result in personal financial liability on the part of the person or group of persons who signed the contract. It is not the responsibility of the Budget Committee or the Student Events Team to facilitate money to the club/organization for the fulfillment of the contract in such an instance. The club/organization will either have to cancel the contract, if possible, or absorb the cost themselves. Therefore it is in your club/organization’s best interest to speak to someone in the Student Life Department before putting your club/organization in jeopardy or at a risk for such a loss. Only the Associate Dean of Students has the authority to sign any and all club/organization contracts.

Article 9 - Budget Deadlines
Please keep in mind that if your budget is submitted late it will not be reviewed by the Budget Committee if the funds for that semester have been completely allocated already. All Budget Request Forms not submitted by the deadline for the next budget season (each semester) will be reviewed as they are received. Money not granted within the budget season is allocated on a first come, first served basis, until the funds have diminished. Equal opportunity is given to every group.

Article 10 - Obtaining Checks
Each club/organization must expect at least a three week waiting period for a check to clear. So, plan ahead and be prepared to patiently wait in some cases. Purchase orders must be brought to the Student Life Department after your club/organization obtains the signature of its respective advisor. All checks will then be issued through the business department.

Article 11 - Rights Of The SG Budget Committee
The SG Budget Committee reserves the right to reject any budget request for any reason. These requests will be determined by the Budget Committee, which also reserves the right to modify any request to any amount by excluding any part of any request.