

Student Activity Fee Allocation Request

Click on "Guidelines" tab below for list of allowable expenses.

1 From the File menu, select "Save As..." and save the form by the name of your student organization. Do not forget to continuously save your form.

2 Click on the "Cover" tab on the bottom of this workbook and enter the necessary event and contact information. Please note that you will not be able to type in many of the cells because they are protected. You do not need to type in summary numbers.

3 Click on the "Details" tab on the bottom of this workbook and enter the necessary information (all individual sources of projected income and expenses directly related to programming for which saf funding,full or partial, is requested). Click on "Example for more information."

Save your form.

4 Submit form electronically. Send an email with this file attached to safac@snc.edu.

5 If you have supporting written documentation, submit it to the Department of Leadership Development, Service & Engagement, Campus Center 330, by the deadline.

6 You will receive an email confirming receipt of your request and instructions on scheduling your SAFAC Hearing regarding this proposal.

The SAFAC meets weekly. You will be contacted regarding the date and time this proposal will be heard by the committee.

Questions? Need help?

SAFAC

Student Government Association

Campus Center, Room 315

920/403-3151

safac@snc.edu

General Guidelines for Student Activity Fee Funding
SGA Student Activity Fee Allocations Committee (SAFAC)
In order to receive funding through SAFAC, a student organization must be recognized and in good standing with the college. The organization's membership and programs must be open to all St. Norbert College students.
SAFAC only allocates funds for one fiscal year. Unused funds will be returned to SAFAC at the end of each fiscal year (May 31).
SAFAC does not fund the totality of a student organization, unless that student organization's sole purpose is to serve the general SNC student body. Student organizations are encouraged to seek outside sources of income (i.e. dues, sponsorship).
Priority in SAFAC funding is given to student organizations that enhance student life and the out-of-class experience or improve the educational climate at the College.
Priority in SAFAC funding is given to programs held on the College campus.
Priority in SAFAC funding is given to programs that relate to the mission of the college.
SAFAC funding will be based on the necessity of expenditures (as determined by SAFAC) for the successful completion of a program.
SAFAC funding shall be based on the merits of programs designed for and open to the entire College community.
The Vice President for Student Life must approve all funding decisions made by SAFAC.
Student organizations must use funds in the manner in which they were allocated. SAFAC may monitor student organization accounts and may require student organizations to submit documentation detailing their account transactions.
Organizations receiving funding must maintain a ledger of their SAF budget activity. At any point along the fiscal year, SAFAC may ask to see this ledger.

Student organizations are held responsible for their accounts and are accountable for the funding they receive. Student organizations must repay SAFAC for any debt incurred.

Student organizations may not make a profit from any event funded in part by SAFAC.

The following list of allowable and not allowable expenditure is a starting point for the committees consideration, but is not to be considered all-inclusive.

AWARDS/PRIZES

Certificates/Plaques/Recognition for individual organization members or advisors is not allowed.

Awards may be funded for winners of competitions open to the campus community.

COACHES

Coaches - \$200.00 per semester

All coach's fees must be stipulated with a contract.

St. Norbert College students or employees may not be paid to coach.

COMPETITIONS

Club sports may be funded.

Participants will be expected to finance a percentage of the clubs expenses for the competition.

Intercollegiate varsity and junior varsity competitions for teams officially recognized and funded through the Athletic Department will not be funded

CONFERENCES

Registration - will be considered for funding up to \$100.00 per person

Registration is limited to the number of students deemed necessary to the success of the requesting organization's mission. Under most circumstances, this number will be limited to two students

National Conferences will not be funded if there is a regional conference alternative

Only one conference per organization will be considered for funding.

Written documentation must be provided for registration materials. This includes documentation for hotels, registration fees, and travel costs.

Only currently enrolled student attendance may be funded.

Networking conferences will not be funded

Only conferences that have the potential to benefit the college community will be funded.
Conference attendees will be required to provide a program for the SNC community on what they learned.

Political conferences will not be funded.

Debt and Loans

SAFAC cannot provide loans.

Funds will not be allocated to offset debt.

Organizations in debt may not request funds from SAFAC until the debt has been cleared.

DECORATIONS

Decorations may be funded if deemed necessary for the successful completion of the event.

DONATIONS

Donations of any sort, including money and time, will not be funded.

DUES/MEMBERSHIP FEES

National dues may be funded in their entirety if deemed necessary for the existence of the student organization on campus. This applies only to student organizations whose mission directly serves the SNC community.

Dues on a person basis are not funded.

EQUIPMENT

Equipment and other capital requests must be made as an addendum to the annual allocation request.

SAF purchased equipment must be for college use (available to all) with the exception of computers for organizations whose sole purpose benefits the college community as a whole.

Any equipment requests in excess of \$1000.00 must be first be requested through the SGA Capital Endowment Funds request process.

EVENTS/PROGRAMMING

Events must be open to and directly benefitting the SNC community, primarily students, for SAFAC approval.

FOOD

SAFAC does NOT fund food for events unless deemed essential to the successful completion of the event.

SAFAC does Not cover food for college employees or community attendees.

SAFAC will consider funding meals for off campus student conferences only if it is not included in the registration fee

SAFAC will not fund food that will eventually be sold for profit

PUBLICITY

SAFAC reserves the right to limit the amount of advertisement funded per event

SAFAC has set the cost per copy for 8.5 x 11 size paper, black and white at \$.06 per copy

SAFAC has set the cost per copy for color printing at \$.10 per copy

SAFAC has set the cost per copy for 11 x 17 poster paper in color to be \$.20 per copy

SAFAC has set the number of table tents needed for the cafeteria at 55

SAFAC has set the number of flyers needed to cover campus per event at 55

Costs are subject to change according to the SNC Copy Center rates. All printing guidelines have been established according to costs in the SNC Copy Center.

SAFAC will not fund promotional merchandise i e keychains cups pens, tshirts

SPEAKER/PERFORMANCE FEES

All speaker/performance fees must be stipulated with a formal contract.

SNC student performers may only be paid up to \$15.00 per student, per show

TELEPHONE

Telephone calls may be funded for approved organization event related calls.

The use of personal cell phone for business calls will not be funded

TRAVEL

Mileage - .535 per mile per vehicle

Airfare - \$250 per person

Hotel accommodations - \$80 per night

Hotel accommodations are generally funded for 2 nights One room is funded for up to four people

Political/Activist travel will not be funded.

SAFAC will consider funding meals for off campus student conferences only if it is not included in the registration fee.

Gas for recreational endeavors will not be funded.

International travel will not be funded

T-SHIRTS
T-shirts are not funded
WAGES (STUDENT)
Stipends may be approved provided the Communications Board has authorized the position.
Positions receiveing SAF funds must provide students with a workload in excess of that of a traditional executive board position.
Positions must be itemized on the detail sheet.
Wages will only be considered for organizations whose primary mission serves the general student body.
SAFAC reserves the right to limit the amount of stipends per person, per group, per year
REQUESTS NOT FUNDED
Alcoholic beverages
Advising Fees
Awards/Plaques
Banquets for organizations
Donations
Expenses of a purely personal nature
Individual membership on a per person basis
Fines for parking or traffic infractions, or for any other illegal actions.
Food
Gifts to students, faculty and/or staff (this includes birthdays, anniversaries, weddings, and other special occasions of a personal nature)
Partisan political contributions
Publications
T-shirts for individual events
Conference attendance for St. Norbert College faculty/staff

Student Activity Fee Special Allocation Request 2017/2018

Today's Date 11/06/17 **Date Funding Needed** 11/13/17

Organization/Department English 306: Professional Writing

Banner Account Number 220100

President Drew Scheler **Phone** 920-403-3107

Treasurer Drew Scheler **Phone** 920-403-3107

Advisor Drew Scheler **Phone** 920-403-3107

How many members does your organization have? 15

Please summarize the program(s) you are requesting funding for. Include as much detail about the general event as possible (i.e., name of event, date, admission price, estimated attendance, and marketing plan. (This is an excel spreadsheet. You will need to hard return at the end of each line.)

Under the guidance of Professor Drew Scheler, the college course, English 306: Professional Writing, is requesting funding for a print budget for the "Grow Better Together" Giving Tuesday Fundraiser. Having partnered with the Brown County UW-Extension Community Gardens Program (BCCG) and the Friends of the Community Gardens Fund (FCGF) to make this course possible, the students of English 306 have cultivated a fundraiser designed to help FCGF reach a fundraising goal to stabilize its endowment account with the Greater Green Bay Community Foundation. Having partnered with Brown County community organizations and members, English 306 is now hoping to create partnerships within the St. Norbert College campus community.

They will be hosting the Giving Tuesday Fundraiser on November 28th at Dale's Sports Lounge. In order to do so, we require funding for a print budget. This print budget will be used for the production of flyers, table tents, and posters that will be placed throughout the St. Norbert College campus to promote the fundraiser. This is in hopes of increasing publicity and foot traffic into Dale's to make the fundraiser a success.

English 306 requests funding for the following:

- 55 Flyers (8.5 x 11"; normal sized paper; color; \$0.10 per copy; Two Cuts along the guides)
- 55 Table Tents (8.5 x 11"; normal-sized paper; color; \$0.10 per copy; two Cuts along the guides)
- 50 Posters (legal size paper; card stock; color; \$0.32 per copy)

If more information is needed, please contact Drew Scheler at drew.scheler@snc.edu. Thank you.

The following summary request numbers are automatically pulled from the detail worksheet. Don't write anywhere below here on this page or in any gray areas.

Click on the "Details" tab below.

Total Income	<u>0</u>	Approved Income	\$0
Total Expenses	<u>\$28</u>	Approved Expenses	\$0
Co-Sponsorship Income		Approved Other	
Allocation Request	<u>\$28</u>	Approved Request	\$0

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Totals	0	0	28	0
* See Example for how to itemize				

Totals	300	0	2406	0

Do not put capital (equipment) requests on this form. Capital requests must be on a capital request form.