



# Student Organization Funding Limits and Restrictions Guide

*Based on Student Government 800 (Finance) Codes*

## DEFINITIONS

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### Operational

- **Operational Budget (800.42)**- Annual budget approved by the Budget and Appropriations Committee that allocates funds for Student Government Funded Organizations for General Body Meetings, food for General Body Meetings, Awards, and non-event related advertising.
- **General Body Meeting (800.43)**- A meeting held for the purpose of conducting official organization business and sharing information about the organization. These meetings are open to all student organization members.
- **Active Members (800.16)**- Average number of enrolled University of Florida students that attend general student organizational meetings, including cabinet meetings, as reported in budget submission. (Normally the weekly meetings held to discuss organizational activities/event.) This does not include how many people are on a listserv or how many students attend the large events held by the student organization in question.

### Event

- **Event (800.44)**- All student organization events or programs excluding General Body Meetings, as well as all equipment purchased by student organizations.
- **Honorarium (800.39)**- Any vendor or individual providing a service on UF campus; a stipend agreed upon by both parties to cover expenses.

### Travel

- **Travel (800.20)**- Being reimbursed for expenses related to travel beyond UF's campus. This does not include programming events held off campus. Travel can be classified into the following five (5) categories. Determination of category as to which proposed travel shall be categorized will be at the discretion of the Student Senate Budget and Appropriations Committee.



## OPERATIONAL BUDGET LIMITS / FORMULAS

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### *PROGRAMS*

**810.3 #12** – The only items able to be funded under “Programs” for operational budgets are plates, napkins, cups, utensils, and tablecloths.

- **Cap (810.3 #12)** - # of members **x** # of GBMs

### *ADVERTISING*

- **810.3 #13** - Items able to be funded in the advertising line include T-Shirts, tabling supplies, stickers, copies, posters, and banners.
- **Cap (810.3 #13)** - \$2 **x** # members **x** # of GBMs

### *AWARDS*

- **Cap (810.3 #11)** – 5% of total budget or \$100 (whichever is greater)
- **Cap (810.3 #8)** - \$350 max

### *FOOD*

- **Cap (810.3 #10)** – \$5 per head **x** # of total active members

### *WEBSITE*

- **Cap (810.3 #7)** – \$500 (excluded from the advertising cap)

### *BANNER / PERSONALIZED TABLECLOTH*

- **Cap (808.8 #5)** – \$200 (no more than one per fiscal year)



## EVENT BUDGET LIMITS / FORMULAS

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### *TOTAL*

- **Cap (808.8 #1)** – \$20,000 per semester (excluding honorariums)

### *HONORARIUMS*

- **Cap (808.8 #2)** – \$15,000 total per fiscal year

### *AWARDS*

- **Cap (808.8 #8)** – \$40 per item (must be competition based)

### *ADVERTISING*

- **Cap (808.8 #10)** – \$2 per item

### *BANNER / PERSONALIZED TABLECLOTH*

- **Cap (808.8 #5)** – \$200 (no more than one per fiscal year)

### *FOOD*

- **Cap (808.8 #9)** – \$5 x Anticipated UF Student Attendance

### *WET LABS*

- **Cap (808.8 #4)** – \$400



## TRAVEL BUDGET LIMITS

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### *TOTAL*

- **Cap (807.61)** – \$500 per person

\$2,000 total

5 max



## NOT FUNDED

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**803.4** Copies made outside the Student Government Copy Center unless the requirements exceed the capability of the Copy Center

**808.12** *No Activity and Service Fee funds allocated to Student Government funded organizations are to be expended on any of the following purchases:*

1. Plated food for events except when specified in a contract of Student Government or any of its agencies.
  2. Tips/Gratuities.
  3. Prizes, prize money, and scholarships.
  4. Expenditures in support of or against a political party at any level.
  5. Expenditures intended to enhance a philanthropic organization that's main purpose is not serving the students at the University of Florida. Such items include but not limited to promotional materials and copies.
  6. Expenditures intended to directly influence federal, state and local legislation, executive actions or judicial decisions.
  7. Expenditures to subsidize in whole or in part any private corporation.
  8. Rental of or expenditures towards functions hosted in private residences.
  9. Postage.
  10. Production of materials intended for mass mailing.
  11. Any Activity considered to be a form of solicitation, including but not limited to, letters of solicitation, alumni newsletters, or resume mailings to potential employers.
    - i. A&S fees may not be used to raise additional money.
  12. Any materials given to, or donated to be used exclusively by non-UF students.
  13. Payment to a member of a student organization for services rendered to the same student organization.
  14. Graduation Parties/Socials/Ceremonies/Items:
    - ii. Graduation items include, but are not limited to, stoles, cords, etc.
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15. Personal use consumable items – material that is inherently used by only one person and cannot be reused by someone else— including, but not limited to custom nametags with a student’s name engraved.

16. Awards for speakers or performers.

17. Bar rental, which the State of Florida deems to be a venue that earns more than fifty percent (50%) of their profit from the sale of alcoholic drinks.

18. Purchase or reimbursement for Gift Cards.

19. PCard purchases made by non-Student Government UF departments.

20. Teaching Supplies (see 800.43 for definition).

21. Food expenditures incurred on travel activities.

22. Relief Travel.

23. Retreat Travel.

24. Purchase or reimbursement for any products outside of the University of Florida Beverage Contract.

25. Items that the University of Florida does not authorize for P-Card purchases.

**808.5** Activity and Service Fee funding shall not be used to fund lobbying activities, lobbyists, or lobbying firms