

STUDENT ORGANIZATION FUNDING LIMITS AND RESTRICTIONS GUIDE

DEFINITIONS

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 are held to discuss organizational activities/events.) 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 Budget Request (800.44)**- A detailed proposal for the allocation of funds towards a student organization's 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 or off of UF's campus; a stipend agreed upon by both parties to cover expenses. Can only be requested under an Event Budget Request.

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.

BASE FUNDING

808.0– All student organizations that act in accordance with code 810.4 will be eligible for a base funding up to one thousand dollars (\$1,000.00) per fiscal semester. This amount will be allocated by the Budget and Appropriations Committee before the regular hearing cycle begins.

OPERATIONAL BUDGET LIMITS / FORMULAS

PROGRAMS

810.2 #12 – The items able to be funded under “Programs” for operational budgets are General Body Meeting Supplies excluding:

- a. Venues
- b. Special Equipment
- c. Exclusive-Use Durable Goods

General Body Meeting Supplies must be specified in requests to the Budget and Appropriations Committee.

Up to six (6) General Body Meetings per organizational budget hearing process can be funded.

- **Cap (810.2 #12)** - # of members **x** # of GBMs

ADVERTISING

810.2 #13 - Items able to be funded in the advertising line include:

- a. T-Shirts
- b. Tabling supplies
- c. Stickers
- d. Copies
- e. Posters
- f. Banners

- **Cap (810.2 #13)** - \$2 **x** # members **x** # of GBMs

Note: Up to six (6) General Body Meetings per organizational budget hearing process can be funded.

AWARDS

Cap (810.2 #11) – If the request totals \$2,000 or less, the cap shall be \$100. If the request totals \$2,000-\$4,000, the cap shall be \$200. If the request totals \$4,000-\$6,000, the cap shall be \$300. If the request totals more than \$6,000, the cap shall be \$350.

- **Cap (810.2 #8)** - No operational budget will exceed \$350 in Awards

FOOD

- **Cap (810.2 #10)** – \$7 per head **x** # of total active members

WEBSITE

- **Cap (810.2 #7)** – \$500
- Website Design costs are excluded from the advertising cap. *A subscription to “Canva” will be considered under the website limit.*

BANNER / PERSONALIZED TABLECLOTH OR TENT

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

EVENT BUDGET LIMITS / FORMULAS

TOTAL FOR ALL EVENTS PER FUNDING CYCLE

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

HONORARIUMS

- **Cap (808.8 #2)** – \$5,000 total per fiscal cycle

AWARDS

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

ADVERTISING

- **Cap (808.8 #10)** – \$3 per promotional item (excluding shipping/freight charges)
- **Cap (808.8 #3)** - \$18 per clothing item (must be used for promotion and free)

BANNER / PERSONALIZED TABLECLOTH OR TENT

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

FOOD

- **Cap (808.8 #9)** – \$7 x Anticipated UF Student Attendance

WET LABS

- **Cap (808.8 #4)** – \$400 for each lab (includes experiments handling liquid and biological samples)

DJs

- **Cap (808.8 #6)** – \$200 per event
- Should be listed under honorariums

DECORATIONS

- **Cap (808.8 #7)** – \$500 per event

PHOTOGRAPHERS

- **Cap (810.2 #15)** – \$750 per event
- Should be listed under honorariums

EQUIPMENT / EXCLUSIVE-USE DURABLE GOODS

- Any equipment and/or exclusive-use durable goods should be included in the “Programs” section of an event request form
- **800.22** – Exclusive-Use Durable Goods: One-time purchases (non-recurring) that are used exclusively by student organizations. Normally the item will either cost more than one thousand dollars (\$1,000) with a service life of three or more years or be considered pilferable and thus must be inventoried per UF regulations.

TRAVEL BUDGET LIMITS

TOTAL

- **Cap (807.61)** – \$500 per person
\$3,000 total per trip
5 travel requests max

NOT FUNDED

800.18: Sponsored Organizations – Any student organization which receives direct support from another University entity. This includes, but is not limited to space, direct guidance from paid university staff and/or faculty, resources, funding, etc. These may not be funded by SG.

803.4: No Activity & Service Fee money should be spent on 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 are 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 (see code 800.27 for definition).
 - i. Email is highly encouraged.
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.
 - i. If compensation is pursued, only Outside Revenue may be used.
14. Graduation Parties/Socials/Ceremonies/Items:
 - i. Social gatherings that, as the primary purpose, celebrate the accomplishment(s) of graduating students.
 - ii. Graduation items include, but are not limited to, stoles, cords, etc.
 - iii. Any graduation Parties/Socials/Ceremonies/Items may be funded by outside revenue.
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. unless it is used for the purpose of sexual or reproductive health of a student; including tampons, pads, male and(or) female condoms, emergency contraceptives, and pregnancy tests.
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.
 - i. Student Activities and Involvement shall determine the proper contractual arrangements for any venue that normally serves alcohol during the hours of any student organization program.
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. Dues paid to National Organizations.
26. Items that the University of Florida does not authorize for P-Card purchases.
27. Tickets to entertainment events including, but not limited to, concerts, sporting events, comedy shows, etc.

808.5: Activity and Service Fee funding shall not be used to fund lobbying activities, lobbyists, or lobbying firms as defined in 808.51.

TIPS

BUDGET REQUEST FORMS

- Have your responses to the sample questions prepared ahead of time to make things smoothly.

DUPLICATE REQUESTS

- Duplicate requests will not be approved.
- Double check the dates, especially year, when submitting.