

STUDENT SENATE BILL 2026-1087

TITLE: – Operational Request Description Discrepancy Guideline- 800 CODE REVISIONS

AUTHOR(S): Budget and Appropriations Chairman Phoenix Cumpstone, Senate President Pro Tempore Katherine Finfrock

SPONSOR(S):

CHAPTER 809 ADMINISTRATIVE REGULATIONS – SALARIES, SECRETARIAL AND HIRING (71-120, 71-184, 74-140, 86-170, 87-171, 89-107, 90-141, 91-127, 2001-146, 2004-116, 2004-127, 2006-122, 2006-138, 2007-137, 2008-120, 2008-121, 2008-122, 2008-123, 2010-119, 2015-115, 2024-172, 2025-117, 2025-134)

810.2 Organizations will receive funding on a first come first serve basis as determined by the timestamp of submission to SG Finance. If multiple requests are submitted at the same time, and funding is not available to fully fund the requests, the requests will be pro-rated based on available funding. The Budget and Appropriations Committee will only amend an organization's budget request for compliance with the 800 codes. The following guidelines will be used as evaluative criteria to provide available funding for operational budgets for organizations:

1. Organizations must be officially registered with the Department of Student Engagement.
2. Organizations must re-register each year with the Department of Student Engagement to complete eligibility requirements.
3. All signature authorities, which are the President and Treasurer of student organizations, receiving Student Government funds must complete the annual Finance Training Class. Violations of this rule will result in organizational funds being frozen until the organization comes into compliance.
4. Organizations must not charge membership fees.
5. Organizations must have at least ten (10) active members in order to receive operational funding. Groups may be required to provide verification by means of a separate list of member UFID's and their email addresses. It is at the discretion of the Student Government Finance Office to contact the active members shown on the list by email to verify membership status.
6. If a group fails to be registered with the Department of Student Engagement, they will no longer be eligible for funding and will forfeit any operational budget for that fiscal year.

7. No Operational budget will contain funding for website design that exceeds five hundred dollars (\$500) per fiscal year. Website Design costs are excluded from the advertising cap. A subscription to “Canva”, the graphic design program, will be considered under the website limit.
8. No operational budget will exceed three hundred and fifty dollars (\$350) in Awards.
9. Under the Operational Budget, an organization is only funding Promotional Items for Non-Events.
10. An organization can request food for General Body Meetings not to exceed seven
(7) dollars per head multiplied by the number of total active members.
11. No more than the following amounts of an operational budget can be used for awards, recognition keys, etc. 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.
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 GoodsGeneral Body Meeting Supplies must be specified in requests to the Budget and Appropriations Committee. The cap on this is the number of members multiplied by the number of General Body Meetings, up to six (6) General Body Meetings per organizational budget hearing process.
13. The advertising line in an operational budget shall not exceed two (2) dollars per active member multiplied by the number of General Body Meetings, up to six (6) General Body Meetings per organizational budget hearing process. Items able to be funded in the advertising line include T-Shirts, tabling supplies, stickers, copies, posters, and banners.
14. Organizations adhere to the expenditure rate policy as defined in 801.7.
15. Identical requests submitted multiple times will not be eligible for additional funding.
16. In the event of a discrepancy between the total amount stated in a request's description and the amounts derived from the stated cost per item and quantity of that request, the Budget and Appropriations Committee shall rely on the cost per item and quantity in evaluating the request.