

WAGNER COLLEGE

STUDENT GOVERNMENT ASSOCIATION

STUDENT ACTIVITY FEE ALLOCATION COMMITTEE HANDBOOK

Drafted by the Student Activity Fee Allocation Pre-Committee
Student Activity Fee

Each full-time undergraduate student at Wagner College pays a student activity fee. The Student Activity Fee funds different types of activities, programs, and events, but these things all have one common denominator – the money is used for the benefit of the student body. The Student Activity Fee provides funds for the Office of Student Engagement & Activities, the Student Government Association, the Campus Activities Board, The Office of Residential Education, The Office of Intercultural Advancement, leadership development within the Dean’s Office, and for student clubs and organizations. An example of your Student Activity Fee at work would be Wagnerstock. Technically, of course, these events are not free – they were paid for using Student Activity Fee funds. Other student activities and events funded by the SA fee include discounted Broadway play tickets, comedians, other performers and speakers.

History The Student Activity Fee Allocation Committee (SAFAC) was formed in the Summer of 2015. In the past, the Finance Committee led by SGA VP of Finance had the discretion of allocating funds to the various clubs and organizations. While this system allowed the SGA more insight into how student groups planned to spend their funds, it limited the input from the student body and at times appeared to unfairly benefit groups with connections to the committee. The SAFAC will be comprised of a diverse array of student leaders and staff and institute a framework that helps to evenly distribute funds based on a variety of factors.

Funding Guidelines

Funding Priorities and Decisions SAFAC has a limited amount of funds budgeted each semester. SAFAC is responsible for making decisions based on the relationship between the budget and the proposals brought in by clubs and organizations. Please note there is no guarantee of funding and the following will be considered by SAFAC when determining

funding for a proposed event:

- The status of the SAFAC budget.
- The number of students expected at the proposed event.
- The cost effectiveness of a proposed event.
- Whether there are comparable events taking place at the time of the event.
- The amount of food requested for a proposed event.
- The amount of money a club or organization has been allocated for a semester.
- The overall educational value of the program.

Marketing: Events that are approved to use student activity fee funds must be adequately publicized to the student population. If the event is not publicized, SAFAC reserves the right to postpone said event until adequate marketing is distributed and displayed. Additionally, marketing failures may qualify as violation of the SAFAC policies and guidelines.

Violations: Violations of SAFAC policies or guidelines can result in the following, as determined by the SAFAC board:

- Funding may not be approved, or only partially approved for future events.
- Funding will not be approved if a member of the club does not show for a budget hearing.
- Events being cancelled or postponed.
- Loss of future funding privileges for a determined period.
 - Restricted funding privileges or a probationary period Sanctions regarding no SAF funding will count towards fall and spring semesters when classes are in session. Sanctions may carry into proceeding semesters.

Appeals Student Organizations that would like to appeal the funding decision for denied funding by the SAFAC board may appeal the funding decision to the Assistant Dean of Campus Life, or said designee. To appeal a funding decision, student organizations must submit a formal, written appeal. This process is highlighted below:

- All formal appeals must be completed and submitted to the SGA Office no later than 1 week from the initial funding decision.
- The appeal should include a copy of the original proposal and the funding decision email.

• A rationale explaining the request of funding. SAFAC then provides evidence in support of their original funding decision while the Vice President for Internationalization, Intercultural Affairs and Campus Life reviews the case and takes an executive vote in regards to the funding decision. **Appeals will only be viewed in cases where the organization request was within the boundaries of the policies and procedures, did not exceed the**

funding limit percentages, and believes their lack of funding was an oversight of the committee.

Who Serves on the SAFAC

The following on campus positions are to serve on the Student Activity Fee Allocation Committee:

- The Director of Student Engagement and Activities or an appointed proxy.
- The Graduate Assistant from the SEA Office
- The Office Manager of the Dean's Office.
- The Student Government Association Vice President for Finance
- The Student Government Association President
- The Finance Senator

The following information outlines who is eligible to receive funds from the SAFAC:

- SGA Recognized Clubs and Organizations that are in good standing with the SGA. Good standing organizations have completed the necessary club registration, community service forms, missed no more than two club congress meetings, and attended all mandatory SGA events.
- Student organizations affiliated with offices under the supervision of the Vice President for Internationalization, Intercultural Affairs and Campus Life.
- Only clubs who have been recognized for one full academic semester may apply for funding from the Student Government Association. The SAFAC will set aside funds for the SGA recognized clubs who have just been approved to be disbursed by the SGA Finance Committee.

What Will Be Approved For Funding

Overall, requests that are to be funded must be:

- All inclusive and benefit the entire student body above all else
- Relate directly to the principles of the student organization requesting the funds while maintaining a level of inclusivity for all students
- Must be presented prior to reimbursement at a SAFAC Budget Hearing.

Classifications Each organization will receive a classification during the registration period.

Each classification has a different set of guidelines on what will be approved pertaining to the specific characterizations of the organization. Each classification is outlined below. *The SAFAC reserves the right to redefine clubs classifications based on their mission.*

Silver Tier (Tier 1) - 0% of SAFAC funds

- *Requirement: Registers as an org, attends Club Congress*
- *Benefits: can book space, no money*

*Gold Tier (Tier 2) - 30% of total SAFAC funds **

- *Requirement: register, attend club congress, 1 service event*
- *Benefit: Can book space, get some money, host events*

*Green Tier (Tier 3) - 70% of total SAFAC funds**

- *Requirement: register, attend club congress, 2 service events*
- *Benefit: Can book space, gets SAFAC money, host events*
 - *Green Clubs may not solely benefit the organization (i.e. it cannot be used for an end-of-year banquet.)*

Conferences

- The SAFAC will assist in the facilitation of members of student organizations attending conferences that will allow them to increase their leadership capabilities directly relating to the missions of their organizations.
- With this, the SAFAC will designate \$100.00 per person for up to 4 people to attend.
- Documentation for what the money will be spent on (hotel, registration fees, and travel costs) must be submitted with a basic conference itinerary.
- Post conference, the attendees will be requested to make a ten minute presentation of the benefits and gains from the conference at the Club Congress immediately following.
- Failure to make a presentation will result in your funds not being reimbursed

Food

No more than 40% of a club's total budget for the academic semester can be food related. All food must follow any College regulations or expectations, including those regarding COVID-19.

Speakers/Performers

- All events submissions featuring guest speakers or performers must include a contract with contact information. Pricing and payment information will be verified
- Wagner Students may be paid as performers a maximum of \$100 per event. These will be viewed on a case by case basis with a proven track record of performer relevance documented with the SAFAC

What will NOT be approved

- Money that will be spent on events that do not promote inclusivity.
- Money that will be spent on events that do not align with the values of the college.
- Money that will be spent for promotional goods (key chains, pens, t-shirts, etc.).
- Money that will be spent on marketing materials (posters, giveaways not specific to events, etc.).
- Money that will be spent on items for member exclusive events and meetings (food, printing costs, etc.) Money that will pay Wagner faculty, staff, or family members.
- Money that will be used for philanthropy events.
- Money that will be donated to local philanthropies.
- Money that will be used as stipends for members of the organizations.
- Money that will be spent on local travel.
- Money that will support events that charge admission.

Theater Performance Guidelines

The SAFAC will fund the rights up to \$250 per show, up to 4 shows a year for clubs and organizations who charge admission for theater/music performances.

- All funded shows and events must be inline with the guidelines set forth by the respective departments, which they belong.
- All funded shows and events must be performed to a campus audience.

Procedure for Requesting Funds

The following steps must be taken to receive funding from the SAFAC:

1. Fill out the SAFAC funding application from the 'Forms' page of the SGA website and fill out the application completely and submit it by the posted deadline
 - Include specific items and the prices for each item. For example, don't just

write “catering” but instead “1 dozen cookies - \$9.99”

- Both your president and your advisor MUST sign the form. Forms without an advisor signature (or printed email) will not be accepted.

2. Sign up for a timeslot for a budget request hearing.

3. Attend a budget request hearing

- Select someone from your organization to represent your event at the SAFAC meeting. They will be responsible for accurately describing your event, making sure it’s in line with event policies and convincing the SAFAC board it should be funded.
- Turn in any supporting documents (conference descriptions, print-outs of online orders, vendor invoices) at this hearing.
- All budgets will be handed out to organizations at the SGA Leadership Summit. All necessary information will be emailed to club presidents and treasurers as well posted on the SGA website.

Procedure for Reimbursing Funds

In order to be properly reimbursed for the purchases you have been approved for, you must adhere by the following steps.

- Maintain all receipts.
- Submit an SGA Reimbursement Form no later than a week after the event. Failure to turn in reimbursements in a timely fashion could result in the inability for the purchaser to be reimbursed.
- Ensure your SGA Reimbursement Form is accompanied with the receipt. If you paid with a debit or credit card, you must also include a copy of the front and back of the card, a copy of your photo identification, and a copy of the bank statement with the purchase.

Application

The Student Activity Fee application can be found on the SGA website under ‘Forms.’