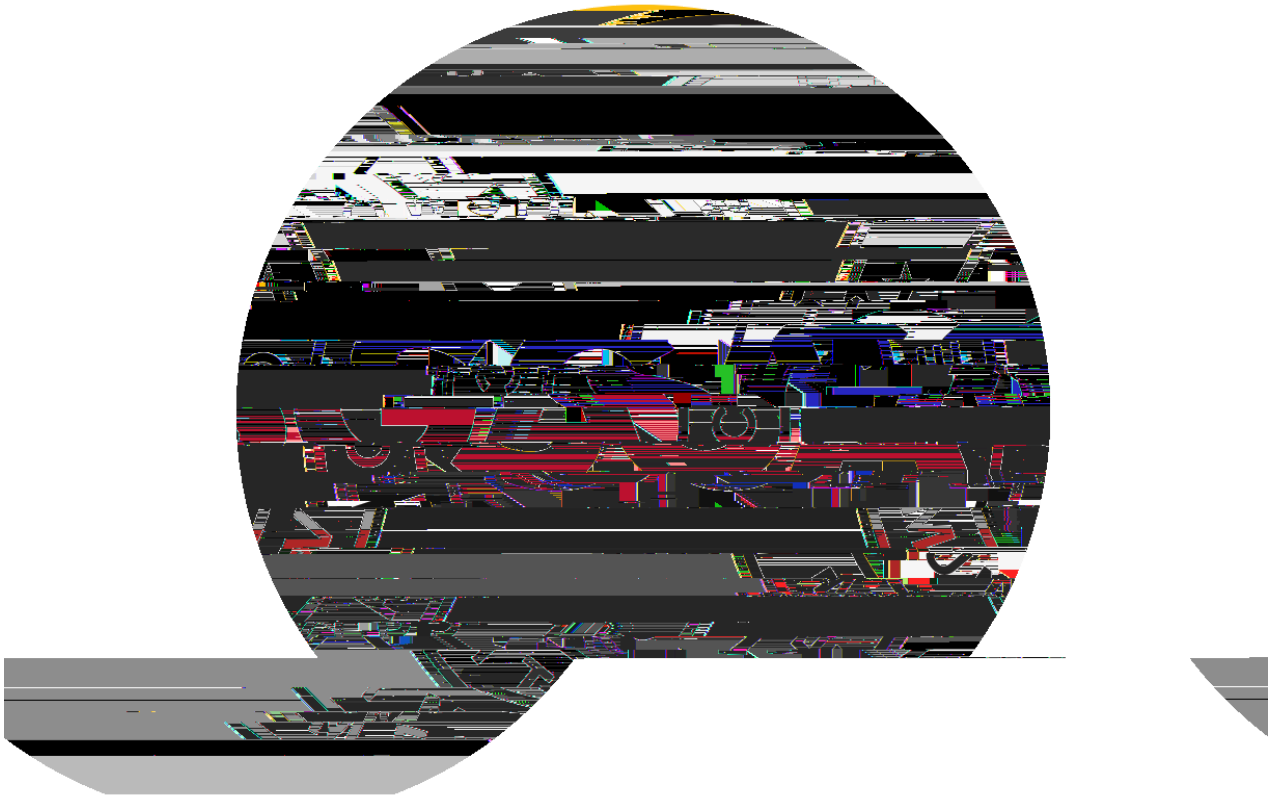


# Towson University Student Government Association



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We, the students of Towson University, will use the following document to assist in the funding of student organizations. The Student Government Association (SGA) will provide funding to student organizations to better the Towson experience for all undergraduate students. Furthermore, student organizations will not be granted or denied any benefit, on account of race, age, sex, sexual orientation, gender identity, gender expression, national origin, disability, religion or political affiliation.

Tiger Stripes

Under the supervision of the Director of Student Organizations

To be eligible to receive a budget, the student organization must adhere to the following process:

A. Attend one Treasurer Workshop

Treasurer Workshops shall be held within the first four weeks of the semester, in which the SGA Treasurer will release the semester budgeting deadlines.

- a. This meeting provides student organization treasurers with the information they need to be an effective officer for their organizations. The meeting includes:
  1. The distribution and overview of the SGA Financial Policy, information on working with Financial Operations, information on standard budget format, how to submit a budget, and the announcement of final budget submission deadline.
  2. The Tiger Stripes program and its requirements for budgeted organizations.
  3. Time is allotted for student organizations to ask the Treasurer about any of

- i. All budgeted student organizations are subject to fundraise fifteen percent of their requested funds. This will include any funds received through supplemental requests throughout the semester.
- ii. Organizations not meeting their fundraising requirements by the SG A set deadline will not receive

- i. If an eligible student organization chooses to request funds in the amount \$50 or less, petty cash may be obtained. This voucher should be completed and submitted to the SG A Business Services Specialist when the funds are needed.

D. Contracts

- i. Due to university regulations, all SG A affiliated student organizations must submit a contract that is completed by both the



### **Section One- Just Do It Grant**

- A. The purpose of the Just Do It Grant is to supplement new innovative ideas and empower individuals to positively change Towson University's campus
- B. All individuals who are fee-paying undergraduates enrolled at Towson University are eligible to apply for the grant. Access to the fund is limited to one time per student or student organization per semester. Any additional application to the fund is up to the discretion of the Grant Review Committee, which is comprised of the SGA Treasurer, Director of Student Organizations, Attorney General, and Senate Leadership. The committee will deem grants reviewable if they are submitted at least four weeks prior to the event, program, or initiative.

### **Section Two- Collaboration Fund**

- A. The purpose of the Collaboration Fund is to encourage collaboration between student organizations with different objectives
  - B. Access to this fund will be granted to two collaborating student organizations, one of which must be a Tiger Stripes package 1, 2, 3 or 4. Greek Chapters and Honor
  - C. Societies may apply for this grant if they are collaborating with a Tiger Stripes Package 1, 2, 3 or 4 student organization. All individuals who are fee-paying undergraduates enrolled at Towson University are eligible to apply for the grant.
  - D. Access to the fund is limited to three times per student organization per semester. If a group chooses to use more than one collaboration fund in the same semester, it must be with a different organization. Any additional application to the fund is up to the discretion of the Grant Review Committee, which is comprised of the SGA Treasurer, Director of Student Organizations, Attorney General, and Senate Leadership. The committee will deem grants reviewable if they are submitted at least four weeks prior to the event/program/initiative.
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- A. The purpose of the Weekend Retention Fund is to provide student organizations the chance to host events on a Friday after 5:00 pm and the entirety of Saturday or Sunday.
  - B. With the objective of keeping students on campus for the weekend.
  - C. Access to this fund is limited to one event per group per semester. This event must be free of charge for all members of the TU community and the event must not be a fundraising event for the student group unless funds are given to a charity.



D. For the event, food cost should not exceed 25% of the total funding request and all program/event/initiative advertising should include "Co-sponsored by the Weekend Retention Fund."

A. The purpose of the Explore Conference Fund is

- i. Activity Account: \$2,500 Max
  - ii. Equipment Account: \$3,000 Max
  - iii. Advertising/Printing Account: \$1,000 Max
  - iv. Travel Account: \$2,000 Max
- C. In addition to the account maximums listed above, each organization, is granted the opportunity to choose one of the four accounts to increase the maximum by \$1000
- i. For example, if a student organization would like to have additional funding in their Activity Account, the organization must submit at the top of their final budget research "Activity Account" when submitted at budget hearing
  - ii. The account that is chosen for the additional allocation must be appropriately submitted via means determined by the SG A Treasurer with the student organization's final budget submission research.
  - iii. If an organization does not indicate the account that it would like the additional funds added to, then it forfeits its right to the additional \$1,000 increase in an account maximum.
  - iv. A student organization has the opportunity to reallocate their account extension to a different account at a later date through a budget change request, if the original account extension is not utilized.

These guidelines are suggested amounts. The Student Senate reserves the right to allocate more than or less than the amounts stated below for the Activity, Equipment, Advertising/Printing, and Travel Accounts

- A. SG A Financial Policy is not contingent with any funding student organizations receive from other entities
- B. Student organizations classified as a Package 4 by the Tiger Stripes Program will have access to \$250 to use for recruitment food. Student Organizations also have \$150 for a banner per year. This is automatically funded to each budgeted organization and is not included in a student organization's standard budget. This money can be used all at once, or throughout the semester, but must be used before the last month of the semester.
- C. Activity Account
  - i. Food for events
    - a. \$700 per event

- b. Student organizations must use Black and Gold Catering prices for food. In the event a student organization wishes to purchase food or drink from an organization other than Black and Gold, they must submit a Black and Gold waiver 10 days prior to the event.
  - ii. Entertainers/DJs
    - a. Entertainers include, but are not limited to: bands, speakers, comedians, dancers, designers, etc. All DJ fees including equipment, labor, travel, insurance, etc.
    - b. No more than \$700 per entertainer/DJ
- D. Advertising/Printing Account
  - i. Student organizations may request fliers for events, agendas for meetings, etc. at a maximum of \$150 per event
- E. Travel Account
  - i. Hotel allocations are based on four people per standard room per night for a maximum of three nights
    - a. Per Diem rate for hotel rooms
    - b. The hotel must be located at least 20 miles away from Towson University to be considered for funding
  - ii. Gas per mile traveled will be reimbursed based on the current state rate can be obtained from Fleet Services
  - iii. The SGA will allocate up to \$600 per person for Conference and Convention Registration fees. Should they request more than \$600, they must provide sufficient evidence the Conference and/or Convention will provide enough experience to benefit the Student Body.
- F. Equipment Account
  - i. Student Organizations must use Events and Conference Services when contracting equipment and labor.
    - a. SGA will fund any equipment and labor supplied by Events and Conference Services
  - ii. When contracting equipment outside of Events and Conference Services, student organizations must obtain written approval from the Office of Events and Conference Services
  - iii. Student organizations may request \$100 for general supplies

- A. Student Organizations shall submit research whenever they intend to request funding from the SG A. The following guidelines shall be followed when considering what research shall be included. Research shall be defined as any documentation of mileage, prices, invoices, receipts, e-mails, etc. from a source with credibility, concerning the funds being requested.
  - i. This documentation should be neatly formatted in a word document for review. Pictures should be included within your word document to support your detailed explanation of research.
  - ii. If your student organization is copying and pasting prices from a website into the word document, there should be links associated with those prices for review.
- B. Budget Hearing
  - i. Student Organizations shall submit research with their Initial and Final Budget Submission.
    - a. The Student Senate reserves the right to accept or deny research not submitted

- d. Hotel rates
- e. Sources of contracting equipment outside of E CS
- f. Rates for speakers, bands, hosts, D Js, and/or

- G. Movies not pertinent to the student organization's purpose, amusement parks, sporting events admission, or any off-campus event of purely social nature
- H. Salaries or stipends for organization members or organization Advisors
- I. Advertisement labor for design
- J. Non-consumable goods that could become individual possessions
  - i. If there is a necessary item an organization needs to function effectively and it is listed as a "non-consumable good" -

- A. Budget Change requests are used by student organizations to move allocated money from one item to another within a budget.
- B. All requests must stay within the account funding restrictions.
- C. The purpose of these requests is to provide student organizations with an opportunity to adjust their budget based on event changes.
- D. Budget Change requests must be submitted three weeks before the related event.
- E. Budget Change requests \$500 and below may be approved or denied by the

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- i. A Tiger Stripes deadline has been missed due to an extenuating circumstance.
- ii. A student organization believes that the actions taken by the SG A were unjust.
- iii. An organization feels as though they are being discriminated against based on race, religion, gender, sexual orientation, political and/or ideological beliefs.
- iv. A student is uncomfortable with a decision made by the SG A.

If a Student Organization utilizes SG A funds or takes action in a way that is found to be inconsistent with their application and its approved intention or is in violation of any Article of the Financial Policy or any governing document, the Attorney General has the power to reclaim funds and nullify the student organization's budget if applicable.