

GEORGIA COLLEGE
Student Activity Budget Committee Guidelines

- I. Name and Purpose
 - a. The name of this committee shall be the Student Activity Budget Committee and may be abbreviated as SABC.
 - b. The Purpose of this committee shall be to oversee and manage the allocation and use of the student activity fee funds as an advisory board to the University President. The student activity fee includes general activity fees and funds designated for campus green initiatives.
- II. Background
 - a. According to Board of Regents Policy, all student activity fees shall be budgeted and administered by the university president, using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed of at least fifty percent (50%) students and shall include at least four students.
 - b. All payments from student activity fee funds shall be made according to the appropriate business practices of Georgia College & State University. All payments from student activity fee funds shall be made by the chief business officer of Georgia College & State University upon receipt of a properly approved invoice or contract.
 - c. Georgia College & State University shall recommend to the Board of Regents the amount of student activity fees to be charged. The Board, after investigation by its staff, shall approve or disapprove the recommendation. When approved by the Board, such fees are mandatory and the fees are subject to the control and audit of the Board of Regents, and the institution concerned.
 - d. To insure the legal expenditures of such funds, the president and the chief business officer of Georgia College & State University shall annually review the budget for the proposed use of such fees, and the president shall certify to the Board of Regents that the proposed expenditures for such fees are for educational, cultural, recreational, or social purposes for the benefit of the students.
 - e. Title to all property purchased from student activity funds shall vest in the Board of Regents of the University System of Georgia. (BR Minutes; 1948-49, pp. 291-92; 1981-82, pp. 92-83, pp. 124-25; 1982, p. 303.)
 - f. All groups which request student activity fees must follow these guidelines in order to be eligible for budgetary consideration, as well as to comply with the current Board of Regents policy on student activity fees.
- III. Membership of Committee
 - a. SABC shall be comprised of six voting members. The seven members of the executive board of the Student Government Association shall serve as the voting members of SABC who shall assume this role when elected in the spring semester. The members of this board are defined as the President, Vice President, Secretary, Treasurer, Attorney General, President Pro Tempore, and Chief of Staff. Each of these positions will work in this committee in the following manner:

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- i. The President will serve as the Committee Chair and shall call and preside over all SABC meetings and hearings. The Committee Chair will also handle all official communication regarding the activities and decisions of the committee. The Committee Chair shall be charged with the power to break a tie vote of the committee.
 - 1. For annual allocations made in the spring semester, and hearings thereof, this position will be held by the incumbent President, and the incoming President will serve as the Vice Chair. The incumbent President shall have no voting right on the Spring Annual Allocations unless it is to break a tie vote by the remainder of the Board. The incoming President will have voting rights for this process only, prior to assuming the role of Chairman. Because the President Pro Tempore has not been duly elected at this time nor has the Chief of Staff been appointed, those positions will remain vacant during this process.
 - ii. The Vice President will serve as the Committee Vice Chair and shall preside over all SABC meetings and hearings where the Committee Chair is absent.
 - iii. The Secretary will serve as the Committee Secretary and shall keep the records and minutes of the committee meetings and hearings.
 - iv. The Treasurer will serve as the Committee Treasurer and shall keep a balanced and accurate budget of the Student Activity Fees and will provide upon request accurate statements regarding the balance of student activity fee funded accounts including the unallocated reserve account.
 - v. The Attorney General, the President Pro Tempore, and the Chief of Staff shall be voting members of the Committee.
- b. The Committee must have a quorum to conduct business. Quorum is defined as of two thirds (2/3) of the committee's voting members.
- IV. Allocation of Eligibility Requirements
- a. To be a candidate for funding, an organization must meet the following eligibility requirements:
 - i. The group or activity must be officially registered with the Department of Campus Life. The group or activity must have a faculty or staff advisor. The organization must exist purely to serve or represent the student body as a whole.
 - ii. Programs and participation in the organization must be open to all students.
 - iii. The organization must not discriminate on the basis of race, color, sex, sexual orientation, religion, natural origin, age, disability or veteran status.

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- iv. The organization may require certain abilities or talents of its participants. However, the right to apply for membership in such an organization must be available to all interested students. Moreover, the organization must present a program which satisfies the following two requirements:
 - 1. Participation in the program must be open to all interested students.
 - 2. The program must be one which the sponsoring organization is clearly better able to present than any other campus organization that is already being funded.
 - v. Only activities, services, physical items, or programs that are necessary for the organization's basic functions and goals should be funded. Any physical item, service, or activity bought or funded by student funds must be available to all members of the organization.
 - vi. Areas currently funded by the SABC shall have access to equipment purchased by student activities fees unless specific equipment is necessary for the daily operation of an area's business. Such equipment use is restricted, except in extenuating circumstances as determined by the Director of Campus Life.
 - vii. Operators of technical equipment (projectors, amplifiers, various PA systems) purchased with student activity funds must be certified by the Department of Campus Life.
- V. Allocation Process
- a. In the spring semester of each year, the university budget office will issue a student activity fee budget based on forecasted fall enrollment to the Department of Campus Life and SABC chairman to make annual allocations.
 - b. Upon receipt of the budget from the university budget office, the SABC Treasurer will allocate student activity fee funds based on the following set fees and percentages:
 - i. Contingency Funds – (10%)
 - 1. Unallocated Reserve Contribution – (10%)
 - a. If the current unallocated reserve balance, as provided from the university budget office before the spring allocation process, meets the 10% required reserve level, the Committee Chair can commit the full or partial portion of the unallocated reserve contribution to any of the pre-approved allocations with a two thirds (2/3) majority vote of voting committee members.
 - ii. Departmental Funds – (51.5%)
 - 1. The Department of Campus Life – (45.4%)
 - 2. The GIVE Center – (6.1%)
 - iii. Student Organization and Activity Funds – (38.5%)
 - 1. Student Government Association – (6.3%)

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2. Homecoming Activities – (8.5%)
 3. Campus Activities Board – Six Percent (5.3%)
 4. Additional RSOs – Sixteen Percent (18.4%)
 - iv. Campus Green Initiatives
 1. Funds which are contributed by students on a semester basis for the purpose of developing and implementing effective strategies to improve the environmental sustainability of the Georgia College campus and local community.
 - c. Upon allocation of the above budgets, the previous year's balance and Additional RSOs Budget will be available to SABC for allocation amongst other organizations or activities.
 - i. Budget Preparation Statements and Budget Requests will be accepted at this time.
 - ii. Hearings will be conducted allowing each applicant 10 minutes to present their application to the committee and 5 minutes to answer questions that may arise about their application.
 - d. The Committee Treasurer will be charged with tracking the allocations during the yearly allocation process.
 - e. SABC will convene and make a final decision on the allocations for the year and will submit a budget to the Vice President of Student Affairs and University President for consideration and approval.
 - f. The Committee Treasurer will track the credits and debits to the unallocated reserve account.
 - g. One time allocations will not be considered until the fall of the next academic year.
- VI. SABC Procedure for SABC Fall Budget Allocation Review
- a. To ensure good stewardship of these allocated funds, SABC will review RSOs' budgets each semester and make changes as deemed appropriate and necessary.
 - b. The committee may reallocate RSO budgets as noted as "Additional RSOs" in Article V, Part B, Section iii, Subsection 4.
 - c. While SABC may review budgets as needed throughout the year, SABC will convene annually to examine the use of fall semester allocations. A meeting will occur between the end of fall semester and the beginning of spring semester to determine if a budget adjustment is appropriate and if a hearing with the RSO is necessary.
 - d. If SABC deems a hearing necessary, the committee shall notify the RSO's president and advisor of a budget hearing regarding the funds allocated.
 - i. If neither the president of the RSO or advisor contacts the committee within two (2) weeks, SABC may change the organization's allocation.
 - e. After fall budget hearings, SABC may distribute any unallocated funds as deemed necessary and appropriate.
- VII. Fund Request Procedure for Yearly Allocations

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- a. Purpose
 - i. The purpose of yearly allocations is to provide organizations or activities a yearly operating budget in which to conduct normal operations or activities. The yearly allocations are made in the spring semester prior to the beginning of the fiscal year.
 - 1. Normal operations or activities include, but are not limited to, the following:
 - a. Supplies
 - b. Memberships (1-year only)
 - c. Subscriptions (1-year only)
 - d. Registrations
 - e. Food and beverages (non-alcoholic)
 - i. The use of funding provided from a Bill in the Student Senate does not fall under this provision and funds issued are not permitted to be used for food and drink in any capacity.
- b. Yearly Allocation Process
 - i. Prior to March 1 of each year, all areas currently receiving student activities funds will be sent an email from the Committee Chair requesting application for funds desired for the coming fiscal year and justification for the uses of those funds.
 - ii. Prior to March 1 of each year, at minimum, an article will be placed in the official student newspaper notifying all students that the SABC is currently hearing requests for student activities funds. New areas desiring funding need to submit their requests for funds online, through OrgSync, prior to the date published in the official student newspaper.
 - iii. In addition to written requests for funds, area representatives will be asked to appear before the committee to justify or clarify their requests. The SABC should have in its possession, on the published date, all requests for funding for the ensuing fiscal year.
 - iv. The Assistant Director of Business Operations will review all budget requests and provide guidelines to the areas not currently being funded to ensure that each meets the established guidelines. Those requests not meeting funding guidelines will be returned to the requesting area. Areas involved may appeal this decision to the chairman of the SABC within five (5) business days.
 - v. The SABC will review all requests from new areas forwarded to it from the Assistant Director of Business Operations during its regular meetings during the spring semester.
 - vi. The SABC will take necessary action on budget requests and inform the areas involved of its decision.
- c. Submission for Consideration

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- i. Budget Preparation Statement
 1. Each student activity fee funded group must submit a Budget Preparation Statement stating the overall purpose and objectives of the group, justification for funding of the group, budgetary explanations for the next fiscal year, and the latest computer printout of the current fiscal year budget (if currently receiving funds). These documents can be uploaded on the online application form through OrgSync.
 2. Groups are encouraged to provide any comments or information that may assist the SABC in evaluating the budget request.
 3. The following are specific questions that must be answered in the development of the budget preparation statement:
 - a. What is the purpose of the organization or activity?
 - b. What are the goals and objectives of the organization or activity?
 - c. What are the expected learning outcomes of the organization and how will student activity fees be used to support these outcomes?
 - d. How does the organization or activity support the educational purpose of Georgia College & State University?
 - e. How many students and others are involved in the services provided by the organization or activity?
 - f. What other sources of funding does the organization or activity receive?
 - g. How can additional budget expenditures be justified?
 - h. What services would be curtailed and/or deleted if the budget allocation were lower than this year's level?
 - i. What additional services would be provided if additional funds were given?
- ii. Budget Request
 1. The budget request should reflect all proposed expenditures for the next fiscal year. Electronic submission is required. Groups should indicate who prepared the budget request and obtain a faculty/staff adviser's signature (if appropriate.)
 2. An electronic submission of the latest computer printout of the budget should also be submitted if the organization is returning.
- iii. Summary
 1. Each student activity fee funded organization or activity must submit the following for full consideration of the budget request by the SABC:

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- a. An electronic submission of the budget preparation statement to be specified by the chair in the call for proposals.
 - b. An electronic submission of the budget request to be specified by the chair in the call for proposals.
 - c. An electronic submission of the latest computer printout of the budget (if applicable) to be specified by the chair in the call for proposals.
- VIII. Fund Request Procedure for Special Allocations
- a. Purpose
 - i. The purpose of special allocations is to provide organizations or activities a one- time budget in which to conduct a special operation or activity. Special allocations are usually made and expended in the same academic year.
 - b. Special Allocation Process
 - i. Special applications for onetime allocations will be accepted during the academic year until ten (10) business days prior to the end of classes of the spring semester.
 - ii. The SABC will review all requests at specially scheduled hearings where area representatives will be asked to appear before the committee to justify or clarify their requests.
 - iii. The SABC will take necessary action on budget requests and inform the areas involved of its decision.
 - c. Submission for Consideration
 - i. Budget Preparation Statement
 1. Each student activity fee funded group must submit a Budget Preparation Statement stating the overall purpose and objectives of the group, justification for funding of the group, budgetary explanations. An electronic submission through the online application on OrgSync is required for submission to SABC.
 2. Groups are encouraged to provide any comments or information that may assist the SABC in evaluating the budget request.
 3. The following are specific questions that must be answered in the development of the budget preparation statement:
 - a. What is the purpose of the organization or activity?
 - b. What are the goals and objectives of the organization or activity?
 - c. What are the expected learning outcomes of the organization and how will student activity fees be used to support these outcomes?
 - d. How does the organization or activity support the educational purpose of Georgia College & State University?

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- e. How many students and others are involved in the services provided by the organization or activity?
 - f. What other sources of funding does the organization or activity receive?
 - g. How can additional budget expenditures be justified?
 - h. What services would be curtailed and/or deleted if the budget allocation were lower than this year's level?
 - i. What additional services would be provided if additional funds were given?
- ii. Budget Request
 - 1. The budget request should reflect all proposed expenditures. An electronic submission is required.
 - 2. Groups should indicate who prepared the budget request and obtain a faculty/staff adviser's signature (if appropriate.)
- iii. Summary
 - 1. Each student activity fee funded organization or activity must submit the following for full consideration of the budget request by the SABC.
 - a. An electronic submission of the budget preparation statement to be specified by the chair in the call for proposals.
 - b. An electronic submission of the budget request to be specified by the chair in the call for proposals.
- IX. Use of Allocations for Travel
- a. Funds for travel may be allocated when members of the organization meet the following criteria:
 - i. Represent the institution and thereby enhance the prestige of the institution and the organization or activity.
 - ii. Gain knowledge or experience for the student body and/or the individual's organization or activity.
 - b. Students who request travel must follow the official University System travel regulations and Georgia College & State University travel clearance procedures. Unless traveling in a group as a university-authorized activity, specifically each student must submit for individual travel:
 - i. A Travel Expense Statement must be submitted upon completion of travel. All individual student travel must be approved by the Department of Campus Life.
- X. Payment to Students
- a. Only organizations approved by SABC are authorized to issue stipends or compensation to students. Student stipends or compensation have been approved for the following organizations:
 - i. Campus Activities Board

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- ii. WGUR FM Radio Station
 - iii. The Colonnade
 - iv. The Peacock's Feet
 - v. Student Government Association
 - vi. Venture Out
 - vii. Student Night Auxiliary Patrol (S.N.A.P.)
 - viii. The Centennial Center
 - ix. Aerobics Program
 - x. Campus Green Initiative Fund Committee (C.G.I.F.C.)
- XI. Restrictions
- a. The following restrictions govern the payment of student activity funds:
 - i. No speaker who is a member of the Georgia College & State University faculty, staff, or student body may receive payment or honorarium for a personal appearance.
 - ii. No student activities funds may be used for any personal purposes, sectarian religious activities, or partisan political purposes, on any level. Any organization receiving funds from SABC is also prohibited from using any funds, regardless of source, for these purposes.
 - b. To use SABC funds for charitable events, the following stipulations apply:
 - i. Student organizations that receive SABC funds and conduct fundraising activities must keep their events and activities open to all students.
 - ii. All SABC funds allocated to charitable events and/or organizations are considered "seed money" with the following expectations:
 - 1. Seed money is allocated for the purpose of helping a student organization with upfront costs of a charitable event and will not exceed \$500 per allocation to charitable event.
 - 2. A custodian of the seed money must be identified for accountability purposes as noted below:
 - a. The custodian must be a member of the student organization receiving the funds.
 - b. The custodian must follow all fundraising guidelines and complete appropriate fundraising forms.
 - c. The custodian must ensure compliance with the allocated purposes of the funding.
 - d. The custodian will be held responsible for any misuse of SABC funds.
 - e. The custodian will ensure that guidelines on seed money listed below are fulfilled.
 - 3. Seed money is to be repaid as indicated below:
 - a. If an organization raises at least twice the allocated amount, the organization will be required to repay all

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- seed money allocated to the SABC Unallocated Reserve.
 - b. Within two (2) business days of the conclusion of the charitable event, the student organization custodian must submit a report on the funds collected.
 - c. Within five (5) business days of the conclusion of the charitable event, the student organization custodian must remit payment of the seed money to the SABC Unallocated Reserve in the care of the Department of Campus Life.
4. Seed money will not be required to be repaid if the following requirements are met:
- a. If the student organization does not raise a minimum of twice the allocated amount, the organization will not be required to remit any funds allocated.
 - b. Within two (2) business days of the conclusion of the charitable event, the student organization custodian must submit a report on the funds collected.
5. The student organization will only remit total payment (if required above) for the amount allocated from SABC funds and no additional fees, interest, or fines will be imposed.
6. The SABC may, under their own discretion and authority, make and/or provide changes or exceptions to this rule on a situational basis.
- a. The student organization must submit a written appeal to the SABC to receive an exception to this policy.
 - b. The Student Senate shall receive notification that an exception has been made and a rationale for aforementioned exception.
- XII. Unallocated Reserve
- a. An unallocated reserve shall be established for the purpose of protecting against an enrollment shortfall. The following provisions pertain to that reserve:
 - i. Unallocated reserve may be allocated by the Vice President of Student Affairs or the SABC at the end of midyear budget review if the fall semester enrollment sustains enrollment projections. This reserve may be used to fund emergency needs of existing student activity budgetary units throughout the fiscal year. In each case above, funds will be transferred from the reserve to the particular budgetary unit.
 - ii. The remaining unallocated reserve may be used toward the purchase or replacement of student activity special equipment.
 - iii. Any unexpected fund balance remaining in any of the student activity budget units shall be transferred into the unallocated reserve (Contingency) Fund.

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1. Any organization receiving a pre-approved allocation in the section, "Allocation Process" (V, b, i-iii), may request a special hearing with the SABC to petition its remaining fund balance be rolled over to the upcoming fiscal year.
 - iv. Expenditures from the unallocated reserve (contingency) fund must be recommended by the SABC and approved by the Vice President of Student Affairs.
- XIII. Amendment
- a. Amendments to all the foregoing guidelines must be presented in writing to the Committee Chairman and voted upon at a special meeting by the entire Student Activity Budget Committee.
 - b. Changes to the percentages in the pre-approved allocation section, "Allocation Process" (V, b, i-iii), are subject to a one (1) year waiting period. Should the Committee vote to change a pre-approved allocation, the change will go into effect during the next spring allocation process only following a complete cycle of one calendar year. This restriction can only be overridden by consent of the Student Senate, with a two-thirds (2/3) vote, and the University President.