Student Organization Funding Guide

University of South Carolina
Student Government

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Introduction

Student Organizations seeking funding from Student Government must adhere to the specified rules outlined in the [UofSC Student Government Codes](#). Following proper procedure enables a quick and successful fulfillment of an allocation request. Stay up to date on the latest University policies visiting the [Student Organization Leadership and Service Center](#) page on the UofSC website.

Purpose

This guide is created to provide a comprehensive tool for student organizations to locate information specified in the Student Government Codes. This should be used as a tool and is not exhaustive. Student Organizations will still be required to attend a Treasurer's Workshop to be eligible for funding.

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Funding Request Process

Allocations will be done on a rolling basis throughout the semester. To be considered for funding, a Student Organization must:

- Request funding from Student Government through Garnet Gate
    - **no later than 15 University days prior to the event**
    - **at least two meetings of the Finance Committee prior to the event**
    - **end-of-semester requests must be made three weeks before the final Student Senate session of each semester**
- **Make the request within the fiscal year, beginning July 1**
- **Send either the President or Treasurer of your respective organization to the Student Organizations' treasurer's workshop**
- **Provide actual costs of materials, venues, etc. for the event**
    - Acceptable Forms of Documentation are at the discretion of the Respective Finance Committee and will be published at the beginning of the fall academic semester, and will be available for public review

Funding Allocation Process

Allocation of fees available
- The Student Senate will allocate funds to Student Organizations based on the recommendations of the Finance Committee following its review of all budget requests from Student Organizations

Eligibility for the receipt of funds by Student Organizations
- Actively registered as an official university organization through the Leadership and Service Center
- The President or Treasurer of the Student Organization receiving general funding is **required** to attend the Treasurer's Workshop in the fiscal year

Funding categories

- **Programs (Section 3-6-40)**
  - Events located on-campus or within a 12 mile radius of campus are classified as programs
  - Items deemed to be inventoriable **WILL NOT** be funded
    -Ex. Shirts, reusable dishware, tools, etc.

- **Conferences and Tournaments**
  - Off-campus retreats set outside of a 12 mile radius will be classified as a conference
  - Travel cost and other spending for the conference will be the last item considered in the budget process
  - The organization must provide a brief oral or written summary as to why multiple persons are going and how they are the best candidates for the conference
  - Restrictions include
    - Food while traveling
    - International Travel Costs
  - The current rate for funding mileage of personal vehicles is $0.625 per mile
  - Rental vehicles may be allocated for, but the mileage on them will not be funded
  - Vehicle and hotel capacities will be allocated for the capacity limit of the hotel or vehicle as defined by the manufacturer or hotel
- Tournament Budgets may be allocated for any costs associated with tournaments
  - A tournament is a trial or contest where the purpose is to display the organization's talent in a competitive way
  - Funds will be allocated for registration and travel for up to <u>three members</u>
  - Larger requests will be considered on a case to case basis
  - If an organization goes to a tournament, documentation of the organization's performance and brief summary of the organization's participation is required

Allocation Request Timeline

1. Submit allocation funding request no later than 15 university days prior to the scheduled event through Garnet Gate
2. Request goes through risk assessment and comptroller review
3. The allocation request is presented to the Finance Committee where members of the committee vote on whether or not the request is able to be funded
4. In the event that allocation request is found favorable by the Finance Committee, it is presented to the Student Senate on Wednesday at 5:30pm for an official vote
5. Following the vote by the Student Senate, your organization will receive a notice through Garnet Gate whether the request passed or failed.
6. After a favorable allocation request is passed through the Student Senate, a post- event evaluation form must be submitted no more than 15 University Days after the event.

Student Government Codes Explained

Article I: Definition Section
- "Student Organization"
  - o an organization either graduate or undergraduate
  - o registered as an official university organization through the Leadership and Service Center. An official university organization would have a financial bank account through the University
- "Dialogue"
  - o a meeting between the Student Organization and the Finance Committee including a brief presentation about the request
- "Accepted Forms of Documentation"
  - o refers to the Treasurer's Manual which lists clarifications and examples of price quotes which the Finance Committee will accept. All costs in budget requests must show supporting documentation and price quotes

Article II: Student Government Budget
- The Student Government Budget for Student Organization's is determined by the Vice President of Student Affairs, or a designee. All organizations are divided into four categories: undergraduate, graduate, law, and pharmacy. The amount of funding available for each category is based on student enrollment.

Article III: Student Body Treasurer's Workshop
- All Student Organization's requesting funding from the Finance Committee are **required** to attend the Treasurer's Workshop at least once in the fiscal year. The fiscal year begins July 1 and ends June 30.
- The Student Organization's treasurer or an executive member must represent their Organization during the Treasurer's Workshop
- The Workshop will go over the Student Organization funding process in detail and allow for Student Organizations to ask questions to ensure Student Organizations do not miss deadlines and receive inadequate funding

Article VI: Student Senate Finance Committee Operations

- The Student Senate Finance Committee meets on Fridays during the academic year where they go over Student Organization allocation requests in the final stage. The Committee considers recommendations regarding allocation requests.
- The Student Body Treasurer, Vice President of Student Affairs, and members of the student population may attend the meetings, but are not voting members
- The Chair of the Finance Committee reserves the right to call for the recusal of voting rights for members who have been deemed by the committee to have a conflict of interest at a specific time