



## **Student Finance Board Funding Guidelines 2021-2022**

### **Funding Principles**

The purpose of SFB is to assess, allocate and distribute the Student Activity Fee (SAF) in a financially responsible manner for the purpose of engaging TCNJ students in constructive programming and services that promote the values of education, entertainment, service, diversity and recreation. SAF funding should only be given to programs/funding requests that relate to the guiding principles of the student organization(s) requesting the funds (programs/funding requests should coincide with the mission of the organization) and the SFB. The SFB will practice strict viewpoint neutrality; all viewpoints, including those that are controversial, will have an equal chance of receiving funding. The SFB's role is to subsidize an organization's expenditures. The SFB does not guarantee the totality of funding for a student organization. SAF funding shall be based on the fiscal merits of programs designed for and open to the undergraduate community. SAF funds may be used only as allocated. The SFB will not reimburse an organization for funds spent without prior approval or in violation of the intended appropriation.

### **Fiscal Merits**

A key aspect of SFB decision-making is the fiscal merit of the funding request.

All members of the SFB are expected to act in a fiscally responsible manner regarding the appropriation of Student Activity Fees. The SFB is entrusted with determining the fiscal merits of events and certain aspects of events presented to the SFB. Fiscal merit is at the discretion of the SFB. The SFB reserves the right to use financial and



nonfinancial metrics to determine fiscal merit and to operate in a fiscally responsible manner, including but not limited to, cost per student, item cost in relation to event cost, cost in relation to total SAF remaining, common costs for an item, and student and administration feedback. No event's cost per student may exceed the total Student Activity Fee charged to each individual student per year. Funding based on the fiscal merit of the event is not considered programming for the event.

## **Funding Types**

Student organizations may seek one or more type of funding from the list below :

- Annual Base Budget
- Semester Base Budget
- Special Appropriation Request
- Capital Expenditure Request

Organizations seeking program/event funding are required to present requests for SFB consideration at least fourteen days before the event is scheduled to occur using the Special Application Request process described in this document. The SFB Executive Board may grant exceptions to this policy on the basis of a proven SFB error or an extenuating circumstance whose validity is determined at the sole discretion of the Executive Board. Please refer to SFB's Student Organization Manual for further information regarding the four methods to receive funding.

## **Capital Equipment Appropriation**

Student organizations requiring equipment to achieve their mission may request funding for that equipment. When possible, equipment will be shared between organizations. Equipment purchased with SAF funds remains the property of the SFB, regardless of whether or not the use of the equipment is allocated toward a specific organization or



for use by multiple organizations. If an organization receives and spends a Capital Equipment appropriation, the equipment must have multi-year use and be tracked through SFB's organization's equipment inventory. When submitting a Capital Equipment request, groups must include a plan for how/where the equipment will be stored.

Equipment purchases that will not be able to be used over multiple years should be submitted for funding through annual/semester base budgeting, or special application funding processes. Capital Equipment Requests will be considered weekly by the SFB Executive Board. If an organization receives approval through the Capital Equipment process to proceed with purchasing, they must complete a voucher and submit it to the SFB for reimbursement.

#### Multicultural Programming Appropriation

A minimum of 5% of the annual SAF income each year will be reserved for Multicultural Programming. Any student organization may request monies from the Multicultural Programming Line provided the program is designed to expose students to or educate them about religion, culture, disability awareness, ethnicity, gender, race, or sexual orientation/gender identity. Groups can apply through the Special Application Request Process described below.

Should funding for multicultural programs exhaust the 5% set aside for this programming, additional requests will be considered with Special Appropriation Requests.

### **Funded Expenses**

This list includes typical areas considered for funding; however, SFB may include areas not outlined in this document when critical to a program, and inclusion in this list does not guarantee approval. SFB will take the individual needs of each student organization



and the fiscal merits of each individual program into consideration when making decisions. All requests and SAF funded events, with the exception of retreats, must be open and accessible to all students at the college.

The following describes typical expenses organizations seek funding for; however, organizations are not limited to these areas and should work with their liaison to determine if anticipated expenses not listed may be able to be funded.

- Prizes/Giveaways
  - Total maximum amount for prizes per event will be determined by 5% of the number of students attending the event multiplied by the SAF per semester. The maximum prize amount for a student may not exceed \$149.78.
  - All RSO's which distribute Prizes at an event must provide SFB ([sfbea@tcnj.edu](mailto:sfbea@tcnj.edu)) with a list of names who won/received something, amount or item received, and if each individual who won is a member or non-member of that organization after the conclusion of each event.
  - Total maximum amount for giveaways per event will be determined by 20% of the number of students attending the event multiplied by the SAF per semester.
- Bus Trips
  - The SAF funds can only be used for the cost of the bus. Attendees must pay tickets for the activity at the event. Individual tickets will not be funded, and must be paid by the attendees. If the organization cancels the bus trip and incurs a bus cancellation fee, SFB will notify the organization of the fee charged to their fundraising account.
  - The organization managing the bus trip is responsible for additional fees assessed for transportation, including but not limited to cleanup fees, last minute changes requested by the organization, last minute additional bus requests, or cancellations requested by the student group after the

cancellation period, regardless of whether or not the trip is SAF funded. These fees do not include charges that are incurred due to an SFB error.

- Organizations sponsoring bus trips can charge an individual up to a \$10.00 deposit to hold their seat. This deposit should be refunded only to persons attending the trip (any deposits collected from individuals who do not attend the event will be deposited into the SAF).
- Food/Refreshments
  - Food and refreshments will be funded if they are considered beneficial to the event and the program is open to all students.
    - Reasons for organizations to include food and refreshments at the event can include, but are not limited to: Length of event, Time of the event, the Theme of the event
  - Off-site sit-down meals and room service expenses can be funded for up to \$15 per person.
  - Those requesting tips for food service should include it in their appropriation request as a separate line item. Tips will be reimbursed at a rate not to exceed 18% of the bill.
- Organizational Retreats
  - Organizations seeking funding for retreats should apply through the Special Application funding process. Organizations will receive no more than \$1,500.00 per year toward retreat expenses. Retreats may be held on or off campus.
- Speaker/Performance Fees
  - All fees will be stipulated in a contract.
  - Allocated funds may be used to cover the cost of dinner for a speaker and a guest along with one student representative of the sponsoring group – not to exceed \$30.00 per person unless otherwise stipulated in the contract. This policy does not apply to speakers who are employees of the College.



- Organizations contracting a faculty/staff member as a speaker may be allotted up to \$50.00 for a gift, as deemed appropriate. This must be a gift, and cannot serve as a payment of services to the respective faculty/staff member.
- Organizations that wish to request a band and a DJ, may be funded for both at the discretion of the board.
- Organizations must include whether the speaker(s) or performer(s) are a student, faculty/staff member, or third party in their funding requests.
- Travel
  - In-state or out-of-state destinations outside of a one-way 20 mile radius from TCNJ may be approved. <https://involvement.tcnj.edu/travel/>
  - All vehicles leaving from the same location and arriving at the same destination will receive the same travel expense amount. Proof of mileage must be submitted along with any vouchers.
  - If mileage reimbursement is being requested from an organization's fundraising line, the Treasurer may choose to submit original gas receipts rather than receive the mileage reimbursement.
  - Mileage – Rates determined by the College of New Jersey Mileage Reimbursement Rate. Up-to date rates may be found on web at <https://travel.tcnj.edu/>
- Dues/Fees
  - Dues and Fees required for an organization to stay active that is neither calculated on a per-member basis nor has dues-paying members.
- Computers
  - SFB will allocate no more than the cost of a standard desktop (not Apple) as recommended by TCNJ IT. It is expected that organizations will purchase an IT recommended computer; however, if an organization chooses to purchase a different computer by any other means, it will not receive any amount exceeding the cost of the IT recommended computer.



## **Unauthorized Expenditures**

SAF funding is restricted to SFB approved purchases within allocated spending limits and lines. Organizations are not permitted to spend funds or enter into contracts (verbal or written) for services prior to the expenditures being approved by SFB. The SFB will not reimburse individuals or organizations for expenses if the expenses do not correlate to previously described programs/events and will subject the organization to its Violation procedures described later in this document.

Student organizations are never guaranteed SAF funding for events and must receive the permission of the SFB before placing bids for bands, speakers, performers, etc. The SFB will not be responsible for charges incurred by organizations placing bids or committing to purchases before receiving SFB approval.

Transactions and requests restricted by criteria in the “Non-Fundable Requests” section will not be subject to SAF funding.

## **NON-FUNDABLE REQUESTS**

- Alcoholic Beverages
- Off-Campus Conferences and Symposiums unless used from Retreat Funds.
- The SFB pays for a copier that student organizations can use for printing and copying. The SAF will not be utilized to pay for printing or copying in color.
- The SFB will hear requests to fund competition fees but will not fund application fees where attendance of the competition is not guaranteed.
- The SAF should not be utilized to replace what is currently funded by College Offices or Departments. The SAF can be used no sooner than three (3) fiscal years after College Offices and/or Departments no longer support these initiatives.



- Major renovations and/or construction of new buildings
- Requests submitted after purchasing items/services, booking individuals, entering into any binding agreement with an individual or other party, committing to any financial transaction, or publicizing on or off campus for which the SFB has not yet allocated funds, will not be funded.
- Events or trips required as a part of an academic department's curriculum.
- Events, with the exception of retreats, occurring when residence halls are closed or outside of the dates that all students are allowed to stay on campus.
- Appropriations in furtherance of a political campaign or activity by any candidate/candidate's staff for political office.
- Appropriations to a legislative lobby or to a registered student organization whose primary purpose is to influence legislation, other than lobbying regarding higher education issues.
- Grants-in-Aid, Scholarships
- Events with the main purpose of promoting donations to a charity or that directly promote a charitable organization or solicit donations to charity organizations during the event.
- National association membership dues, insurance fees, and any related fees that are calculated on a per-member basis or organization dues/fees for organizations with dues-paying members.
- Extra costs associated with excessive expedited shipping on SAF funded purchases.
- Any activity, material, or program whose primary purpose is recruitment or increased membership in the sponsoring group.
- Any events that include gambling, as well as raffles – even if there is no money involved.
- No cash may be given using Student Activity Funds. The only cash awards that may be given must come from an organization's Fundraising line.
- Local travel (less than 20 miles one way from TCNJ) will not be approved.





- Gifts for paid external speakers will not be funded.
- TCNJ undergraduate students or student organizations for performances or speaking engagements
- Honoraria for TCNJ faculty or staff.
- Off campus events which are held in private residences, with the exception of retreats.
- Events may not be approved depending on student safety concerns.
- Funds for organizations' meetings or events solely for the membership of an organization.
- Fundraisers
- Gift cards

The SFB is responsible for the determination of whether or not a request is in violation of any of these lines.

## **Procurement**

### **PURCHASES UP TO \$2,500**

- Price competition is recommended but not required for purchases of goods or services up to \$2,500. Although the SFB is not responsible for the informal bidding process, organizations must make every effort to obtain the best price for the best value.
- The organization's president and treasurer are responsible for authorizing the request of these purchases.
- Vendors must comply with The College's terms and conditions.
- Organizations are to include this reference when requesting quotes.

### **PURCHASES OVER \$2,500 AND UP TO \$34,400**



- Price competition must be obtained for all purchases of goods or services over \$2,500 and up to \$34,400. Although the SFB is not responsible for the informal bidding process, organizations must make every effort to obtain the best price for the best value.
- The club president and treasurer are responsible for authorizing the request of these purchases and all purchases are subject to audit.
- Organizations requesting the goods or services must solicit a minimum of three (3) quotations. The lowest quote must be accepted unless there is enough evidence to document otherwise.
- If price competition is not feasible, organizations are responsible for providing justification as a sole source purchase via memorandum or using the Sole Source Justification Form. <https://www.studentfinanceboard.com/memos.html>
- Vendors must comply with The College's terms and conditions. Organizations are to include this reference when requesting quotes.
- Prior to making purchases that exceed \$5,160, organizations must obtain a New Jersey Business Registration Certificate from the vendor.

#### PURCHASES OVER \$34,400 – ADVERTISED BIDS

- Price competition is required for purchases of goods or services over \$34,400. ● Organizations requesting the goods or services must submit the necessary information to the Purchasing Department for the College via email. The Purchasing Department will conduct open competitive advertised bidding for these 5 types of purchase.