



## SGA Spending Guidelines

In order to receive funding from SGA, student organizations must be registered and in good standing with UWF. Registered Student Organizations must be open to all University of West Florida students. Funding from Activity & Service (A&S) fees are collected from students and should be utilized for student support, resources, and other services that benefit students.

Submission of a budget does not guarantee that the items requested will be funded, even if the same items were funded in previous years. UWF Procurement team always has the final approval when A&S fees funding is used.

SGA will not reimburse any items that were purchased prior to receiving funding approval.

Per the Controller's Office, there is a requirement to submit receipts/documents for reimbursement for University purchases within 60 days of the expense taking place. Receipts that are older than 60 days will not be considered for reimbursement.

Any event using any item or items funded in part or in whole by SGA must be free and open to all University students and organizations may not charge UWF students for admission to said events.

SGA funds are given out on a yearly basis. Registered student organizations may apply for an Annual Budget when the process opens in October/November and will be notified of their allocated amount in March/April. SGA Budget & Allocations Chair will send out an email to all listed officers and advisors in Oct/Nov letting them know that they can now apply for the next year's Annual Budget. Instructions in the email will let officers/advisors know the process, forms and deadlines. The email will provide instructions to ensure your organization's budget is submitted before the December deadline.

It is the responsibility of the organization's officers to be familiar with these guidelines. Two officers must complete the SOLD workshop every year. Throughout the year, multiple workshops are held to further educate or refresh students on processes and resources. You can reach out to our office at any time with questions you have by emailing [sga@uwf.edu](mailto:sga@uwf.edu) or [sgabudget@uwf.edu](mailto:sgabudget@uwf.edu).

SGA reserves the right to hold organizations accountable per their discretion. To be considered an organization in good standing with UWF, student organizations must adhere to all the UWF policies, procedures, and be within good standing with the University of West Florida's Student Rights and Responsibilities and maintain the details of the Student Code of Conduct. Failure to adhere to these policies and procedures outlined in these documents and on the [Student Engagement website](#) may result in lack of funding for your student organization. Any misuse or misrepresentation may result in disciplinary action or risk of deactivation.

# FUNDING GUIDELINES

The following guidelines are used when making funding decisions for Annual Budget, Project and Travel grant requests. These guidelines are taken from and follow the SGA statutes.

SGA reserves the right to make exceptions and deny requests as necessary. SGA will take the individual needs of each student organization and the merits of each individual program into consideration when making its decisions.

The budget amount allocated to each organization is based on the individual needs of an organization. All organizations that submit a budget request form and complete the requirements will be considered for a budget. The budget amount may be different every year and is based on the number of organizations requesting funds and the A&S funds available.

The Budget & Allocations Committee takes into consideration past use of funds, an organization's activity on campus, and other factors when determining budget allocations.

The funds requested should be in line with the mission and vision of the student organization. Funds should be used to benefit all members of the organization or UWF students in general.

Any/all budget items listed on an organization's budget spreadsheet is subject to UWF Procurement review and final approval.

## ITEMS THAT CAN BE PURCHASED WITH SGA FUNDS

SGA funds are given to student organizations with the intent that the money will be spent for the good of the organization, its members, and the UWF student body. The money is intended to be used for all members of the organization, not just a select few/officers. It can also be used to promote or grow the organization through the purchase of promotional items for UWF students that may be distributed at events or tabling events.

Below is a list of pre-approved items that are most often purchased by organizations. Note that this list is not a complete list and that each purchase is specific to the organization. The SGA Budget & Allocations Committee and/or the UWF Procurement team always has the final decision in determining if an item meets the A&S spending criteria. This list is not exhaustive and further guidance may be provided by the SGA Budget & Allocations Committee and/or Student Engagement.

**FOOD/DRINKS** - Must be purchased from an establishment that will remove the tax if UWF is paying

- Grocery items
- Take out/delivery
- Pizza
- Water, Soda, Tea, Gatorade

**CLOTHING** - Must have the 'Funded Through SGA' logo on it. Must be purchased through a UWF registered vendor and approved by UWF licensing. If an item is not on this list, final approval must be given by the Budget & Allocations Committee for purchasing.

- T-Shirts
- Hats
- Bandanas

**PROMO ITEMS/GIVEAWAYS** - Must have the 'Funded Through SGA' logo on it. Must be purchased through a UWF registered vendor and approved by UWF licensing. (Small items are exempt from having the logo on them, but require approval first.) If an item is not on this list, final approval must be given by the Budget & Allocations Committee for purchasing.

- Pens
- Stickers
- Frisbees
- Water bottles
- Tote bags
- Hand sanitizers
- Sunglasses
- Umbrellas
- Pizza cutters
- First aid kits
- Lanyards
- Keychains

**ADVERTISING ITEMS** - Depending on the item, the 'Funded Through SGA' logo may need to be included. Must be purchased through a UWF registered vendor and approved by UWF licensing.

- Retractable banners
- Posters
- Tablecloths
- Wall banners
- Items from your National/Parent organization that pertain to your student organization
- Medallions
- Printing services at the Commons desk

#### **DECORATIONS for EVENTS/CELEBRATIONS**

- Party decorations
- Crafts, paper, poster board, supplies for boards
- Office supplies
- Easels for display
- Tablecloths
- Tableware, cutlery, drinkware - paper or plastic
- Food bowls, utensils

**PROGRAMS/SOFTWARE** - Dept/advisor will create a JIRA ticket and get UWF & ITS approval. Once it has been approved, then purchase can be made with a UWF credit card by the department. The campus department overseeing the organization must be responsible for maintaining the software. Future renewals of the software are not guaranteed.

- Canva

**CERTIFICATIONS/EXAMINATIONS** - May require UWF Procurement approval, but once obtained, this can be paid for with a UWF credit card. The certification and/or examination must be something open to all members and not a select few. These may be in person or virtual.

- Certification/exam that is relevant to the student organization.
  - CPR certification
  - Facebook certifications
  - Medical exams
- Crowd Manager Training

**TICKETS/EVENTS/GUEST SPEAKERS** - The tickets, event, or guest speaker must match the needs and mission of the organization. SGA & the Student Engagement Director will have the final decision if the tickets, event, or guest speaker is relevant to the organization's mission and is approved. May require UWF Procurement, EHS, and other University entities to review before final approval.

- Motivational speaker/professor/alumni
- Leadership retreats (agendas must be required)

### **ORGANIZATION MEMBERSHIPS/DUES**

- Paid to a parent organization for the student organization to be recognized locally, regional, or nationally.
- A&S funds cannot be utilized to pay for individual membership fees for students joining the parent organization. All fees must be charged to the organization as a group or a whole.
- Funds may be utilized if the parent organization charges a one-time annual fee.

**SPECIFIC NEEDS OF AN ORGANIZATION** - Each organization may request items that are specific to their needs and the ability to fulfill their organizational mission. Given this, an item may be approved for one organization and denied for another. The item needs to match the mission/vision of the organization and will need SGA and UWF Procurement approval. Any item purchased is the property of UWF and must remain at UWF. At the time of purchase, you will be asked what location this item will be kept and the advisor will be included in this interaction.

Examples listed-

- A gaming organization may be able to purchase a Switch - A nursing organization may not be able to do the same
- A rocket club may be able to purchase items to build a model rocket - An art organization may not be able to do the same
- An environmental organization may be able to purchase aquarium supplies - An ITS organization may not be able to do the same

### **COMMONS/RESERVATIONS COST**

- Reserving a room through reservations when it is just the room and it's basic set up requirements is free to student organizations.
- Reserving a room for an event, banquet, speaker, etc. that involves extras added (specialty set up, sound system, stage, linens, pipe and drape, etc.) will have a fee attached to it.

### **VENUES/RENTAL FEES**

- If your venue has a rental fee, it generally can be paid for using A&S. The venue may require pre-approval for usage by SGA Budget & Allocations Committee or Student Engagement.
  - University Commons and Conference Center
  - Historic Trust

## **ITEMS THAT CANNOT BE PURCHASED WITH SGA FUNDS**

SGA money comes from A&S fees and needs to be spent on/for the students. These A&S fees have legal guidelines/rules on how they can be spent. The list below has come from our UWF Procurement team.

The following items CANNOT be purchased utilizing A&S fees. This list is not exhaustive and further guidance may be provided by the SGA Budget & Allocations Committee and/or Student Engagement.

**RSO MEMBERSHIPS/DUES** - If your organization charges its members membership dues to be in the student organization, your Annual Budget cannot be used to pay for those dues. However, A&S fees may be utilized to pay a parent organization's membership dues.

**STOLES AND GRADUATION CORDS** - This is considered regalia and is not allowed with the A&S funding source.

**GIFT CARDS/GIFT CERTIFICATES/VOUCHERS** - Because there is a dollar amount attached to a gift card, it would be considered income and would have to be claimed for tax/scholarship/financial aid purposes. Therefore, it has been decided that gift cards/certificates/vouchers will not be purchased or reimbursed with A&S fees.

**GIFTS/PRIZES FOR MEMBERS** - A&S fees are to benefit the organization as a whole. Gifts/prizes for individual members for any reason are not allowed with the Annual Budget source.

- A gift/prize is defined as an item that an individual/individuals are given as an individual recognition.
- Gifts or prizes are permissible to be purchased with A&S fees only if everyone in the organization or at the event has a random chance to receive the item (ie: BINGO game, tickets drawn from a bowl). If everyone in the organization doesn't have a random chance to receive the item, then it is not allowed.
- Gifts or prizes are ONLY permissible for competitions if ALL students have the same opportunity to participate (ie: costume contest with a prize for 1st, 2nd, 3rd). These instances MUST be pre-approved by Student Engagement prior to a purchase or an event taking place to ensure it meets the necessary criteria of being open to ALL students for participation and is a gift/prize that can be purchased with A&S fees.

**APPLIANCES/ELECTRONICS/COMPUTERS** - These are all considered capital purchases and should be made by a department and not an RSO. A&S fees cannot be used to purchase these items.

### **FUNDRAISERS**

- Funds cannot be used to buy items/food/etc. and then sell them for a profit.
- All fundraising will be done with the student organizations off campus money.
- Fundraising items can be sold on campus, but there is a process to follow.
- Fundraisers may need to be approved by the UWF Foundation before proceeding.

**CHARITIES** - Funds cannot be given to charities/good causes. Although we recognize the goodwill gesture in doing this, these funds are student funds and need to be spent on/for the students in that organization.

**VENUE INSURANCE** - If your venue wants you to have insurance for your event, that must be paid for with other funding.

**GUNS, ALCOHOL, ANY ILLEGAL SUBSTANCE** - Under no circumstances may A&S fees be used to purchase any of these items.

# TRAVEL

Travel is allowed using SGA funds. Travel funded from an annual budget differs slightly from travel using Travel Grant funds. Please note that if your organization has an annual budget, your organization/group cannot apply for a travel grant. If your organization has an annual budget but is not funding your travel at all, an individual may apply for a travel grant. Any student/group that did not receive an annual budget may apply for a travel grant.

Below are the facts about travel from both funding sources:

## ANNUAL BUDGET FACTS:

- 1) Food is not paid for or reimbursed when traveling. All food costs are paid by the traveler/student.
- 2) Your travel **MUST** be submitted in Argo Pulse and approved by all parties (advisor & Student Engagement staff) **BEFORE** the start date of your travel.
- 3) Travel will be **REJECTED IF** the trip has already taken place/started.
- 4) Your travel must happen in the same fiscal year that the money is given. August of one year until June of the next year.
- 5) Do not apply for travel if your travel ends in the month of July or August. Since the fiscal spending year ends in June, you must have returned from your travel by the end of June to be paid back.
- 6) Reimbursements do not happen until you have returned from your trip. If you pay for your trip expenses, you will not be paid back until **AFTER** you have returned from your trip. This can take 4-6 weeks after your return. A conference flyer/agenda is required to verify this. It is preferred whenever possible that aspects of your travel is paid for by the Office of Student Engagement or another University department. This makes the process much smoother and is more efficient.
- 7) Anytime you travel the money is not given to you in cash or check. The money is used to pay for your travel expenses or pay you back for expenses you have already paid for.
- 8) We **HAVE** to pay back the person who made the purchase. ie: You are traveling and your 'parent' paid for the hotel.
  - a) We have to pay your 'parent' back the money. We cannot pay you and then you pay your 'parent'.
  - b) In order to pay your 'parent' back, they need to become a UWF vendor. To do that they need to submit a form with a W-9. This is approved by our UWF Procurement team and then we can process a check to pay them back. **This can take 4-6 weeks after travel** happens and requires your parent to give out personal information.
- 9) VRBO, Airbnb, etc. **will NOT** be paid for or reimbursed.
- 10) No foreign or out of country travel or expenses.
- 11) Posters, marketing materials are allowed to be paid for or reimbursed with an annual budget.
- 12) Travel insurance will be taken out on each student who travels. The cost is 17 cents per day per student. The money will come from your annual budget.

## TRAVEL GRANT & STUDY ABROAD FACTS:

Here's what you should know before applying for an SGA travel grant including Study Abroad. Listed below are the current facts that apply to **ALL SGA** travel grants given:

- 1) Travel grants do not pay for or reimburse for any food while traveling. All food costs are paid by the traveler/student.
- 2) Your travel grant **MUST** be submitted and approved by the SGA Budget & Allocations Committee **BEFORE** the start date of your travel.
- 3) SGA Budget & Allocations Committee will **DENY** all travel grant requests **IF the trip has already taken place**.
- 4) Students awarded with funds are reimbursed following the travel event has taken place in the form of a scholarship. Funds are distributed directly to a student's Transact (formerly CashNet) account. Receipts will need to indicate that the student has paid for aspects of the trip that are permissible (ie: hotel, airfare, conference registration, car rental, fuel, etc.).
- 5) If you are traveling as a group, the amount awarded will be evenly distributed to each of your group members' accounts. For example, if four students are traveling as a group and are awarded \$2100, then each student will individually receive \$525.
- 6) Since funds are distributed in the form of scholarships, if you have a current balance owed to the institution, travel grant funds will be used to pay what is owed on your account. Additionally, whatever banking information is directly linked to your account is where the funds will be issued.
- 7) The amount awarded must be equal to or greater than what is spent in order for the full amount to be issued. For example, if you were awarded \$650 and only spent \$580, then you will only receive \$580. All remaining funds will be swept to support additional student travel expenses.
- 8) Upon notification from the Office of Student Engagement that the scholarship has been processed, it will be your responsibility to ensure the funds were properly disbursed to your account and fully accepted. There is a chance that this scholarship could impact your existing aid, but those details can be further cleared up or clarified with Financial Aid.
- 9) VRBO, Airbnb, etc. **will NOT** be paid for or reimbursed.
- 10) No foreign or out of country travel grants will be given out **UNLESS** they are for UWF-approved Study Abroad and go through the Study Abroad program.
- 11) Posters, marketing materials are **NOT** allowed to be paid for or reimbursed with a travel grant. Travel grants only pay for travel costs.
- 12) Student Insurance will be taken out for all travel grants. This cost is 17 cents per day per student.
- 13) Student Insurance will **NOT** be taken out for Study Abroad. That is already being taken care of by the Study Abroad program.

# Project Grants

Once SGA has approved your Project Grant, they will email you and include Angie Mowe ([amowe@uwf.edu](mailto:amowe@uwf.edu)) in that email. Please reach out to Angie if she does not email you within 5 days of your SGA approval. She will assist with your spending or reimbursement for this Project Grant.

1. Project Grants adhere to ALL of the Funding Guide rules listed above in this document.
  - a. See pages 2-5 of this document