



The University of West Florida

Student Government Association

A&S Statues Updates

Legislation: 20-21 Bill #3

Author(s): Budget and Allocations Committee

First Reading: _____	Second Reading: _____
Yes: _____	Yes: _____
No: _____	No: _____
Abstain: _____	Abstain: _____

Ms. Sydney Grant
Senate Pro Tempore

Be it known that Student Government 20-21 Bill #3 is hereby signed on _____.

_____	_____
Pass	Veto

Date	

Mr. Jordan Negron
Student Body President

TITLE XII: THE ACTIVITY AND SERVICE FEE MANUAL

Chapter 1202: Awarding of the Activity and Service Fee

1202.01 At the University of West Florida, the Activity and Service Fee (A&S Fee) is awarded to Registered Student Organizations (RSOs), Sports Club Council, Departments, and other similar entities on a yearly basis during the spring budget process. However, some money is set aside in the following accounts (which will be referred to collectively as 'Interim Accounts') for awards throughout the year by the Budget and Allocations Committee. The Interim Accounts shall be as followed:

- A. Project Grants
- B. Travel Grants

1202.02 The yearly budget process Month of Action timeline is as follows: ~~Month of Action~~

September

An ~~e-mail~~ email will be sent to RSOs and Small Departments awarded an annual budget reminding them to review the A&S Manual and review procedures for spending funds.

October- December The Budget and Allocations Committee will establish a date within this period deciding when annual budget requests will be due. The Budget and Allocations Committee Chair will notify the RSOs, Sports Club Council, and departments of annual budget requests due date via ~~e-mail~~ email.

January/February

The Budget and Allocations Committee will hold budget hearings.

March

April

June

1202.03 Only RSOs that are “active” as defined by the Student Involvement website may submit a budget request for an Annual Budget and are eligible to The Budget and Allocations Committee will present to Senate. Following approval by Senate, the bill will be presented to the Student Body President and then the University President for signing.

A memorandum stating that all carry forward of excess funds requests are due in a month will be sent to Departments and Departmental Organizations.

The Budget and Allocations Committee deliberates about requests to carry forward excess funds. Requests approved are announced to the requester via an ~~e-mail~~ email.

receive an Annual Budget. If an RSO is awarded an Annual Budget and becomes “inactive” as defined by Student Involvement website, the awarded funds may be swept into the main A&S Fee non-recurring account.

1202.06 A&S Non-Recurring Funds

- A. The Budget & Allocations Committee, by Three-Fourths Vote, has the authority to allocate these funds to projects, programs, or initiatives that promote the mission of the organization and/or enhance University-wide student programming.

1202.07 Statement on Reserve Spending

- A. Spending from the A&S Reserve account (120083) shall be initiated by the President and Treasurer and approved by the Budget and Allocations Chairperson. The Budget and Allocations Chairperson shall inform the Senate of all approved requests.

1202.078 The Budget and Allocations Committee has the right to add stipulations on all

A&S funded accounts.

Chapter 1203: Usage of the Activity and Service Fee

1203.01 Any entities funded by the A&S Fee are obligated to expend funds specifically within the intent expressed in their approved budget **and in accordance with the university's current spending policy and procedures.**

Chapter 1204: Interim Accounts

1204.01 Request and Approval Process:

- ~~All requests for funding from any of the interim accounts must be made three or more Fridays before the planned activity. Requests submitted after this deadline will be processed in the order received, and may or may not be approved in time for the event.~~ All requests are heard in order of submission, which may impact the timing of access to funding.
- The person submitting the request has the duty of ensuring his or her request is complete.
- ~~A request is complete when both the form is fully submitted with all requirements and an appointment is scheduled.~~
- The organization's president or account administrator of the individual will be notified of the Budget and Allocations Committee's decision within three business days after the decision is made. The president or account administrator must then make arrangements with the proper university official to access the funds.
- The receipt of prior funding from any of the interim accounts is not a guarantee of future funding.

1204.02 Project Grants:

- Active RSOs and departments not funded through the yearly budget process are

eligible to receive project grants. Project grants are to be used for one-time activities that promote the mission of the organization and/or enhance University-wide student programming.

- A&S Fee funded entities, as well as individual members or small groups belonging to those entities, whose requests are related in any way to the business of said entity, shall be ineligible to receive funding from this account.
- Organizations shall receive no more than three grants per fiscal year, I not to exceed \$700.00 for the fiscal year.
- Grant requests must explain the purpose of the proposed activity and the effect it will have on the University of West Florida Student Body.
- ~~An organization must be active according to UGSI to receive funds from this account.~~
- Money will not be granted from this account for activities which are already funded otherwise through the A&S Fee.
- Once the allocated funds are depleted, no further requests will be reviewed for that semester/fiscal year.

1204.03 Travel Grants:

- Undergraduate and graduate students who are travelling or **attending virtual experiences** to advance their educational experience in their area of study or interest are eligible to receive funding from this account.

- Travel grants are not awarded for academic credit bearing activities, except for Study Abroad and Directed Study non-commuting semester programs.
- Students may receive a maximum of \$700 per fiscal year. Groups of three students or more travelling for the same purpose may receive a maximum of \$2,000 per event. This includes students traveling separately for the same event. The same group of students may only receive a maximum of \$2,000 per fiscal year.
- Students applying for assistance must first gain approval from the department chair and/or faculty/staff advisor.
- Grant requests must explain the purpose of the proposed travel and the effect it will have on both the individuals' academic career and the University.
- No funding will be awarded from this account to pay for food.
- Awarded funds will be disbursed directly to students in a manner consistent with University policy; authority over the monies shall not be delegated to other University departments, A&S funded or not.
- Once the allocated funds are depleted, no further requests will be reviewed for that semester/fiscal year.

1204.04 Budget Transfers:

- All budget amendments and transfers must be approved by the Budget and Allocations Chair.
- ~~JEs~~ JEs moving money FROM an A&S account must be approved by the ~~Budget Chair~~ Budget and Allocations Chair before submitting for processing.
- Any changes made to the A&S Fee salary index will need to be presented to the SGA President and the Budget Chair. The ~~Budget Chair~~ Budget and Allocations Chair will vet proposed changes through the Budget Committee for comments, questions, and final decision on the proposed change(s).