

## Student Activity Fees (SAF)

Student Activities Fees (SAF) are collected for the express purpose of providing students with a variety of educational, cultural, recreational, and social activities. Any activity that does not directly address one of these four areas cannot be funded by SAF money. Any activity that is organized in such a way that it

# SGA Funding Guidelines & Allocation Process

ARTICLE IV, Section C, Number 1b.

Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students (BoR Minutes, January 2010). All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution (BoR Minutes, 1999-2000, p. 364).

1. SGA will allocate Student Activity Fees to those organizations that best represent the m

1. SGA will not fund undergraduate academic travel.
2. Travel can be requested through SGA on a trip-by-trip basis. Student Organizations will request this no later than six (6) weeks in advance of the trip.
3. In order for the SGA to approve the travel grant, students must submit a detailed plan for the trip (costs, transportation means, lodging, agenda, etc.) with the request. In addition, organizations have the option to present a summary of the experience during an SGA meeting. Organizations that choose not to present may be requested to email their summary to campus finance chair.
- 4.

---

If the request is above \$500, the organization must attend an SGA meeting and come prepared with a brief presentation explaining their need for the money and answer questions from the student body. The SGA will notify the requester of the meeting date, time, and location to present this information. The presentation can include topics such as:

- Purpose of the money
- How it will benefit the entire student body
- Why the money was not included in the original budget request (if applicable)
- If there are other means of obtaining money

---

The SGA members will then discuss and vote on the requested mini-grant amount. The process takes two meetings, as the motion must be tabled for a week before voting.

---

Following the SGA's vote regarding the mini-grant request, an approved request will then be sent to the Office of Student Involvement: