

POLICIES AND PROCEDURES FOR THE ALLOCATION AND EXPENDITURE OF STUDENT ACTIVITY FUNDS

**APPROVED BY SAEC ON OCTOBER 11, 2004
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THIS MANUAL CONTAINS INFORMATION PERTAINING TO THE FOLLOWING:

AUTHORITY GRANTED TO THE STUDENT FINANCE COMMITTEE AND THE SGA SENATE
APPROVAL GUIDELINES FOR VARIOUS REQUESTS
EXPENDITURE GUIDELINES FOR STUDENT ACTIVITY ACCOUNTS
VARIOUS POLICIES REGULATING THE USE OF STUDENT ACTIVITY FUNDS

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The following document is to provide members of the Radford University community with a better understanding of the guidelines, policies and procedures of the allocation and expenditure of student activity funds. This document is superseded by the policies of Radford University, laws of the Commonwealth of Virginia and the United States of America.

This manual will be reviewed and evaluated for revisions annually to ensure policies and procedures are in accordance with current practices, state guidelines, and the goals of the Student Finance Committee and the Student Affairs Executive Council.

I. SFC MISSION STATEMENT

- A. The Student Finance Committee promotes student engagement through the responsible allocation of funds for diverse programs, services, and opportunities that best support the overall out of classroom learning experience.

II. AUTHORITY AND RESPONSIBILITY

- A. Student Affairs Executive Council recommends and reviews policies concerning the student activity account in accordance with this document.
- B. Student Finance Committee. The SFC oversees all allocations and expenditures of student activity funds. The committee will enforce the policies and procedures established by the Student Affairs Executive Council and the Vice President of Student Affairs. The SFC will be corresponding with the SGA Senate and the Vice President for Student Affairs. Lump sum allocations are made to the following accounts for their control and distribution in accordance with this document.—The groups listed in this document are eligible to apply for an annual budget to fully or partially fund their operational and programming needs with the understanding that some accounts will be required to generate a designated minimum amount of revenue that must be returned at the conclusion of the fiscal year. In addition, at the time of the annual budget application and hearing groups must fully disclose all additional and anticipated sources of revenue. Failure to report sources of revenue can result in loss of SFC funding.

SFC Funded Accounts

- a. Black Awareness Programming Board (BAP). This account is administered by the Coordinator for Student Activities - Programming.
- b. Campus Activities Board (CAB). This account is administered by the Coordinator for Student Activities - Programming.
- c. Student Government Association (SGA). This account is administered by the Advisor.
- d. Student Leader Compensation Account. This account is administered by the Student Affairs Executive Council.
- e. Leadership Development – administered by Associate Director for Student Activities and Leadership.
- f. Student Media Committee (The Tartan, Beehive, Roc-TV, Exit 109, Whim, SMADS, Radio Free Radford). These accounts are administered by the Assistant Director for Student Media.
- g. Student Activity Administrative Accounts. These accounts are administered by the Director of Student Activities or his/her designee, unless otherwise stated.
 - 1) Credit Card Operation
 - 2) Music license
 - 3) Student Activity Reserve
 - 4) Student Leader Scholarship
 - 5) Student Activity Security
 - 6) Student Activity Clearing
 - 7) Student Activity Operating
 - 8) Student Activity Salaries
 - 9) Student Service Charges
 - 10) Technical Wages

- h. Arts Accounts (Art Museum, University Performance Series, RU Theater, Dance Theatre). The SFC determines the lump sum allocation for each of the arts accounts based on recommendations from the Dean of the College of Visual and Performing Arts. The University Performance Series is funded fully by SFC. The other arts receive a portion of their funding from the Student Activity Account. The account is administered by the Dean of the College of Visual and Performing Arts.
 - i. Campus Recreation Account (funding for Intramural Program, RU Outdoors, and the Climbing Wall). This account is administered by the Assistant Director of Campus Recreation.
 - j. Sports Clubs Council. The Sports Club Council is authorized to make allocations of student activity funds from this account, in accordance with SAEC-approved guidelines, to recognized clubs and organizations of the council. These recognized groups are not qualified for funding from the Club Programming Committee. The account is administered by the Intramurals and Sports Club Coordinator.
 - k. Club Programming Committee. The Club Programming Committee is authorized to make allocations from this account, in accordance with guidelines approved by the SAEC, to recognized clubs and organizations that are not qualified to seek an annual budget from the SFC. The account is administered by the Associate Director for Student Activities and Leadership. The SFC also serves as the appeals committee regarding funding decisions made by the Club Programming Committee. All appeal decisions made by the SFC will be final.
 - l. Greek Operating (Inter-fraternity Council, National PanHellenic Council, and Panhellenic Council) funding is provided for leadership development, office phone and supplies, travel and programming expenses for these three governing councils. The account is administered by the Coordinator for Student Activities-Greek Life.
 - m. RU Peer Educators funding is provided for programming, related operating expenses, and conferences. This account is administered by the Sexual Assault/Substance Abuse Education Coordinator.
 - n. Indirect Costs. The SFC, in conjunction with the Office of the Associate VP of Finance will administer this account to determine the obligated funds that would be necessary to operate student activities.
 - o. VPSA Contingency Account. This account provides funding to be used at the discretion of the Vice President of Student Affairs. The VPSA administers this account.
 - p. Student Awards - (allocations are determined by the Student Awards Committee) administered by the Associate Director for Student Activities and Leadership.
 - q. Family Weekend – administered by Associate Director for Operations.
- C. Delegation of authority for approval of funding and policy actions. Authority to approve the allocation of Student Activity funds is delegated as follows:
- 1. The SFC will have the authority to approve:
 - a. Supplemental allocation for groups in addition to their annual budget of \$1,499 or less.
 - b. Budget transfers between two different accounts.
 - 2. The SGA Senate is authorized to give final approval for supplemental allocations of \$1500 or greater.
 - 3. The following requests, if approved by the SFC and SGA Senate, are forwarded directly to the VPSA for final approval:

- a. Annual budgets.
 - b. Supplemental allocations in excess of \$2,500.
 - c. Creation and Deletion of Accounts.
- D. Recognition on Fundraising Efforts –If the group has held fundraising activities, it must present, at the time of a funding request to SFC, a report showing proof of all sources of funds collected from alumni and/or off campus agency (donations), fundraising activities, etc. Proof can include any or all of the following:
- Pre-numbered raffle ticket stubs
 - Sign up sheets showing individual names and what was purchased
 - Advertising/photos of the event (car washes, dunk tank, etc.)
 - Audit of ticket sales as outlined in *VIII. Audits and Inventory*
 - Copies of deposit slips, bank account statements, etc.
- E. Reserve Accounts – Reserve accounts are authorized by the SFC for certain SFC funded groups. The reserve account will provide the group with the opportunity to use a certain amount of generated revenue for future expenditures and uses, subject to the approval by SFC. Except in the case of the SGA Foundation reserve account, all revenue generated toward this reserve shall be used for the sole purposes contributing support to the RU Foundation office for scholarships, capital projects, etc. These funds are generated from sales of ads toward the creation and distribution of RU telephone directories. The SGA Senate, with the approval of the SGA Advisor, shall determine the transfer of funds from this account to the RU Foundation account.
- F. The Student Activity Cash fund balance will maintain a minimum of 12% of the total projected expenditures. This percentage is in accordance with the requirements of the Commonwealth.

III. SFC ENFORCEMENT AUTHORITY

All SFC funded accounts/groups including SGA, must abide by the “policies and procedures for the allocation and expenditure of student activity funds”. SFC has the authority and responsibility to enforce all policies developed by SAEC for student activity funds. SFC also has overall responsibility to make sure that student activity fee money is being managed in a fiscally responsible manner. Failure to follow the policies and procedures or poor fiscal responsibility may result in the following actions/sanctions occurring.

Verbal or written warning

Requirement of group or administrator to take action relating to a matter that is not consistent with student activity funds policies and procedures

Required return of fixed assets to SFC for potential redistribution

Action against individuals can be recommended to appropriate authority (i.e. judicial affairs, campus police or immediate supervisor)

Can temporarily suspend or completely freeze account activity

Removal of money from a reserve account

Reduced budget allocation for current or future years

Elimination of all current and/or future funding

NOTE: Action(s)/sanction(s) can be one action/sanction or a combination of any of the previously listed actions/sanctions. Any group that is going to potentially be sanctioned should have an opportunity to address the SFC before a sanctioning decision is made. SFC has an obligation to use appropriate discretion when enforcing violations of policies and procedures. Sanctions should be decided based on the severity of the policy or procedure violation.

IV. FUNDING ELIGIBILITY CRITERIA

- A. The programs and activities to be funded must:
 - 1. Be sponsored by an officially recognized university group or administrative unit.
 - 2. Be compatible with the official purpose of the sponsoring group.
 - 3. Potentially benefit the entire student body rather than any identifiable few.
 - 4. Be available to all Radford University students regardless of academic major or class standing unless otherwise authorized by SFC and be in compliance with the University's Equal Opportunity Policy.

“Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices”

- B. There must be a clear statement of the activities and estimated budget in a line item format. (See Section III for instructions for requesting annual budgets).
- C. Groups receiving funding from the Student Activity Fund must abide by university policies and procedures. Failure to comply with these university policies and procedures could result in the immediate loss of funding.

V. INSTRUCTIONS FOR REQUESTING ANNUAL BUDGETS

- A. Annual budget requests (for the period of July 1 - June 30) are due in January. SFC will send notices out to all funded groups in November. As part of the budget request, survey results, marketing efforts, and past attendance to meetings and events must be included for consideration by the committee.
- B. Funding for supplemental allocations is limited, so annual budgets should be carefully planned to include all expenses.
- C. When requested, a representative of the organization should attend the SFC meeting to answer questions about the annual budget request as per the request of the SFC.
- D. After annual budgets are submitted to SFC, the SFC will base its recommendations to the SGA Senate and VPSA regarding program approval and the level of funding a group will receive on the group's compliance with the criteria for funding, information received from the group, appropriate endorsement of the activity, student interest and support of the activities to be funded, and total funds available for allocation.

- E. The SFC recommendations may be appealed to the Student Affairs Executive Council. Appeals must be submitted in writing to the Chairperson of the Council within five (5) class days after the decision has been rendered by the SFC. Appeals can be made only if it meets one of the following criteria:
 - 1. Evidence that the SFC relied upon inaccurate facts or information to reach their decision.
 - 2. Evidence that a procedural error on the part of the SFC affected the funding decision.

VI. EXPENDITURE GUIDELINES

- A. Approvals: Advance approval(s) is required before Student Activity funds are spent or encumbered. The State has strict purchasing requirements that must be followed. For that reason, individuals who wish to spend or encumber Student Activity funds must first contact their account treasurer, advisor and the Student Activity Account Managers. Failure to do so may result in the individual being required to make payment from his/her own personal funds. Note that all expenditures must be in compliance with the expenditure guidelines.
- B. Unspent operating funds are automatically carried forward to the Student Activity Fund Balance.
- C. The funded group has the responsibility for determining that the budget is not over-spent, both on an item-by-item basis and overall unless otherwise authorized in the approved budget.
- D. Contracts. Contractual arrangements for services can be made only after receiving notice that funds have been allocated. All contracts involving student activity funds must be approved by the university's designated approval agent before final approval for the event is given and before the event is publicized.
- E. Bids and Price Quotations
The purchase or lease of goods costing more than \$5,000 requires the submission of bids to or bidding by the Department of Material Management and Contracts (Purchasing) unless it can be determined that the goods are available from only one source or are to be purchased on state contract. The low bid must be accepted unless overriding circumstances exist and the selection of a higher bid is authorized.
- F. PROHIBITED EXPENDITURES - Student Activity funds are not to be used for:
 - 1. State sales tax unless the exemption is denied by the merchant. (Commercial lodging and restaurant food charges are not tax exempt).
 - 2. Supplies or equipment that will be used primarily for academic* purposes.
 - 3. Alcoholic beverages.
 - 4. Charitable contributions or the collection of revenue for such contributions unless a special exception is granted by the SFC.
 - 5. Personal long distance phone calls. (The use of a university authorization codes phone to place a personal long distance phone call will result in judicial charges).
 - 6. For academic* instructional purposes unless approved by the SAEC.

7. To pay students or other student groups for services rendered unless specifically authorized in section XV (Personnel Services) or approved by the SAEC and the VPSA.
8. Gifts, as defined by state guidelines, to employees of the university. Any honorariums or gifts that are given in compliance with state guidelines are considered taxable by the IRS over a specified amount. Please refer to federal guidelines through the financial reporting office.
9. To purchase services from university employees unless budgeted and approved by the Human Resource Office.
10. To purchase goods from university employees.
 - *Academic definition
 1. Does not qualify as an Equipment Trust Fund expense (documentation required).
 2. Is not an integral part of a lesson plan.
 3. Is not a requirement that fulfills objectives in the course syllabus.
 4. Is not designated in a specific location where a class regularly meets.

G. Office Supplies

All office supplies must be ordered through the University's office product suppliers except those that are required to be purchased from state contracts and specific see the Student Activity Account Managers.

H. Reimbursement policy

Purchases made within RU purchasing guidelines may be reimbursed if you have prior approval from the appropriate advisor and original receipt.

VII. FIXED ASSETS

- A. The use of equipment that is purchased and/or maintained by Student Activity fees is limited to SFC funded accounts to which the equipment is assigned unless procedures and charges for the loan and/or rental of the equipment to other accounts approved by the SFC. Appropriate policies and procedures for the use and security of equipment are to be developed and enforced by the group to which the equipment is assigned and the SFC. Equipment losses and damage are to be reported to the SFC in a timely manner.
- B. All recognized student clubs and organizations have the option of using the resources in the Student Leader Resources Office. Any use of these resources will be in compliance of the SLR policies.
- C. Equipment Maintenance. All other SFC funded groups are responsible for the cost of maintenance and repair of their equipment.
- D. Fixed assets are long-term, tangible items that may be used to enhance operations, programming and all other activities of the SFC funded accounts. Such assets are to be stored in a secured location on the university premises and inventoried by the funded group or account that purchased the item. The SFC reserves the right to conduct inventory audits to ensure fixed assets are accounted for and located on university property.
- E. Fixed assets and equipment are property of the Commonwealth of Virginia and are

subject to protection of the laws of the Commonwealth. Removing property off the university premises without authorization by SFC is subject to penalties indicated by the enforcement section of these policies and procedures and criminal prosecution under state law.

- F. Fixed asset damages and losses are to be reported to the appropriate advisor, Student Activity Account Managers, the SFC, and the Director for Student Activities in a timely manner. Administrative steps to recover and repair all fixed assets will be taken. In the event it is determined that the damage or loss was due to deliberate malicious action(s) the Director for Student Activities or designee will contact the University Police to begin criminal proceedings against any and all parties associated with the damage or loss of university property.

VIII. PAYMENT PURCHASE REQUEST

- A. Purchase/Payment Request forms will not be processed unless signed by authorized persons whose names have been submitted to the Student Activity Account Managers by the account chairperson, advisor or treasurer.
- B. Payment requests that are to be charged to the current year budget must be submitted to the Student Activity Account Managers no later than a date indicated by the University Assistant Vice President for Finance. Any bill received after the set date will be charged against that organization's budget for the following year.
- C. For all purchases a PPR form must be filled out completely and signed by the appropriate advisor listing all items that are to be purchased. Then the form will be given to Student Activity Account Managers to be entered into the system. There will be no exceptions for items that are not listed on the PPR form. The requestor will be the one that will be responsible for payment of items not listed.
- D. All approved PPR's must be presented to Student Activity Account Managers to be entered in the system 7 working days prior of purchase. The requestor must plan ahead for all events and items that are to be purchased.
- E. All receipts and names if applicable will be given to the Student Activity Accounts Managers for payment within 4 working days of purchase. If not the requestor will be responsible for payment and the club or organization will not be allowed to make future purchase requests until receipts are collected. There will be no exceptions.
- E. Purchases concerning food as follows:
 - a. There will be no food bought and prepared in or around the Hurlburt Student Center or Heth Hall. This is against the State Board of Health's policies. Food prepared on campus, must be requested from RU Catering Service. Prepared food can be brought in on campus. Hot dogs and hamburgers cooked on grills outside are acceptable. No outside caterers can be brought in. There will be no exceptions.
 - b. When food has been purchased with Student Activity's monies, an itemized receipt of all food and a list of names from those in attendance will be presented to Student Activity Account Managers within 4 working days of purchase. If not, the requestor will be responsible for payment. There will be no exceptions.
- F. Awards and prizes:
Student Account Managers must receive names, addresses, and social security numbers

for all recipients for all awards and prizes that are to be given out. This is taxable income and must be reported to the IRS. It is the responsibility of the requestor to provide information to the Student Activity Account Managers. If this information is not provided, the group will not be allowed to purchase awards or prizes. There will be no exceptions (refer to student payment policy).

- G. Rules and regulations for travel:
 - a. All Travel must have a Travel Request filled out completely with all current information and all approved signatures turned into the Student Account Managers four (4) weeks prior to registration and hotel deadlines.
 - b. There will be no changes to the travel request form after it has been turned in to the Student Account Managers for processing. The only changes that will be made if an individual cannot travel. Please remember this takes time to get items in the accounting system approved and the cutting of checks requires advanced notice. If proper time is not allowed, the travelers will have to pay for all expenses and then request reimbursement. Receipts are required for reimbursement.

IX. REVENUE

Contact the Student Activity Account Managers to receive instructions for the collection and deposits of income.

- A. Minimum Revenue Collected
Certain accounts will be required to generate a designated minimum amount of non-student fee revenue that must be returned at the conclusion of the fiscal year. Failure to achieve minimum amount of non-student fee revenue can result in the freezing of budgets for the current year, decreasing expenditures of the following year, and any other administrative steps necessary to protect the integrity of the financial position of student activity accounts.

SFC will authorize specified accounts to establish reserve accounts. Authority for expenditures from reserve accounts requires action by SFC. Final approval is granted by the VPSA.

- B. Scholarships
Only revenue that exceeds the designated minimum amount of non-student fee revenue can be carried over to the next fiscal year or can be used towards scholarships. All scholarship dollars must be allocated through the RU Foundation.

X. AUDITS AND INVENTORY

- A. Each funded group will be required to maintain a copy of its approved budget, a record of generated revenue, expenditures and balances for each event/category and in their total account.
- B. Groups may sell tickets to a program if the revenue raised is needed to help offset the program expenses. Each funded group must maintain an audited record of ticket sales for events to which admission is charged.
- C. Each funded group/account must maintain equipment and fixed asset inventory showing the condition, date of purchase, purchase price, location and serial number, if any, of each piece of equipment. All these records are subject to audit by the SFC.

- D. Any of these records must be available upon request of the Student Activity Account Manager and/or SFC.

XI. DISPOSAL OF SURPLUS GOODS

The Commonwealth of Virginia prescribes procedures that must be followed for the disposal of surplus goods. The SFC must be contacted prior to disposing surplus goods. Surplus items must be made available to all SFC funded groups before being sent to the University Warehouse. Distribution of surplus items will be made by the SFC except where superseded by university policies.

XII. SFC AFFILIATED COMMITTEES AND COUNCILS

A. Club Programming Committee:

The Club Programming Committee, a funded group of SFC, is authorized to allocate funds to student clubs and organizations that are not qualified for funding through SFC or the Sports Club Council. The committee's policies, procedures, and composition, will be reviewed annually by its membership for efficient and effective operation. Any changes to policies, procedures, and composition to CPC must be approved by the Student Affairs Executive Council prior to the start of the next fiscal year. Clubs and organizations that wish to appeal a decision of the committee must adhere to CPC's guidelines. Appeals will be submitted to the SGA VP of Finance within the time frame allowed in the CPC policies and procedures found in the CPC application for funds.

B. Sports Club Council:

The Sports Club Council exists to regulate all functions of the Radford University Sport Club system. Clubs and organizations recognized as a sport club by the Committee on Clubs and Organizations (COCO) are subject to this council's policies and procedures identified in their handbook. The Sports Club Council is authorized to allocate SFC funds to recognized sport clubs for the following:

1. Partial expenses for clubs that qualify for post-season regional or national tournaments in accordance with standard cost guidelines of SFC.
2. Other requests as approved and determined by policies and procedures under Section VI, Funding, of the Sports Club handbook.

Clubs or organizations regulated by this council are not permitted to receive funding from club programming or other funded SFC groups. The Council may request additional lump sums from the SFC if necessary funding is not available under the Sports Club account. The Student Affairs Executive Council must approve any changes to Section VI, Funding, of the Sports Club handbook.

XIII. TICKET POLICY

Groups seeking funding are encouraged to present unique ticket marketing proposals as a part of their budget proposals. The Committee recognizes that compromises on ticket sales may have to be made to achieve a "full house" at many events funded by Student Activity Account funds. After a financial commitment has been made to purchase the services of a group, the funds will be spent regardless of the attendance level. Even if potential income is forfeited, creative efforts to increase ticket sales, bolster attendance and serve a broader public are encouraged. This is particularly appropriate when it is anticipated that an event will be poorly attended as indicated by advance ticket sales. In this circumstance, the potential for income is insignificant if a larger constituency of

Radford University can be served using creative program marketing and ticket sales techniques.

- A. Radford University students will have first priority when tickets are distributed for events funded by the Student Activity Account. Organizations will attempt to anticipate student demand for tickets and will provide advance "RU Student Only" sales of tickets for popular events. This should not be interpreted as having to apply to all Student Activity Account funded events without regard to student demand or popularity of the event.
- B. Radford University faculty and staff will be extended the same ticket purchase privileges as students except when the student demand exceeds the anticipated supply of tickets.
- C. Radford University students, faculty and staff may purchase ONE ticket for each dependent at a minimum of 50% of the general public price, but never less than the cost of the tickets for currently enrolled students. A valid RU dependent ID card must be presented for each dependent ticket request.
- D. The Information and Event Planning Manager will submit a complimentary tickets list for approval annually. Complimentary tickets may be issued to guests listed on an approved SFC listing. Exceptions to the listing may be granted through request to the SFC. Groups sponsoring events funded by the Student Activity Account may request authorization from the SFC to issue complimentary tickets for officers and working members of their committees, designated university officials and other guests which are specified. The distribution of complimentary tickets must be recorded as a part of the ticket audit.
- E. Tickets will be made available for distribution through the President's Office until one day prior to the event when ticket demand is great. Examples of people to whom these tickets may be distributed include members of the Board of Visitors, members of the Board of Directors of the Foundation, members of the Executive Board of the Alumni Association, members of the Athletic Council, members of the Business Industry Council and major contributors to the University.
- F. Educational groups of 20 or more (general public patrons) may purchase tickets at a 50% discount. These groups must validate their organization with a check or some other official document. Group rates will not be made available if student demand for tickets is high. Group ticket prices may never be less than those prices charged to students. Other group rate requests may be made to the SFC.
- G. Tickets for children (ages 2 - 12) will be a maximum of 50% of the general public price but never less than the price charged to students. Children two years and older must purchase a ticket. Younger children may be admitted free but will not be guaranteed a seat.
- H. Parents, alumni and other friends of the University may be given complimentary tickets for special weekend events such as those events occurring on Family Weekend and Homecoming, etc. Groups are encouraged to specify these complimentary ticket options when budgets are submitted for approval.
- I. Removal of tickets for special interest groups, excluding the Foundation Office, is not permitted until tickets have been on sale for at least three days.

- J. Radford University students, faculty and staff are to be admitted free of charge to all Student Activity funded events that are distinctly cultural or educational as opposed to primarily entertaining (as determined by Dean of Students or SFC).
- K. References in this document to faculty and staff will be interpreted to include retired faculty and staff.
- L. Groups are encouraged to charge the general public an admission fee at least equal to the "per seat" costs of the event except where those fees would inhibit attendance, however, the general public may be admitted free of charge to educational programs funded by the Club Programming Fund.
- M. Decisions of the SFC regarding the ticket distribution policies are final.
- N. Student, Faculty and Staff ticket holders will be required to present their RU identification upon entering all events.
- O. For all of the Student Activity funded events at which tickets are sold at the door, a trained ticket seller certified by the Hurlburt Information Office must oversee the sale of tickets at the door, count the revenue collected at the door, and deliver the revenue, cash bank and unsold tickets to the Information & Event Planning Manager.

XIV. PERSONNEL SERVICES

Listed below are the guidelines for the use of Student Activity funds for the payment of Radford University students and employees for personnel services.

- A. Circumstances under which Radford University students and employees should or may be paid for personnel services related to Student Activity funded activities. (Pending approval of a budget request for such services):
 - 1. Students
 - a. A high degree of responsibility is mandatory and the payment of wages is needed to establish an employer-employee relationship giving the supervisor the right to require a certain standard of performance; or
 - b. Specialized technical skill and/or a high degree of responsibility is required too frequently to expect the services to be provided voluntarily; or
 - c. Students have no personal investment in the activity and are unwilling to help on a voluntary basis (Concerted efforts have been made to secure voluntary help); or
 - d. Physical labor is involved. (A secondary factor)
 - e. Student supporting the Student Activity Account Manager with a maximum rate of minimum wage.
 - 2. University Employees - Non-Supervisory Classified or Wage
 - a. Services are performed outside the employee's normal working hours - payment must generally equal 1-1/2 times the employee's hourly wage.
 - b. Services are performed during regular working hours but are beyond those services normally provided at no cost to University departments or organizations. When services are requested, an agreement regarding the cost

of these services, if any, should be reached with the director providing the services to ensure the availability of funds and budget authorization.

- c. Those individuals employed in the capacity of advising and managing of Student Activity Accounts receives funding for these positions through the direction of the VPSA.

B. Authorized Wages for Personnel Services provided by Radford University Human Resource for Student Activity Funded Activities (Pending approval by the SFC or a budget request for such services)

<u>Personnel</u>	<u>Hrs./Service</u>	<u>Wages/Benefits</u>
1. University Employees Non-Supervisory Classified/Wage Overtime		
a. University Police – extra security for events	As Required	1 1/2 hrly. wage
b. University Police – traffic control for concerts	Approx. 2 hrs.	1 1/2 hrly. wage
c. Electrician and other Building Grounds Personnel	As required	1 1/2 hrly wage
d. Regular Working Hours (Movers, Electricians from Physical Plant)	As Required	Hrly. wage/hr.
2. Campus Recreation student wage employees pay range starting at minimum wage to minimum wage plus 15%.		
a. Student Coordinator	Min. Wage to Min. Wage Plus 15%	
This position supervises other student staff and is responsible for scheduling, disciplinary action, promotions, and training.		
b. Recreation Supervisor	Min. Wage to Min. Wage Plus 15%	
This position reports to the student coordinator and has the primary function of overseeing specific events such as intramural games or climbing wall special events.		
c. Recreation Official	Min. Wage to Min. Wage plus 15%	
This position’s primary function is to officiate Intramural Events.		
d. Recreation General Staff	Min. Wage	

This position is responsible for the operational tasks associated with Campus Recreation events or offices such as scorekeeping, RU Outdoor Rental office staff, climbing wall belayers, etc.

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| 3. | Security/Traffic Control
I.D. Checkers | Min. Wage
Min Wage |
| | Standing Crew | |
| | Trainee | Min. Wage to Min. Wage plus 15% |
| | Experienced | Min. Wage to Min. Wage plus 15% |
| | Other Technicians (projectionists, spotlight operators, load in/out, stage hands, etc.) | |
| | Trainee | Min Wage to Min Wage plus 15% |
| | Experienced | Min Wage to Min. Wage plus 15% |
| 4. | Media student staff and specified compensations as approved by Student Media Committee (i.e. Section or assistant editors). Subject to approval of SAEC (not to exceed a total of \$8,500 per year) unless otherwise noted in the annual budget during the SFC budget hearing. | |
| 5. | Student Assistant Office Managers | Min Wage |

NOTES: Stipulations regarding the payment of wages and salaries include:

1. Full-time salary position increases which are mandated by the state for cost-of-living or approved through merit increases will be made to the corresponding account(s) without having to gain approval from SFC.
2. All wages paid to Radford University students and employees from the Student Activity account are channeled through the Payroll Department. The Payroll Department is responsible for informing the Financial Aid Office of all wages paid to students from the Student Activity Account.
3. Wage or pay increases must be authorized by the SFC and reviewed by the University's Director of Human Resources.
4. Any work performed will be paid at a minimum of a one-hour wage.

XV. CONFERENCE COST GUIDELINES

Organizations receiving Student Activity funds to send delegates to conferences are required to comply with the following guidelines and should keep their expenses to a minimum. Persons in their last semester of office are ineligible to be funded to attend conferences. Exceptions to these guidelines may be granted by the SFC.

- A. Maximum allocation for conference attendance for each organization (including registration fees and all expenses) cannot exceed state guidelines. In addition, all groups will be limited to spend funds allotted and approved for conferences in the annual budget. Funded accounts will not be permitted to exceed the approved annual budget maximum.
- B. Meals (including tips): \$30 per person per day.

- C. Lodging: Lodging expenses will be reimbursed at the lower of the actual room rate or the amount specified in the state lodging guidelines. The University President or his/her designee can approve reimbursement for lodging up to 150% of the guidelines (i.e. conference rate). The approval for conference rate lodging should be documented on the Request for Travel or travel reimbursement voucher. An itemized bill must be included with the reimbursement voucher. Entertainment, room service, laundry fees, etc. are not reimbursable. State lodging guidelines exclude local taxes and surcharges, but any taxes and surcharges paid are reimbursable. If the room rate exceeds the approved amount, taxes and surcharges will be prorated only for the allowable rate.
- D. Transportation: To reserve transportation from RU motor pool or Enterprise contact the Student Activity Account Managers for policies and procedures.

XVI. STUDENT LEADER COMPENSATION REFERENCE GUIDE

(Amounts are per academic year and approved by SAEC April 2008)

BAP

President	\$4,000
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CAB

President	\$4,000
Summer President	\$2,000

MEDIA

Tartan Editor	\$4,000
Whim Editor	\$3,000
Roc-TV Producer	\$3,000
Radio Free Radford	\$3,000
Beehive Editor	\$2,000
Exit 109 Editor	\$2,000

SGA

President	\$4,000
Summer President	\$2,000
VP of Student Finance	\$2,000
Legislative VP	\$2,000
Executive VP	\$2,000
SGA Chief of Staff	\$2,000

XVII. STANDARD COST GUIDELINES AND RATES FOR VARIOUS SERVICES

Awards:

- Organizational Awards - \$25 per person (maximum)
- Outstanding Student Awards - \$45 per person (maximum)

Banquets:

- Up to a maximum of \$18 per person (including gratuity)

Food Costs:

Consistent with state guideline rates.

Honorarium:

All contracts require the approval of the appropriate university official and possibly the Attorney General's Office. Contracts are available from the Student Activity Account Managers.

Maintenance services:

Provided by RU Physical Plant for movers and electricians. Rates are based on the standard costs as determined by Facilities Management.

Mileage Rates:

Consistent with state guideline rates.-

Organizational apparel:

The Radford University Apparel Policy states that the following guidelines must be followed when purchasing apparel items:

1. Apparel items should be furnished only under the following circumstances:
 - a. Wearing the prescribed apparel item identifies the student as a *member of an officially recognized university organization/club*. Sufficient documentation must be provided to justify the business reason for the purchase.
 - b. Wearing the prescribed apparel item identifies the *student* as being responsible for providing specific services (i.e. security at student events, residence hall student staff).
2. Items must be purchased in accordance with the following:
 - a. University procurement guidelines and policies
 - b. Applicable state and federal laws and regulations
 - c. Restrictions or rules placed on the use of the funds through sponsored program activities.
3. Apparel items should not be considered for any combination of the following reasons alone:
 - a. To enhance employee or organizational morale;
 - b. To augment an employee's compensation; or
 - c. To substitute for a normal, common sense dress code or the enforcement of such a code.
4. Apparel item color and styles should not be:
 - a. Radical in design or of a style likely to reflect poorly on the University;
 - b. Misleading as to the nature of the job;
 - c. Suitable for use as street wear; or
 - d. Easily confused with apparel items used for other purposes.

Promotional Items:

All of the following guidelines must be met when considering the purchase of promotional items:

1. Items must be intended for official business only (i.e., recruiting, advertising programs, etc.), not as gifts. Must not be radical in design or of a style likely to reflect poorly on the University.

2. Written documentation must be provided on the purchase requisition description screen justifying the business reason for the items, including how the items support the University's mission.
3. Items must be imprinted with RU and/or departmental logos.
4. Items must not be intended for presentation to university employees.
5. Items must cost \$5.00 or less per unit.
6. A purchase requisition must be entered into the University's financial accounting system prior to purchase of the items and all applicable procurement regulations must be followed.
7. Purchases qualifying as promotional items should be charged as advertising expense to object code #1248.

Postage:

Determined by US Postal Service.

Prizes:

Combined total of all prizes for each event may not exceed \$100 unless prizes are donated or an exception is granted by SFC.

Retreats and Workshops:

Student Activities made a \$50,000 contribution for the construction of the SELU Retreat Center with the understanding that the center would be available at no cost to SFC-funded organizations. Therefore, all SFC-funded groups that hold retreats must hold their retreats at SELU if the facilities are available and suitable, unless an exception is authorized by SFC and the cost at an alternate facility is \$15.00 or less per person, per night.

Telephone

Standard Basic Costs per month as determined by RU Telephone Services. Authorization codes are required for 800/888 numbers. Charges to apply for extended area calls, business long distance calls and directory assistance.

Trophies:

\$25 per trophy (maximum)

XVIII. SFC ATTENDANCE POLICY

Any SFC voting member who accumulates more than three unexcused absences during the academic year should be considered for replacement by the SGA Senate. Any absences that are excusable must have approval of the SGA Vice President of Finance. If a member is unable to attend a meeting, he/she should notify the SGA Vice President of Finance or committee secretary prior to the meeting.

XIX. SUMMER SFC AUTHORITY

A special committee can be formed during the summer months to fulfill the functions of the SFC as they pertain to the Student Activity Accounts. Only action items deemed urgent by the current SGA Vice President of Finance can be acted on by the committee. The special committee will be composed of the following members.

- A. The current SGA Vice President of Finance
- B. A minimum of three students who have served on the SFC during the previous year or who have been appointed to serve for the following academic year.
- C. A minimum of one SFC advisor.
- D. Discussion and voting protocol will follow approved SFC policies and procedures.

If summer schedules do not permit a face-to-face meeting, a phone conference is acceptable but the special committee members must have all documentation regarding the action items prior to the meeting.

XX. FINAL AUTHORITY

All SFC decisions are subject to review by the Vice President for Student Affairs.

XXI. APPENDIX A: ANNUAL BUDGET REQUEST FORM

Student Finance Committee
FY 09/10
Base Budget Request Form (BBR)
Part I

SUBMISSION DUE TO VICE PRESIDENT OF STUDENT FINANCE BY:
DATE

1. Account Name:	
2. Budget Account Number:	
3. Submitted By:	
4. Contact Information:	
Email:	
Phone number:	

5. Base Budget Requests: Use the embedded Excel spreadsheet below to enter your FY09/10 base budget requests. Double-click on the spreadsheet to open and begin entering data in the **blue shaded fields**. To close the spreadsheet, click outside the spreadsheet into the Word document.

BUDGET CATEGORY	FY09/10 Current Budget	FY09/10 Requested Budget	Increase/Decrease
Wages	\$0	\$0	\$0
CONTRACTUAL SERVICES			
Binding/Printing Charges	\$0	\$0	\$0
Postal	\$0	\$0	\$0
Organizational Membership	\$0	\$0	\$0
Publications Subscription	\$0	\$0	\$0
Food Services (Prepared Food)	\$0	\$0	\$0
Contracts (Skilled Services)	\$0	\$0	\$0
Subtotal Contractual Services	\$0	\$0	\$0
Telephone	\$0	\$0	\$0
Travel (including all travel expenses)	\$0	\$0	\$0
SUPPLIES			
Supplies	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0
Non-Prepared Food	\$0	\$0	\$0
Other Supplies Needed	\$0	\$0	\$0
Promotional Items	\$0	\$0	\$0
Apparel	\$0	\$0	\$0
Subtotal Supplies	\$0	\$0	\$0
Equipment Purchases	\$0	\$0	\$0
Equipment Rental	\$0	\$0	\$0
Awards	\$0	\$0	\$0
Other Expenses	\$0	\$0	\$0
TOTAL Expenditures	\$0	\$0	\$0
TOTAL Revenue Amount	\$0	\$0	\$0

6. Narrative Justification: This section should be used to justify and fully document planned expenditures for all budget categories. Please ensure that base budget requests are fully supported. Additional information may be attached if needed.

Form BBR Narrative Justification	
Wages	
Binding/Printing Charges	
Postal	
Organizational Membership	
Publications Subscription	
Food Services (Prepared Food)	
Contracts (Skilled Services)	
Telephone	
Travel (include all travel expenses)	
Supplies	
Office Supplies	
Non-Prepared Food	
Other Supplies Needed	
Promotional Items	
Apparel	
Equipment Purchases	
Equipment Rental	
Awards	
Other Expenses	

Student Finance Committee
FY 09/10
Special Initiative Form (SI)
Part II

SUBMISSION DUE TO VICE PRESIDENT OF STUDENT FINANCE BY:
DATE

1. Account Name:	
2. Budget Account Number:	
3. Submitted By:	
4. Contact Information:	
Email:	
Phone number:	

5. Base Budget Requests: Use the embedded Excel spreadsheet below to enter your FY09/10 base budget requests. Double-click on the spreadsheet to open and begin entering data in the **blue shaded fields**. To close the spreadsheet, click outside the spreadsheet into the Word document.

BUDGET CATEGORY	Dollar Amount Increase	Please Prioritize Your Request (1, 2, 3...)	Is this a ONE TIME or RECURRING Request?
Wages	\$0		
CONTRACTUAL SERVICES			
Binding/Printing Charges	\$0		
Postal	\$0		
Organizational Membership	\$0		
Publications Subscription	\$0		
Food Services (Prepared Food)	\$0		
Contracts (Skilled Services)	\$0		
Subtotal Contractual Services	\$0		
Telephone	\$0		
Travel (including all travel expenses)	\$0		
SUPPLIES			
Supplies	\$0		
Office Supplies	\$0		
Non-Prepared Food	\$0		
Other Supplies Needed	\$0		
Promotional Items	\$0		
Apparel	\$0		
Subtotal Supplies	\$0		
Equipment Purchases	\$0		
Equipment Rental	\$0		
Awards	\$0		
Other Expenses	\$0		
TOTAL Expenditures	\$0		
TOTAL Revenue Amount	\$0		

6. Narrative Justification: This section should be used to justify and fully document planned expenditures for all budget categories. Please ensure that base budget requests are fully supported. Additional information maybe attached if needed.

Form SI Narrative Justification	
Wages	
Binding/Printing Charges	
Postal	
Organizational Membership	
Publications Subscription	
Food Services (Prepared Food)	
Contracts (Skilled Services)	
Telephone	
Travel (include all travel expenses)	
Supplies	
Office Supplies	
Non-Prepared Food	
Other Supplies Needed	
Promotional Items	
Apparel	
Equipment Purchases	
Equipment Rental	
Awards	
Other Expenses	