

FY 25 Funding Manual

*Annual Allocation, Travel, and
Program Expenditures*

Published by

Student Success Center

Room 1280

650-3818

**Funded through the Student Activities
& Organizations (SAO) Student Fee**

**[https://www.siue.edu/kimmel-hub/student-
organization/funding.shtml](https://www.siue.edu/kimmel-hub/student-organization/funding.shtml)**

2024-2025



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Introduction to Funding

Student Government Jurisdiction

The Student Government of Southern Illinois University Edwardsville has jurisdiction to serve the following functions relative to the Student Activities and Organizations (SAO) Sub-fee and to activities associated with it:

- Assist student organizations in obtaining funding.
- Assist student organizations in the management of their funding request accounts.
- Advise and train student organization leaders on the funding process.
- Provide accurate bookkeeping and reporting services.
- Ensure adherence to all University policies and procedures.
- Ensure that the funds are allocated to student organizations and are expended as approved.

Finance Board Jurisdiction

All SIUE students are assessed a student activity fee called the Student Activities and Organizations Sub-fee. It is administered by the Vice Chancellor for Student Affairs, who delegates the authority to distribute the money to Student Government, under the advisement of the Director and Associate Director of the Kimmel Belonging and Engagement Hub (KBEH). The Finance Board is the advisory board for the allocation of funds from this sub-fee.

Funds generated from the Student Activities and Organizations Sub-fee support organizations through via four request opportunities:

- Programming
- Travel
- Program Insurance
- Annual Allocations

All requests for student activities fee funding are processed through Student Government. Registered student organizations may request funding from any of the accounts above by following the application procedures described in this manual.

The Finance Board and Its Meetings

The Finance Board's primary responsibility is to serve as an advisory board to the Student Senate for the Student Activities and Organizations Sub-fee. The Board monitors and recommends funding guidelines and assists in the preparation of an annual fee proposal for the sub-fee. The Finance Board hears and reviews all funding requests for programs, travel, and annual allocations and submits its recommendations to the Student Senate for final approval.

Student organizations that have submitted program or travel funding requests must have a qualified **STUDENT** representative at the Finance Board meeting to answer questions about the request. Advisers are welcome to attend meetings but will not be allowed to present the funding request.

The Finance Board meets biweekly (day of week is subject to change). Prior to the meeting, the Student Government Financial Officer will inform the student organization of the date and location where the

request will be heard. Representation for programming and travel requests is required. If no representative is present, the request may be tabled until the next meeting or denied altogether. Each student organization representative should be familiar with the workings of the Finance Board and with the operations of their student organization. The representative should know:

- The nature and specifics of the request.
- The history and previous programs of the student organization (This information can be obtained from the Student Government staff no later than one week prior to the scheduled Finance Board meeting).

If the requesting organization disagrees with the recommendation of the Finance Board, it may appeal directly to the Student Senate. (See “Appeal Procedures.”)

Funding Entities

Registered student organizations are eligible to apply for funding in the following areas:

- Programming
- Travel
- Program Insurance
- Annual Allocations

Upon official recognition by the Student Senate, new student organizations may request funding **for programs after 90 days** and **after 60 days** for travel and insurance.

Steps to Obtain Funding

1. Determine Eligibility

Student organizations must be registered and in good standing with the Kimmel Belonging and Engagement Hub and Student Government in order to be considered for funding. A registered student organization must be recognized by the Student Senate (i.e. have an approved constitution on file and be registered within Get Involved, etc. at least 90 days prior to requesting program funding, and 60 days prior to requesting funds for travel and insurance.

Any recognized, registered student organization may request funding for programming, travel and/or insurance. Recognized, registered student organizations, except those groups that fail to meet eligibility requirements, may also request annual allocations.

Any student organization that owes funds to Student Government or SIUE will not be eligible to apply for any new funding until the outstanding balance has been paid.

1. Participate in a Funding Seminar

Funding seminars, part of student organization training are offered during the fall semester and via blackboard. In order to request and/or spend programming, travel, insurance or annual

allocation funds, a minimum two (1) representatives of a student organization **MUST** participate in a in person funding seminar and three officers must complete the online training. In the seminar, student organizations will be given instructions on completing funding requests and on spending procedures. Failure to attend a funding seminar will result in an automatic loss of the ability to request funds for the fiscal year.

2. Meet All Deadlines

Programming funding forms **must** be requested to the Student Government staff **at least 60 days prior to the event. The link for the funding submission will be provided after the conclusion a mandatory meeting with the Student Government staff and/or the Student Government Fiscal Officer.** Program Request forms must be submitted online via <https://getinvolved.siue.edu/> to Student Government **at least 60 days prior to the event** with all budgetary information finalized and complete. Funding requests will not be heard if submitted after the specified deadlines, as provided by the Student Government Staff or Fiscal Officer.

Travel requests and Insurance requests must be submitted to the Student Government office **at least 45 days prior to travel.** Funding requests will not be heard if submitted after the specified deadlines. **Please refer to restrictions and guidelines for early fall programs.**

See “Annual Allocations” section regarding deadlines for Single Semester and Annual Allocations.

Program Requests

Introduction to Program Requests

Program requests are any educational, cultural, or social activity/event that promotes diversity, unity, and campus life and **must occur on the SIUE campus.**

Past programs for which Student Government has allocated funds include: film rental, live speakers and entertainers, dances, and other cultural events. Funding for non-fundraising, on-campus service programs for students and university, leadership development, and other special projects also have been approved at the discretion of the Finance Board. Costs associated with such programs may include technical and production fees, advertising and promotion, lodging, security and professional fees. The KBEH can assist student organizations with various aspects of planning their events.

An organization wishing to receive funding from Student Government must submit a Program Request and budget by the deadline and appear before the Finance Board. The link for the funding submission will be provided after the conclusion a mandatory meeting with the Student Government staff and/or the Student Government Finance Officer

Restrictions and Guidelines

Student organizations wishing to host programs prior to October 1, must apply for funding prior to the last Spring Semester Senate Meeting.

Student organizations that request funding, must be officially recognized for **at least 90 days and in good standing** with the Kimmel Belonging and Engagement Hub (KBEH) and Student Government before they can submit a program request. Organizations must meet the training requirements outlined on Page 5 of this document.

Each recognized, registered student organization is permitted five (5) program requests per fiscal year, with no more than three (3) requests in one (1) semester. If a student organization wants to host a series, all requests must be submitted together and may not exceed the allotted **\$3,000**. The series must not exceed three (3) in one semester and five (5) in one year. Individual student organizations are permitted no more than **\$3,000 per fiscal year for program funding, and no more than five (5) program requests per fiscal year.**

Two organizations can co-sponsor an event in which case the amount available to request is \$6000 for the co-sponsored event. The total amount funded for a co-sponsored event will be divided in two and that total will be deducted from each individual student organization's allotment of \$3000 for the academic year.

A Student Government Staff or SG Finance Officer must meet with the student organization representative to review the program before the request is submitted to the Finance Board. Student organizations are encouraged to begin planning programs during spring semester for the following academic year. Program requests will not be heard if submitted after the final 10-week deadline.

Programs funded by Student Government may not be held during fall or spring finals week, on the Friday or Saturday before fall or spring Finals week, during any university break period, or on the Friday before break weeks (ex: Thanksgiving, winter break, and spring breaks) beginning when freshmen are required to check out of residence halls by 5 p.m. for the break.

All contracts must be negotiated through the SG. Do not (1) negotiate with an agent; (2) make any verbal commitments to artists or agents; or (3) request or sign a contract. Be sure to attach any information you have on the artist to the Contract Information Sheet (CIS).

All ticket sales for events funded by Student Government must be handled through Kimmel Belonging and Engagement Hub.

Any program using Student Government funds **MUST** be **FREE** and **OPEN** to **ALL** students and that **ALL** students can **FULLY** participate in the event. Student Government will not fund any fundraising events. The only exception for charging a student for an event is when food is served but then only to cover the cost of the student's food if that cost was not included in program request, provided by SIUE Catering (see page 8 of Funding Manual)

Prior to all programs, each student organization is required to pick up and use a **scanner and banner** from the Student Government office. The scanner is used to track the attendance at each program and the **banner is to notify participants that this event is partially funded by student fee dollars**. Failure to

track attendance and display the banner may result in reduced or no funding for the following year. A copy of your **event scanning sheets from Get Involved** must be submitted at your program evaluation meeting with the Finance chair or their vice chair.

Organizations that receive Program Funding must create a Get Involved event for their program no later than 1 week before the event. They must list Student Government as Co-Host.

If you are not familiar with how to set up an event in Get Involved to track attendance, visit this site: <https://www.siu.edu/kimmel-hub/student-organization/get-involved.shtml>

Student Government will not fund any expenses or commitments made prior to funding approval by the Student Senate. **No reimbursements** will be made to individuals or groups under any circumstance.

Programs which benefit a specific University academic department or class(es) are eligible for SG funding, at a limit of \$1,000 (within a student organization's \$3,000 FY allotment) per student organization per year. These events must still meet the requirements of a primary student audience and free for SIUE students.

Student organizations must complete an online program evaluation and meeting with the Financial Officer or their vice chair. Organizations that fail to schedule and complete a program evaluation meeting within two (2) weeks of the program will be subject to a 50% in reduction in the amount of funds available to request the following fiscal year based on the amount of funds requested for the program. If an organization fails to complete a program evaluation two (2) years in a row, they will not be able to request any amount of program funds the following fiscal year.

Funding is available on a first-come, first-served basis due to limited funds.

Prohibited Items for Programs

The following types of program requests are **PROHIBITED** by Student Government:

1. Expenses associated with participation in off-campus competition by sport, sport-related, or recreational clubs or teams. Expenses incurred expressly to prepare or equip for club competition are also prohibited. Club sports should request funds from Campus Recreation.
2. On-campus tournaments/contests/games/conferences/performances composed of 25% or more of non-SIUE sponsored teams, clubs, or individuals.
3. Salaries, wages or stipends to organization advisers, officers, coaches, trainers, or any sports officials.
4. Any expenses associated with annual banquets or programs whose *primary* purpose is internal/external individual recognition or recruitment. The Finance Board and/or Student Senate has/have the sole discretion to decide if a program is primarily "awards" based.
5. Any expenses used for recruitment purposes for an individual organization.
6. Any expenses, including materials and programs, associated with candidates for political office or religious ideologies and/or speakers.

7. Any expenses, direct or indirect donations in relation to charitable causes/organizations, but are not limited to, any contributions to an event that is held in conjunction with a program. Examples include, but are not limited to: entrance donation requests held in conjunction with a program.
8. Honoraria or any expenses associated with hiring an individual(s) and/or firm(s) to decorate a venue
9. Postage (however, on-campus mail to administration, faculty or staff is allowed.)
10. Prohibited line-items include:
 - firearms, alcoholic beverages, tobacco, gifts, prizes, clothing, banners, flowers/floral arrangements and complimentary tickets.
 - Trophies, plaques, and/or certificates cannot be purchased utilizing student government funds; however, they may be purchased with an organization's own funds.
11. Expenses related of off-campus media outlets, including but not limited to television, radio, and newspaper.
12. Transportation expenses that are not specified in a speaker/artist's contract
13. Funding of supplies and materials to be used by non-SIUE students, including faculty, staff, and community members
14. Any consumable products are prohibited (examples: deodorant, batteries, etc.), even if used as a prop or decoration

Admission Charge

Organizations may only charge admission to SIUE students when meals are served at the event provided by or approved by SIUE Dining Services and funding for food was not requested to be covered in program request. In the instances, when SIUE Dining Services are unable to provide the catering for the event, possibly due to the cultural foods needed, an outside catering company for the purpose of cultural events, can be used, but will need approval by SIUE Dining Services. Please contact the Director of Catering (ex: 3033) to learn more about this option.

The organization cannot charge SIUE students more than \$2.00 over the cost charged by SIUE Dining Services or what they are being charged by an outside catering company. The \$2.00 is there to cover some of the additional expenses incurred through SIUE catering (example-linen expenses, staffing, etc.) and/or costs for ticket sales.

The admission price for events funded in whole or in part by Student Activity fees must be approved as a part of the Program Request. A graduated ticket price where SIUE students are charged a specified lower rate, with all others (example-community, faculty, staff) at a higher rate, may be established.

All tickets sales will be handled through the Hometown Ticketing, including all advance ticket sales. Tickets WILL NOT be issued to members of the student organizations to sell on a personal basis.

NO PROFIT CAN BE MADE FROM AN EVENT THAT IS FUNDED BY STUDENT GOVERNMENT.

Program Funding Timeline

The following 10-step timeline can serve as a schedule to keep track of your organization's plans. Since planning is the cornerstone to successful events, it is vital that these deadlines are met. The more complete and accurate a request is when submitted, the easier it is for the Finance Board and Student Senate to review it in a timely manner.

1 <i>(60 Days or earlier)</i>	Schedule an appointment to review the Program Request with Student Government Staff or Student Government Finance Officer and submit the Program Request for review. Organizations must designate no more than two (2) members to speak with the SG staff members concerning their program request.
2	Submit proposal online through funding link provided to you after initial meeting for approved to Student Government (60 Day deadline required). No programs will be funded if after the deadline.
3	Program Request reviewed by the Finance Board and approved or denied. If denied, see "Appeal Procedures" on page 26.
4	Program Request reviewed by the Student Senate and approved or denied.
5	Meet with the SG staff person handling program funding to discuss such details as printing, postage, and <i>Alestle</i> ads. Contracts are sent by SG staff member to the artist(s) for signatures.
6	Returned, signed contracts are sent through the system to process payment for such expenses as printing, postage, <i>Alestle</i> ads.
7	Pick up processed check for artist from the Student Government Staff handling program funding. In addition, purchase other approved items, decorations, etc., by coming into the SG office and working with SG representative.
8	Pick up attendance scanner(s) and event banner from Student Government Office no later than the end of the business day (4:00 p.m.) prior to your event. Return by the next business day after your event.
9	Program/event occurs.
10	Complete the online program evaluation and have a meeting with Student Government Finance Officer within 14 days after your event. This also includes providing a copy of your event tracking scans to the Financial Officer.

Completing the Program Request

Since completing the Program Request form can be confusing, this section will walk you through all major considerations. Be sure to fill out the online form completely and accurately. Failure to adhere to the guidelines mentioned hereafter could result in the immediate dismissal of your Program Request.

We encourage organizations to pool their resources. This will allow for better programs and more funding for the organizations.

Section One: Information

Student Organization: Only organizations registered and in good standing through the Kimmel Belonging and Engagement Hub (KBEH) are eligible to request funding.

Campus Box: KBEH 1168

Contact Person: A contact person (a student member of the organization involved in planning the event) must meet with Student Government Staff or Student Government Fiscal Officer, prior to submitting a Program Request. The organization's president will be responsible for sending a representative (preferably the contact person) to the Finance Board meeting where the program request is heard.

E-mail Address: The e-mail address of the contact person is required.

Phone #: The daytime telephone or cell phone number of the contact person.

Address: The address at which the contact person may be reached if unable to be reached by telephone.

Program Title: The title of the proposed program for advertisement purposes.

Date of Program: The date of the proposed program.

Brief Description:

Name of Speaker/Artist/Performer: The name of the proposed speaker or artist who will be appearing at SIUE is required for all contacts as well as any background information on the proposed speaker or artist. A separate Contract Information Sheet (CIS) must be completed for EACH band, DJ, dance troupe, etc., that will be contracted for the program/event.

Website Link for Performer/Artist/Speaker:

Program Start Time:

Program End Time:

Location of Event:

Organization's President, Adviser & Fiscal Officer Information: The request must include the names of the organization's president, adviser and fiscal officer, each of their SIUE e-mail addresses, the campus box numbers for the organization, and 8-account name/number.

*Note: your organizational treasurer is **NOT** your fiscal officer.

Section Two: Attendance/Revenue

In order to make an accurate cost/benefit analysis, the Finance Board needs to know how many people are expected to attend. If this is your organization's first time sponsoring this type of program, ask SG staff to help with estimates. These estimates need to be realistic.

You need to provide your estimates for the following:

Attendance (students, faculty/staff, general public)

Admission Charge (students, faculty/staff, general public)

Estimated Revenue (students, faculty/staff, general public)

- Reminder your event can't be attended by more than 25% of non-SIUE students.

Section Three: Program Justification

Completion of the three (3) narrative questions in this section is required. Attach any supporting documents or information that you feel would help your request.

1. Explain the value and impact of this program for both the organization and the University community.
2. How does this program fit in with the purpose of your organization?
3. Provide a list of activities and programs your group has sponsored or participated in during the past year.

Section Four: Event Budget Plan

SG staff will provide the event budget plan template to student org's electronically to upload in this section.

Advertising: All programs must be promoted. You should create and execute a comprehensive plan for promotion. Only *Alestle* ads, posters, fliers, handbills, event signage, yard signs, and social media shout-outs will be considered acceptable forms of advertisement.

Printing expenses will be covered for on-campus jobs performed at MUC Marketing and off-campus printing when University agencies cannot handle the job. Estimates for costs should be attached to the request form. Also, be sure to post your materials in areas approved by the KBEH or University Housing.

Note: All expenses must be pre-approved through the Student Government office PRIOR to printing.

MIINIMUM BUDGET: \$25

Alestle Ads: A maximum of three (3) display ads in the *Alestle* may be requested. The Finance Board may determine the size of the advertisements. Please contact *Alestle* about pricing estimates prior to completing budget plan.

Copying/Printing: Copying includes the cost of photocopies, printed invitations, handbills, and letters to interested groups. Please contact MUC Marketing about pricing estimates prior to completing budget plan.

Advertising Banners will NOT be funded by Student Government.

All written and social media advertisement or promotion of programs funded, in part or whole, by Student Government MUST include the following statement:

“This event is funded wholly or in part through Student Activity fees.”

Failure to do so will result in an e-mail or phone call to the contact person, warning that the organization must comply within 24 hours. If the organization does not comply, the advertisement or promotion will be removed and the cost will be forwarded to the organization on-campus account.

Speaker/Artist/Performer Fees: Include detailed information about the performer, either through written statements or published information. Student Government will not allot more than \$2,000 (of the total \$3,000 available for programming) for speakers/artists.

- The maximum honorarium for SIUE alumni or SIUE employees is \$250 per day for a maximum of three (3) days.
- **No family member or guardian of a current SIUE student organization member shall receive payment from SG for services or presentations at a program.**
- Non-professional SIUE students will not be paid by Student Government.
- The maximum honorarium for a professional SIUE student (one who has been previously paid for this service at least once) is \$100 per day for a maximum of three (3) days.
- A maximum for DJs is \$300 per event.
- All transportation charges (other than local ground transportation, which is the responsibility of the requesting student organization) must be included in the contractual amount. The speaker or artist (or their agency) is responsible for making the appropriate travel arrangements. Student Government will not fund any transportation unless it is specified in a contract.
- Lodging covers the cost of the artist’s lodging and tax while appearing at SIUE. Speakers can be lodged at any hotel within a 30-mile radius. Additional lodging will not be provided for members not directly benefiting the program, such as agents, managers, PR staff, and friends.
- **All-inclusive contracts are preferred.**

Facility Charges: Includes setup, technical services, building staff, sound equipment and technicians, and special arrangement charges.

Security: Covers cost of SIUE Police Department or a third-party security agency when required at events.

Food: Maximum amount is \$1,000. This funding can only cover the cost of food for student attendees. If expecting non-students attending event the request will need to be adjusted proportionally. Organizations are allowed to charge non-students for food, even if they receive funding for student food

Organizations will be required to submit their itemized catering quote with their program request. The purpose of this funding is not to provide a full meal, but to support food being a part of programs (i.e. appetizers, desserts, etc.).

Organizations approved for funding for food will be asked to provide an RSVP list (from Get Involved) no later than 4 days before the event. The organization could be asked to adjust (decrease) the catering order based on expected attendance, even if originally approved for \$1000.

Other: Other line items could include supplies.

Definition for: **Decoration:** Aesthetic that make the environment

Supply: If you don't have this item, the event cannot effectively function

- The amount that can be funded for decorations and supplies combined is 15% of the total cost of the program budget. The maximum amount is \$450.
- All items not mentioned here will be reviewed on an individual basis.
- Supplies also includes promotional or giveaway items

Total Cost: This is the total cost of the program, including those items for which you are **not** requesting funding from Student Government. This includes all expenses for the event whether they are funded by the Student Organization, a Co-Sponsor, or donated.

Total Requested: This is the total amount of funds you are requesting from Student Government. Be aware that no single organization shall receive more than \$3,000 for programming in a fiscal year. Funding is available on a first-come, first-served basis due to limited funds.

Co-Sponsorships: This is where you will list funds received from your co-sponsors and donors.

Ticket Sales: This is where you will list the estimated revenue from ticket sales broken down by student, faculty/staff, and general public.

The organization may combine funds approved by Student Government with other approved sources, excluding program ticket sales revenue.

Section Five: Collaborators/Co-Sponsors

Any costs detailed in Section 4, which are not being requested of Student Government must be listed and explained in this section. In order for contributors to be considered part of the funding request, this section must be completed with the appropriate signatures/account numbers. Collaborative ventures are strongly encouraged for supporting and promoting programs to increase attendance and decrease costs per person.

Program requests may increase to \$6,000 if two (2) or more organizations want to co-sponsor a program. Total funding will be divided equally among requesting organizations, and will also equally divide the remaining funding eligibility for each organization.

Co-Sponsorship can be anyone who has made a distribution to the event, business' that have made donations of material or monetary, other student organizations that are contribution with material or money.

Contract Information Sheet (CIS)

A separate CIS must be completed for EACH band, DJ, performer, speaker, etc., that will be contracted for the program/event. Do not confuse this with a contract. The information sheet does NOT constitute a contract.

Name of Artist/Band: The name of the artist and band is required.

Artist Address: The address to which the contract will be mailed to the artist.

Telephone #: The daytime phone or cell phone number of the artist.

Email Address: The email address at which the artist can most easily be contacted.

Program Title: The title of the proposed program (for advertisement purposes).

Program date: Date of the event

Location of Program: Enter the intended location of the program, such as Morris University Center Conference Center, Meridian Ballroom, or Student Activities Center, etc. Space must be confirmed prior to submitting the program request.

Program Start Time/ End Time: The time the program is expected to begin and the time the program is expected to end.

Artist Arrival time: The time the artist should arrive to begin set up

Length of Artist Performance: Total time Artist will perform

Number of Breaks for Artist: The number of breaks and how long each break should last must be included in the contract between the artist and the University.

Negotiated Fee: The fee for the artist, which has been negotiated by the club/organization

*Note: All inclusive contracts are preferred.

University Check Payable to: The name to whom the University check should be made for the artist fee.

FEIN or SSN: If an agency is being paid, we must have its Federal Identification Number (FEIN) for the contract. If the payment is going directly to the artist as an individual, the SG office staff will request appropriate documentation for tax purposes for the contract.

“Is the Artist a U.S. Citizen or Permanent Resident?”: Due to Federal regulations related to payments to non-resident aliens, this question must be answered. If the artist is not a U.S. citizen or permanent

resident, additional forms **MUST** be completed and sent to the Federal government. Failure to submit this information will cause severe repercussions to the University.

“Is the Artist an SIUE Student?”: Due to University guidelines, this question must be answered. If the artist is a student at SIUE, additional paperwork will need to be filled out prior to payment.

Please Provide Your Stage Plot Below: Describe stage setup if any and stage size.

Please Provide Your Equipment Needs Below: Describe any technical or other equipment needs, such as microphones. All tech requirements must be requested through Event Services. The Student Government office will not provide any technical or other equipment needs to a student organization. Any organization requesting Student Government to pay the fees established by Event Services, whether partially or in full, must provide accurate estimates and quotes from appropriate staff members.

Decision Criteria for Program Funding Requests

All program requests will be evaluated on the prohibitions and restrictions contained in this Funding Manual and the following characteristics.

Purpose	Is the program consistent with the organization’s mission or purpose as set forth by its constitution? How does the program contribute to the attainment of the group’s goals? Is the event primarily for SIUE students?
Need	What is the level of need and its importance to SIUE students? Does the program meet an unsatisfied need? Has the need been substantiated and documented?
Value/Impact	What is the desired goal of the program? How will participants, organization members, and/or the University benefit? What is the nature of the benefit?
Timeliness	Is the program scheduled at an appropriate time? Does it conflict with similar programs sponsored by Student Government or the University?
Appeal/Interest	What is the target group for the program? Will the program draw participation from outside the organization membership or the SIUE community? If so, approximately how many participants might you expect?

Importance to	How is the event significant to the existence of the organization or to the sponsor?
History	Is the event sponsored annually? If so, what level of success has it achieved in the past? What new initiatives have been introduced for increased or continued success?
Cost/Benefit Redundancy	How does the estimated attendance compare to the cost per person? Has the need been previously fulfilled? Has a similar request been funded for this organization or another during the current fiscal year?
Co-sponsorships	Have other student or community organizations shown interest in your program? Co-sponsors can help to reduce costs and/or increase interest in your program.

Student Government Finance Board and Senate reserve the right to determine the amount funded of

Using Your Program Funds

Once approval has been obtained from the Student Senate they will be notified via email of their approved amount and then the organization's program representative must meet with the appropriate SG staff person within ten (10) days to begin spending approved funds.

Organizations must request/complete all shopping for program necessities, such as decorations and equipment, at least 7 days prior to the date of the event. Organizational members may check out a procurement card (p-card) from the student government staff to make purchases. See a student government staff member for details.

All funds will be accessed by processing expenses through the University accounting system. All expenditure of funds must be initiated through SG and approved by the SG fiscal officer before any funds are spent. Under no circumstances will funds be deposited into the Student Organization's 8-account or any other student organization account. All expenses are paid for out of the Student Activity Fee accounts.

The University accepts no legal responsibility for costs incurred by an organization or individual without proper authorization. If such a bill is incurred, the organization or individual must assume full responsibility. Costs in excess of approved funding are the responsibility of the organization. Reimbursements will not be made for any reason.

Any expense exceeding the approved amount in the funding request will be charged to the student organization's 8-account.

Possible fundraising ideas:

- Profit Shares at Restaurants
- Drawings
- Car Washes
- Off campus events
- Pageants
- T-Shirt Sales

Changes in Approved Program Requests

Funds may be expended only for the line items approved by the Student Senate. A request to modify or supplement your funding request (when cost estimates exceed the projected budget) must be submitted in writing to the Student Government Financial Officer. Any line-item transfers must be approved by the Financial Officer and the Student Government Fiscal Officer. All modifications or requests for new line items must be submitted to the Financial Officer and approved by the Student Senate

Free Advertisements on Campus

This is a list of free advertisements that are offered from the university. This list is highly recommended for student organizations to use when creating a comprehensive plan for promotion of the program.

- Digital Sign Advertisement – Organizations may request to advertise their events and activities on the digital signs found on campus through Get Involved. University Housing may also be contacted for promotion on their digital signs.
- Emails – Organizations may send out emails to others in their courses through Blackboard Tools. There is also a Student Organization Leader's Listserv that can be used.
- Pepsi Banners – Organizations may request to advertise their events and activities on the Pepsi banners found on campus through Get Involved.
- Public Announcements – Organizations may invite faculty and ask that they announce the program in class.
- Sidewalk Chalking – Organizations may get a "chalking & staking" request form from Kimmel in order to chalk on campus.

- “Places to be at the e” – This is a weekly e-newsletter sent to every student at the beginning of each week. You can check with the KBEH office on the availability of any space in the newsletter for other events/programs occurring that week.
- Social Media – Consider sharing posts on your organization’s account and asking other university accounts to repost.

Travel Requests

Introduction to Travel Requests

Travel requests are any costs associated with or attending or participating in an off-campus convention, conference, program, or academic competition.

Each recognized, registered student organization may be approved to travel one time (1) per fiscal year (July 1 to June 30). Approved travel is limited to national conferences and educational opportunities consistent with an organization’s stated purpose.

All travelers requesting Student Government funds must be a currently enrolled student. If traveling over the summer, the travelers must be returning as a SIUE student.

Newly-recognized student organizations are eligible for travel funding 60 days after recognition by the Student Senate providing they are in good standing the Kimmel Belonging and Engagement Hub (KBEH) and Student Government.

Student Government will pay for expenses related to lodging, transportation, and/or registration fees up to **a maximum of \$600** per organization per fiscal year.

No travel in which the purpose is job searching for an individual(s) will be funded. Networking at events is different, but if the conferences sole purpose is to meet possible employers and where interviewing is taking place, this is prohibited.

All forms (and accompanying material) **MUST** be submitted to, and dated by, the Student Government staff at least 45 days prior to departure. A travel deadline chart is available in the Student Government office. Travel requests will not be heard if submitted after the 45-day deadline.

The maximum amount available for any travel request is \$600 regardless of the destination. Funds are available on a first come, first served basis due to limited funds.

Under no circumstances will funds be deposited in the Student Organization’s 8-account. All expenses are paid out of the Student Government accounts. **No reimbursements will be made to individuals or groups under any circumstance.**

A representative from the organization must be present at the Finance Board meeting in case any questions arise. If questions arise and no representative is present, the funding request may be tabled (which could affect travel deadlines) or be denied altogether.

Completing the Travel Request

The forms **MUST** be submitted online. **The link for the funding submission will be provided after the conclusion a mandatory meeting with the Student Government staff.**

Submit any background information about the purpose of the travel and any other relevant information that will aid the Finance Board in acting on the request. Supporting documentation such as the conference website and a tentative schedule, as well as any expected reimbursements from local or national affiliates, **MUST** be attached. Submit background information that is complete and **DETAILED** about the purpose of the travel. Incomplete forms or forms that do not show enough information regarding the purpose of the conference will not be accepted.

Indicate **ALL** expected expenses in the appropriate place.

The Travel Request Form must contain authorized signatures from the organization's president and adviser, as well as telephone numbers and email addresses.

The student organization must initiate all travel arrangements through Student Government within one week of receiving notification of approval by the Student Senate. Failure to do so may result in loss of allocated travel funds.

Transportation

Airfare: The organization should consult the Internet to estimate a ticket price. Airline tickets are non-refundable and non-transferable. If, for any reason, students are unable to travel and tickets have already been purchased, their organization will be responsible to repay the cost of the ticket to Student Government by the end of that semester.

Car Rental: Student Government will pay the cost of a car rental through a University-approved agency at lowest rate available. The maximum authorized rental is five (5) days.

Personal Accident Insurance (PAI) and Supplemental Coverage are added to the cost of a rental and are paid for a compact sedan. Additional PAI and CDW insurance for larger vehicles will be added and paid by the organization renting the vehicle. SIUE's Transportation Department and Student Government both recommend the additional purchase of either the *Collision Damage Waiver (CDW)*, or *Full Coverage* which covers all of the above plus damage to an Enterprise vehicle (up to \$1,000,000).

Gasoline expenses may be requested **only** if they will be used towards a vehicle rented on the same travel request.

Student Government will pay air, bus, train, or car rental fare at the least expensive means of transportation available.

All authorized drivers of a rental car **MUST BE AT LEAST 21 YEARS OF AGE OR OLDER**. Rental at the University is currently conducted through Enterprise Leasing. All rentals are reserved in the name of the student organization. Anyone who acts as a driver and is not 21 years of age or does not possess a valid driver's license **MUST BE AWARE** that any accidents, tickets, etc., will be the responsibility of the driver and his/her personal insurance, up to the \$1,000 deductible. **No reimbursements will be made to individuals or groups on car rentals.**

Personal Vehicle Travel:

Student Government **will consider the reimbursement of mileage** on the use of a personal vehicle for travel to a conference, event or program. To receive mileage reimbursement on a personal vehicle (non-rental car) the person must be at least 18 years of age. Mileage will only be reimbursed for the distance from campus (SIUE) to the conference hotel/location, and back. The mileage will be verified via google maps, and reimbursement rate will follow the current SIUE reimbursement rate, which can be found on the travel request form. Reimbursement will be made to the driver listed on the travel form and not the organization. Reimbursement will be processed after the completion of the trip evaluation form. Reimbursement will not be included for any travel in and around the city location of the conference.

Lodging

Contact the Student Government staff at the Student Government office to make arrangements for lodging within one (1) week after your travel request is approved by the Student Senate. **No reimbursements for lodging will be made to individuals or groups under any circumstance.**

Note: due to Cleary Act requirements, SG will only fund lodging that is a part of the "official" conference sanctioned hotels, motels, etc. **We will not fund Air B&B's, VRBO's, etc.**

Registration

Contact the Student Government Staff at the Student Government office to pay for registration within one (1) week after your travel request is approved by the Student Senate.

No reimbursements for registration will be made to individuals or groups under any circumstance.

Waiver

After approval and before fund disbursement, all students going on the funded trip must complete a waiver. This includes students not receiving direct funding from the allocation.

Evaluations

14 days after travel, a Travel Evaluation must be completed. These forms are found on the GetInvolved website and should be completed and submitted online. Student organizations must complete a travel

evaluation meeting with the Financial Officer or their vice chair. Organizations that fail to schedule and complete a travel evaluation meeting within two (2) weeks of the travel will be subject to a 50% in reduction in the amount of funds available to request the following fiscal year based on the amount of funds requested for traveling. If an organization fails to complete a travel evaluation two (2) years in a row, they will not be able to request any amount of travel funds the following fiscal year.

Annual Allocations

Obtaining Funds

Annual allocations fund the general non-programmatic operating expenses for recognized, registered student organizations. Organizations may request **a maximum of \$200** in annual allocations for office supplies, postage, printing, publication, promotions and other written requests reviewed on an individual basis. Although an organization may be approved for annual allocations, there may still be instances where there will have to be an appeal before Finance Board. All applicants will be subject to the 50% mid-year reduction policy.

Applications for annual allocations will be available early in the Spring. All allocation applications must be submitted online through <https://getinvolved.siu.edu>. The Financial Officer will announce the application deadline. Student organization officers and advisers will be notified by email of the application process through the Student Leader's Listserv and the Advisors Listserv. See "Annual Allocation Process" below.

The Finance Board will determine its recommendation based on the number of requests received, and the amount of funds available. This recommendation will then be forwarded to the Student Senate for approval. The Financial Officer will notify organizations of Annual Allocation approval.

New Organizations: Organizations newly recognized by the Student Senate may apply for annual allocations providing they are in good standing with the Kimmel Belonging and Engagement Hub. Organizations recognized prior to November 1 may apply for up to \$200. Organizations recognized between November 1 and December 31 may request up to \$125, organizations recognized between January 1 and the end of February may apply for up to \$75, the deadline to apply for FY25 funding is the last day in February. Any organizations recognized after March 1 may apply for annual allocations for the FY25 Fall/Spring fiscal year. New organization allocations are not subject to the 50% mid-year reduction.

Single-semester allocations are available for student organizations that were unable to meet the deadline during the previous spring semester. These single-semester allocations will become available in January

and may be accessed until April 30. Organizations may request **a maximum of \$75 for a single-semester allocation.**

Annual Allocation Process

Step #	Process
1 <i>(Late February)</i>	Annual allocation applications available online.
2 <i>(Early March)</i>	Deadline for annual allocation applications
3 <i>(Mid-March)</i>	<p>Review of allocation requests</p> <p><i>The Finance Board will review a request solely on the basis of written submission and history. The members of the Finance Board will review each request according to the published criteria. The committee will deliberate in private to formulate a recommendation by majority vote of the members present.</i></p>
4 <i>(Late March)</i>	<p>Approval of the annual allocation requests by the Student Senate.</p> <p><i>Student Senate reviews the recommendations of the Finance Board</i></p> <p><i>A. The Student Senate, by majority vote of a quorum, will accept or reject the recommendations of the Finance Board on a line-item basis.</i></p> <p><i>B. E-mails showing final allocations will be sent to each organization. A copy of the final allocations will also be posted in the Student Government office. Any organization wanting an explanation of the allocation MUST make an appointment to meet with the Financial Officer.</i></p> <p><i>C. The recommendation of the Student Senate becomes final.</i></p>
5 <i>(July 1)</i>	Approved funds become available.

Spending Funds

Annual allocation funds may be used from July 1 to April 30 during the current fiscal year. All annual allocation funds will be frozen on April 30. Organizations must be recognized, registered and in good standing through the KBEH and Student Government at the time of allocation and when using funds. Organizations that do not have two members present at a funding seminar during fall semester will not be allowed to continue to use annual allocation funds during the fiscal year.

At mid-year (January), Student Government will review the usage of all annual allocations by student organizations. If an organization has not used at least 50% of its total annual allocation by mid-year, the organization will either...

- Lose 50% of the total annual allocation, or
- Lose the balance up to 50% of the total annual allocation.

Example:

Total Allocation	50%	\$ used by 12/31	\$ Organization will lose
\$200	\$100	\$0	\$100
\$200	\$100	\$50	\$50
\$200	\$100	\$100	\$0

All annual allocation accounts are administered by the Student Government Staff through the University accounting system. All funds remain in the Student Government account. Funds will not be transferred into student organization 8-accounts. The Associate Director of Kimmel Belonging and Engagement Hub must authorize all expenditures, and all requests must be approved prior to purchase. The Student Government and the University accepts no responsibility for bills incurred by an organization or individual without proper authorization. If such a bill is incurred, Student Government and the University accept no responsibility for payment. This includes on-campus agencies as well as off-campus vendors. No reimbursements will be made to individuals or groups under any circumstance.

Annual allocation funds must be used for the operation of the student organization. They may not be used to supplement programs or events, whether or not they are funded through Student Government. Current maximum annual allocation expenditure requests and line-item explanations are as follows:

Promotional Purposes: Printing includes items such as posters, fliers, banners, stationery, newsletters, and general correspondence performed by MUC Marketing or the Student Government office copie, organization specific clothing – must include org logo and total amount bought must be 25% of student organization population. Individual requests will be considered by the finance board. Off-campus vendors may be used only when University offices cannot perform the project.

Office Supplies: Office supplies include paper, pencils, poster board, staples, tape, file folders, etc., for general administrative operations. Organizations should order office supplies from the Office Depot Products Catalog (available in all University departments and offices). The University Bookstore and off-campus sources should only be used in emergency situations. Note: The Office Max Products Catalog has many items; however, items in excess of \$50, food items or food supplies (e.g., coffee makers, cotton candy machines, paper cups and plates) and office furniture or equipment **cannot be purchased with annual allocation funds**

Publications: Orders for a magazine, periodical, manual or electronic publication are limited to one 12-month subscription per fiscal year.

Completing the Annual Allocation Expenditure Request Form

Student organizations must complete an Annual Allocation Expenditure Request Form and submit it, with two officers' signatures, to the Student Government office. At least five (5) working days are required for processing paperwork after the expenditure request form is submitted. The Student Government office staff will fill out the appropriate University paperwork. A member of the organization is responsible for picking up the paperwork and taking it to the appropriate department or agency.

1. Under no circumstances will funds be deposited into the student organization's 8-account. All expenses are paid for out of the Student Government accounts.
2. Two (2) officer signatures are required per expenditure form.
3. Purchases from multiple-line items must be submitted on separate expenditure request forms. (For example, postage and printing requests must be requested on two (2) separate forms).
4. Make sure sufficient funds are available in your organization's account. Your organization should keep track of all expenditures. If you lack sufficient funds, your request will not be processed.
5. Materials that advocate political or religious ideologies are prohibited – can be considered by finance board.
6. Individual pieces of equipment, such as calculators or desk accessories, costing more than \$50 but less than \$100, must be approved by the Financial Officer and the Fiscal Officer of Student Government.
7. Printing expenditures should contain all information pertinent to the printing of materials associated with the general operation of the organization (newsletters, recruitment materials, stationery and envelopes, all duplicating projects, etc.). A copy of what is being printed or copied must be attached.
8. The SIUE Marketing & Communications department must approve all logo designs, stationery, newsletters, and use of the SIUE name and/or logos.
9. Postage expenditures should only contain mailing expenses associated with non-program operational activities. Be sure to indicate what type of postage is to be used (metered mail, bulk mail or express mail). A copy of what is being mailed must be attached. Each envelope must have an SIUE departmental return address.

All office supply expenditures must include the vendor name, address and phone number if outside the University, item name and number, description, quantity, and individual prices. Supply requests other than Office Depot orders will be handled on a case-by-case basis and will require approval from the Fiscal Officer of Student Government. Organizational members may check out a procurement card (p-card) from the student government staff to make purchases. See a student government staff member for details.

Printing

MUC Marketing –Please stop by Student Government office to pick up the work order form. The member will fill in the body of the request, including an estimate of the cost and details of work to be performed. Please bring the work order, a copy of what is to be printed, and a completed “Annual Allocation Expenditure Request” form to the Student Government Office for processing. Students must allow at least 10 working days to process the request.

Postage

Complete an Annual Allocation Expenditure Form and return it, with one copy of what is to be mailed, to the Student Government staff. Each envelope or postcard must have an SIUE department return address. The staff member will fill out a postage charge slip and deliver the mailing to the post office. Regular postage rates apply for regular 1st class letters, postcards and metered mail. For bulk (called “standard”) mail, the mailing must consist of at least 200 pieces of identical size and weight. Contact the University Post Office for details. Students must allow at least two working days to process paperwork.

For auditing purposes, the Student Government staff member must keep a copy of all items being printed or mailed.

Violations and Appeals

Funding Violations

The policies, procedures, and violations that appear in this manual for each type of funding are NOT all-inclusive but provide appropriate guidance. Student organizations are expected to adhere to the guidelines outlined in this manual. Failure to do so will result in disciplinary action against the

organization. Funding violations can result in one fiscal year of suspension and/or repayment of appropriate funds. The Student Government Financial Officer and Finance Board are responsible for issuing penalties that are appropriate and fair. The disciplinary action shall be in accordance with the policies, prohibitions, restrictions, and procedures outlined in this manual and as governed by the University. Discipline may include, but is not limited to, probation of student organization status or suspension of funding eligibility.

All alleged violations shall be confirmed by an investigation conducted by the Financial Officer. The Financial Officer will report all findings of the investigation to the current Student Body President. Once a violation has been confirmed, the Finance Board shall issue a penalty in accordance with the violation. The maximum penalty shall not exceed more than one year of funding revocation plus the repayment of appropriate funds. Sanctions can include, but are not limited to, restriction to all or part funding for the next fiscal year. The organization may submit a written appeal to the Finance Board within one week of the judgment. See “Appeal Procedures.”

Appeal Procedures

Funding Violations: Any organization wishing to make an appeal on a decision in regards to a funding violation must submit a written appeal two business days after the decision has been made to the Financial Officer. Once the appeal has been submitted, the Financial Officer will contact the president of the organization and invite officers/delegates from the organization to a Finance Board meeting, where the appeal will be heard.

Any decision made by the Finance Board relating to a funding violation is final.

Denials of Funding Requests: The student organization may appeal the decision regarding any funding request of the Finance Board at the next scheduled Student Senate meeting. A written appeal must be submitted to the Financial Officer within two (2) business days following the Finance Board’s decision. In addition, a student organization representative must attend the next Student Senate meeting to make a formal appeal. If no representative is available, the appeal will not be heard.

The decision of the Student Senate is final.

Sound Fiscal Management

An important responsibility of any organization is maintaining financial records. Most organizations earn revenue and incur expenses. Keeping accurate and up-to-date information on revenues and expenses is vital to the financial success of the organization.

Each organization should select a treasurer to be responsible for its finances. This person should be carefully chosen and be trustworthy and honest. The treasurer will be entrusted with all revenues

received by the organization and be authorized to disburse funds. The treasurer should execute fiscal responsibilities of the organization by using the best judgment when paying expenses from the group's funds and by keeping accurate records to substantiate all transactions.

The president and adviser/fiscal officer should also take part in the group's finances. The treasurer should inform these individuals regularly of the organization's financial status. Many organizations maintain a checking account at a local bank. It is suggested that all three individuals be authorized to secure funds for disbursement to keep proper control of the organization's funds. The group should stipulate that the bank process only checks with two of the three authorized signatures.

The best place to send an organization's bank statement is to the organization's campus mailbox. Since most organizations have new officers at least once a year, the permanent campus address of the organization will ensure that the statements reach the organization instead of the home address of a past officer.

The organization's financial records should be kept in one central location. The group might be able to secure space in the adviser's office or another place on campus (i.e., office space or storage space). The transition from one treasurer to another will be much easier if all records are in one location. Then if the treasurer resigns or withdraws from school, the organization's records are not lost and are available for the new treasurer.

Knowing the current financial status of the organization is vital to its officers. Does the organization need to raise funds to meet its needs? Is there enough money in the account to send organization members to the regional convention? If the group purchases refreshments for the next meeting, will there be enough money to buy supplies for the major event later in the year? These questions could be answered easily if accurate records are kept of all organizational transactions.

For most organizations, a simple journal or a check register should be sufficient to record transactions. Records should always be reconciled against the bank statement and/or SIUE records. By balancing records monthly, discrepancies and errors may be eliminated when they occur rather than creating hours of work at a future date.

Student organizations may consult the Student Government staff for help in developing a bookkeeping system or in reviewing the current system.

Recognized student organizations should develop a budget for each year. Goals and objectives should be considered when developing the budget. Past records are an excellent resource for future planning or projections.

Organizations should start the budget process by projecting revenues and estimating expenses for the coming year's activities. Generally, revenues are conservatively projected and expenses are slightly

overestimated. This allows for some variance so that organizations are not put into a position of cutting items from the budget or planning unexpected fundraisers.

During the year, actual transactions should be compared to the estimated budget. Keep in mind that the budget is an estimate and may be modified during the year to the group's changing goals and objectives.

University 8-Accounts

An 8-account is much like operating a personal savings/checking account. The procedure for using the account is simple and requires the fiscal officer's signature on all expenditures. The Kimmel Belonging and Engagement Hub staff is available to assist organizations with procedures relative to using an 8-account.

Recognized student organizations that do not receive funding from Student Government, will still be issued a University 8-account. All newly recognized student organizations will be issued a University 8-account when recognition is granted.

Submit a Request for New Account Form to the Kimmel Belonging and Engagement Hub. A fiscal officer is required for all 8-account requests. The fiscal officer must be a full-time University employee and may be the same as the adviser for the organization (Graduate students and student employees are not eligible to serve as fiscal officers).

Monthly statements are available to the fiscal officer through Oracle. Training is required in order to access Oracle. Please contact the Student Government staff for more information on training.

Fiscal Officer

- The fiscal officer must be a full-time University employee (Faculty or Staff), not a graduate assistant or student employee.
- Fiscal officers are responsible for the personal property (inventoried equipment) charged to the account in addition to being responsible for the control of the financial resources of the account within the terms of the approved Account Request form. A current list of all personal property charged to the account may be secured by contacting the Property Control Section of the Administrative Accounting Office. When a change of Fiscal Officer occurs, the retiring officer should verify the existing inventory for which the new fiscal officer is responsible. A copy of the Property Control Manual for fiscal officers is available from the Administrative Accounting Office – Property Control Section.

- The fiscal officer should be aware of the financial resources available in the account and ensure that the account is not over committed. Fiscal irresponsibility will not be condoned. Commitments in excess of available funds will be returned to the fiscal officer.
- A special form for Temporary Delegation of Fiscal Officer Authority may be obtained from Administrative Accounting.
- Your Fiscal Officer and Organizational Advisor may be the same person.

Insufficient Funds

If insufficient funds or a deficit occurs in an 8-account, the following collection procedures will be implemented:

1. An email will be sent to the treasurer, president, and fiscal officer pointing out the existence of insufficient funds or a deficit and the need for the account to have a positive balance within 30 days.
2. If the matter is not resolved within the 30-day period, another letter will be sent detailing the consequences of non-payment and requesting that the treasurer meet with the Associate Director of the Kimmel Belonging and Engagement Hub.
3. If the matter is still not resolved within this 60-day period, the Associate Director of the Kimmel Belonging and Engagement Hub will notify the president and the treasurer that the organization is suspended.
4. Any student organization not in good financial standing are ineligible for funding.

Funding Quick Guide

Program Requests

- An organization must be a recognized, registered student organization for at least 90 days. The organization must also be in good standing with the Kimmel Belonging and Engagement Hub (KBEH) and Student Government.
- Each recognized, registered student organization is permitted five program requests per fiscal year, with no more than three requests per semester.
- Individual student organizations are permitted no more than **\$3,000** per fiscal year for program funding.

- Program meeting must occur 60 days prior to the event with the KBEH Director or his/her designee. The final program request must then be submitted online 60 days prior to the event to the Student Government office.
- The program evaluation meeting must be scheduled within 14 days after the event.

Travel Requests

- An organization must be a recognized, registered student organization for at least 60 days. The organization must also be in good standing with the Kimmel Belonging and Engagement Hub.
- An organization may request a maximum of **\$600** for one trip per fiscal year to be applied towards lodging, transportation, and/or registration fees for currently enrolled students. No reimbursements will be made under any circumstances.
- Organizations must submit the request 45 days prior to the departure date.
- Organizations must complete and return the travel evaluation within 14 days upon returning.

Annual Allocations

- Organizations may request annual allocations for the following year beginning in the spring semester.
- If organizations missed the spring deadline, they may apply for single semester allocations.
- All organizations are subject to the 50% mid-year reduction.
- Items in excess of \$50 cannot be purchased with annual allocations. No reimbursements will be made under any circumstances.
- Certain items cannot be purchased with annual allocations. Review page 22 for current acceptable expenditure requests.

Contract Information Sheet (CSI) For SIUE Student Government-Funded Programs (THIS IS NOT A CONTRACT!)

Name of Artist: _____

Artist Address: _____

Artist phone #: _____ Cell Home (circle one)

Artist email address: _____

Type of Performer: Comedy Band Speaker Other (specify) _____

Program Title: _____

Program Date: _____

Location of Program: (space must be confirmed prior to submitting the program request)

Program start time: _____ Program end time: _____

Artist arrival time: _____ Total length of Artist performance:

Number of breaks for Artist: _____ How long for each break? _____

Negotiated Fee for Artist: \$_____ Is this fee all inclusive? _____

Check made payable to: _____

Choose only one of the following options!

1. If the payment will be made to an agency, list their Federal Identification Number (FEIN) here:

2. If the payment will be made to the artist as an individual, check this box

Is the Artist a US Citizen or Permanent Resident? Yes No

Is the Artist a current SIUE student? Yes No

Does the Artist need a SIUE campus map? Yes No

Please provide any additional instructions or requirements below:

SAMPLE EVENT BUDGET FORM

Program: _____ **Date of Event:** _____
Location: _____ **Time of Event:** _____

<u>Expenses</u>	<u>Cost</u>	<u>Requested</u>	<u>Income</u>	<u>Project ed</u>
Advertising Costs				
Posters			Co-Sponsorships	
Flyers			Co-Sponsor 1 ()	
Other ()			Co-Sponsor 2 ()	

Total	\$0.00	\$0.00
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Co-Sponsor 3 ()	
Total Co-Sponsorships	\$0.00

Alestile Ads

Ad 1 (Date: /Size:)		
Ad 2 (Date: /Size:)		
Ad 3 (Date: /Size:)		
Total	\$0.00	\$0.00

Ticket Sales

Student Tickets (@ \$ each)	
Fac/Staff Tickets (@ \$ each)	
General Public Tickets (@ \$ each)	
Total Tickets Sales	\$0.00

Copying/Printing

1		
2		
Total	\$0.00	\$0.00

Total Income	\$0.00
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Speaker/Artist Fees

Performer 1		
Performer 2		
Performer 3		
Performer 4		
Lodging		
Total	\$0.00	\$0.00

Facility Charges

Tech Set Up		
Overtime		
Other (please list)		
Total	\$0.00	\$0.00

Security

1 Officer/\$54 an hour		
1 Officer/\$54 an hour		
1 Officer/\$54 an hour		
1 Officer/\$54 an hour		
Total	\$0.00	\$0.00

Other

Decoration 1 ()		
Decoration 2 ()		
Supply 1 ()		
Supply 2 ()		
Total	\$0.00	\$0.00

Total Expenses	\$0.00	\$0.00
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Note: The maximum amount that can be requested for
FY17 is \$3,000