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SB [S] 55-003 Clarifying Grant Process

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University of South Florida Student Government Senate

SB [S] 55-003
Clarifying Grant Process
55th Term
Summer 2014



The intent of this legislation is to fix loopholes that were discovered during the few years the Travel Grant has been functioning.

A SENATE STATUTORY AMENDMENT

Be it enacted by the Senate of the University of South Florida Student Government assembled, that the following changes be made to the Student Government Statutes:

Chapter

804

Activity and Service Fee Proviso Language¹²³

804.1 The following is the Activity and Service (A&S) Fee Proviso for fiscal year 2014-2015.

- 804.1.1** This proviso shall govern both the A&S allocation and the expenditure processes.
- 804.1.2** This amended Title 8 is valid for the current year's ASRC cycle and is valid for Interim Funding submission during the following fiscal year. The current Chapter 804 remains valid for Interim Funding submissions until the end of the current fiscal year.
- 804.1.3** The Activity and Service Recommendation Committee shall set aside an abeyance of projected, adjusted net revenue as determined by the Office of Budget and Policy Analysis. The abeyance must be at least 5% and no greater than 10% of projected fee collections. The abeyance account shall be used if fee collections are less than projected or in case of emergencies or unforeseen circumstances as approved by the President of the University.

¹ SB [S] 52-016 replaces entire chapter and sets proviso for 2012-2013 Fiscal Year

² SB [S] 53-007 updates Chapter 804 Proviso

³ SB [S] 54-011 updates and sets Proviso for 2014-2015 Fiscal Year.

804.2 Rules and Regulations for all A&S funded programs, services and activities:

- 804.2.1** All A&S funded programs, services, and activities that benefit the Student Body must be submitted with detailed justification for each item.
- 804.2.2** The Activity and Service Recommendation Committee (ASRC) and the Senate Committee on Appropriations and Audits have the discretion to deny funding to any Activity & Service fee budget request with proper justification.
 - 804.2.2.1** The ASRC and the Senate Committee on Appropriations and Audits are not obligated to fully fund any A&S eligible program, service, and activity. All departments and organizations are encouraged to seek outside financial support.
- 804.2.3** Any deviations from Proviso must be brought to the Senate floor and passed with a supermajority vote.
- 804.2.4** A&S funded events shall be held on campus with the exception of events approved by the Senate Committee on Appropriations and Audits.
- 804.2.5** The Senate may delegate allocation authority, when appropriate, to the Committee on Special Funding for the purposes of allocating grants. Grant allocations shall adhere to all restrictions as set forth by this proviso.
- 804.2.6** ASRC may allocate an allowance to any A&S funded entity for the purpose of purchasing services provided by the SG TechSmart partnership or its equivalent.
- 804.2.7** No revenue shall be generated from an A&S funded event.
- 804.2.8** A&S Fees shall not be spent to directly benefit non-USF students with the exception of:
 - 804.2.8.1** Recognition of USF Faculty, Staff, Advisors, and/or Coaches.
 - 804.2.8.2** Speaker fees and/or honorariums
- 804.2.9** Any New Payroll Position Request shall be accompanied by a memorandum entailing both the job description and a justification for the necessity of the positions' funding. For the purpose of this clause, a New Payroll Position Request shall be defined as any position specific payroll request not funded in the prior Fiscal Year.
- 804.2.10** All A&S funded events shall be open to all students at no charge with the exception of Student Government events and Student Affairs sponsored events with the advice and consent of the SG Senate. SG Sponsored events may deviate from this proviso when appropriate.
- 804.2.11** Student Government funded campus-wide activities need the authorized sponsorship of a SG branch or agency in order to be considered a Student Government sponsored event.
- 804.2.12** All T-Shirts and promotional materials purchased by A&S funds, excluding Our Shirt, must display the Student Government logo.
- 804.2.13** Telephones can be funded at a base rate of current IT charges or at last year's usage levels. New phones can be funded with proper justification. Existing telephones which have not been funded by July 1 of each fiscal year will be terminated by Activity & Service Fee Management Bureau (ASMB).
- 804.2.14** No A&S funds shall be expended on or in behalf of any political campaign.

804.2.15 A&S funded materials shall be distributed in a manner open to all students on a first come first serve basis.

804.2.16 Activity and Service Fee monies shall not **fund** nor be **expended** on the following:

804.2.16.1 Awards of cash value and scholarships

804.2.16.2 Fundraising costs

804.2.16.3 Personalized clothing (i.e. individual product)

804.2.16.4 Personal items

804.2.16.5 Individual membership (except as defined for the Sports Club Council)

804.2.16.6 Video rental

804.2.16.7 Any controlled substances

804.2.16.8 Food for general business/body meetings as defined in Title I of SG Statutes

804.2.16.9 Services and materials that could be provided by the SG TechSmart Partnership or its equivalent

804.2.16.10 Services and materials that could be provided by WBUL Student Radio (Bulls Radio), unless approved by the Senate Committee on Appropriations and Audits.

804.2.16.11 Door prizes

804.2.16.12 Travel for volunteer or service work with an out of State or International destination

804.2.16.13 Media Advertising (With the exception of The Oracle)

804.2.16.14 Items such as recorded music, books, subscriptions, and videos that are already available at the USF Library

804.2.16.15 Sports equipment that can be found at the Campus Recreation Center

804.2.17 Activity and Service Fee Monies may be **funded** and **expended** to a maximum amount or maximum occurrence as outlined below:

804.2.17.1 Costume Rental/Purchase: \$500.00

804.2.17.2 Trophies/Plaques: \$150.00

804.2.17.3 Shirts: \$7.00 per shirt

804.2.17.4 Food: \$7.00 per student in attendance per event

804.2.17.5 An event to recruit or welcome students: once per academic term

804.2.17.6 End of semester banquet: once per academic term

804.2.17.7 Banners: \$200.00

804.2.17.8 Oracle ads: \$200.00

804.2.17.9 Shipping: no more than standard shipping costs. Any shipping cost above standard must be approved by the Chairperson of the Senate Committee on Appropriations and Audits, and the Chief Financial Officer.⁴

804.3 Additional Rules and Regulations for Organizations under purview of the Sports Club Council:

804.3.1 Activity and Service Fee Monies will not **fund** nor be **expended** on the following items:

804.3.1.1 T-shirts

⁴ SB [S] 54-004 adds this sub-clause.

804.3.1.2 Food

804.3.2 Activity and Service Fee Monies may be **funded** and **expended** to a maximum amount listed below at the discretion of ASRC and/or the SCC Executive Board with the proper justification.

804.3.2.1 Personal equipment items

804.3.2.2 Membership dues only if required for the organization or individual to participate in a competition or conference

804.3.2.3 Coach/Instruction Fees: \$5,000 total per club

804.3.3 Activity and Service Fee Monies may be expended to a maximum amount for travel per year listed below ("least cost" method will be used)

804.3.3.1 Total travel expenses: Maximum of \$10,000.00 per year

804.3.3.2 Airline tickets: \$5,000.00 maximum per trip

804.4 Additional Rules and Regulations for the Signature Events Grant Program:

804.4.1 To receive Signature Events Funds, student organizations may apply for a SG Signature Events Grant. The Committee on Special Funding shall decide the amount allocated per request in compliance with these Statutes.

804.4.1.1 No grant shall exceed \$2,000.

804.5 Additional Rules and Regulations for the Travel Grant Program: ⁵

804.5.1 To receive Travel funds, student organizations, with the exception of sports clubs, shall request a SG Travel Grant. The Committee on Special Funding shall decide the amount allocated per request in compliance with the following:

804.5.2 Activity and Service Fee Monies may be **funded** and **expended** to a maximum amount for travel per year listed below ("least cost" method will be used):

804.5.2.1 Total travel expense: Maximum of \$7,000.00 per year

804.5.2.2 Airline tickets: \$3,500.00 maximum per year

804.5.2.3 Car Rental: \$60.00 per day (exclusive of total gas receipts)

804.5.2.4 Rooms: \$50.00 per student per night excluding taxes

804.5.2.5 Registration: \$250.00 per student per conference

804.5.2.6 Personal Vehicles: as defined by state statute or university policy

804.5.2.7 Mini-Van Rental (7-passenger): \$75.00 per day, per van

804.5.2.8 12-Passenger Van: \$100.00 per day, per van

804.5.2.9 Bus Rental: \$1,500.00 per event

804.5.2.10 Food for travel may be provided as defined by State Statutes or University policy.

⁵ SB [S] 53-002 updates these funding limits

804.6 Additional Rules and Regulations for the Engineering Expo Grant Program:

804.6.1 In order to receive Engineering Expo funds, student organizations shall request a SG Engineering Expo Grant. The Committee on Special Funding shall decide the amount allocated per request in compliance with these Statutes.

804.6.1.1 No grant shall exceed \$1,550.

804.7 Additional Rules and Regulations for the Homecoming Grant Program:

804.7.1 To receive Homecoming funds, student organizations shall request a SG Homecoming Grant. The Committee on Special Funding shall decide the amount allocated per request in compliance with these Statutes.

804.7.1.1 No grant shall exceed \$1,550.

Chapter

810

Student Government Grant Programs⁶

810.1 The Student Government Senate shall sponsor the grant programs outlined in this chapter. The grant programs shall be here for the purpose of funding programs not funded by the Activity and Service Fee Recommendation Committee and the Senate Committee on Appropriations and Audits.

810.2 For the purposes of this document the following terms shall be defined as:

~~810.1.1~~**810.2.1** University Entity- Any funding source through the University of South Florida other than the Student Government at the University of South Florida Tampa Campus.

~~810.2~~**810.3** The Student Government Senate shall sponsor Student Organizations programs per fiscal year. Each program shall be defined as a Student Government Signature Event.

~~810.3~~**810.4** The purpose of Student Government Signature Events is to encourage diverse groups of students to collaborate in the creation of new USF traditions.⁷

~~810.4~~**810.5** ASRC shall determine the total budget for Student Government Signature Events, not to exceed \$20,000. The budget shall be funded as its own separate line item.⁸

810.1.1 No more than 50% of the money allocated may be spent during the Fall semester and the remainder may be spent during the Spring semester.

~~810.5~~**810.6** Student Government Signature Events allocations shall be determined by the Senate Committee on Special Funding.⁹

~~810.6~~**810.7** Any Student Organization may apply for a Signature Event, so long as the event follows the guidelines outlined in general requirements of Activity and Service Fee events.

810.6.1 Student Government Signature Events shall be subject to the same rules and regulations as set forth by Student Government, including but not limited to Chapter 804 Proviso.

~~810.7~~**810.8** It is required that an event be sponsored by at least one A&S funded student organization and a minimum of two other student organizations, offices, departments, or other university entities (other than Student Government).¹⁰

⁶ SB 51-006 Modifies entire chapter

⁷ SB [S] 52-011 Adds this clause

⁸ SB [S] 54-004 Modifies this clause

⁹ SB [S] 52-011 Amends this clause

¹⁰ SB [S] 53-006 Amends this clause

| ~~810.8~~810.9 Student Organizations that wish to apply for Signature Events in the Fall must do so no later than the close of business on the last Friday in June and the last Friday of October for the Spring.

810.8.1 Applications shall be made available at least fifteen (15) business days before the aforementioned deadline.¹¹

| ~~810.9~~810.10 Each allocation may not exceed \$2,000.¹²

| ~~810.10~~810.11 Event sponsors must use the Student Government logo and list Student Government as an official sponsor on all marketing materials, including but not limited to, all print and digital advertising.¹³

| ~~810.11~~810.12 Signature Events requests shall fall into at least one of the following categories:¹⁴

810.11.1 **Tradition and School Spirit-** Any event that attempts to establish a new tradition or promote university pride and school spirit.

810.11.2 **Professional/Academic Development-** Any event of scholastic merit which may include, but is not limited to, a symposium, exposition, or lecture series that can pertain to student fields of study or areas of career development.

810.11.3 **Diversity-** Any event that brings diverse populations together and provides education on one or more cultural groups including, but not limited to, a particular ethnicity, religion, sexual orientation, veteran status, etc.

810.11.4 **Visual/Performing Arts-** Any event that demonstrates or promotes the fine arts which may include, but is not limited to, a theatrical performance, dance instruction, collaborative mural, etc.

| ~~810.12~~810.13 Any event that does not fall into one of the categories may still be eligible to receive funding if approved by a 2/3rd vote of the Senate Committee on Special Funding.¹⁵

| ~~810.13~~810.14 The Student Government Senate shall sponsor a grant program for the purpose of funding student presentations at conferences called the Conference Presentation Grant Program (CPGP).¹⁶

| ~~810.14~~810.15 ASRC shall determine the total budget for the Conference Presentation Grant Program. The budget shall be funded as its own separate line item.

¹¹ SB [S] 53-006 Adds this sub clause

¹² SB [S] 52-011 Adds this clause

¹³ SB [S] 54-004 Modifies this clause

¹⁴ SB [S] 52-011 Amends the categories

¹⁵ SB [S] 52-011 Adds this clause

¹⁶ SB [S] 54-004 Adds clauses 810.13 – 810.19

- | ~~810.15~~810.16 The expenditure of the Conference Presentation Grant Program shall be determined by the Student Affairs Travel Office.

- | ~~810.15.1~~810.16.1 No more than 50% of the CPGP account may be used for the time period of July 1st – December 31st (Fall).
- | ~~810.15.2~~810.16.2 The remainder of the account may be used for the time period of January 1st – June 30th (Spring)

- | ~~810.16~~810.17 Any student wishing to request funding from the Conference Presentation Grant may do so as long the request meets the following requirements:
 - | ~~810.16.1~~810.17.1 Completed Conference Presentation Grant Program Application
 - | ~~810.16.2~~810.17.2 Student Government Travel Request Information Form
 - | ~~810.16.3~~810.17.3 Acknowledgement of Reimbursement Cap Form
 - | ~~810.16.4~~810.17.4 Copy of acceptance letter from conference or program (must show the student's name as a presenter)
 - | ~~810.16.5~~810.17.5 The student is a registered USF student when applying for the Grant Program and at the time of travel to the conference.

- | ~~810.17~~810.18 Conference Presentation Grant Program applications must be received by the Student Affairs Travel Office at least fourteen (14) days prior to your departure. Applications received less than fourteen (14) days before the departure will not be considered.

- | ~~810.18~~810.19 The Conference Presentation Grant Program shall be subject to the same rules and regulations set forth by Student Government, including but not limited to Chapter 804 Proviso.

- | ~~810.19~~810.20 All other rules and regulations not stated in Student Government Statutes shall be outlined in the CPGP SOPs.

- | ~~810.20~~810.21 The Student Government Senate shall sponsor a grant program for the purpose of funding travel for Student Organizations called the Travel Grant.¹⁷

- | ~~810.21~~810.22 ASRC shall determine the total budget for the Travel Grant. The budget shall be funded as its own separate line item.

- | ~~810.22~~810.23 Students and/or student organizations that have or will receive full or partial funding for their travel from any University Entity shall not be eligible for the Travel Grant.

- | ~~810.23~~810.24 The expenditure of the Travel Grant shall be determined by the Senate Committee on Special Funding.

- | ~~810.23.1~~810.24.1 For the fiscal year beginning in July, the committee may begin to accept applications at the start of the new Student Government term.

¹⁷ SB [S] 52-020 Adds language regarding the Travel Grant

- | ~~810.24~~810.25 Any Student Organization wishing to request a Travel Grant may do so as long as the request meets the following requirements:
- | ~~810.24.1~~810.25.1 Travel Grants shall be subject to the same rules and regulations as set forth by Student Government, including but not limited to Chapter 804 Proviso.
- | ~~810.24.2~~810.25.2 There is no limit on the number of requests a student organization may submit, however they shall only be funded to the maximums as specified in Chapter 804 Proviso.
- | ~~810.25~~810.26 Any A&S funded student organization who receives a Travel Grant is ineligible for a transfer request for the trip in which they received funding.¹⁸
- | ~~810.26~~810.27 Student Organizations that wish to request a Travel Grant must do so no later than twenty-five (25) business days prior to the desired travel date.
- | ~~810.27~~810.28 All students within an A&S funded student organization shall have an equal opportunity to be selected to go on a trip funded through the Travel Grant.¹⁹
- | ~~810.27.1~~810.28.1 The organization shall have the discretion to select students to attend the trip and must convey its reasoning to the Senate Committee on Special Funding in its request for Travel Grant funds. The Senate Committee on Special Funding shall have the discretion to deny Travel Grant funds if the selection process is deemed inappropriate.
- | ~~810.28~~810.29 Upon completion of travel, all receipts must be turned in to the Travel Office and a travel audit must be completed.
- | ~~810.28.1~~810.29.1 If the travel audit is not completed within ten (10) business days of the conclusion of travel, the Student Organization will not be permitted to apply for another Travel Grant for the remainder of the fiscal year.
- | ~~810.29~~810.30 Upon completion of travel any unused funds will be swept back to the Travel Grant account.
- | ~~810.30~~810.31 If an organization's trip funded through the Travel Grant fails to occur, they must submit a report to the Committee on Special Funding stating the reason(s) for not traveling within five (5) business days of the expected trip date.²⁰
- | ~~810.30.1~~810.31.1 The Committee on Special Funding shall review the report within ten (10) business days and by a majority vote decide whether or not reimbursement is required.
- | ~~810.30.2~~810.31.2 If the organization fails to submit a report, they shall be required to fully reimburse all incurred expenses.

¹⁸ SB [S] 54-002 Modifies this clause

¹⁹ SB [S] 54-004 Adds this clause and subsequent sub-clause

²⁰ SB [S] 54-004 Adds this clause and subsequent sub-clauses

- | ~~810.34~~810.32 The Student Government Senate shall sponsor a grant program for the purpose of funding homecoming floats and supplies called the Homecoming Grant.
- | ~~810.32~~810.33 ASRC shall determine the total budget for the Homecoming Grant. The budget shall be funded as its own separate line item.²¹
- | ~~810.33~~810.34 The expenditure of the Homecoming Grant shall be determined by the Senate Committee on Special Funding.
- | ~~810.34~~810.35 Any A&S funded entity wishing to request a Homecoming Grant may do so as long as the request meets the following requirements:
 - 810.24.1 The request must contain the budget for food and materials used for homecoming. ~~The allocation Request~~ for homecoming food and materials may not exceed \$1,550 (with the exception of the Homecoming Committee).²²
 - 810.24.2 The request must contain a detailed description of why they are requesting a Homecoming Grant and how this will improve the overall Homecoming experience.
- | ~~810.35~~810.36 The Student Government Senate shall sponsor a grant program for the purpose of funding Engineering Exposition supplies called the Engineering Exposition (EXPO) Grant.
- | ~~810.36~~810.37 ASRC shall determine the total budget for the Engineering EXPO Grant. The budget shall be funded as its own separate line item.²³
- | ~~810.37~~810.38 The expenditure of the Engineering EXPO Grant shall be determined by the Senate Committee on Special Funding.
- | ~~810.38~~810.39 Any A&S funded entity wishing to request an Engineering EXPO grant may do so as long as the request meets the following requirements:
 - 810.28.1 The request must contain the budget for food and materials used in the EXPO. The ~~allocation request~~ may not exceed \$1550 with the exception of the Engineering College Council).²⁴
 - 810.28.2 The request must contain a detailed description of why they are requesting an Engineering EXPO Grant and how this will improve the overall Engineering EXPO experience.

²¹ SB [S] 54-004 Modifies this clause

²² SB [S] 51-012 Amends this clause

²³ SB [S] 54-004 Modifies this clause

²⁴ SB [S] 51-012 amends this clause



Andy Rodriguez
Andy Rodriguez, Student Body Senate President

5/28/14
Date

Jean Cocco
Jean Cocco, Student Body President & Trustee

5/28/14
Date

SB [S] 55-003

Author: Abdool Aziz, Student Body Senate President Pro Tempore
Corey Ulloa, Chairman of the Committee on Special Funding

Sponsor: Abdool Aziz, Student Body Senate President Pro Tempore
Corey Ulloa, Chairman of the Committee on Special Funding

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