

## ACTIVITIES FUNDING BOARD GENERAL POLICIES & GUIDELINES

This policy will outline the general provisions that AFB must adhere to in the operation of the organization.

- AFB shall approve a maximum of \$3,000 per organization per year, with no more than \$1,000 of this allocation to fund off campus conference expenditures.
- AFB shall abide by all SFAC policies; Student Center policies regarding the use of facilities; applicable policies published in the Student Handbook and Code of Conduct; applicable UH policies; as well as local, state, and federal laws.
- AFB, subject to the approval of the SFAC, may set the maximum funding limitations for RSO programs and conferences. The maximum funding limitations shall be evaluated by the AFB prior to the end of the budget fiscal year and reviewed by the SFAC during the annual allocation hearings.
- If funds above the 1% mandatory Student Service Fee allocation are desired, the AFB may submit a request to the SFAC at the time of regular hearings.
- AFB shall not approve off campus conference expenditures in excess of 25% of the total annual allocation from the Student Fees Advisory Committee, exclusive of student leader stipends and expenditures.
- AFB shall annually review policies specifying funding limitations.

### FUNDING GUIDELINES

All requests for funding must observe the following constraints:

- a. Programs funded by AFB must be open to the entire University of Houston community.
- b. Programs funded by AFB must occur on the University of Houston campus. Property independently operated on the University of Houston campus will not be considered for AFB funding purposes.
- c. Expenditures shall be consistent with established policies and procedures of the university and with local, state, or federal Law.
- d. Expenditures shall be consistent with general university policy regarding use of physical facilities or use of services.
- e. No recipient shall make a gift of, an award of, or lend funds generated by any student service fee.
- f. Funds from student service fees may not be used to support a candidate for public office, the outcome of legislation, or any group acting as a “front” for either (groups or individuals participating in information exchange, presentations, or forums are not considered “fronts”).

- g. Funds from student service fees may not be used to purchase alcoholic beverages.
- h. Funds will not go towards tailgating, general meetings (with the exception of organization's first general meeting of the Fall and Spring Semesters) or informational and/or outreach tabling.
- i. AFB will not fund general organizational promotional items and materials.
- j. Donations, both monetary and non-monetary, cannot be accepted at any AFB sponsored, partial, or fully funded event.
- k. AFB shall not fund the purchase of office supplies, stationery, office telephones, personalized gifts, equipment, or off-campus advertising.
- l. AFB will not provide funds for charities, scholarships, awards, or philanthropic efforts, or any form of personal or organizational gain. Gain is defined as income generated in excess of program expenses. *Note: The only exception to this policy is support of events associated with and coordinating with the student organizations overseeing major campus traditions (Homecoming Board and Frontier Fiesta Association).*
- m. AFB will not fund organizational banquets, or end-of-the-year award gatherings.
- n. International conference expenditures outside of the U.S, Canada, or Mexico will not be funded.
- o. AFB will not fund travel to competitions, tournaments, or any conference that gives the organizations a significant monetary award, which is defined as greater than the registration fee for one team or individual of competing students.

Once a student has been approved to receive funds they will be sent a Notice of Award via email outlining the maximum reimbursement allowed for each category. The Notice of Award will outline both sponsored funds and funds that will be reimbursed upon the submission of receipts. This document must be returned to AFB in addition to all other documentation required (Vendor ID Paperwork, W-9, and Direct Deposit Form) prior to the program or conference taking place.

## FUNDING POLICIES

### PROGRAM ALLOCATION REQUESTS

AFB may approve up to \$3,000 of program related expenses per organization. AFB may reimburse expenses such as: event advertising/marketing\*, event promotional items\*\*, equipment and facility rental, performance fees, supplies, decorations, security costs and/or food. Items outside of those listed are subject to the approval of the AFB hearing committee.

Event promotional items must include the following:

- Activities Funding Board Logo
- Event Name, as advertised to the AFB Hearing Committee
- Event Date, as advertised to the AFB Hearing Committee

\*All event marketing must include the AFB logo. Failure to include may result in funding cancellation.

\*\*Photos of all event promotional items must be submitted with the receipts in the purchase request.

### CONFERENCE ALLOCATION REQUESTS

AFB may approve up to \$1,000 of conference related travel per organization, with a yearly limit of \$1,000. AFB may reimburse conference registration, travel expenses to and from the conference, and lodging expenses during the conference. AFB will only reimburse costs incurred during the reported conference dates, including one travel day before and after.

Only the following groups or individuals should be eligible for reimbursement for conference related expenses:

- a. Current UH Students attending a conference representing a RSO in order to develop leadership and management skills and to improve their organization.
- b. Current UH Student representing an RSO that is presenting a program at a conference.

## Funding Type Policies

### ADVANCE PAYMENT

1. Organizations are able to request advance payment for programs up to \$500.00. Advance payment over \$500.00 requires approval from the Assistant Vice President of Student Affairs.
2. An authorized member of the registered student organization must make a request for advance payment of an event **at least six (6) weeks before the event is scheduled to take place** via Get Involved. They must also participate in a scheduled AFB hearing.
3. Advance payment requests must include proper documentation of allocations in approved categories:
  - Room Reservation
  - Security
  - Equipment Rental
  - Food

- Performance Fee
  - Supplies
  - Decorations
  - Advertising/Marketing
  - Miscellaneous
4. Advance payment will be based on the allocation request that was presented at the hearing. Any changes to the request must be presented in writing before disbursement to adjust line items.
  5. An authorized member of the registered student organization must sign the notice of award and return it within 48 hours of receipt in order to receive the advance payment from AFB.
  6. .All RSOs requesting advance payment must have a bank account in the organization's name and an active vendor ID with the University. AFB shall only send a direct deposit to the actual RSO; there will be no third- party disbursements whatsoever.
  7. Recipients will receive a disbursement via direct deposit (based on the organization's vendor ID status as a payee) for the approved costs at least ten (10) business days before the event/program is to take place.
  8. After the event, organizations must submit a purchase request and upload all event receipts. Failure to complete the purchase request could also result in an organization being ineligible to receive additional funding and placed on organization probation\*.
  9. Any money not used from the advance payment direct deposit must be returned to the Activities Funding Board. Payment can be submitted in the Center for Student Involvement via check (payable to *University of Houston*), money order or exact amount in cash (no change is available in the office). If all receipts are not turned in and monies returned to AFB by the deadline, organizations could face ineligibility to receive additional funding and be placed on organization probation\*.

*\*Organization Probation is defined as being ineligible for Registered Student Organization privileges such as event registration, room reservations, catering donations, and/or annual organization registration.*

## **DIRECT PAYMENT**

Direct Payment is defined as: approved financial support from AFB that will allow organizations to submit invoices rather than receipts from University departments accepting SC Vouchers. AFB would process the expenditures through the Student Life business office.

1. AFB can approve direct payment for certain funding categories at the hearing, choose to approve those categories as reimbursement, or deny them entirely. All approved direct payment will count towards the RSOs yearly allocation and limits.
2. Entities currently available through AFB Direct Payment are: University Food Service Provider (Chartwells), Student Centers, CreationStation, University Copy Center, or any entity that has a university account.
3. Student Organizations will request direct payment for certain categories on the allocation request form to be considered at the hearing. All categories not specified as direct payment will default as part of the reimbursement and will be processed as such.
4. Organizations must turn in relevant direct payment invoices two (2) weeks before their event to ensure proper time is given to process the expenditures.
5. Events that utilize the direct payment option must be advertised the same way as all other AFB funded events. Organizations must include the AFB logo on all marketing.
6. If AFB direct payment is approved, the organization must provide a post-event overview, showing the scope, size, and success of the event, along with five (5) pictures and a summary of how they feel AFB direct payment contributed to the event. This post-event overview will be due one week after the close of event.
7. Failure to complete the post-event overview could result in an organization losing direct payment privileges and only being eligible for reimbursement.

## **REIMBURSEMENT**

1. An authorized member of the registered student organization must sign the notice of award in order to be reimbursed. The Notice of Award must be signed and returned within two (2) business days of being received and before the approved event is held. AFB reserves the right to cancel funding requests if the Notice of Award is not signed within the given period.
2. Reimbursement requests must include proper documentation in the form of receipts showing payment. Reimbursement will be based on the allocation request that was presented at the hearing and any changes before the receipt deadline must be presented in writing to adjust line items.
3. Recipients will be reimbursed for the approved costs only after the program has taken place. The reimbursement will be through direct deposit only. All RSOs requesting a

reimbursement must have a bank account in the organization's name. AFB shall only reimburse the actual RSO, there will be no third- party reimbursements whatsoever.

4. Receipts must be turned in by the deadline specified on the signed notice of award. If all receipts are not turned in by the deadline stated on the Notice of Award, AFB has the right to not reimburse the organization.

## **PROCESS GUIDELINES**

### **APPLICATION SUBMISSION**

1. Only student organizations registered with the university through the Center for Student Involvement may apply for funding.
2. Funding requests must be submitted three (3) weeks before the day of the program or conference for reimbursement or direct payment and six (6) weeks for advance payment. AFB has the right to deny the organization's request if turned in less than three weeks before the program or conference.
3. Funding requests must be submitted online through the AFB finance tool. This can be located by logging into the organization's Get Involved page and locating the finance button under the manage organization function. AFB will not accept funding requests via email.

### **ATTENDING A HEARING**

1. After completing the application process, organizations who are approved for a hearing will be notified and sent information regarding the hearing at least two (2) days before the hearing. Organizations will only be able to present at a hearing if they have been approved and received an email from AFB.
2. The Activities Funding Board Chair shall set the hearing meeting schedule prior to the fall and spring semesters, with a maximum of 12 organization presentations per hearing.
3. The hearings shall be held in a setting, if possible, that can seat those from the University of Houston community that would like to attend. The event must be open and free for the attendance of UH students.
4. In order to proceed with a hearing, quorum shall be established by a simple majority of three (3) member committee.

## HEARING COMMITTEE DELIBERATION

1. Deliberations are to be closed meetings with only the Activities Funding Board in attendance.
2. In its deliberations, the Activities Funding Board shall take into consideration the positive impact on the University based on value, target audience, event preparation, the organization's past programming success, scope of event, ability to carry out the program, and timing. Activities Funding Board should consider funding programs and conferences that are aspiring to create interactivity, not for particular members or the organization itself, but for the university community as a whole.
3. To approve an allocation request, a simple majority vote out of the three (3) appointed committee members shall be required. The Activities Funding Board has the discretion to deny the funding for certain items requested and then propose funding transfer to an item request that shows a clearer link to program success.
4. The Activities Funding Board Chair shall only vote on an allocation request in the instance of a tie where the Chair will serve as the tie-breaker. A tie would only occur when a committee member is absent or has abstained from voting.
5. The board has the right to decide whether to let the Vice Chair vote to create a voting quorum, or to obtain a vote by proxy.

## APPEALING DECISIONS

Organizations wishing to appeal a decision made by the Activities Funding Board may do so through the Student Government Association (SGA) Supreme Court. The SGA Supreme Court shall be the only and final appeal authority for Activities Funding Board decisions. The Court of Appeals shall only hear appeals based on disputes regarding Activities Funding Board policies and procedures.

## SUMMER ALLOCATIONS

In certain instances where the budget remains after the close of class for the spring semester, the Activities Funding Board Chair in collaboration with the Activities Funding Board advisor may approve funding requests without formal approval from the Hearing Committee using the funding guidelines in the Activities Funding Board *Funding Guidelines* policy.

### **Note:**

Frontier Fiesta approval processes will be expedited to a simple review by the Chair because of yearly and traditional occurrence. Reference the *Frontier Fiesta Allocation Policy*.

# FRONTIER FIESTA

## APPLICATION PROCESS

1. The Activities Funding Board Chair will meet with the Director of Productions for Frontier Fiesta in the Fall semester to review the process for AFB funding of student organizations looking to participate in variety shows or create a carnival booth no later than October 1.
2. AFB will coordinate a special Information Session for students looking to gain funding to participate in Frontier Fiesta no later than February 1.
3. Only student organizations registered with the university through the Center for Student Involvement may apply for funding.
4. Organizations can submit a funding request through their Get Involved page. Deadlines will be set for both carnival booth applications as well as variety shows by February 1. Students will also be given a due date for when receipts are needed for reimbursement by March 1. If students are requesting for AFB to pay their site fees, they will need to indicate that in their funding request, as well as how much towards the site fee they are wanting AFB to contribute.
5. Instructions for completing the application will include:
  - a. Vendor ID Information
  - b. Notice of Award procedures
  - c. Procedures for returning receipts
  - d. Collaboration instructions
6. In the funding request students will need to indicate if they are hosting a variety show or a carnival booth.
7. Students will indicate the amounts they are requesting in each additional category not to exceed the \$3,000 their organization is allotted per year.

*Note: If an organization has already requested and received funding from AFB, they are only allowed to receive the remaining balance of their allotment towards Frontier Fiesta.*
8. Organizations are able to collaborate at carnival booths or in variety shows, and each be eligible for the full allotment of \$3,000. Each organization is required to complete a funding request and sign a notice of award.

## SITE FEES/BOOTH FEES DIRECT PAY

Frontier Fiesta will determine the site fees for students to participate in variety shows. AFB is able to pay site fees for student organizations directly to Frontier Fiesta if that option is selected in the funding request. If students opt for AFB to only pay a portion of the site fee they will be responsible for ensuring that the remainder of the fee is paid to Frontier Fiesta directly.



AFB will not pay for Booth or Site deposits for organizations. These fees will be solely the responsibility of the organization as they are refundable.

#### **FRONTIER FIESTA REIMBURSEMENT GUIDELINES**

1. An authorized member of the registered student organization must sign the notice of award in order to be reimbursed.
2. Reimbursement requests must include proper documentation in the form of receipts showing payment. Reimbursement will be based on the funding request that was submitted and the amounts listed on the notice of award. Any changes before the receipt deadline must be presented in writing to adjust line items.
3. Recipients will be reimbursed for the approved costs only after Frontier Fiesta has taken place. The reimbursement will be through direct deposit or check only. All RSOs requesting a reimbursement must have a bank account in the organization's name. AFB shall only reimburse the actual RSO, there will be no third- party reimbursements whatsoever.
4. Receipts must be turned in by the deadline specified on the signed notice of award. If all receipts are not turned in by the deadline stated on the Notice of Award, AFB has the right to not reimburse the organization.