

The Funding You Board:

We are Here to Fund You

Policies and Guidelines

Purpose: The purpose of the Funding You Board (hereafter referred to as the FYB) is to establish a diverse and dynamic student run atmosphere on the Hiram College campus by providing the student body and student organizations with funding for various events and activities.

Goals of the FYB:

- To promote open, honest, and respectful communication with all of the students, student organizations, faculty, and staff on campus.
- To continually review and renew the policies and guidelines to ensure the Student Activities Funds are responsibly and fairly allocated.
- To operate from a neutral viewpoint position in order to ensure a diverse range of events and organizations are offered.

FYB Membership:

- Advisor to the FYB is the Director of the Office of Campus Involvement (OCI).
- The FYB's nine members will consist of the following:
 - Chair- Current Student Senate VP of Finance
 - Vice Chair – Current Student Senate VP of Activities
 - Member – Selected member of the Student Senate by the VP of Finance
 - Member – Selected member of the Student Senate by the VP of Finance
 - Member – Representative of the School of Arts, Humanities and Culture
 - Member – Representative of the Scarborough School of Business and Communication
 - Member – Representative of the School of Education, Civic Leadership and Social Change
 - Member – Representative of the School of Health and Medical Humanities
 - Member – Representative of the School of Science and Technology
- All members of the FYB will be selected by the VP of Finance and will be approved by the Student Senate Executive Board.
- All members of the FYB aside from the Chair and Vice Chair can decide if they would like to remain on the FYB for as long as they are an eligible traditional student of Hiram College.
- The Chair and Vice Chair may remove any member of the FYB if they feel the duties of the members are not being done responsibly.
- If for any reason the VP of Finance cannot find a member of a school to fill the required school position, the VP of Finance may find any traditional student they feel will fill the roll best.

Eligibility for Fall Funding:

- Clubs must fill out the required documents as stated within your LEVEL at the end of each spring semester during the allocation cycle (please refer to the Appendix A for what is required in your LEVEL).
 - Club Activation and Constitution Wufoo Form
 - Meeting Requirement Proposal Wufoo Form
 - Budget Proposal Wufoo Form: Link to be added shortly
- All clubs must be recognized, approved by Student Senate, and registered as an active club in order to receive funding.
- If a club does not register, they can only get funding if they renew their club status through Student Senate, and at that time, the club will begin in the New Club Level
- ◻ When deciding on allocations for the fall semester, the club's spending history is considered.
- Every club President must meet with the VP of Activities at least once a semester in order to receive funding.

Requirements for Spring Funding:

- During the fall semester, Clubs must complete the spring budget request form in order to receive funding for the spring semester.
 - Spring Budget Request Wufoo Form: Link to be added shortly
- All clubs must be recognized and approved by Student Senate and registered as an active club in order to receive funding.
- When deciding on allocations for the spring semester, the club's spending history is considered. At least 80% of the previous fall semester budget must be spent in order to receive the full amount of the requested spring semester budget.
 - However, there are special cases where clubs may have certain circumstances as to why the budget was not spent properly to reflect the 80% requirement. Due to this the FYB will review all club budgets and will decide if action is necessary if this requirement is not met.
- Every club President must meet with the VP of Activities at least once a semester in order to receive funding.
- If a club needs to request funds for the spring semester earlier than the official date, due to the planning of an event early into the semester, please fill out the *Early Bird Registration* form.
 - Early Bird Wufoo Form

***** All dates are tentative and more may be added at a later date*****

General Guidelines: (*For ALL CLUBS AND ORGANIZATIONS*)

- **Receipts** – Receipts for all items (activities, capital, etc.) must be saved and returned within one week after an event or purchase.
- In order to use the Senate account number, there must be proof of items being purchased or invoices sent to the VP of Finance before spending the funds.
- All PCard use must be approved by the VP of Finance before making any purchase. Any premature use of an advisor's PCard may result in the immediate suspension of the club's budget for the remainder of the semester.
- All PCard reports will be brought to the VP of Finance and checked monthly for all usage of the account. Any non-approved allocations to the senate account **will result in the following consequences.**
 - **First Offense:** 10% of semester budget will be forfeited.
 - **Second Offense:** 20% of the semester budget will be forfeited.
 - **Third Offense:** Forfeit of the remaining semester budget and possible suspension of the following semester's budget
- Two authorized organization officers must sign all business transactions. Requests over \$200 must be signed by the club's advisor and requests over \$500 must be signed by the Director of O.C.I. Requests over \$500 cannot be made-out to students (unless special permission is given by the director of O.C.I.) and must be made out to a club advisor or to the third-party receiving the funding.
- At the end of every fall semester, all remaining money will be returned into the FYB budget to be used for the spring semester.
- At the end of every spring semester, all remaining money will return one week after commencement.
- In order to be eligible for *Early Bird Registration*, the club's president or treasurer must meet with the Vice President of Finance.
- If a club begins to fundraise or receives a donation from a donor, the club **MUST** let the Vice President of Finance know immediately. This may result in a freeze or loss of the club's budget if that club does not notify the Vice President of Finance in this change.

*****These guidelines must be followed properly to avoid the suspension of clubs budget or the loss of funding.*****

Requesting Guidelines

For any event that will involve food for over 20 individuals, please discuss this with the Office of Campus Involvement and FYB. (The A.V.I. Dining Policy is in effect.) For cases involving more than 20 individuals the usage of A.V.I will be judged by a case by case bases by OCI and FYB. Clubs are requested to provide quotes from outside vendors when it comes to provided food at events.

*** REQUESTS FOR FOOD AT REGULARLY SCHEDULED ORGANIZATIONAL MEETINGS IS PROHIBITED. ***

Travel Expenses:

- **Bus** – Bus rental will be examined on a case-by-case basis
- **External Rental Car/Van** - \$100/per day (*This does not include mileage, tolls, gas, or parking expenses*)
- **Mileage** ----- \$0.50/per mile for 12 passenger van, \$0.40/per mile for car/minivan for campus fleet vehicle usage only. (*Personal vehicle use is not funded*) (*tolls will not be funded*)
- **Lodging** ---- \$85 /Hotel room (*rooms are expected to sleep 4 people*) *If any higher than \$85 a room, you must meet with the Director of OCI to talk about expenses.*
- **Airfare**----- All airfare will be case by case and will be approved by both the VP of Finance and the Director of OCI.

Capital Goods Items: *are technically considered the property of the Club itself and are thus considered property of the college. All Capital Goods Items need to be catalogued and registered with the FYB and with O.C.I. All receipts for Capital Goods Items must be given to FYB VP of Finance. Failure to follow these rules will result in restrictions of future funding).*

- **Capital Items** – Due to the varying nature and necessity of Capital Items, review will be on a case-by-case basis.
- **Banners** – There will be a maximum of \$150 per banner. (*Clubs can only request for a new banner once every 3 years*)
- **Uniforms** – Club Uniforms will be considered on a case-by-case basis

Activities:

- **Event Tickets or Rentals** – The FYB will pay all the cost of a ticket or rental for an activity, but a club may request that participants to pay up to half of the ticket or rental price.
- **Gifts/Prizes** – Gifts/prizes will be considered on a case-by-case basis
- **Hiram Disk Jockeys** – The FYB will pay a maximum of \$50 for student Disk Jockeys
- **Outside Jockey** – Pay for Outside Disk-Jockeys will be considered on a case-by-case basis
- **Speakers** – Pay for event speakers will be on a case-by-case basis.

Memberships/Club Dues:

- **Membership/Dues** – Clubs memberships/dues will be considered case-by-case due to proof of invoice.

- **Insurance** – Insurance for clubs will be considered case-by-case

Financial:

- **Payroll** – Due to the nature and purpose of Terrier Activities Board (TAB) and Student Senate, these are the only clubs eligible for funding for payroll.
- **Charitable & Political Events** – Funding for charitable or political events can be used on materials to host these events/activities. No allotted monies will go directly to charities or political organizations.
- **Retroactive Event Requests** – The FYB will consider event requests that are presented retroactively. However, the board reserves the right to refuse funding for these events if deemed inappropriate.
- **Loans** – The FYB will consider loan requests from student organizations. These will be determined on a case-by-case basis. The terms of the loan is determined by the FYB in consultation with the Director of O.C.I.
- **Fundraising** – When a club plans to fundraise for any efforts, they must first fill out the fundraising form, which can be found on the FYB website. At the fundraising event, the club’s advisor must be present. If for any reason the advisor can’t be present, the advisor can be substituted by the VP of Finance and/or the Director of Campus Involvement. **Immediately following the fundraiser event, the money raised must be given to any of the three people listed above. The money will be kept in a secure location until the money can be given to the VP of Finance.**

Advertising:

- **Advertisements** – The FYB will consider requests for advertising on a case-by-case basis.

Purchasing Items:

1. Students can request to have purchases made on the FYB Advisor’s Hiram College Purchasing Credit Card. (There is a \$1000 per purchase spending limit. Purchases over \$1000 can be approved but require extra time. Consult the FYB Advisor for more information).
2. Students can request to have a check processed and mailed to pay for merchandise or services.

Sanctions: (Important)

- The FYB reserves the right to withhold funding from organizations that fail to follow its guidelines. The severity of these sanctions will be determined on a case-by-case basis by the FYB.
- Sanctions deemed necessary by the FYB are final.
- Sanctions may include (but are not limited to): freeze on allocated funding, refusal of future funding, etc.

Disclaimer: (VERY IMPORTANT)

The FYB has established these guidelines as a way to help clubs better understand how it will function and operate. **However**, we want clubs to know that these guidelines **are not** carved in stone. The board is always open to suggestions. If you disagree with a policy or feel that you can make a case for why we should make an exception then please feel free to discuss your ideas

with us. We want students to know that we are open to conversation and, while we must be vigilant in how activities dollars are spent, we want students to know that our goal is to help create a campus filled with diverse and dynamic events and activities.

Appendix A: Club Level System

Overarching requirements for all clubs LEVELS

- All clubs that are LEVEL 1, 2, or 3 will be informed prior to the allocation cycle to what LEVEL that club belongs to.
- Clubs must fill out the Club Activation and Constitution form during the spring allocation cycle.
- Clubs during the spring allocation cycle must fill out the Meeting and Event Requirement Proposal Wufoo Form.
- All clubs must spend at least 80% of their given budget or temporary funding in order to avoid possible consequences to be determined by the FYB on a case-by-case basis.
- All clubs must fill out and turn in the given self-budget tracking sheet and the event tracking sheet to the FYB in order to be allowed to register for the following semester's allocation.
- Clubs may not move LEVELS until the spring allocation cycle.

New Club LEVEL

- Required documents to be submitted to become a new club.
 - New Club Registration Wufoo Form.
 - Club Activation and Constitution Wufoo Form.
 - Meeting and Event Requirement Proposal Wufoo Form.
- Funding
 - New clubs will start as “New Club Status” for one semester.
 - New clubs will start off with a maximum of \$50 for a two-week period.
 - Money remaining after the two-week period will be returned to the FYB.
 - The option to request a longer \$50 funded period will be taken into account and accepted or denied by the VP of Finance.
 - New clubs after the temporary funding period will be given no budget.
 - Clubs must attend FYB meetings in order to receive temporary funding for each event or club action.
- Other information
 - New clubs will enter LEVEL 1 status at the end of the first semester they are confirmed as a new club.
 - New clubs who enter LEVEL 1 status during the spring semester cannot petition to be LEVEL 2 until the following years spring allocation cycle.

LEVEL 1

- Required documents to be submitted as a LEVEL 1 club
 - Club Activation and Constitution Wufoo Form (only during the spring allocation cycle)
 - Meeting and Event Requirement Proposal Wufoo Form

- Funding
 - LEVEL 1 clubs will start off with a maximum of \$100 at the beginning of each semester.
 - Money remaining after the three-week period will be returned to the FYB.
 - The option to request a longer \$100 funded period will be taken into account and accepted or denied by the VP of Finance.
 - LEVEL 1 clubs after the temporary funding period will be given no budget.
 - Clubs must attend FYB meetings in order to receive temporary funding for each event or club action.
- Other information
 - LEVEL 1 clubs will be given the option during the spring allocation cycle to petition for LEVEL 2 status. Their request will be reviewed and accepted or denied by the FYB.

LEVEL 2

- Required documents to be submitted as a LEVEL 2 club
 - Club Activation and Constitution Wufoo Form (only during the spring allocation cycle)
 - Meeting and Event Requirement Proposal Wufoo Form
 - Budget Proposal Wufoo Form
- Funding
 - LEVEL 2 clubs will be given a semesterly budget ranging from \$100-\$1000.
 - The full year total can only go up to \$1000
 - This budget will be given during the spring allocation cycle.
- Other information
 - LEVEL 2 clubs will be given the option during the spring allocation cycle to petition for LEVEL 3 status. Their request will be reviewed and accepted or denied by the FYB.

LEVEL 3

- Required documents to be submitted as a LEVEL 3 club
 - Club Activation and Constitution Wufoo Form (only during the spring allocation cycle)
 - Meeting and Event Requirement Proposal Wufoo Form
 - Budget Proposal Wufoo Form each semester
 - Must present information to the FYB during the spring allocation cycle
 - Information on what should be presented and when will be emailed to the clubs that are being considered for LEVEL 3.
- Funding
 - LEVEL 3 clubs will be given a semesterly budget ranging from \$1000-\$3500.
 - This budget will be given during each allocation cycle.

- LEVEL 3 clubs must comply with all guidelines in the fall and spring in order to receive the full amount of their budget request.
- LEVEL 3 clubs are not entitled to get up to the amount they are approved for, meaning they may not get the amount that is fully requested during the spring semester.
- Other information
 - During the fall allocation cycle the FYB will review LEVEL 3 clubs to determine if they are eligible to continue to be LEVEL 3. If it is decided to not approve this, the club will be informed what LEVEL they are placed in going forward.
 - Approved LEVEL 3 clubs must sign the LEVEL 3 Club Agreement.

Student-At-Large

(student who are requesting funding for an independent event not associated with a club or organization)

Will be reviewed on a case-by-case basis at a FYB meeting.

Appendix B: VP of Finance Appointing

1. The Vice President of Finance will be appointed through the following process:
 - a. The current VP of Finance will take applications from the current members of the Funding You Board only. If no members apply, then the process will be open to the student body.
2. In the case that the current VP of Finance wishes to return to their seat, the Senate advisor and director of OCI must receive an application at the same time that other applications are being accepted from other interested members of the Funding You Board, and the VP of Finance will be excluded from the conversations and decision.
3. Applications will be reviewed, and all applicants will be interviewed by the VP of Finance and the Director of OCI. Invitations to sit in on the interviews will be offered to the Senate Advisor and Senate executive board members.
 - a. Results of the interviews will be shared with the FYB and they will be asked for their input regarding the candidates (This will exclude any FYB member who applied for the position). The FYB will give their preferred VP of Finance recommendation.
4. The final decision is then given by the VP of Finance, Senate Advisor, and Director of OCI with considerations from the FYB members and Student Senate President and Vice President for the next term.
5. The appointed VP of Finance will be approved by Student Senate as stated above.
 - a. If for any reason, the Student Senate does not approve the appointed candidate through their vote, the FYB reserves the right to hold a vote to veto that decision. The veto must pass by a majority vote.
 - b. If the veto does not occur, then the current VP of Finance and Director of OCI must appoint another candidate from the applicant pool.

Appendix C: VP of Activities Appointing

1. The Vice President of Activities will be appointed by the President and Vice President of the Student Senate of the term concurrent with the new position. Consideration will be taken from the Director of OCI, the Senate Advisor, and the previous Vice President of Activities. In the case that the previous Vice President of Activities wishes to run for the position again, they do not get to give input or be involved in the discussion.

Appendix D: VP of Finance Duties

1. To manage the Student Senate budget.
2. To serve as chair of the Funding You Board for the Student Senate.
 - a. To create and distribute a template for student budget requests each year.
3. To present Funding You Board decisions to Student Senate once a month.
4. To review and present budget request from new student organizations to the Funding You Board, as they are submitted.
5. To contact the Vice President of Business and Finance or the College Controller at the beginning of each fiscal year to determine the student activity fee allocations, in accordance with the Student Senate advisor.
6. To provide monthly Student Senate financial status reports to Student Senate and the Student Body.
7. To allocate remaining funding to various outlets as determined with the Dean of Students.
8. To roll over the remaining unused balance to next year's fund.

Appendix E: VP of Activities Duties

1. To serve as a member of the Funding You Board.
2. To provide oversight for all student organizations and clubs on campus.
 - a. To conduct semester reviews of all constitutions and enforcement of the length of time an organization is permitted to be inactive before having their official LEVEL status revoked.
 - b. To confirm that all established clubs are maintaining the requirements brought for by the Student Senate for LEVEL status.
3. To collaborate with the Director of Campus Involvement to ensure that all lists of club officers and members are up-to-date.
4. To work closely with the Vice President of Finance.
 - a. To ensure that all clubs have access to their yearly budget forms.
5. To be responsible for ongoing education for all student clubs, assisting them in learning how to program, how to access funds through the Funding You Board, and all additional matters that will help them be successful organizations.
6. To provide monthly updates of club status at Student Senate meetings.
7. To have semesterly "President Round Table" meetings in collaboration with the Office of Campus Involvement and the Vice President of Finance

