

ULM Student Activity Enhancement Fee Policy & Funding Request Procedure

The Student Activity Enhancement Fee Committee (SAEF) in conjunction with the Chief Business Officer and the Division of Student Affairs has established a limited supplemental funding pool for assisting Recognized Student Organizations, (RSO) university departments and their activities. Due to the limited availability of these funds, an application/evaluation process has been established. These applications will be reviewed on a bi-monthly basis, so applications must be submitted by the 15th of the month prior to the SAEF Committee bi-monthly meetings to receive consideration. (ex. due by Oct 15th for consideration at November meeting) *Note: For the February meeting, applications are due by the last working day in January. For the September meeting, applications are due by the first Friday in September.*

The SAEF Committee will meet in the months of July in the summer, September and November during the Fall Semester, and February and April during the Spring Semester. Special meetings for special events (bowl game, national events, etc.) will be called as needed.

The following requirements also apply:

ELIGIBILITY for RSO's

- Your organization must be in good standing with the University and not have any past due financial obligations to the University.
- Your group has been a RSO for a minimum of **2 full academic years**. (Organizations returning after a suspension must complete two academic years without any disciplinary actions before applying.)
- Must demonstrate leadership transition beyond founding members.
- Must have regularly scheduled practices and/or meetings.
- Must maintain financial stability. Yearly operating budget must be included as well as a detailed report on how the money requested is to be spent. It is important that detailed information is presented in the request in order to properly assess the RSO's needs.
- Must have a minimum of 10 continually active members for at least one year with the RSO in good standing with the University.

PROCESS

- Complete a Student Activity Enhancement Fee application. One (1) requests per semester can be granted to an RSO; One (1) request per year can be granted to a department included in the university budget. Summer funding is NOT available. July requests are granted for early Fall usage. Email application to the Director of Student Engagement at studentengagement@ulm.edu.
- Applications must be completed and received by the 15th of the month prior to the bi-monthly semester meetings held during the Fall and Spring semesters. (*exception Feb. meeting and Sept. meeting*) Please provide supporting documentation in the request application. **Include dates, destination and hotel info for conference travel.**
- The **Screening Committee** will review all applications based on the criteria presented with your application. The Screening Committee will determine if an application will be forwarded to the full committee; returned to the organization / department for

adjustments or recommend allocation amount(s) to the full SAEF Committee for approval. A summary of the recommendation may be presented by a member of the Screening Committee. The screening committee will be allowed to allocate funds on an emergency basis, by a majority vote (quorum required) when there are extenuating circumstances. The Screening Committee may revise the Policy as needed by majority vote.

- Note: Stronger consideration will be given to RSO's or Departments that contribute funds from their accounts to their funding request.
- Once final determinations have been made by the SAEF committee, each RSO will receive an email with an award letter from the Director of Student Engagement stating whether your group has been approved or denied for funding, the exact amount of the allocation, and any restrictions set forth by the SAEF Committee. **Note: all groups must follow university and state policies for purchasing and travel when utilizing SAEF funds.**

RESTRICTIONS

- Funds must be used for the purpose for which they were allocated.
- Funding shall **not** be used to pay for gifts. (plaques & recognition awards are acceptable)
- Funding shall **not** be used for food. (Excluding travel expenses where applicable)
- Funding shall **not** be used for "leisure clothing" or promotional "giveaways" unless available to ALL students in an open venue.
- Funding for RSO events will only be approved if the event is open to all students.
- Funding for projects involving construction or manufacturing must include renderings, quotes, and anticipated timeline from the prospective company for the committee's consideration.
- After your event/function has occurred, itemized receipts, invoices or other official documentation must be provided to the Student Activity Enhancement Fee Committee which shows the money received was used for its intended purpose to benefit the RSO, department and/or the students of ULM. Documentation must also be submitted to the ULM Controllers office for any purchase or travel as required for University reconciliations. Failure to present documentation in a timely manner (2 weeks after event) will result in your organization / department being placed on probation and ineligible to apply for any future supplemental funding for two (2) academic years.
- All funds must be used during the academic year awarded. (no carryover)

**If the event that you have received money for is canceled; or your travel plans change (ex. number of individuals traveling; or the item you needed is not available for some reason; then you (Department or RSO) will be required to notify the Screening Committee Chair in writing so a decision can be made on returning all or a portion of the funds allocated. If notification is not received within the Academic Year of the award, all remaining funds will be returned to the SAEF fund.

Single individuals attending meetings or conferences are not eligible to receive funding from the Student Activity Enhancement Funding pool unless extenuating circumstances exist. Academic or departmental groups which are not RSO's but represent the University at local,

regional or national functions may apply for supplemental funding. (this could include, but not limited to such areas as vocal, dance, debate, band or spirit groups.)

Professional Services – money cannot be used to pay for services/honorariums from the ULM Faculty/Staff; adjunct faculty or guest faculty/artist/coaches.

EXCEPTIONS

Exceptions to this policy will only be made in extenuating circumstances where a sports team, club sport, departmental team (debate, cheer, choir, etc.) or other entity has an opportunity to represent the University in an activity/tournament/function/event that is beyond a regularly scheduled or budgeted event. (Conference Tournament, NCAA tournament, National Competition, ULM Choir Tour etc.) E-mail voting may be utilized if necessary.

RESERVE FUNDING

An 8% reserve will be set aside each academic year to cover any unforeseen emergency funding. This funding will only be utilized with approval from the ULM President.

FUNDING LIMITS

A funding limit of \$10,000 per academic year will apply to all departments; and \$15,000 per year to RSO's. (excluding funding that may qualify under the exception guidelines.)

- Approval to exceed funding limits for any group or department must be approved first by the Screening Committee with final approval from the ULM President.
- Funds will be allocated to RSO's and student groups before Departmental funding.

DEPARTMENTAL FUNDING

Departmental request **must be approved by the Dean of the College, Vice President or Division Head prior to submitting the proposal.** The Dean, VP or Division Head must prioritize items if more than one item is requested in the funding. Strong consideration will be given to funding that all students can benefit from.

FACILITY FUNDING

Funding for University facilities shall be considered from time to time if the facility is designated for student / student organization use. These funds may include one-time funding, matching funds, or bonded funds. Matching funds may include a time limit to secure the match and bonded funds may incurred a yearly or multi-year payout.

UNIVERSITY PROJECTS

University projects, such as the renovation of a student facility will not show funding limits from any organization or department. To be considered a University Project, the project must be available to all students, or have a direct benefit to the University community.

The SAEF SCREENING COMMITTEE will be composed of 4 individuals (3 for quorum)

ULM Chief Business Officer - chair
Vice President for Student Affairs
Director of Student Engagement
Chair of the SAEF committee.

SAEF Committee Members: (7 voting members 3 non-voting members)
Students MUST have a 2.5 overall GPA to serve on committee

Non-Voting Members

ULM Chief Business Officer
Vice President for Student Affairs
Director of Student Life and Leadership

SAEF Voting Members (7)

CAB or SGA President both may serve, but only one at a time (CAB cannot vote on CAB request.... same for SGA)
An RSO President (not CAB or SGA member)
RSO student representative (not CAB or SGA member)
RSO student representative (not CAB or SGA member)
Representative from Faculty Senate or Faculty member
Representative from Staff Senate or Staff member
Representative from Athletics

Alternates

Alternates may be used to meet quorum. Student alternates should replace student representatives and faculty/staff should replace faculty/staff representatives when possible. Former committee members may be included as alternates.

Quorum

A quorum will consist of five (5) voting members

PROXY voting may be utilized if submitted by e-mail to the committee. In order to vote by proxy, a quorum must be present at the meeting and the requested funding cannot exceed \$10,000.

The Chair of the committee will be a student and will be determined by a vote of the full committee. A majority vote is necessary for the chair to be elected.

Committee Chair will only vote in case of a tie.

Members on the committee MUST abstain from voting on funding for their specific group, department or sub-unit.

All representatives serving on the SAEF Committee will be appointed by the ULM VPSA with approval from the ULM President. Each member of the committee may serve up to three academic years and may be re-appointed for an additional three years

Approved – SAEF Steering Committee
Revised August 8, 2020

Dr. Valerie S. Fields
VP for Student Affairs