

SUFAC Funding: Policies, Criteria, and Guidelines

Funding Criteria

Funding Criteria are those funding related statements that SUFAC cannot change in and of itself. They include things such as State and Federal Law, UW System Policy, and UW Platteville Policy. This section is subject to change in the event of a change in any of the above mentioned areas.

1. Student fee allocations are subject to all local, state, and national laws including University of Wisconsin System Administration Financial and Administrative Policy – Segregated Fee Expenditures (F50). This policy describes all activities eligible for SUFAC funding from a UW System policy perspective.
2. All SUF funding decisions will be made in a viewpoint-neutral manner.
3. The organization must be open to all eligible or qualified students.
4. Organizations are not allowed to give SUFAC funds to other organizations, with the exception of the CPR Program Fund or as approved by SUFAC in advance.
5. SUFAC will provide any aggrieved student or organization access to all documents and records given to or created by all Student Governance Organizations concerning a SUF funding decision. This may include but is not limited to (1) any recording of the deliberation of the request for SUF funding, (2) any forms that were submitted by the organization to SUFAC, (3) any final written decision of SUFAC.
 - a. SUFAC will create a detailed record of all student fee funding deliberations in the manner of audio or audio/video recording.
 - b. Student organizations that are denied funding will be provided, upon written request, a written statement of reasons for the denial.

Funding Policies

Funding Policies are set by and localized to the UW Platteville SUFAC. These policies are subject to change at any time. They are categorized by the area the most relate to, however some cover universal policies.

General

1. Form completeness and accuracy will be taken into consideration by SUFAC.
2. SUFAC reserves the right to place conditions (stipulations) on expenditure of allocations.

Travel

1. Allocable student fee money may be used to fund member travel expenses only for TV-5, Exponent, WSUP-FM, Student governance organizations, Rental Issues, CPR and competition and performance purposes.

2. The following criteria will be used to determine whether an event is considered as competition or performance by SUFAC. An organization must meet all these criteria in order to be considered for a SUFAC request.
 - a. The competition/performance must be held on site or during the event.
 - b. The competition/performance must be the primary reason for the event.
 - c. It must be clear that a majority of the time spent at the event is competition/performance. The amount of time actually spent competing/performing will be taken into consideration by the board.
 - d. The competition/performance must aid the organization in supporting their mission statement, and must positively promote the goals and mission of the University.
3. Competitions that must be qualified for cannot be funded through the budget process.
4. Travel for Advisors cannot be funded through SUFAC.
5. Competitions /performances held on or near campus shall have priority over distant events in travel.
6. Organizations may request up to:
 - a. .55/mile for University van (10 people)
 - b. .45/mile for University station wagons or mini vans (7 people)
 - c. .38/mile for University sedans (5 people)
 - d. 2.50/mile for Buses (45 people)
 - e. .49/mile for Personal Vehicle if University vehicle is unavailable
7. Organizations may request up to \$25.00 per person, per night when traveling for commercial lodging.
8. Organizations may request up to \$15.00 per person, per day for meals, or up to \$7.50 per person for a single meal -- not to exceed \$15.00 per person, per day.
 - a. Compensation eligibility:
 - i. One meal: Must be off campus for 5-6 hours.
 - ii. One day: Must be off campus for more than 6 hours.

Supplies & Services

1. Allocable Segregated University Fee monies cannot be spent for food or beverages without prior approval by SUFAC. Allocable student fee monies cannot be used for purchasing tobacco or other controlled substances. Alcohol purchases must be approved by SUFAC prior to the event and is limited to CPR contractual obligations for performers.
2. Operating expenses, which are expenses incurred that are not specifically for an event, i.e. Office supplies, duplication other than for publicity/programs for an event, and phone charges, can only be funded for: Student governance organizations, Rental Issues, CPR, Intramurals, Exponent, TV-5, and WSUP-FM.
3. Allocable Segregated University Fee monies cannot be used for late fees or charges without prior approval by SUFAC.

4. Sheet music can only be funded for Fine Arts department organizations.

Personnel

1. All salaries for student governance executive positions will be decided by Presidents' Council and allocated in lump sums to be distributed as per Presidents' Council's recommendation.

Capital

1. All Capital items must be stored on campus when not in active use and must have a permanent place to be stored on campus. This includes, but is not limited to, tools, computers, and uniforms.

Fundraising

1. Monies allocated by SUFAC for the purpose of Fundraising must be returned to SUFAC at the end of the fiscal year (June 30th).
2. Monies not allocated by SUFAC for the purpose of Fundraising cannot be used by an organization to generate revenue.

Audits

1. Organizations receiving SUFAC monies shall keep records, documents, and receipts for possible audits. These records must be independent of WISDM or any other university monitored accounting system in the event that WISDM becomes inaccessible for an extended period of time.
2. Organizations that misuse funds as specified by SUFAC will be subject to review as outlined in the SUAC deficit/misuse policy.

Annual Budget Process

1. Groups have until the first Monday in November to request a roll back of monies to cover any encumbrances that occurred after the previous fiscal year end.
2. Funding through a Fiscal Year Budget must meet all current SUFAC criteria and policies.
3. To be eligible for funding during the budget process, applicants must attend one of the SUFAC budget orientation workshops.
4. To be eligible to file a reconsideration of your proposed allocation during the budget process.
5. SUFAC has the authority to line item veto budget requests
6. Organizations may not use money from one category of expense in another category without SUFAC consent. These categories are:
 - i. Travel
 - ii. Salaries
 - iii. Supplies and Services
 - iv. Capital Expenses.
7. Individual organization allocable student fee monies from one fiscal year will not be carried over into another fiscal year without SUFAC consent.

Contingency and Reserve Process

1. To be eligible for SUF funding outside the fiscal budget process, applicants must obtain a SUFAC Contingency/Reserve Funding Instructions Form, available at the Pioneer Involvement Center.
2. Before SUFAC will hear any reserve or contingency requests concerning programming, outside of the budget process, by any organization or department, excluding CPR, the request must first be heard and be positively recommended by CPR Program Funding.

SUFAC Funding Guidelines

Funding Guidelines are suggestions by SUFAC to help organizations prepare better requests and answer some common questions organizations have. Guidelines are not criteria or policy, they cannot be used against an organization, though may be looked upon favorably by SUFAC.

1. Allocable student fee money may only be expended for those items and activities that are related to the mission of the University and to the purpose of the organization.
2. The educational value of the activity to the participants/audience will be considered.
3. The number of students participating and/or number of students benefiting will be considered in regards to the amount of funding, but not the approval of funding.
4. Organizations should make an effort to raise funds to match with SUFAC allocations.
5. Organizations are encouraged to publicize the SUF fee fiscal support of activities through notation on publicity for events.

SUFAC Deficit/Misuse Policy

1. SUFAC may take the following actions if an organization has spent more than their allocated budget at the end of the fiscal year or has misspent any allocated monies:
 - a. SUFAC will perform an in-house audit of the organization during the following fall semester.
 - b. The organization may be requested to appear before SUFAC with their financial documentation.
2. If SUFAC determines that expenditures made above budgetary limits by an organization, the following actions may be taken, but are not limited to:
 - a. The amount of money overspent may be deducted from current allocated budget.
 - b. SUFAC may choose to deny funding for the next fiscal year.
 - c. Student Senate may be notified if an organization exceeds its allocation.

SUFAC Funding Criteria, Policy, and Guidelines: Appendix A - Definitions

Performance:

A performance as defined by the University of Wisconsin-Platteville Segregated University Fees Allocation Commission is:

- The execution or accomplishment of work, acts, or feats
- Planned in advance at a predetermined time and location
- Support the mission of the university and the organization participating in the event
- Must positively reflect upon the University and the organization
- Events that are not considered performances include but are not limited to:
 - Recognition of works (i.e. award ceremonies)
 - Presentations
 - Speeches

Competition

A competition as defined by the University of Wisconsin-Platteville Segregated University Fee Allocation Commission as a contest for some prize, honor, or advantage. A competition must support the mission for both the organization involved, and the University of Wisconsin-Platteville.

Events that are not considered competitions include, but are not limited to: Presentations, Speeches, recognition of works.

Reference Documents

SUFAC Homepage:

<http://www.uwplatt.edu/org/sufac/>

Financial and Administrative Policy – Segregated Fee Expenditures (F50):

<http://www.uwsa.edu/fadmin/fppp/fppp50.htm>

Contingency / Reserve Request Form:

http://www.uwplatt.edu/org/sufac/files/contingency_reserve_request.pdf

SUFAC Constitution / By-Laws

<http://www.uwplatt.edu/org/sufac/constitution.html>

<http://www.uwplatt.edu/org/sufac/bylaws.html>

Wisconsin State Law:

http://www.uwplatt.edu/org/sufac/wisconsin_law.html

Past Allocations:

http://www.uwplatt.edu/org/sufac/past_allocations.html