

Student Activities Fee Guidelines

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Introduction

In 1946, President Colgate Darden, recognizing the strong tradition of student self-governance at the University of Virginia, delegated to Student Council the power to recognize all student organizations. In the early seventies, Council began funding student organizations that qualified for funds under the Board of Visitors' guidelines. After a lengthy debate, the Board of Visitors' fundable categories of organizations were first adopted in 1973. The original ten categories were expanded to thirteen and are currently at eleven.

The purpose of the Student Activity Fee (SAF) is to provide financial support for student organizations that are related to the educational purpose of the University of Virginia. As a mandatory student fee, the monies collected by the University for funding student activities are public funds that must be administered in a manner consistent with the educational purpose of the University as well as with state and federal law.

Should you have any questions regarding the procedures contained herein, please do not hesitate to contact Student Council or the VPSAO-Finance office at any time during the year. Suggestions for additions or revisions are welcome and should be directed to the Vice President for Organizations.

Information in this manual has been compiled from the Student Council Constitution and Bylaws and the Board of Visitors Guidelines.

Student Council Vice President for Organizations: studco-vpo@virginia.edu

Student Council Appropriations Committee: cio-appropriations@virginia.edu

VPSA-Finance Office: nec-saf@virginia.edu

Eligibility for Funds

In order for a student organization to be funded by Student Council:

- The organization must be a Student Council qualified CIO for the current academic year and must also renew its status for the academic year in which it will spend the allocated funds.
- The Organization cannot duplicate the goals or services of another organization that is funded by the Student Activity Fee.
- The organization cannot be in debt. (A CIO must not have any outstanding debts. A debt will be considered outstanding if it is unpaid more than 90 days past its due date.)
- The group must fall into one of the fundable categories as defined by the Board of Visitors' guidelines:
 - Special Status Student Organizations charged by the Board of Visitors;
 - Cocurricular organizations that are not administered by the University departments or units;
 - Club Sports;
 - Student News, information, opinion, entertainment, or academic communications media groups;
 - Cultural organizations;
 - Fine arts organizations;
 - Madison House;
 - Hobby organizations;
 - Groups whose predominate purpose is to present speakers on topics of general interest to the University;
 - the Student Legal Services;
 - Political organizations; and
 - Religious organizations.

The Board of Visitors has determined that fraternities, sororities, honor societies, and special status student organizations not charged by the Board of Visitors are ineligible for funds from the student activities fees. An organization is also ineligible when admission is exclusionary in nature and not open to all students or if membership is restricted by reason of race, religion, disability, national origin, political affiliation, or gender. Notwithstanding these requirements, a student organization may restrict membership based on ability to perform the activities related to the organization's purpose. In determining cases of discrimination, it is not sufficient to look merely to the constitution of an organization but to its actual practices and operations.

Uses of Funds

Purpose

The purpose of the student activity fee is to provide financial support for student organizations that are related to the educational purpose of the University of Virginia. As a required student fee the monies collected by the University for funding student activities are public funds which must be administered in a manner consistent with the educational purpose of the University as well as with state and federal law.

The SAF is a fee, half of which is collected each semester in addition to the tuition of all full-time students at the University of Virginia. The Appropriations Committee of Student Council allocates these monies pursuant to its own guidelines and those established by the Board of Visitors.

Restrictions on Funds

All allocations to students from SAF are subject to applicable restrictions as established by the Board of Visitors, the Student Activities Committee, and Student Council.

1. Honoraria, gifts for speakers, or similar expenses
2. Religious activity
3. Social entertainment or related expenses
4. Direct philanthropic contributions
5. Political activity
6. Activities which would jeopardize the University's tax exempt status
7. Food and food-related expenditures, except when central to the mission of the organization
8. Fundraising activities
9. Items that can be reserved from the University for a lower price
10. Activities not occurring during the academic year
11. Space reservations for programs that could be held on-Grounds without charge
12. Technological equipment deemed unnecessary to the mission of the organization
13. Supplies to paint Beta Bridge
14. T-shirts, uniforms, and clothing that are personalized or kept by individuals
15. Travel to competitions beyond reasonable distance and transporting more members than necessary
16. Bank charges
17. Arbitrary allowances for inflation
18. Awards for members
19. Parking related expenses
20. Paid wages or salaries
21. Reimbursement for Student Council's Activities Fair table registration fees
22. Insurance and security fees
23. Events, activities, or items that are entirely funded by another source

Special Considerations and Notes

These guidelines have been altered for the Fall 2020 academic semester. Relevant changes will be highlighted in blue.

- All fundable expenditures must show a demonstrated need for expenditure to occur and be for some activity that benefits the University community.
 - Student Council will consider funding of requests in priority to the organization. Student Council will not consider more than \$15,000 in requests per organization in a given semester. Organizations should only request necessary expenditures from the SAF.
 - All funding requests must have proof of the price of the item for which funding is requested, including receipts, invoices, and official estimates from vendors. Requested expenditures that are not accompanied by price verification will not be considered.
 - Organizations must submit all required information to Student Council to be considered for funding, including the most current funding request form and the CIO Census, as well as respond to requests for supplementary information when deemed necessary.
 - CIO's are encouraged to fundraise and participate in income-generating activities; however, these activities may not use SAF funds.
 - Funding for the same item may not be requested in multiple rounds.
 - Fees for services that are an essential component of an approved activity may be considered for funding, such as umpires, referees, judges, and performance-related technicians. Instructors and coaches are not deemed essential to this end.
 - All expenditures purchased with SAF funds must be maintained, owned, and kept by the organization. It is the responsibility of the organization to track all SAF-purchased items, including their condition and location. Individuals may not keep any SAF-purchased items.
 - Funding for food will be considered on the basis that is essential to the stated mission of the organization and forms a critical component of a program open to the University community.
 - All SAF-funded groups are eligible for a business checking account through Bank of America, Wells Fargo, UVA Credit Union or Alumni Hall. Contact VPSAO-Finance for additional information.
 - Funding for travel will only be approved when exact price verification can be provided. For competitions that require the group to qualify, funding should be requested once the organization has qualified.
 - Event insurance fees will be considered on the basis that they are required by the University's Event Planning Services. Proof of this requirement must be presented with the funding request.

Other Budgeting Guidelines

Guest Speaker Expenses

- **Note: Guest speaker expenses will not be funded in Fall 2020. If your organization plans to invite a guest speaker to Charlottesville, indicate a request for an exception in your funding request.**
- \$0.20 per mile travel by car
- \$100 per night lodging (per room)
- \$20 per day for food
- Travel for guest speakers will be funded per the member travel guidelines.

Member Travel Expenses

CIO's whose main function does not require travel are limited to one major travel request per semester (any request in travel over \$500). Expenses included for travel request include lodging, gas, airfare, and all expenses related to the event.

- **Note: Member travel expenses will not be funded in Fall 2020 for travel outside of Charlottesville. Travel locally for organization activities will be funded this semester using the general travel guidelines listed below. Vehicle capacity has been reduced for social distancing efforts. If your**

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organization plans to have member travel expenses outside of Charlottesville, indicate a request for an exception in your funding request.

- \$0.20 per mile travel by car or bus per two persons
- \$75 per day per rental car midsize sedan or \$100 per day per rental car passenger van when approved at discretion of Student Council.
- Train tickets will be funded according to the correlated gas mileage per two persons.
- Ridesharing will be funded in full when deemed absolutely necessary and only with exact price verification.
- \$100 per night lodging (per room of four)

All airfare requests must be supported by actual quotes from the airline or travel agency. Funding for airfare is subject to the following standards. Airfare to destinations under 300 miles from the University will not be funded.

Region of Destination	Maximum SAF Contribution (round trip)
Southeast	\$200
Northeast	\$200
Midwest	\$275
Southwest	\$275
West	\$350
International	\$425



NOTE: Notwithstanding the previous standards, a request for airfare reimbursement will be subject as all line item requests and thus may not be funded at all.

Office Supplies

Envelopes (box of 100): \$1.00
 Glue (7 5/8 oz): \$1.00

Scissors 8" (1): \$3.00
 Expo Markers (pack of 4): \$4.00

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Hole Punch: \$1.00	Stapler (1): \$6.00
Paper Clips (box of 200): \$0.90	Staples (5000): \$1.20
Pencils (20): \$1.80	Scotch Tape (1): \$1.00
Pens (10): \$1.00	TrifoldBoard (1): \$8.00
PostIt Notes (package of 6): \$4.00	Whiteout (2): \$1.50
Rubber bands (1 bag): \$0.60	Masking Tape \$3.00

Publicity and Advertising Expenses

SAF funding may only be applied to publicity for an activity open to students beyond the membership of the organization. It may not be applied to branding for the organization itself. CIO's are encouraged to utilize the SAF-funded printing and copying services in the Student Activities Center.

- Websites and digital sites/resources essential to the purpose of the CIO will be funded in full - even if their purpose is specific to the Fall 2020 semester.
- Online meeting platforms will be funded at the discretion of Student Council, and only if the new service provides features Zoom (provided to all students at no cost) cannot.

Shipping and Postage-Related Expenses

- Stamps, envelopes, other packaging/shipping material will be funded up to \$300 per semester. You must indicate how much of the \$300 total you are using up during the current rolling round.
 - For example, in RR1: "requesting \$50 in stamps, 50/300 for the semester", and in RR2: "requesting \$60 in envelopes, 110/300 for the semester."
- No profit must be made off of items shipped.

Personal Protective and Preventive Equipment and Sanitation Supplies

- For events on-Grounds: masks, hand sanitizer, sanitizing wipes, and any other personal protective, preventive, or sanitation supplies will not be funded. UVA will be providing masks for all students planning to use University facilities, and cleaning materials will be available in each publicly reservable space.
- For events off-Grounds: hand sanitizer, sanitizing wipes, and other personal protective, preventive, or sanitation supplies excluding masks will be funded up to \$50 per semester. You must indicate how much of the \$50 total you are using up during the current rolling round.
 - For example, in RR1: "requesting \$25 in sanitation wipes, 25/50 for the semester", and in RR2: "requesting \$20 in sanitation spray, 45/50 for the semester."
- No PPE may be funded by SAF for strictly donation purposes.

Applying for Funding

Appropriations Schedule

The Appropriations process is structured to provide support to CIO's throughout the academic year. Each semester there will be three Rolling Rounds, evenly spaced. Each round has the same benefits and stipulations. CIO's may apply to as many Rolling Rounds as desired, but may not apply for the same line-item in more than one Rolling Round of a semester.

Rolling Rounds

There are three Rolling Rounds held at intervals throughout the semester. A CIO may participate in as many or as few Rolling Rounds as they would like.

- Rolling Rounds are designed to allow CIO's to request funding for programs that are planned during the course of the semester.
- CIO's only have to apply for the Rounds in which they need funding.
- CIO's that apply for Rolling Round funding do not qualify for Contingency Funding for unpredicted expenses. However, these CIO's are eligible to reallocate any unused allocated funds up toward these unpredicted expenses.
- Groups have 60 days from the date of the email of their allocation to request payment reimbursement. If a Rolling Round's reimbursement deadline is fewer than 60 days from the date of the allocation email, the payment/reimbursement requests must be submitted by the established deadline for that particular Rolling Round.

Steps of the Appropriations Process

There are several steps to requesting funding. Dates and deadlines for the Appropriations process can be found on the Student Council website.

Submitting a Funding Request

All requests for SAF funding must be submitted using the SAF request form at <https://www.atuva.student.virginia.edu>. Organizations must use the most up-to-date SAF request form that can be found on the Student Council website. Student Council will not consider requests in other formats. Requests are due several days before hearings to allow the Appropriations Committee to complete preliminary reviews of the requests. CIO officers submitting a funding request must pledge on their Honor as to the accuracy of the information presented in the request. All information presented is subject to verification by Student Council. To submit a funding request:

1. Go to your organization's atUVA page.
2. Click "Manage Organization" in the upper right.
3. Click on the three parallel lines to pull out the sidebar menu.

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4. Scroll down to the “Finance” section.
5. Click “Create Funding Request.”
6. Be sure to select your organization’s SAF account and correct funding round.
7. Attach the completed funding request.

Hearings

Once a funding request has been submitted, the Appropriations Committee will contact the requesting CIO’s about attending a hearing. Hearings are approximately five to fifteen minutes in length; and will administered by a panel of Appropriations Committee members.

During the hearing, the Appropriations Committee will gather further information to determine that requested expenses are eligible for funding and to confirm that the information presented in the request is accurate and reflects the needs of the organization. The group’s officers will have an opportunity to explain anything that may be unclear in the budget and to stress expenditures that are especially important to the group. At the Committee’s discretion, an organization may be called for additional hearings. While a CIO may not be required to attend a hearing for its funding request, the CIO may request a hearing if it chooses.

Deliberations

Once all the hearings are completed, the VPO and the Appropriations Committee leadership deliberate to determine the approved expenses and an allocation for each group. The VPO and Appropriations Committee leadership have discretion in postponing deliberation of any budget without notice to the group.

Allocations

Each group will be contacted with its final allocation by the established date for the funding round. CIO’s should note that the amount of allocated funding they receive is most often less than the total of its approved expenses due to limited SAF funding. It is important that CIO’s understand exactly how much money it has to spend and on what expenses:

- **Requested amounts:** Organizations request Student Activities Fee funding through Student Council through line-item expenditures. These requests should accurately reflect the needs of the organizations as well the actual costs of the requested expenditures, supported by price verification. The Appropriations committee will review requested funding.
- **Approved amounts:** SAF funding is distributed on a line-item basis. The Committee will evaluate every itemized expenditure by the SAF Guidelines and apply standardized cuts as appropriate. Approved amounts take into consideration past SAF purchases by the organization, less expensive alternative prices for similar expenses, the total amount requested, standard committee rates, and other factors. The committee designates the approved amount of each line-item on the returned budget sheet. This amount signifies how much SAF money Student Council thinks it is appropriate for the organization to utilize for that expense; it does not indicate how much money the organization will receive to spend. The approved amounts on the budget are not finalized until the funding request is officially approved by the Appropriations Committee and the CIO is notified. An organization will not be reimbursed beyond the approved amount for an expenditure. It may request a reallocation of approved funds.
- **Allocated funding:** The actual amount of funding that an organization is given to spend appears on the atUVA platform and is sent as an email to the CIO upon official approval of the request. This amount is calculated by summing the approved amounts from the returned budget

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and applying across-the-board cuts to achieve the amount of funding available to give out during that round of funding. The allocated amount is almost always lower than the total approved amount on the budget sheet. Total spending by the CIO may not exceed this amount.

Organizations will have to make decisions about how they will spend their allocated funding. For example, if a CIO is allocated \$500 to spend but is approved \$350 for Expenditure A and approved \$425 for Expenditure B, it might choose to:

- Spend \$350 on Expenditure A and \$150 on Expenditure B; or
- Spend \$425 on Expenditure B and \$75 on Expenditure A; or
- Divide the SAF funding any way between Expenditures A and B without exceeding \$500 or the approved amount of either one.

Reallocations

If an emergency or unpredictable expense arises that is not originally budgeted for, groups can complete a reallocation request. Reallocation allows a CIO to reallocate any unused funds for originally budgeted items toward emergency expense.

Groups should send the Appropriations committee a copy of their approved funding request with a column added to represent the amounts they would like to reallocate from and toward the appropriate expenses. The total in Reallocation may not exceed the original approved amount, and CIO's may not spend more than their actual funding allocation. All Reallocation requests must be approved by Student Council. All reallocations are subject to the VPO's discretion. No SAF-ineligible expenditures will be funded. Funds cannot be reallocated from one round to another.

Appeals

If a group is not satisfied with its allocation, it may first appeal to Student Council. The group must submit an appeal to the VPO and the Appropriations Committee leadership within two weeks of the funding request approval. The appeal should be in the form of a typed rationale detailing the specific line-items being appealed, explaining why the CIO feels the Appropriations Committee's decision was incorrect, and indicating what they feel the correct approved amount should be. The VPO and the Appropriations Committee leadership will deliberate on the appeal and request further information, including further hearings, as necessary. After deliberations have completed, and the party is still unhappy with the verdict, the party may petition the Student Council Representative Body for further consideration of the appeal.

Discussion before the Student Council Representative Body must be limited to the specific line items only. No corrections, non-line items, or new information may be presented at this time. This is not an opportunity to rectify any mistakes or oversight made with original budget. Depending on the number of groups appealing, deliberations and hearings may be held on separate nights.

The procedure for appeals before the Representative Body shall be as follows: The group will have five minutes to explain its rationale, following which a member of the Appropriations Committee will have five minutes to explain the Committee's decision. There will be fifteen minutes to make any concluding statements, followed by a two-minute summation from the Appropriations Committee. The Representative Body will reach a decision on the items in question by a majority vote after unlimited discussion.

If a group is still not satisfied that it received a fair hearing, it may appeal to the Student Activities Committee, subject to deadlines set down by that body. Normally, the SAC will not accept an appeal based on the amount of the allocation. The SAC is the final avenue of appeal.

The Board of Audit and Management

General Policies

Purpose: The Board of Audit and Management shall be responsible for conducting audits of the budget and assets of any organization receiving Student Activity Fee funds, including the Council.

Independent Status: The Board shall remain free of outside control and influence.

Requirement for Impartiality: No member of the Board may serve as an officer of an organization receiving Student Activity Fee funds, nor shall any Board member participate in the audit of a Contracted Independent Organization in which they are involved.

Chair: The Chair shall be jointly appointed by the Vice President for Organizations and the Vice President for Administration and shall serve as the Board's official liaison to the Officers and Representative Body.

Confidentiality: The results of all audits shall be kept confidential, and may only be viewed by the Board of Audit and Management, the executive Officers, and members of the Representative Body.

Appointment of Commissioners.

The Board's Commissioners shall be appointed as follows:

Officers Responsible for Appointment: The Vice Presidents for Organizations and Administration shall be responsible for appointing the Commissioners who shall be selected with the advice of the Chair of the Board.

Number of Appointees: There shall be at least five Commissioners appointed to the Board, and all appointees must be approved by the Representative Body.

Powers of the Board

The Board shall have the following powers:

Auditing: The Board shall have the power to audit the finances of Student Council, or any Contracted Independent Organization receiving Council funds.

Obtaining Records: The Board shall have the power to obtain financial and any other relevant records from the organization being audited.

Summoning Witnesses: The Board may require the officers of an organization, or any relevant witnesses, to appear before the Board.

Responsibilities of the Board

The Board shall have the following responsibilities:

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Auditing the Student Activity Fee Account: The Board shall conduct a monthly audit of the Student Activity Fee Account, and report the results to the Vice President of Organizations and the Vice President for Administration.

Auditing Contracted Independent Organizations: Upon random selection, the Board shall conduct an audit of a Contracted Independent Organization.

Auditing the Council: Upon the request of the President, Vice President for Administration, or Vice President for Organizations, or by a majority vote of the Representative Body, the Board shall conduct an audit of the Council, or of any part of Council.

Reporting of Results: The Board shall report the results of all audits of Contracted Independent Organizations to the Vice President for Organizations and the results of all audits of the Council to the Officer(s) requesting the audit, or to the Representative Body when appropriate.

Limitations on Board's Authority: The Board of Audit and Management shall have no punitive powers; its authority shall be limited to notifying members of Student Council of financial irregularities or unauthorized uses of Council funds.

Accessing Allocated Funding

The vast majority of SAF funding is reimbursement-based. The VPSAO-Finance Office, *not Student Council*, processes all reimbursements. Organizations can reach them at:

Email: nec-saf@virginia.edu

Phone: 434-924-8977

Address: 1 Poe Alley, Charlottesville, VA 22904

Purchase Request Form

The Purchase Request is the means by which CIO gets access to their SAF Allocations. This is different from the Funding Request, and requires specific documentation than not required on the funding request. It is recommended that only the organization's treasurer, financial officer, or an individual designated by the organization, should submit the purchase requests. If you are that person but find that you need to ask another member of your CIO to help with these requests, please make sure they have the proper computer access in @UVA, and also make sure they are familiar with all of the following policies and procedures.

The Purchase Request form is on @UVA under the organization's page. You choose "manage organization", then select the Finance Section. When filling out the purchase request you will be asked to add a brief description of what expenditures for which you are seeking reimbursement. You will also be asked to list a payee.

Payees and Payment Options

The payee can be a person, or an entity. If you wish to have the money paid directly to the club, you can simply type the name of your CIO. You normally do not need to add any other information than the name or your organization, however If your organization uses an alumni hall account, please note that in your description.

If the request is for a CIO reimbursement, a direct payment of the reimbursable amount is made payable to the organization only if the CIO is a registered vendor. Please check with the Finance Office to make sure your CIO is registered to receive direct payments. If the organization is not a registered vendor, the treasurer or president of the organization will need to choose an individual member to be the payee.

Payments to UVA students will be asked to include their 9-digit Student ID number. Most students have two delivery address listed for payment options: A Permanent and Local Site. Permanent Sites are linked to the same bank account that pays for your tuition, and has the mailing address of your none UVA address. The local site will usually have either a bank account, and the address will be your address during the academic year. To avoid confusion, make sure your SIS information is up to date, and that you know what bank accounts are linked to what addresses. If you are not sure where your payment will be delivered, you may request a "Hold For Pickup" which will result in a physical check that will be sent to the Finance Office. Once the check arrives in the office, the team will email the payee or financial officer. Organizations based in and around North Grounds may request additional delivery options by request. All physical checks will expire after 6 months.

Purchase Orders: A Direct Payment to a Vendor

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Although SAF allocations are mostly in the form of reimbursements, direct payment from UVA to a vendor on behalf of your organization is an option especially used for large dollar purchases of which the organization would not have the funds to purchase upfront. When choosing this option, please contact the finance office to make sure the company is a registered vendor to before agreeing to a purchase. With enough planning, even if they are not currently a vendor, the finance team may be able to work with the company to help them apply to become a registered vendor in enough time to still make a purchase using SAF. Once the company becomes a registered vendor, the Company's Name would go in the "payee" field. A quote from the vendor would be uploaded as documentation. The payment amount will only be issued up to the SAF allocation for that specific item or cost. Any remaining balance will be the responsibility of the organization.

Students and UVA employees are already considered "registered vendors". However, individuals not already affiliated with UVA will also need to register as a vendor. This process will take 3 – 5 business days. To avoid undue delay of payment to vendors, please have them register as a vendor before any extensive plans or agreements are made.

Here are links to:

Register as a vendor: <https://www.procurement.virginia.edu/pagevendorregistrationformlanding>

Set-up Direct deposit: www.bankofamerica.com/paymode/universityofvirginia (*Students and Employees do not need to register or add direct deposit*)

Prepayments or Deposits

When requesting payment to a guest speaker, artist, or entertainer, please make it clear that UVA will not pay an individual before services are rendered. If there is a need to prepay a vendor for goods and/or services, the organization's treasurer must contact VPSAO-Finance at least 30 days in advance to make the necessary accommodations. Any prepayment request with less than 30 days' notice cannot be guaranteed.

If you feel that your group is in a situation that could be considered an exception to any of these policies, please reach to the Finance Office to setup an appointment to discuss your situation.

"In Review" Stage and Documentation Requirements

The final step before submitting a purchase request is to upload all relevant documentation. Each expenditure must be supported by definitive, verifiable documentation. Purchase requests that need additional documentation will be marked as being in the "In Review" stage, and an email will be sent to the financial officer to explain what else is needed. Purchase Requests still marked as "In Review" by the submission deadline without an extension will be canceled.

Before finally submitting a purchase request, be sure to look over your documentation, and check to see if it answers these few questions:

How much does the service / goods cost?

This can be shown by attaching a quote from a vendor, confirmation emails or communication, or invoices / bills. Anything stating the goods or services, along with a price is acceptable. If the price is not

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in USD, please also include proof of the exchange rate.

Did you attend the event? Were the goods delivered? Were the services provided?

This would include proof that the exchange of goods or services was completed. This would not require a price, but would include specific documentation like package slips, boarding passes, event programs, placement in a competition, or receipts that give reference to a specific location.

Can you prove that you no longer have the funds for which you are seeking reimbursement?

This is what is often referred to as “Proof of payment”. This would include bank statements showing the amount debited from a bank account. This may include a written statement signed by a vendor accepting your cash payment. If you include an invoice, it must Show either a Zero Balance or at least reflect the payment that you have made which is also what you are requesting reimbursement.

Additional Documentation

If there is not enough room for all of your documentation, please email the remaining documentation to the nec-saf@virginia.edu. Please be sure to leave the name of your Organization along with the Purchase Request Number in the Subject Line. You may also deliver the documentation in person to the Finance Cottage at 1 Poe Alley Charlottesville, VA 22904. You can also mail documentation through the UVA Massager Mail system to VPSAO Finance PO BOX 400335. Please note that the supporting documentation will not be returned to the CIO, so please make sure to make any needed copies before you submit.

Glossary

APPEAL – A request made for Student Council to reconsider the approval of certain expenditures.

ALLOCATED FUNDING AMOUNT: The amount of funding available for an organization to spend.

APPROVED FUNDING AMOUNT: The amount of funding approved for a given line-item expenditure, representing the maximum amount of allocated funding that may be theoretically spent on that item. It does not represent how much funding is actually available to spend.

AWARDS – Any items that are given to individuals.

BANK CHARGES – Monthly bank service charges. All CIO's are eligible to receive a free checking accounts by receiving a Bank Fee Waiver form from VPSAO-Finance.

CIO CENSUS – An annual questionnaire to that all CIO's must complete to provide information about their membership, activities, and financial need.

CO-CURRICULAR ORGANIZATION – A CIO that provides opportunities outside the classroom setting for student to apply classroom theory and/or to acquire knowledge, experience and/or skills.

COMPETITIVE ORGANIZATION – An organization for whom participating in competitions is an essential part of its stated mission.

CULTURAL ACTIVITY An activity which promotes understanding, identify and/or the celebration of the heritage of a specific racial, ethnic, or affinity group. Although the heritage of a racial, ethnic or affinity group may be closely intertwined with the group's religious tradition, this definition is not intended to make eligible for funding religious activities which primarily promote or manifest a particular belief or beliefs in or about a deity or an ultimate reality.

CULTURAL ORGANIZATION – A CIO that is primarily concerned with studying, promoting, and/or expressing racial, ethnic, or affinity group traditions, social forms, art, and/or tastes.

EQUIPMENT – Equipment purchases involving SAF are intended for the long-term benefit of the organization. The SAF is not for the personal benefit of the organization's officers or for the other improper uses.

EQUIPMENT MAINTENANCE AND REPAIR – The cost of maintaining and repairing any equipment.

EXTENUATING CIRCUMSTANCE – An unforeseen expense that is essential to the continued operation of a CIO, if approved by Student Council Appropriation Committee.

FUNDING REQUEST FORM – The informational document that organizations must complete in order to receive funding in a given round.

FUNDRAISING – The organized activity of raising funds. Fundraising expenses are expected to be paid from the proceeds of the particular event. These expenses include film rental, facility rental, advertising, printing and copying, and any other expenses related to fundraising.

FUNDABLE EXPENSES – These are any expenses that are eligible to be funded by SAF money. Almost all expenses are fundable. Some exceptions are any expenses related to political, religious, social, or fundraising activities.

GUEST SPEAKER – An individual who gives a lecture, presentation, or speech, on a particular subject matter to UVA staff, student, and community members. UVA faculty, UVA students, performers, dancers, musicians, artists, etc., are not considered as guest speakers.

Student Activities Fee Guidelines

FUNDABLE EXPENSES – Expenses that are eligible to be funded by SAF money.

HOBBY ORGANIZATION – A CIO that primarily pursues an activity for relaxation, recreation, or entertainment.

HONORARIUM – A payment for services on which custom or propriety forbids a price to be set. Examples include honoraria for speakers.

INELIGIBLE – Not qualified to receive SAF funds. The most common reasons for declaring a group ineligible for funding are the failure to qualify as one of the eleven categories of student groups determined to be eligible to receive SAF or if the group is judged to be fiscally irresponsible. In declaring a group ineligible, Student Council declares that the group does not meet the guidelines or standards, regardless of need. A group may also be considered temporarily ineligible for funding if it does not meet the necessary requirements and deadlines for requesting funding.

NON-FUNDABLE EXPENSES – Expenses that are not eligible to be covered by SAF funds.

PHILANTHROPIC – Dispensing or receiving aid from funds set aside for humanitarian purpose (e.g. a foundation). Philanthropic activities that have a mandatory fee that contributes to a donation are non-fundable. Events with an optional donation aspect that primarily seek to raise awareness may be eligible for funding.

POLITICAL ACTIVITY – An activity related to: (1) lobbying the principal purpose of which is to influence the passage or defeat of specific legislation, and/or (2) electioneering which encompasses participation or intervention in any political campaign on behalf of or in opposition to any candidate for public office. These restrictions on funding political activities are not intended to preclude funding of any otherwise eligible student organization which: (1) advocates, as an incidental or insubstantial part of its activities, the adoption or rejection of legislation; (2) engages in nonpartisan analysis, study, or research, and makes the results available to the public, or (3) espouses particular positions or ideological viewpoints, including those that may be unpopular or are not generally accepted, or that may coincidentally be prominently held by particular political parties or political candidates.

POLITICAL ORGANIZATION – An organization primarily devoted to political discussion or debate and the organization of meetings to further such interests, and which in advancing such general social and educational interests through its membership does not use SAF funding for political activity as defined herein.

RELIGIOUS ACTIVITY – The organized worship of a deity, divine power, or supernatural entity, whether or not such activity is consistent with the precepts of an organized denomination. No student news, information, opinion, entertainment or academic communications media group shall be considered to be engaging in religious activity merely because it expresses ideas or viewpoints that are religious in nature. Resolved, the SAF funding guidelines be amended to include the following languages: Notwithstanding any other provision of these SAF funding guidelines, no student news, information, opinion, entertainment or academic communications media group shall be deemed ineligible for funding on the grounds that the ideas or viewpoints expressed or advocated by such group are religious in nature or because such group primarily promotes or manifests a particular belief(s) in or about a deity or an ultimate reality.

RELIGIOUS ORGANIZATION – An organization primarily devoted to religious discussion or debate and the organization of meetings to further such interests, and which in advancing such general social and educational interests in a secular context through its membership does not use SAF funding for religious activity as defined herein.

REQUESTED FUNDING AMOUNT: The amount of money included on the funding request form. This amount should reflect the need of the organization.

Student Activities Fee Guidelines

RESTRICTED FUNDS – SAF cannot be used to reimburse organizations for expenses made from other restricted funds. For example, if an organization receives a grant or contribution from non-SAF sources that have its use restricted to paying for printing a booklet or brochure, the organization should not request reimbursement from the Student Activities allocation for these expenses.

SAF – The Student Activities Fund. This is the pool from which student groups receive allocations. The SAF is drawn from the Student Activities Fee assessed to all full-time, fee-paying University students each semester. (It should be noted that SAF is also used to abbreviate Student Activities Fee. It is generally acceptable to use the terms interchangeably.)

SALARIES – Fixed compensation paid regularly for services.

SOCIAL ENTERTAINMENT OR RELATED EXPENSES – Activities that may be participated in by members of the organization that are not necessary to the stated mission of the organization, such as group bonding or social engagements.

TAX-EXEMPT – Exempted from a tax; bearing interest that is free from federal or state income tax.

WAGES – A payment, usually of money, for labor or services, according to a contract or an hourly, daily or piecework basis.