



Updated Spring 2024

APPROPRIATIONS/SENATE FINANCE GUIDELINES

The finance standards are guidelines used by Appropriations and Senate to provide consistency in the allocation of funds. While these standards are the norm for funding, the committees have some limited discretion to deviate from the standards. These standards govern funding policies for Appropriations, Senate, and Recognized Student Organizations. The Student Appropriations and Senate budgets are funded through fees paid for by traditional undergraduate students enrolled in 6 semester hours or more each semester. As such, funding will only be given to student activity fee paying students. The mission of those fees is to fund and promote student activities that will increase student engagement, build a sense of community, and support student learning experiences outside the classroom.

Applicants for Appropriations funding must be officially recognized student organizations and/or currently enrolled as a Regis University traditional undergraduate student taking a minimum of 6 semester hours. For trips that include student participants that don't meet this criteria, appropriations will only consider funding those that do.

I. DIVERSITY, EQUITY, INCLUSION, AND SUSTAINABILITY

- A. Any request that is \$500 or greater must include a written statement with their proposal indicating how they will ensure that the event promotes diversity, equity, and/or inclusion in addition to sustainability. Clubs and organizations must aim to promote environmentally responsible practices on campus. A written statement regarding the planning process of the event must follow the considerations below.
- B. Mindful Consumption, Supply Chain Awareness, Waste Management and Recycling:
 - i. The objective of the first half of this clause is centered around the event planning process.
 1. A. Consider reaching out to club advisors, on-campus staff, and other student organizations to inquire about any excess items before purchasing goods.
 - ii. Be mindful of how much of a product is needed, to avoid unnecessary purchases.
 - iii. Consider the supply chain and exportation of goods being purchased. Prioritize those using fewer channels as well as sustainable and environmentally friendly products and services.

- C. II. Environmental Justice and Education: The second half of this clause regards the implementation process and the written statement.
 - i. Acknowledgment and explanation of the first half of this clause (Mindful Consumption, Supply Chain Awareness, Waste Management and Recycling) ensuring that these topics were considered and prioritized. If excess plastic and/or single-use materials are involved, the statement must include a justification and plan for waste management.
 - ii. Ensure clubs follow at least one of the Laudato Si's Sustainability Goals (Ecological Spirituality, Ecological Economics, Ecological Education, Response to the Cry of the Earth, Response to the Cry of the Poor, Encourage Community and Resilience and Empowerment, Adoption of a Sustainable Lifestyle).
 - 1. Clubs and organizations may seek out the FYE or RUSGA Sustainability Senator, RUSGA Director of Sustainability, and The Chief Officer of Sustainability Agency, for advice on how the Sustainability Goal will be implemented and prioritized in the event.

II. **UNIVERSITY SPONSORED STUDENT GROUP TRAVEL**

- A. Students will pay student fees and fundraise for trips in addition to requesting money from Appropriations or Senate.
- B. Students are capped at requesting no more than a cumulative \$500 in travel funds in a given academic year.
 - i. Travel funds include but are not limited to transportation costs, lodging, conference fees and associated costs as determined by the Appropriations Committee.
 - ii. Students will be required to pay 10% of their travel costs when requesting funds. Ex: If a trip cost \$500, requiring students to pay 10% would have them pay \$50 and receive \$450 in funding.
- C. The Appropriations Committee will consider funding a maximum of two (2) hotel rooms, at a rate of \$125 per room, per night.
 - i. Funding is based upon four individuals of the same sex per room.
 - ii. The Appropriations Committee will fund one (1) additional hotel room for an advisor/coach if his/her/their attendance is required.
- D. The Appropriations Committee will not fund in-town or in-country travel during the event.
- E. For travel within driving distance, defined by the university travel policy as less than 12 hours of drive time, the Committee will fund travel using only the university vehicles; airfare will not be considered.
 - i. The Appropriations Committee will consider funding for chartered van rentals if university vehicles are reserved, and proper efforts have been taken to secure the vehicles ahead of time. The driver(s) must also meet the guidelines set forth by the rental organization.

- F. The Appropriations Committee will fund \$0.50 per mile per necessary vehicle for an event. (This is for personal vehicles. For university vehicles or rented vehicles we'd only fund gasoline.)
 - i. Drivers of personal vehicles still need to be registered as authorized drivers by the University.
- G. The Appropriations Committee will fund domestic and international air travel for destinations outside of the 12-hour drive time guideline.

Successful group trip applicants will give a presentation to the Regis community about the experience upon their return.

III. CONFERENCES

- A. The Appropriations Committee will consider funding individual or group participation in conferences if the conference is shown to be beneficial to the Regis community. Successful applicants will give a presentation to the Regis community about the experience upon their return.
- B. If funded for a conference, the Appropriations Committee will adhere the following guidelines:
 - i. The Appropriations Committee will consider funding only one (1) conference per organization per academic year.
 - ii. The Committee will consider funding up to \$150 per person towards registration fees for up to five (5) individuals per conference.
 - iii. The Appropriations Committee will not fund food or miscellaneous expenses at the conference (it will fund conference registration fees).

IV. COMPETITIONS

- A. The Appropriations Committee will consider funding for competitions if the competition is shown to be beneficial to the Regis community.
- B. If funded for a sporting or academic competition, the Committee will adhere the following guidelines:
 - i. Sporting or academic playoffs and invitationals should be requested as outlined in the Student Government Constitution: Up to \$1999.99 through Appropriations; \$2,000 and above to full Senate.
 - ii. The Appropriations Committee will consider funding the rental costs of facilities necessary for athletic and academic competitions or practices. ***This will be considered by Appropriations or Senate, but that is not a guarantee.**

V. PROGRAMS AND EVENTS

- A. The Appropriations Committee will consider funding for programs if the program is shown to be beneficial to the Regis community.

B. General Requirements

- i. Programs must be open to the entire student body.
- ii. Programs must be publicly advertised to the entire Regis Community.
- iii. The amount requested for decorations should not exceed 10% of the total cost of the project/program. However, if a strong argument is made to raise this cap for a specific event, additional funding will be considered for decorations

C. Advertising

- i. The Appropriations Committee will not fund advertisements in The Highlander for general meetings.
- ii. The Appropriations Committee will consider funding for creative promotional items that aid in the advertisement of a campus-wide event.
 1. The Appropriations Committee will not fund promotional items that advertise the organization itself.

D. Speakers, Entertainers, Artists, and Performers

- i. The Appropriations Committee will consider funding up to two (2) speakers per semester per organization through the funding structure as outlined in the Student Constitution.
- ii. The Appropriations Committee will consider funding a maximum of university per diem for speakers' meals.
- iii. Funding will be considered for the accommodation and transportation for speakers/entertainers.
- iv. The Appropriations Committee will consider funding speakers'/entertainers' fee, including setup and technical assistance within reason.
- v. The Appropriations Committee will consider funding speakers'/entertainers' airfare within reason.
- vi. The Appropriations Committee will consider funding honorariums, only if the speaker does not charge a fee.
- vii. The Appropriations Committee will not fund honorariums or fees for Regis students, faculty, or staff.

VI. COMMUNITY SERVICE AND PHILANTHROPY

- A. The Appropriations Committee shall not allocate funding towards events that provide monetary compensation or advantage(s) to third parties (non-university affiliated groups or organizations) including, but not limited to, fundraisers, banquets, or benefits.

VII. FOOD

- A. Food for a specific program will be funded according to the following guidelines:
- i. The Appropriations Committee will consider funding for food at a specific event if said food is deemed to be a critical component of the event.
 - ii. The Appropriations Committee will not consider funding for food at organizational meetings or banquets.

- iii. The Appropriations Committee will not fund alcohol purchases.
- iv. There is a \$400 cap on food purchases per event unless a strong case is made to allow for a higher amount to be spent on food.

VIII. **GENERAL SUPPLIES**

- A. The Appropriations Committee has the discretion to fund any requested supplies.

IX. **PRINTING REGULATIONS**

- A. The Appropriations Committee has the discretion to fund copies as per the cost at Ricoh's Copy and Print Center. Materials will need to be sent first to the Student Life office.

X. **SALARIES**

- A. No salaries will be funded for officers of student organizations, advisors of student organizations, or coaches of club sport teams.

XI. **MISCELLANEOUS**

- A. The Appropriations Committee will not fund for discretionary funds (except for the Student Body President), non-specific miscellaneous expenses, emergency cash, or non-specific maintenance requests.
- B. The Appropriations Committee will not fund prior debt (any expenses incurred before the presentation of a funding request).
- C. The Appropriations Committee will not consider full funding for apparel. Students will need to fund at least 50% of the cost for their apparel on their own spending. Students must provide evidence that they have raised 50% of the funds for apparel prior to asking RUSGA for funds.

i. Cords and stoles will also be covered at 50%. However, individual qualification for this will require a club leader to submit a letter that verifies that a club member has been active within the club.

- D. The Appropriations Committee does not fund taxes. Tax-exempt forms may be picked up at the Student Activities Office.
- E. The Appropriations Committee does not fund prize money or donations.

XII. **BUDGET REQUEST REQUIREMENTS, RULES, and CONSIDERATION PROCESS**

- A. Organizations requesting funding must submit a budget request form to the RUSGA Chief Financial Officer. All requests equal to or greater than \$2,000 must be sent to rusgavpr@regis.edu as well.
- B. The Appropriations Committee and RUSGA reserve the right to create minimum standards that establish eligibility for endeavors funded by the student activity fee. If a Recognized Student Organization is seeking to gain funding from the Appropriations Committee and Student Senate, the group must be posting, at a minimum of twice a week on social media. The purpose of this amendment to the Appropriations Guidelines would help ensure that a Recognized Student Organization is maintaining their involvement and commitment to Regis University and it's student body.
 - i. Social media groups that are recognized by RUSGA include: Instagram, Facebook, CampusGroups, and LinkedIn"
- C. Timelines
 - i. Requests equal to or below \$1,999.99 must be submitted two weeks prior to the event date.
 - ii. Requests equal to or greater than \$2,000 must be submitted three weeks, or two Senate sessions prior to the event date no later than that week's Thursday at midnight. Ex. If club A submits budget request/presentation to Senate after the deadline, then request will be considered the proceeding Senate session which will be two weeks after initial request date.
 - iii. Requests pertaining to travel must be submitted five weeks, no later than that week's Thursday at midnight, prior to the departure date.
- D. Budget Penalties
 - i. Budget requests are due at 5pm on the specified due date. Late Budget requests will be penalized 10% the first day and an additional 15% on the second day from the total amount allocated. On the third day, a group may no longer submit a budget.
- E. Organizations will be capped at requesting no more than a total of \$4,999.99 in a single academic year. Organizations requesting \$5,000 or more must partner with other organizations to share the cost. Ex. If club A is at \$4,900 and club B is also at \$4,900, then both club A and B cannot partner if the requesting funds exceed the \$4,999.99 for each individual club. Both clubs at this point will need to request additional support from a club that has not exceeded their \$5,000 annual cap.
- F. Costs will be shared evenly between all partnering organizations unless otherwise requested.
- G. Denied funding can be edited and resubmitted for appeal two times before the project will no longer be considered.

XIII. FOLLOWING UNIVERSITY PROTOCOLS AND PROCEDURES.

- A. Organizations requesting and/or obtaining funding must adhere to university protocols and procedures regarding event logistics. This includes, but is not limited to, speaker

policy, tabling policy, room reservation guidelines, posting policy, approved driver policy, and demonstration policy.

- B. Organizations receiving funding must adhere to university fiscal policies – including the appropriate use of university funds, tax exempt status, and guidelines around p-card reconciliation.