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To: Club/Organization students & advisors

From: SUNY Delhi Student Senate Executive Committee

RE: Budget Allocation Request Process, 2017-18 Academic year

Date: March 22, 2017

The Budget Allocation Requests for the 2017-18 Academic Year are due at 4:30 pm on Friday, March 31. Following the submission of budget requests, the process will entail the Finance Committee reviewing each organizations Budget Allocation Request and making recommendations to the Student Senate for their final approval. On Wednesday, April 26, a complete copy of the following year’s budget will be presented at the Student Senate for their consideration. On Wednesday, May 3, the Senate will vote on the 2017-18 Academic Year Budget. Please read this memo and packet in its entirety.

**For a successful submission, and by 4:30 pm on Friday, March 31, you will need to turn in the following documents attached *electronically* to both** **studentsenate@live.delhi.edu** **and** **studentactivities@delhi.edu****. Either the Club Treasurer, President, or advisor must email the documents and copy the club Treasurer/President/Advisor on the email. Late submissions will not be accepted.**

1. **Allocation Request Form**
2. **Club Activity Statement**

***These questions are based upon the requirements specified in the policy which governs the collection, use and disbursement of mandatory student activity fees. It is also intended to assist the presenters to offer as complete and consistent picture as is possible.***

1. **Copies of minutes from any 2 regular organization meetings (held in the 2016-17 academic year)**
2. **A copy of your current constitution & by-laws**
3. **Ensure that your current Spring 2017 Roster has been emailed to Student Senate and Student Activities. If it has not, please include it in your budget submission.**

As a guide, we have included here for your review a copy of the Policy of the Student Activity Fees (SUNY Guidelines). Please familiarize yourself with this as you start to fill out your budget forms. Your final request should be approved by a vote of your organization before it is submitted for consideration by the Student Senate Finance Committee. In addition to your request, the Finance Committee will take into consideration your use of funds during the 2016-17 fiscal year.

The method to be used for fiscal 2017-18 is a modified zero-based budgeting approach. This involves planning out your organization’s activities for the year and providing an explanation for your requests. Please remember that what you submit is ***only*** a request, and in no way guarantees your club will actually get that amount. The Student Senate Finance Committee will recommend a total budget based upon available Senate financial resources, club requests, and overall club performance during 2016-17.

 In addition to the completed Allocation Request Form, the information indicated on the Rubric/Reasoning/Notes (to

 be used by SGA Exec Board) will also be helpful. Preference will be given to larger, more active clubs that have a

 history of, and indicate an intention to spend money in ways that benefit the entire SUNY Delhi community.

 Expenditures that are inconsistent with the mission and vision of SUNY Delhi, or with policy, will not be approved.

The Budget Allocation Request process is like the writing of and awarding of a grant. This is excellent experience to

 gain through this process!

 Your Student Senate Executive board, your advisor, and the Student Activities staff are here to be helpful in this

 process. Please do not hesitate to call on us for assistance or to answer any questions you may have.![delhi[1]]() ***Student Senate***

 *Allocation Request Form*

 *Fiscal Year 2017-18*

 Deadline for submission of request: **March 31, 2017**

As a reminder, in order to have your budget request considered fully, you must complete this form and all other required documents. All items must be turned in by the deadline.

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| --- |
| **Part 1: Required Information** |
| **Student Organization Name:**  |
| **Purpose of Organization:**  |
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|  |
| **Number of Members in organization:**  |
| **Period of Time Organization has been in existence:**  |
| **Meeting Dates/Times/Locations:**  |
|  |
|  |
|  |
|  |
| **Club President:** |
|  **Phone Number:** | **Email Address:** |
| **Club Treasurer:** |
|  **Phone Number:** | **Email Address:** |
| **Club Advisor:** |



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Part 3: Certification** |  |  |  |  |  |  |
| [ ]  *By checking this box, I affirm that I have completely read and understand the budget criteria* *and that the itemized requests and information contained herein are accurate to the best of my knowledge.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_**NAME TITLE DATE* |
| **DO NOT WRITE BELOW THIS LINE—FOR SGA USE ONLY** |
| **Total Amount Requested** |  |

**Rubric/Reasoning/Notes (SGA Use ONLY):**

Factors the Student Government Association will consider in approving, denying, or amending budget proposals or line items include, but are not limited to,

Purpose of the organization,

Size of the organization (the number of students it actively involves). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization’s influence (the number of students its activities serves). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization’s unique value to SUNY Delhi (contribution to the college’s mission and purpose).

Organization’s history of use of funds.

Organization’s history of/and planned fund raising activities.

**![delhi[1]]() *Student Senate***

 *Current Club Activity Statement*

 *2016-17 for Fiscal Year 2017-18 Budget Request*

In addition to the completed Allocation Request Form, please ensure that you include answers for the following questions. These questions are based upon the requirements specified in the policy which governs the collection, use and disbursement of mandatory student activity fees. It is also intended to offer as complete and consistent picture as is possible. This information will help the Student Senate Finance Committee in making its decisions and final recommendations to Student Senate.

Please type answers and adjust document size and/or use additional pages if necessary.

Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is your organization’s plan to best serve our SUNY Delhi community, its mission, and purpose? What is your organization’s unique value to SUNY Delhi (contribution to the college’s mission and purpose).
2. Were all of your last semester’s funds used for the purpose indicated on your last Budget Allocation Request Form-did you spend the money as you said you were going to? If not, what were the circumstances or justification for a change? NOTE: New clubs, please indicate you were new and you can skip this question.
3. Please provide a brief description of all activities and travel held during 2016-17 and the attendance figures for each event. Please also include how the funds you were allocated were put to good use towards these events.
4. How much money do you anticipate having left over in your budget for the current 2016-17 year? Please explain your answer in detail.
5. Your organization is requesting $\_\_\_\_\_\_ (amt. indicated on the Allocation Request Form). What additional fundraising ideas does your club have planned to meet your overall budget?
6. How many meetings have you held so far this academic year and on average what is the attendance per meeting?
7. How will your club/organization use any additional fundraised money to serve SUNY Delhi and the Community?
8. How has your group made use of fundraised moneys to support its activities this current year?
9. Size of the organization (the number of students it actively involves)
10. Organization’s influence (the number of students its activities serves).

**Policy of the Student Activity Fees**

**Mandatory fees**

**Where students at a state-operated campus have determined to make the payment of student activity fees mandatory, the appropriation, collection and disbursement of such fees, whensoever collected, shall be governed by the following regulations:**

**1.   Preparation and certification of the budget**

**a.   The student government shall prepare and approve a budget governing expenditures from student activity fees in accordance with the constitution and by-laws of the student government, and consistent with the principles of equal opportunity and viewpoint neutrality, prior to registration for each academic year.**

**b.    The constitution and by-laws of such student government shall specify the criteria governing eligibility for funding of and allocations to student organizations from student activity fees. While referenda of the student body may not be used to help determine specific allocations to particular student organizations, mechanisms such as polls or surveys may be used to ascertain student interest and participation in programs or events.**

**c.    Allocations included in the budget shall fall within programs defined in section (C) (3) (Use of Funds) of this policy. The approved budget shall thereafter be presented to the campus president prior to the registration for each academic year for review and certification that the allocations from the fee and any proposed sources of revenue are in compliance with the provisions of section (C) (3) (Use of Funds) of this policy. Upon determination by the campus president or designee that the approved budget is in compliance with these regulations, he or she shall so certify and such certification shall authorize the collection of the fee at registration.**

**Appeals**

**In the event that the campus president or designee concludes that a particular proposed allocation included in the budget may not be in compliance with the provisions of this part, he or she shall refer such proposed allocation to a campus review board composed of eight members of whom four shall be appointed by the student government and four appointed by the campus president or designee. The campus review board shall study the proposed allocation and make a recommendation to support or not to support it. The campus president or designee shall thereafter make the final decision. Any proposed allocation which is determined not to be in compliance with the provisions of these regulations shall be excluded from the budget.**

**2.  Collection at registration**

**The collection, disbursement and use of mandatory student activity fees shall be consistent with the University Fiscal and Accounting Procedures for Mandatory Student Activity Fee Programs.**

 **a.   The total amount of the fee for one academic year, as fixed and assessed by the student government, shall not exceed an amount to be determined by the chancellor in consultation with the student assembly. The current maximum allowable annual amount is $250.00, which applies to all campuses. Upon registration, every student shall be required to pay one-half of the total fee, or proportionate part thereof, if registered for less than full-time, for each term for which he or she registers. Failure to pay the required fee may result in denial of registration.**

**b.    The fiscal officer of each state-operated campus shall collect the prescribed fee at the time of registration and shall pay over the amounts so collected to an independent fiscal agent designated by the student government and approved by the campus president or designee. If there is reasonable evidence in an individual case, as determined by the campus president or designee that payment of the fee may cause undue hardship, such student may nevertheless be allowed to register and the obligation to pay such fee shall thereafter be subject to administrative review and action by the campus president or designee after consultation with the student government.**

**In a case in which a student has been allowed to register without payment of the student activity fee, the campus president may withhold grades or transcripts of credits until payment has been waived by such administrative action or the obligation has been met. In addition, the student government may determine to deny participation in student activities in the case of any student who has not fulfilled his or her obligation with respect to payment of the mandatory student activity fee.**

**c.    Student-imposed fees in excess of the mandated fee shall be considered voluntary within the provisions of section (B) (Voluntary Fees) of this policy. Policies governing refunds to students who cancel their registration or withdraw from the University shall be established by the student government.**

**d.    For those periods outside the academic year (i.e. summer session) a mandatory fee also may be collected, provided the amount of the fee is consistent with the level of programming provided during that period and is used in accordance with the State University Board of Trustees policy. The amount of this fee shall be determined by the student government in consultation with the campus president or designee and shall not be included within the cap applicable to the amount charged for the academic year.**

**3.    Use of funds**

**Funds which are collected under provisions of this policy which require every student to pay the prescribed mandatory fee and all revenues generated from use of the fee shall be used only for support of the following programs for the benefit of the campus community:**

**a.    Programs of cultural and educational enrichment;**

**b.    Recreational and social activities;**

**c.    Tutorial programs;**

**d.    Athletic programs, both intramural and intercollegiate;**

**e.    Student publications and other media;**

**f.     Recognized student organizations including religious student organizations, for the purposes and activities of the organization that are of an educational, cultural, recreational or social nature; provided that the criteria for recognition of such student organizations, including, the criteria governing eligibility for funding of and allocations to such student organizations from student activity fees, shall be specified in the constitution and by-laws of the student government;**

**g.    Insurance related to conduct of these programs;**

**h.    Administration of these programs;**

**i.     Transportation in support of these programs;**

**j.     Student services to supplement or add to those provided by the University;**

**k.    Remuneration and reimbursement of reasonable and necessary travel expenses in accordance with state guidelines to students for service to student government;**

**l.     Campus-based scholarships, fellowships and grant programs, provided the funds are administered by the campus or a campus affiliated organization;**

**m.   Payments for contractual services provided by a nonprofit organization to the extent that such services are in aid of an approved student activity during the budget year and which activity serves the purposes set forth above and provided further that such payments may not be exclusively for the general corporate purposes of such organization;**

**n.    Salaries for professional non-student employees of the student government to the extent that they are consistent with hiring practices and compensation rates of other campus-affiliated organizations; and**

**o.    Charitable donations to a nonprofit organization; provided, however, that such donations may be funded only from the proceeds of a fundraiser held by a recognized student organization.**

**4.    Disbursement of funds**

**Proceeds of the student activity fee shall be disbursed by the student government, through the designated independent fiscal agent, provided that the proposed fiscal commitment for each expenditure shall have been approved by the campus president or designee.**

**(a) In the event that the campus president or designee concludes that a particular proposed fiscal commitment may not be in compliance with an approved budgetary allocation and the provisions of this section, he or she shall refer such proposed fiscal commitment to the campus review board for review and recommendation.**

**Final determination for approval of the compliance with this policy of any proposed fiscal commitment shall rest with the campus president or designee.**

**Fiscal and accounting procedures prescribed by the chancellor or designee shall be adopted and observed by the student government. These procedures shall include, among other things, provisions for an annual independent audit including the communication to student government management by the independent auditor of any internal control matter(s) noted during the conduct of the audit; and for public dissemination of information regarding the budgeting process including a list of funded activities, current allocations and expenditures.**

**5.    Changes to approved budget**

**Changes to the approved budget after certification, either prior to or subsequent to the collection of mandatory fees, shall be subject to administrative review and certification by the campus president or designee in the same manner as was applicable to the original budget.**