

FA “Spark Notes” Guidelines

*FA = Financial Appropriations

Please note that these are NOT the FA Guidelines. They are a simplified version to promote efficiency.

Any questions or concerns may be directed to Kylie Crawford at kylie-crawford@utulsa.edu

Eligibility

- must have a current charter
- at least 51% of members have to be undergraduates

Organization Allocations

- two allocations processes:
 - preliminary allocations
 - event sponsorship
- CANNOT Use SA Funds For:
 - Non-Consumable/Reusable Goods (ie: shirts, videos, etc.)
 - Conference Travel (Different Process than Allocations)
 - Off-campus events that do NOT provide approved transportation that has
 Been advertised on the digital signage (TV’s around campus) for 3 days
 - events that charge admission, unless 100% of proceeds go to charity
 - events **NOT** open to all TU students
 - non-advertised events
 - events which do not comply with TU’s Equal Employment Opportunity/
 Affirmative Action and harassment policies
 - Gifts, Awards, Prizes
 - Direct Contributions to Charities
 - Alcoholic Beverages
 - Operating Expenses (ie: postage, bills, etc.)
 - retroactive expenses
- Budgeted Categories:
 - Food/Drink = \$7/unique individual student attending
 - Advertising = \$30
 - Entertainment (bands, performers, etc) = \$1000/event
 - Décor/Dinnerware = \$75/event
 - Security = \$200/event
 - Misc. (ie: equipment rental, etc.) = \$500/event
- Multiple Organizations hosting an event is still considered ONE event
- Series of Events must show unifying them, share a common format, occur within two
 Weeks of each other

Annual Preliminary Allocations

- conducted annually
- deadline min of 2 weeks after 1st Allocations Info Session of academic year
- application must have budgetary breakdowns
- final funding eligibility from prelim allocations is less than \$500/organization/year
- One event cannot receive Prelim Allocations *and* Event Sponsorship

Advance Allocations

- receive up to \$250
- any advance allocations received will be withheld from the received prelim allocations
- decision has to be finalized by Senate BEFORE the last Senate meeting of the year

Event Sponsorship

- available on event-by-event basis
- must be submitted to Senate in the form of legislation including budgetary breakdown
- applications CANNOT BE SUBMITTED AFTER THE EVENT OR 8+ WEEKS PRIOR
- Decision is based on:
 - submitted event details
 - proposed attendance at the event
 - org's use of previous year's allocations
 - any other important/relevant info
 - availability of funds
- org rep must attend FAC meeting and Senate meeting for events over \$250
- events under \$250, org rep only needs to attend Senate meeting
- orgs get the choice of:
 - 3 events, maximum of \$5000 in funding all together
 - 6 events, maximum of \$3000 in funding all together

New Organization Funding

- Max. \$500 for programming for new orgs & orgs that didn't apply for prelim allocations
- Apps must be submitted to Senate via legislation including budgetary breakdowns
- Recipient of New Org Funding is NOT eligible for Prelim Allocations during same year
 - are eligible for event sponsorship

Allocation Appeals

- Annual Preliminary Allocation is final unless appealed to Senate
 - Org must submit/complete an appeal with FAC
 - Appeal must request funding based solely on the original allocation request
 - Fines assessed/Cuts made are NOT subject to appeal
- if Org's appeal is denied by FAC, Org may appeal with Senate within TWO BUSINESS

DAYS of denial notification

- If Org's appeal is denied by Senate, Org may appeal with SA Judicial Council within TWO BUSINESS DAYS of denial notification
- Judicial Council's decision is final

Conference Travel Allocations

- must file application as legislation with Senate
- must file application before the event
- Funds administered based on:
 - cost breakdown submitted to FAC
 - nature of travel
 - number of students attending
 - number of members in organization
 - location of conference relative to TU
 - benefit for TU and its students
 - official conference information
 - org's purpose as stated in charter
- may receive 50% of total conference expenses or \$80/person attending, whichever is Greater.
 - no more than \$1000/year
- Orgs with mutually exclusive membership attending same conference could receive \$2500 for the entire conference

Non-Conference Travel Allocations

- Same qualifications as Conference Travel Allocations, EXCEPT:
 - application must be filed min of 2 weeks before trip
 - trip is open to all TU students

Use of Travel Funds

- CANNOT use SA Conference Travel Funds for:
 - Non-consumable/reusable goods
 - conference which don't comply with TU's Equal Employment Opportunity/Affirmative Action and harassment policies
 - gifts, awards, prizes
 - direct contributions to charity
 - alcoholic beverages
 - operating expenses
 - retroactive expenses
 - other events/conferences
 - expenses for people who are NOT TU students
- Budgeting Categories:
 - Registration = \$150/person

- Lodging = \$40/person/night
- Transportation = \$200/person
- Food = \$15/person/day
- Misc expenses = \$250

Use of Student Association Funds

- Orgs must submit receipts for expenses to the University
- Orgs may be subject to audits
- If an org misrepresents itself, all SA funds will be returned to SA
- If org's charter is revoked, all SA funds must be returned
- must spend money during fiscal year granted