

SFAB

**BUDGET APPLICATION
GUIDELINES**



General Guidelines

The purpose of the Student Activity Fees is to fund programs and activities that:

- Enhance campus life
- Promote student academic and personal success, and to uphold and support both the Mission of the University and Division of Student Affairs

General Guidelines Continued

- Demonstrate how the program or activity benefits the Clayton State campus community
- The program or activity must be open to all Clayton State Students
- Allocated funds are to **“assist”** with the development and execution of the program or activity.
- 100% funding for most programs and activities is not Feasible

Funding Guidelines

Will Fund:

- Programs or activities that:
 - target the Clayton State campus community
 - are deemed to serve, benefit and be of interest to a significant segment of the university community
 - are open to all interested students
 - Unique, not repetitive or duplicative of other campus, community or organizational events. The program must be one which the sponsoring organization is clearly better able to present than any other campus organization that is already being funded

Funding Guidelines Continued

Will Fund:

- Approved contest winnings: Monetary winnings dispersed to a CSU students Laker Card.
- Travel: Not to exceed \$1,000 per academic year.
- Speaker Honorariums
- Programs, events and activities with well itemized allowable items. (For example decorations, flyers Movie license, marketing material and contract services)
- Promotional items not to exceed \$300 per academic year

Funding Guidelines

Please refer to the Student Organization Policy Manual for an extensive list of prohibited expenses

Will NOT Fund:

Academic Programs

- If the primary use will be for a classroom instructional program of an academic department.

Charities/Money/Awards

- Charitable contributions or donations
- Contest winners who are **not** CSU students
- Gifts/Giveaways/Gift cards etc...
- Member only banquets/award ceremonies

Funding Guidelines Continued

Will NOT Fund:

Fundraising

- Set-up, promotional, or organizational cost for fundraising events or activities.
- Agency account deposits are required for student organizations participating in approved fundraising events.

Funding Guidelines

Will NOT Fund:

Food/refreshments/alcohol

- Allocated funds may not be used to purchase food or refreshments for any program or activity (this includes meetings and receptions, etc.)
- Alcoholic beverages

Application Criteria

Programs and activities

- Consistent with both the mission of your organization and the university
- Contribute to the University educational experience beyond the academic curriculum
- Open to the entire campus community

Application Criteria Continued

Programs and activities that:

- Clearly articulate the projected benefits of the program or activity (state the benefit to students, outcomes, objectives, etc.)
- Demonstrate your commitment to the program or activity (Examples: documented research, use of alternative sources of funding, collaboration with another student organization, etc.)

References

References: (Used in consideration for funding)

- History of successfully executed programs and activities. The evaluation form is your historical record builder.
- History of effective financial accountability that include responsible management of funds, timeliness of required paperwork submission and reimbursements.
- Maintain a financial notebook or file. **Use the budget application as a working document** as you plan, revise and execute activities, events and programs.

Important Notes

- Friday, November 22nd, by midnight is the deadline to submit SFAB applications for Spring 2014 (via email to FelishaWhitehead@clayton.edu) Include your organizations name in the subject line.
- Only electronic copies will be accepted
- Applications must be submitted by the organizations President. Submissions from advisors will not be accepted.
- Late submissions will not be accepted
- An email confirmation will be sent upon receipt of the application.