



**STUDENT GOVERNMENT
ASSOCIATION**
OFFICE OF THE VICE PRESIDENT OF FINANCE

Puja Patel | sga.finance@slu.edu

2018-19 Spot Funding Directives

ASSLU SGA Bylaws, Section VI, B, 2:

"Spot Funding. The process of allocating part of a remaining balance from annual funding to Chartered Student Organizations, including committees of the Association. The Association shall set aside a portion of the monies generated by the Student Activity Fee to provide for unforeseeable financial burdens of Chartered Student Organizations."

I. Items Eligible for Spot Funding

- A. Zero-Dollar Allocations: Given to line items during Annual Funding if a CSO is unable to specify costs due to factors outside of its control and has provided an explanation as to its unforeseeability.
- B. Unforeseeable Events: A financial burden is unforeseeable when a reasonable estimation of the cost could not have been made prior to the Annual Funding Process of the previous Fiscal Year and does not fall into the realm of foreseeable.
 - 1. Foreseeable: If, prior to the Annual Funding Process of the previous Fiscal Year, a CSO was aware of and able to plan an event, conference, competition, tournament, or trip in which the CSO would like to participate during the current Fiscal Year, then the event, conference, competition, tournament, or trip in question was foreseeable, as a reasonable estimation of cost could have been made.
 - a) Based on a presentation to the Finance Committee.
 - b) Awareness: If, prior to the Annual Funding Process of the previous Fiscal Year, a CSO was cognizant of a certain type of event, conference, competition, tournament, or trip in which the CSO would like to participate during the current Fiscal Year, then the CSO was aware of the event, conference, competition, tournament, or trip in question.
 - c) Ability to Plan: If the location of an event, conference, competition, tournament, or trip in which a CSO would like to participate during the current Fiscal Year was disclosed prior to the Annual Funding Process of the previous Fiscal Year, then the CSO was able to plan the event, conference, competition, tournament, or trip in question.
 - (1) If a CSO was personally responsible for determine the location of an event, conference, competition, tournament or trip, then the CSO was able to plan the event, conference, competition, tournament, or trip in question.
 - d) A reasonable estimation of the cost of durable goods could have been made under the following circumstance:
 - e) If, prior to the Annual Funding Process of the previous Fiscal Year, a CSO was *capable of identifying* a circumstance that necessitated the purchase of the durable goods in question for the current Fiscal Year, then the CSO's need for the durable goods in question was foreseeable, as a reasonable estimation of the cost could have been made.
 - f) Transitioning of Executive Board: Failures of the executive board from the previous fiscal year do not justify a Spot Funding request. If the failure of a previous executive board results in no budget being secured for the current fiscal year, or if the necessary information required to host an event was not passed on, the foreseeability of the circumstance is not called into question on that merit alone.



- g) Changes in External Funding: If a CSO loses grants/aid/donations or any other form of monetary help from an external organization, college, person/people, etc., then foreseeability of the circumstance is not called into question on that merit alone.

II. Spot Funding Process

- A. If a group requires spot funding, they must apply by submitting a Spot Funding Budget Template to the Vice President of Finance at sga.finance@slu.edu.
 - 1. Templates can be found on the SGA website in the Finance section.
 - 2. All requests must be submitted before 5pm on Friday to be considered at the following Sunday meeting.
- B. If approved by the Vice President of Finance, the CSO will be invited to the next Finance Committee meeting to explain the request.
- C. The Finance Committee will then recommend an amount of fund to the SGA Senate for approval.
 - 1. Groups will be able to present their case for funding to the entire Senate.
- D. All Senate approvals are final.

All spot funding allocations will be determined based on the following directives:

III. Funding Directives

- A. The following general items will not be funded:
 - 1. Any reimbursement for an expense that has already been incurred
 - 2. Any event requesting full funding from the student activity fee, but is presented with the intention to charge students an entry or attendance fee
 - a) Break Even Clause: Students may be charged for entry or participation in an event only if it can be demonstrated that the money paid will not provide a net revenue for the CSO in operation of the event. This, therefore, does not apply to events hosted by primarily charitable CSOs, as the profit is not retained by the organization.
 - 3. Office Supplies
 - 4. Any academic or religious text
 - 5. T-shirts, uniforms, or personal items that do not stay with the organization
 - 6. Non-durable items
 - a) A physical item that is either not relevant to the operation of the CSO in question or will remain with the CSO for one Fiscal Year or less
 - 7. Internal events
 - a) An event or trip to which a CSO invites its members, but does not make a sufficient effort to include the entire student body
 - (1) Determined based on a presentation to the Finance Committee
 - (2) Does not include fundable conferences, competitions, and tournaments
 - 8. More than one professionally-printed banner per CSO per academic year
 - 9. No more than 75% of a Club Sport or Competitive CSO's operating budget
 - 10. Outside coach or instructor fees and related expenses
 - 11. Direct donations to charity
 - 12. Indirect donations to charity, except by primarily charitable CSOs
 - 13. National dues paid to affiliated or oversight organizations
 - 14. Production of a regular magazine or newspaper without a business plan and revenue-generating intent
 - 15. Magazine, periodical, journal, and newspaper subscriptions
 - 16. Costs related to the development and maintenance of a website
 - 17. Gifts of any kind
 - a) Except to speakers or distinguished guests



18. Finance and banking charges
 19. Fines and legal fees
 20. Sales tax
 21. Any item that is deemed to be an undue burden on the Student Activity Fee
 - a) Any line item that is deemed to be excessively expensive in regard to the amount of students it would benefit
- B. The following University-related items will not be funded:
1. Anything in violation of University policy
 2. Anything alcohol-related
 - a) Including events held at a venue that makes more than 50% of its revenue from the sale of alcohol
 3. Any University department-based activity
- C. The following food-related items will not be funded:
1. Food at general meetings
 2. Food exceeding \$7 per person at any event
 3. Food at more than one recruiting event per academic semester
- D. The following travel items will not be funded:
1. Local transportation (fewer than fifty miles from Saint Louis University – Frost Campus), except for CSOs whose primary mission is local, off-campus service.
 2. National travel (over 350 miles from Saint Louis University – Frost Campus), except in the case of national competitions.
 - a) National travel expenses for competitions that qualify for spot funding cannot exceed \$180 per person
 3. International travel for students
 4. Airline baggage fees
 5. Transportation expenses as a travel destination if some form of public transportation is used by the CSO to travel to the destination
 6. Parking expenses
 7. Any food related costs during time of travel or at the destination
 8. More than 60% of a CSO's travel expenses
 9. More than 60% of hotel accommodation expense, with a maximum of \$90 per night per hotel room
 - a) Hotel expenses are calculated at a ratio of four students to one room.
- E. The following Tournament, Competition, and Conference items will not be funded:
1. Non-intercollegiate competitions
 2. More than one national earned berth tournament for a given competitive CSO in an academic year.
 3. Conferences that do not meet the requirements for a fundable conference.
 - a) A fundable conference provides unique information and experiences to the attending party. The attained information and experience must be used to benefit the student body and be integral to the leadership operations of the attending CSO throughout the entire Fiscal Year
 - (1) A conference that is necessary for a CSO to maintain its national charter is not necessarily integral to the CSO's leadership operations
 4. More than \$2000 per CSO for conferences and the associated expenses listed in a given academic year.
 5. More than 4 attendees for non-competitive conferences.
 6. More than \$400 dollars per person for any tournament, competition, or conference and its associated travel, lodging, and registration fees