

1 These funding guidelines articulate the extent, limitations, and processes by which student
2 organizations may obtain and use commission funds. All student organizations which have business
3 with the Commission are expected to understand and follow these guidelines. Should a conflict arise
4 between these guidelines and the [bylaws of the Commission](#), the bylaws shall supersede these
5 guidelines.
6 Adopted by the Student Assembly on Thursday, April 24, 2008. Last amended on [Monday, April 9,](#)
7 [2018.](#)

8 1 Definitions

9 1.1 Terms

10 SAFC Appeals Board

11 Allocation

12 A conditional allotment of funds by the Commission in response to a request for funding. In releasing
13 an allocation, the Commission does not guarantee payment of any particular or reimbursement
14 expense; rather, it promises to set aside funds which may be used towards certain expenses, subject
15 to all applicable university and statutory regulations.

16 Applicant

17 The organization or organizations who are parties to the application.

18 Application

19 An application consisting of several requests for funding submitted to the SAFC by one or more
20 applicants.

21 Business day

22 A business day shall be any day the Office of the Dean of Students is open for regular business and
23 regular undergraduate classes are in session.

24 Commissioner

25 A member of the SAFC.

26 Fiscal year

27 A university fiscal year which extends from July 1 to June 30 in the following calendar year.

28 New organization

29 An organization that either did not receive or did not spend any funds allocated by the SAFC during
30 the previous two fiscal years.

31 Price quote

32 A price quote is a good faith estimate of the cost of goods or services for which the applicant is
33 requesting funds. To be valid for the Commission the price quote must:

- 34 1. be dated within the [current academic semester](#);
- 35 2. be written in English or be accompanied by a written translation to English; and
- 36 3. include:
 - 37 1. unit costs or prices for each requested expense for which the quote issued as
 - 38 documentation, and
 - 39 2. cost of shipping and handling, if additional funding is requested for those costs.

40 Registered student organization

41 An organization which has a current and complete registration on file with [the Campus Activities Office](#).

42 Returning organization

43 An organization that received and spent funds allocated by the SAFC during the previous fiscal year.

44 SA
45 The Student Assembly (the assembly) is the undergraduate student government of the university
46 under which the Commission is chartered.
47 SAFC
48 Student Activities Funding Commission (the Commission)
49 Student Activities Funding Commission Appeals Board, herein the Appeals Board, acts as the appellate
50 body charged with facilitating and deciding SAFC funding appeals.
51 [Campus Activities Office](#)
52 The [Campus Activities Office](#) is an administrative unit of the university which grants registrations to
53 student organizations, allowing them certain privileges on campus, including the right to apply for
54 funds from the SAFC. The office also provides extensive information and advisory resources to officers
55 of registered student organizations.
56

57 1.2 Version of Record

58 The version of the guidelines posted on the Student Activities Funding Commission OrgSync website is
59 the version of record, and it shall supersede any other existing versions. The [Campus Activities Office](#)
60 shall maintain and modify this version according to the procedures for amendment. Commissioners
61 and other parties may not alter the effect or applicability of the bylaws or guidelines by misstatement
62 or misinterpretation.
63

64 2 Applicants

65 This section establishes rules and procedures governing the interactions of applicant organizations and
66 the Commission.
67

68 2.1 Eligibility

69 2.1.1 Basic Requirements

70 To be eligible to request funds or to spend allocated funds an applicant must:

- 71 • register with and be approved by the [Campus Activities Office](#) by when the budgets are due
72 in each semester
- 73 • declare during the [Campus Activities Office](#) registration process that the group intends to
74 apply for SAFC funding during that academic year; prior to the first deadline for funding
75 requests in the fall semester, if funding is sought in the fall, prior to the first deadline for
76 funding requests in the spring semester, if funding is sought in the spring;
- 77 • have undergraduate members who comprise at least sixty percent of its total membership,
78 excluding alumni members; and,
- 79 • be in good standing with the Commission.

80 Officers of the applicant must also meet the following requirements:

- 81 • president and treasurer must agree to abide by standards for ethical conduct; and,
- 82 • president, treasurer, and advisor must affirm their approval for each request by digital ~~or~~
83 [by written](#) signature as the Commission provides on the specific budget.

- 84 ○ Registered president, treasurer, and advisor must be three distinct individuals
85 ● The signatures of the president, treasurer, and advisor must match the names listed on the
86 group's profile page in Orgsync

87 2.1.2 Additional Requirements

88 An organization which otherwise meets all basic requirements to receive funding will be deemed ineligible
89 to receive funding if either of the following conditions are satisfied:

- 90 ● The organization both shares an essentially identical purpose/mission with another SAFC-funded
91 organization and also that organization's membership substantially overlaps that of another
92 SAFC-funded organization; or
93 ● The organization functions in conjunction with one or more SAFC-funded organizations in such a
94 way that both organizations are reasonably perceived as existing for the purpose of increasing
95 the total amount of SAFC-funding received.

96 Outside of the semesterly allocation decisions, the SAFC, by a majority vote of the Executive Board, will
97 revoke an organization's funding if it is deemed to be in violation of above requirements. The
98 organization(s) in question may appeal this determination to the SAFC Appeals Board for review.

99 The organization must meet all eligibility requirements as well as submit both requests and supporting
100 materials before the deadlines set by the Commission in order for the Commission to accept and
101 review such requests and materials. The commission may not accept submissions from organizations
102 that have not met the eligibility requirements.

103 2.1.3 Exception for Unforeseen Circumstances

104 All organizations that are, at the time of their application, assigned Tier 4, Tier 5, Tier 6, or New Group
105 Tiers must demonstrate that the Treasurer, President, or Advisor attend at least one of three help
106 sessions at a pre-announced date. If the Treasurer or President is unable to attend any of the three
107 help sessions, the President or Treasurer may designate another member of the organization to attend
108 a help session on their behalf.

109 Organizations that do not meet the above requirement forfeit their right to demand a SAFC Appeals
110 Board Hearing, but may be granted such a hearing at the discretion of the the Chair of the SAFC
111 Appeals Board, for truly exceptional circumstances. The organization will still retain the right to a
112 budget hearing.

113 2.1.4 Exception for Unforeseen Circumstances

114 In the event of unforeseen circumstances that would prevent the submission of the organization
115 funding request or the affirmation of said funding request by the president, treasurer, and/or advisor,
116 the student organization must:

- 117 1. Notify both the SAFC Co-Chairs via email to their netid's available on the Commission website
118 to request a 24 hour extension from the original funding request deadline:
119 1. This request must include the evidence required below; and
120 2. Must be submitted within 24 hours after the funding request deadline

- 121 2. Complete the remainder of their application before the eventual extended deadline. Eligible
122 unforeseen circumstances and associated evidence are the following:
- 123 1. Negligence of advisor; Required evidence: screenshot of written communication with
124 advisor three days prior to the funding request deadline in regards to funding request
125 approval.
 - 126 2. Injury or illness of treasurer, president, or advisor; Required evidence: note from a
127 physician or medical professional with date of injury and explanation of event.
 - 128 3. Death of treasurer, president, or advisor. Required evidence: at the discretion of the
129 SAFC co-chairs.

130 The SAFC co-chairs will evaluate the evidence provided and whether or not the circumstance is
131 unforeseen, and notify the organization as decision before funding request reviews commence.

132 Requests for extension will be evaluated based on:

- 133 1. Demonstration of foresight regarding SAFC rules and deadlines;
- 134 2. Severity of the unforeseen circumstance;
- 135 3. Extent of ineligibility (i.e. completeness of application).

136 The submission of an extension request should not be construed as a granting of said request. The
137 decision to accept or deny a request for an extension is not subject to appeal. Again, the commission
138 may not accept funding request submissions from organizations that have not met the eligibility
139 requirements.

140

141 2.2 Ethical Conduct

142 Officers of applicants must agree to the Statement on Ethical Conduct prepared by [Campus Activities](#)
143 [Office](#) by digital or written signature as they provide.

144

145 2.3 Suspension and Revocation of Funds

146 2.3.1 Purpose

147 To prevent misuse of commission funds, the Executive Board of the Commission may act to
148 temporarily suspend or permanently revoke allocated funds. The Board may revoke funds of an
149 organization if it finds that the organization:

- 150 • does not meet one or more eligibility requirements; or,
- 151 • acted in violation of the Statement on Ethical Conduct.

152

153 2.3.2 Suspension of Funding

154 Either the Office of the Dean of Students or the Chair(s) of the Commission may temporarily suspend
155 an organization's funds at any time. Any action to temporarily suspend funding of an applicant
156 organization shall last no more than ten business days. Such a decision takes effect only after the
157 following are informed:

- 158 1. the Office of the Dean of Students;

- 159 2. the Chair(s); and,
160 3. the president, treasurer, and advisor of the affected organization.

161
162 2.3.3 Revocation of Funding

163 To revoke funding of an organization, the Commission must follow this procedure:

- 164 1. the Chair(s) of the Commission must contact the officers and advisor of the organization,
165 explaining the Commission's intent and reasoning for proposing revocation of funding; and,
166 2. the Chair(s) of the Commission, or a designee, must arrange for a meeting between the
167 Executive Committee and the organization so the organization may:
168 1. hear the Commission's intent and reasoning,
169 2. examine any evidence associated with the proposed revocation of funding,
170 3. present its case and additional evidence to the Commission, and
171 4. negotiate a mutually acceptable remedy; and,
172 3. the Executive Board, after deliberating in closed session, may vote to revoke funding.

173 The decision to revoke funding is subject to [appeal](#) by the Appeals Board. Any funds that are revoked
174 remain unavailable to the organization until the appeal process is resolved.

175
176 2.3.4 Limitations

177 The Executive Board may not revoke funding for more than one academic year and may reverse a
178 decision to revoke funds at any time.

179
180 3 Request for Funds

181 3.1 Budget Request

182 3.1.1 Purpose

183 Organizations may obtain funds individually by submitting a funding request. The application is
184 prerequisite to all other requests for funding the organization may submit.

185
186 3.1.2 Basis on Which to Make Requests

187 The Commission will provide one opportunity for the submission of funding requests each semester.

188
189 3.1.3 Permitted Expenses

190 Organizations may request funds for the following kinds of expense in a budget application:

- 191 1. [administrative expenses](#);
192 2. [local events](#);
193 3. [travel events](#);
194 4. [durable goods](#); and,
195 5. [publications](#).

196
197 3.1.4 When Applications Are Due

198 The commission sets deadlines for online submission in its calendar.

199
200 3.1.5 When Funds Become Available

201 The commission sets a date in its calendar when funding decisions are released and funds become
202 available. Once released, funds may be used towards expenses that occur between the first and last
203 days of classes for the semester in which those funds are allocated. Funds remain available until
204 revoked or reverted at the end of the semester in which they are granted.

205 206 3.1.6 Maximum Allocation

207 3.1.6.1 Maximum Funding Determined by Tier Assignment

208 The commission assigns each organization to a maximum allocation tier, which determines the
209 maximum cumulative amount of funding per semester the organization can receive.

210 211 3.1.6.2 Annual Adjustment of Tiers

212 The commission will annually evaluate the number of tiers and total number of organizations to assign
213 to each tier before assigning organizations to such tiers. The commission may increase or reduce the
214 maximum allocation for the lowest tier throughout the fiscal year depending on the amount of funds
215 available and the number of new organizations that request funding.

216 217 3.1.6.3 Initial Tier Assignment

218 The commission assigns every new organization to the **New Group** tier in the first semester that it
219 submits a regular funding request. The commission may assign a returning organization to the lowest
220 tier in the second semester **if they previously used any of their allocated funding.**

221 222 3.1.6.4 Requirements to Stay in Tier

223 The commission completes an annual evaluation of each organization at the end of each academic
224 year to determine whether the organization may remain in the current tier or should be assigned to
225 the next lowest tier in the next academic year. In order to remain in its current tier, the organization
226 must in each semester that it receives funding:

- 227 1. spend a proportion of its allocated funds relative to the total amount allocated that meets or
228 exceeds the efficiency spending percentage (the spending requirement); and,
- 229 2. remain in good standing with the Commission.

230 The efficiency spending percentage is set by the Commission by the first day of classes in the
231 academic year in which groups are being evaluated.

232 If an organization does not submit any funding requests in an academic year, the Commission will
233 assign it to the next lowest tier in the following academic year. If an organization is zero funded in one
234 of the semesters, this will be disregarded if the organization qualifies in the other semester with its
235 efficiency spending percentage.

236 237 3.1.6.5 Advancement to a Higher Tier

238 As part of the annual evaluation, the Commission also provides an opportunity for organizations to
239 request advancement to a higher tier for the next academic year. In order to advance to the next
240 highest tier, an organization must:

- 241 1. fulfill all requirements to remain in its current tier; and,
- 242 2. receive a non-zero funded budget in both semesters in the past academic year and
- 243 3. in at least one semester, spend a proportion of its allocated funds relative to the maximum
244 allocation allowed for its tier that meets or exceeds the tier spending percentage.

245 The tier spending percentage is set by the Commission by the first day of classes in the academic year
246 in which groups are being evaluated. This is done objectively by the percentages and no format
247 application process is required.

248 249 3.1.6.6 Special Cancellation Request

250 The commission permits the submission of Special Cancellation Requests to allow organizations to
251 remove select funds from the tier and efficiency spending calculation in light of circumstances that
252 were unforeseen at the time of application. The Request must be submitted to the Commission within
253 two (2) weeks of the organization becoming aware of the inability to fulfill the expense. The
254 commission will determine whether or not the circumstances are unforeseen. These may include but
255 are not limited to:

- 256 1. speaker/performer cancellations after the budget was reviewed;
- 257 2. weather conditions prohibiting travel;
- 258 3. a reduction in price after the submission of the original price quote;
- 259 4. injury or illness; or
- 260 5. actual costs are lower than those allocated under negotiated rates.

261 262 ~~3.1.6.7 Fast Track Advancement~~

263 ~~If organization is in the lowest tier and advance to a higher tier in three consecutive academic years~~
264 ~~and meets criteria the next highest tier in the fourth year, it may advance two tiers that year. This is~~
265 ~~only applicable for organization trying to the performance tier.~~

266 267 3.1.6.7 Additional Requirements for Performance Tiers

268 The commission may designate certain tiers as performance tiers. To remain in or advance into a
269 performance tier, organizations must:

- 270 1. fulfill all of the basic requirements to be eligible for that tier;
- 271 2. submit an annual performance report using facilities provided by the Commission; and
- 272 3. submit a Diversity & Inclusion Plan (DIP) and receive approval from the DIP Task Force in
273 compliance with the guidelines set out for Performance tier groups in United Student Body.
274 This requirement may be waived by the commission's executive board if the organization can
275 provide sufficient evidence that the DIP task did not carry out its duties properly.

276 The Commission will consider information submitted in the annual performance report in determining
277 whether an organization may remain or advance into the specified performance tier. If the
278 Commission determines that the group is not eligible to remain in a performance tier then the group
279 will be placed into the highest tier that is not a performance tier.

280
281 3.1.6.8 Option to Receive Double Tier Amount in One Semester

282 An organization may elect to receive funding in only one semester. Such an organization may receive
283 twice the maximum allocation permitted for its tier. **Maximum Funding limits under Categories of**
284 **supported expenses will not double (see 8.1.4, 8.2.6, 8.3.6, and 8.5.2).**

285 To exercise this option, the organization must submit a Fall/Spring Only Semester form to the
286 commission before the first deadline for funding request submissions in the fall semester.

287 3.2 Special Project Request

288 3.2.1 Purpose

289 To allow organizations to request funds in certain new or special circumstances, the commission
290 permits submission of special project requests.

291
292 3.2.2 Eligible Expenses

293 An applicant may request additional funding for any expenses in its funding request or for entirely new
294 expenses under the following conditions:

- 295 1. applicant has received an allocation for the current semester in response to its regular funding
296 request;
- 297 2. special project funding application is submitted both before the deadline for submission as
298 stated in the SAFC calendar and before before any additional requested funding must be used;
- 299 3. additional funds are needed because:
- 300 1. the applicant has new circumstances which:
- 301 1. support a higher allocation than the original circumstances of the allocation,
302 and
- 303 2. could not have been reasonably anticipated or mitigated by the organization
304 before it submitted its original request

305
306 The applicant may request expenses solely in the following categories:

- 307 1. local events,
308 2. travel events, and
309 3. publications.

310
311 3.2.3 Application Requirements

312 Organizations submit special project funding applications using a special project application form
313 available online from the commission website. Forms must be signed by the registered president,
314 treasurer, and advisor of the organization and must include:

- 315 1. identification of the expenses for which additional funding is needed and how much more is
316 needed for each; and,

317 2. if the request arises from new circumstances, documentation of new circumstances
318 necessitating the increased allocation, including a showing that the applicant could not have
319 reasonably foreseen such circumstances at the last regular deadline.

320

321 3.2.4 Procedure for Review and Allocation

322 The commission:

- 323 1. reviews the application at the next date set in its calendar and renders a decision by the same
324 process as for the single organization application, but without a hearing except by request of
325 the Chair(s) of the commission;
326 2. rejects the application or any parts of it that do not meet criteria for a special request funding
327 application; and,
328 3. considers the parts it accepts on the merits as if they were part of the regular funding request
329 and allocates accordingly, applying any adjustment or maximum allocation restrictions that
330 applied to the regular funding request.

331 4 Allocation

332 The commission allocates funds according to these guidelines and its bylaws. Allocations do not
333 guarantee that specific reimbursements or payments will be issued. For this reason, organizations are
334 advised to consult with the Commission before entering into any commitment with financial
335 consequences.

336

337 5 Funding Hearings

338 5.1 Purpose of a Funding Hearing

339 A funding hearing process is provided to enable organization leaders to meet with commissioners to
340 resolve certain mistakes identified in or arising out of the initial allocation process.

341

342 5.2 Eligibility to Request a Funding Hearing

343 An applicant may only request a hearing regarding a request which:

- 344 1. is submitted in an application; and
345 2. received less than the maximum allocation for which it is eligible, which is the lesser of:
346 1. the amount requested; and
347 2. the difference between the semester tier cap for that group and cumulative funds
348 already allocated to that group in the current semester.

349

350 5.3 Procedures

351 The commission:

- 352 1. will schedule hearings within one week of release of preliminary allocation determinations;
- 353 2. does not allow amendment of the originally submitted request;
- 354 3. accepts additional documentation and statements provided by the applicant which clarify or
- 355 support the requests included in the original submission; and,
- 356 4. keeps minutes which document the names of participants in the hearing, the questions asked
- 357 of the applicant, and the responses received.

358 The applicant:

- 359 1. provides no less than one and no more than three representatives of whom all must be either
- 360 undergraduate student members or registered advisors; and,
- 361 2. limits responses to the questions posed by the Commissioners.

362

363 6 Appeals

364 6.1 Purpose

365 The external appeal process assures actions of the Commission are fair and reasonable. An
366 organization may utilize this process only where it can

- 367 1. dispute:
 - 368 1. an allocation decision;
 - 369 2. a special cancellation request; or
 - 370 3. placement into/removal out of a performance tier;
 - 371 4. "Additional Requirements" of eligibility outlined in section 2.1.2;
- 372 2. where it can demonstrate that the Commission:
 - 373 1. incorrectly interpreted or applied its guidelines or relevant policies; or
 - 374 2. wrongly excluded or construed relevant information or supporting documentation in
 - 375 the organization's application.
 - 376 3. It has fulfilled the "Help Sessions" requirement as outlined in Section 2.1.3

377 An organization may not appeal an allocation decision if it had, but did not utilize, an opportunity for a
378 hearing with the Commission. The burden shall rest on the appealing organization to demonstrate that
379 the Commission erred. The Appeals Board determines the outcome of the appeal.

380 6.2 Format of Appeal

381 Appeals are submitted to the Student Assembly Vice President for Finance the Chair of the Appeals
382 Board [gdk36@cornell.edu]. Appeals must include:

- 383 1. name of the organization;
- 384 2. the date and time of the organization's appeal with the Commission regarding the allocation
385 that is being appealed;
- 386 3. whether the organization is appealing either the Commission's:
 - 387 1. interpretation of its funding guidelines; or
 - 388 2. wrongful exclusion of relevant information or supporting documentation;
- 389 4. rationale explaining how the group believed the Commission erred;
- 390 5. a citation of the specific policies in these guidelines or other policies applicable to the
391 Commission's determination (for example: "SAFC Funding Guidelines Section 8.2.1"); and,

392 6. the contact(s) who will represent the organization in the appeal, who must be the registered
393 president, treasurer, or advisor of the organization.

394 6.2.1 Composition of SAFC Appeals Board

- 395
- 396 1. The SAFC Appeals Board (hereafter: the Board) shall be chaired by the Student Assembly Vice
397 President for Finance, who serves as an impartial chairperson. In the event of a tie, the
398 Chairperson shall cast the deciding vote. In the event that the Student Assembly Vice
399 President for Finance is unavailable to chair a hearing, another voting member of the Student
400 Assembly who is on the Appeals Board will be asked to fill the position.
- 401 2. The Board shall be composed of the standing membership of the Student Assembly
402 Appropriations Committee. The SAFC Co-Chairs shall serve as non-voting, ex-officio members
403 of the Appeals Board.
- 404 3. Quorum for the SAFC Appeals Board shall be defined as the Chair and five additional members
405 of the SAFC Appeals Board.
406

407 6.3 Receipt of Appeal and Initial Action

- 408 1. The organization must submit completed appeals before the deadline provided by the
409 Commission or, if the Commission does not specify an explicit deadline, within five business
410 days after the Commission releases the decision the organization wishes to dispute.
- 411 2. The Chair of the Appeals Board, after determining the appeal submission is timely and
412 complete, transmits it to the Commission's Executive Board.
- 413 3. If the SAFC Executive Board agrees with the appeal request in its substance, the Chair of the
414 Commission may notify the Chair of the Appeals Board, who may grant the request without
415 conducting a hearing.
- 416 4. The Chair of the Appeals Board, unless so notified regarding the appeal, contacts the members
417 of the organization within five business days of receiving the review request to schedule a
418 hearing with the Appeals Board.
419

420 6.4 Appeal Hearing

421 In presentation and discussion, the Appeals Board reviews only the actions disputed in the appeal, and
422 neither the affected organization nor the Commission may present new information or documentation
423 that was unavailable when the Commission made its initial decision. The affected organization may be
424 represented by any undergraduate member and the president and treasurer must be in attendance.
425 The SAFC shall be represented by the Commissioners who conducted the Funding Review and Funding
426 Hearing of the affected organization. The affected organization and the SAFC representatives each:

427 1. present their rationales; and,
428 2. answer questions concerning its presentation.
429

430 6.5 Decision

431 The Appeals Board

- 432 1. deliberates in closed session and, for each disputed action, determines whether Commission
433 erred in its original decision; and,
434 2. for each determination that the Commission erred in its original decision, adopts a rationale
435 explaining its determination.

436 In determining whether guidelines were correctly interpreted the Appeals Board will consider whether
437 the Commission's application of its guidelines was reasonable. In determining whether the
438 Commission erred in its determination of facts, the Appeals Board will decide based on a
439 preponderance of evidence provided in the hearing.

440 For each appeal reviewed, the Chair of the Appeals Board:

- 441 1. compiles a preliminary report of all determinations and rationales approved by the Appeals
442 Board
443 2. presents a report for the Assembly no less than one week following the decision of the Appeals
444 Board; and,
445 3. transmits the adopted report to the Chair(s) of the Commission, the Office of the Dean of
446 Students, and the presidents, treasurers, and advisors of the affected organizations.

447 For each determination that the Commission erred, the Commission or its Executive Board must within
448 ten business days:

- 449 1. reconsider the disputed action and adopt actions that are consistent with the rationale of the
450 Appeals Board;
451 2. report its revised decision to the Chair of the Appeals Board, the Office of the Dean of
452 Students, and the affected organizations.
453

454 6.6 Further Appeals

455 Organizations may appeal a revised decision of the Commission in the same manner as the original
456 decision, but only on the basis of new determinations that were made since the original appeal was
457 filed. Organizations may additionally dispute outcomes of appeals through the university Ombudsman.
458

459 7 Reversion of Funds

460 If an organization has unspent funds remaining in its account at the first business day after the last
461 day of classes in the academic semester in which those funds were allocated, those funds will
462 automatically revert to the Commission.
463

464 8 Categories of Supported Expenses

465 This section describes the kinds of expenses which the Commission may fund.

466 The following general principles apply to all expenses funded by the Commission:

- 467 1. The commission funds only for expenses that relate to the purpose of the organization as
468 specified in its registration with the **Campus Activities Office**.
469 2. In requests for funding, organizations must always break down the amounts requested in each
470 expense category and specify the permitted expense in the category to which the amounts
471 relate.
472 3. Depending on the type of request and the category, additional documentation or conditions
473 may apply to funding requests.
474

475 8.1 Administrative Expenses

476 8.1.1 General Purpose

477 Administrative expenses support the basic operation and administration of the organization.

478

479 8.1.2 Permitted Expenses

480 The following expenses are allowed under this category:

- 481 1. copying and printing services not related to advertising for specific local events;
482 2. chalk;
483 3. advertising for recruitment;
484 4. repairs and maintenance of equipment;
485 5. Willard Straight Hall mailbox rental fee and on-campus storage areas;
486 6. web hosting;
487 7. **social media advertising; and**
488 8. **stickers.**
489 ~~9. Group not individual membership fees (ex. national chapter dues)~~

490 8.1.3 Prohibited Expenses

491 The following expenses are prohibited under the **administrative expenses** category:

- 492 1. **durable goods** and items with a typical or expected useful life of more than one year
493 2. **group and individual membership fees.**

494

495 8.1.4 Maximum Funding

496 Administrative expenses may not exceed \$200 per semester.

497

498 8.2 Local Event

499 8.2.1 Purpose

500 This category includes expenses associated with putting on an event, program or practice.

501

502 8.2.2 Eligible Events

503 To be eligible for funding the event must:

- 504 1. occur between the first and last day of classes;
505 2. occur on a weekday when classes are in session or a weekend that is not part of a university
506 holiday such as Fall Break or Spring Break; and,

- 507 3. be one of the following:
- 508 1. a practice session for athletic or performance organizations, or
- 509 2. a public event open to the Cornell community to the extent permitted by spatial,
- 510 temporal, or financial constraints;
- 511 4. not have a primary or substantive purpose of:
- 512 1. conversion/worship
- 513 2. influencing legislation
- 514 3. partisan political activity
- 515 4. raising funds for profit
- 516 5. raising funds for charity, unless the event has another equally substantive purpose
- 517 related to the mission of the organization
- 518 6. social activity; and,
- 519 7. comply with the [Use of University Property Policy](#), if it occurs on campus.
- 520

521 8.2.3 Permitted Expenses

522 The following expenses are permitted under this category if they relate to an eligible event, are not

523 among the prohibited expenses for the category, and are for:

- 524 1. guest performers, including:
- 525 1. honorarium, engagement or coaching fee,
- 526 2. transport,
- 527 3. lodging, and
- 528 4. meals;
- 529 2. venue rental;
- 530 3. [professional](#) event production services;
- 531 4. supplies and materials essential to the event;
- 532 5. media rental and licensing fees; and,
- 533 6. copies and chalk
- 534 7. [security fees](#)
- 535 8. [professional video/sound recording or photography expenses](#).
- 536

537 If an event is allocated funding, the Commission will provide up to two complementary, vertical

538 eighth-page advertisements or the online equivalent in value to publicize the event in the Cornell Daily

539 Sun. Funding is not allocated for these ads in the organization's funding request, but the organization

540 may pay for the ads using the Cornell Daily Sun Advertisement Authorization Form.

541

542 8.2.4 Prohibited Expenses

543 The following expenses are prohibited under the [local events](#) category:

- 544 1. [durable goods](#) and items with a typical or expected useful life of more than one year,
- 545 2. [duplicates functionality or service already available on campus \(ex. utensils, cameras\)](#)
- 546 3. food other than meals for performers as provided in permitted expenses,
- 547 4. [travel expenses for members of the organization to a location within Tompkins County,](#)
- 548 5. honorarium or engagement fee if paid to:
- 549 1. a speaker or performer with whom another organization has negotiated an
- 550 engagement fee, documented by a Letter of Intent filed with the Commission, for
- 551 which it is seeking funding from the Commission,
- 552 2. a university student,
- 553 3. a university employee,

- 554 4. an alumnus who graduated within five years, or
555 5. a parent, adopted parent, sibling, step-sibling, or child of a Cornell student.
556 6. any items that are given away,
557 7. entry fees/member dues paid to another SAFC-funded organization.
558

559 8.2.5 Application Requirements

560 Applicant must submit:

- 561 1. price quote documentation for each individual expense; and
562 2. a completed Letter of Intent Form for each guest performer for which it requests funds in this
563 category.

564 A Letter of Intent Form is a form available online from the SAFC, which must be completed by the
565 speaker or performer and the group organizing the event. It is not binding upon either party, but it
566 documents the good-faith intent of the parties to organize the event.

567

568 8.2.6 Maximum Funding

569 The following caps will apply to expenses under the local events category:

- 570 1. Lodging for guest performers may not exceed \$100 per night and \$20 per person for any
571 additional persons if the guest performer is a group of people.
572 2. Meals for guest performers may not exceed \$30 per person per day.
573 3. Travel expenses for guest performers may not exceed the eligible amount under the Internal
574 Revenue Service rate, listed under negotiated rates.
575 4. Expenditures for electronics (i.e. cameras, speakers, etc) are capped at \$500
576 5. Copies and chalk for publicity may not exceed \$20 per event.
577

578 8.3 Travel Event

579 8.3.1 Purpose

580 The commission funds expenses related to student participation in conferences and tournaments away
581 from the university.

582

583 8.3.2 Eligible Events

584 To be eligible for funding the event must:

- 585 1. be located outside the municipal limits of Tompkins County, New York;
586 2. occur between the first day of classes and the last day of exams for the semester in which it
587 occurs;
588 3. be organized and hosted by another institution;
589 4. not be a retreat in which group members partake in team building, training activities, and
590 other such activities which do not further the purpose of the organization; and,
591 5. not have a primary or substantive purpose of:
592 1. conversion/worship
593 2. influencing legislation
594 3. partisan political activity
595 4. raising funds for profit

- 596 5. raising funds for charity, unless the event has another equally substantive purpose
597 related to the mission of the organization
598 6. social activity.

599

600 8.3.3 Permitted Expenses

601 The following expenses are permitted under this category if they relate to an eligible event, are not
602 among the prohibited expenses for the category, and are:

- 603 1. student travel expenses, including:
604 1. transport, and
605 2. lodging.
606 2. entry fees; and,
607 3. national/group dues;
608 4. supplies and materials essential to participation in the event.
609

610 8.3.4 Prohibited Expenses

611 The following expenses are prohibited under the travel events category:

- 612 1. durable goods and items with a typical or expected useful life of more than one year,
613 2. meals, unless the meals cannot be separated from an otherwise eligible expense, or
614 3. social activities, unless the activities cannot be separated from an otherwise eligible expense.
615

616 8.3.5 Application Requirements

617 Applicant must submit:

- 618 1. travel event documentation for each individual event.

619 Travel event documentation must:

- 620 1. originate from the event organizer in the form of a letter, fax, or website printout; and,
621 2. specify:
622 1. organizer of the event, including a phone, email, or web contact;
623 2. date of the event;
624 3. location of the event;
625 4. description or subject of the event; and
626 5. all expenses associated with the event.
627

628 8.3.6 Maximum Funding

629 The following caps will apply to expenses under the travel events category:

- 630 1. Student travel expenses for travel events may not exceed the eligible amount under the
631 student travel rate, listed under negotiated rates.
632 2. For destinations outside the contiguous United States that are not within 400 miles of Ithaca
633 the Commission will allocate a maximum of \$1,500 for travel expenses per event.
634

635 8.4 Durable Good

636 8.4.1 Purpose

637 The commission funds purchases of items with a useful life of more than a year that are necessary for
638 an organization's purpose.

639

640 8.4.2 Eligibility

641 To receive funding for expenses in this category, the organization must submit current information
642 about each of the durable goods it has purchased with SAFC funds in the last three semesters with the
643 current budget request.

644

645 8.4.3 Permitted Expenses

646 Expenses permitted under this category include:

- 647 1. purchase or repair of a durable good which:
- 648 1. has a typical and expected useful life of at least one year;
 - 649 2. will be held on campus for active use by the organization for its entire expected useful
650 life;
 - 651 3. is necessary to carry out activities related to the organization's purpose; and,
 - 652 4. is intended for use in activities that would be eligible local events, travel events, or
653 publications.
- 654

655 8.4.4 Prohibited Expenses

656 The following expenses are prohibited under the durable goods category:

- 657 1. is purchased for personalized issue or use;
 - 658 2. will not be stored in an on-campus facility managed by the organization or its advisor;
 - 659 3. duplicates functionality or service already available on campus (ex. utensils, cameras);
 - 660 4. is used to produce publicity items;
 - 661 5. any items that are given away;
 - 662 6. speakers unless the purpose of your organization is a performance group;
 - 663 7. Apparels that are not uniforms;
 - 664 8. Uniforms unless the purpose of your organization is a performance or sports group;
 - 665 9. is an office good such as, but not limited to:
 - 666 1. stickers,
 - 667 2. pens,
 - 668 3. pencils,
 - 669 4. markers,
 - 670 5. paper,
 - 671 6. filing cabinets,
 - 672 7. hole punches,
 - 673 8. staplers,
 - 674 9. and paperweights; or,
 - 675 10. is among the following:
 - 676 1. media for physical copying or production of music or video,
 - 677 2. electronics (ex: laptops, iPads, cameras, chargers, computer parts)
 - 678 3. software, and video games/gaming system
 - 679 4. Televisions, radios, ~~small speakers~~
 - 680 5. refrigerator,
 - 681 6. adaptors (ex: dongles, HDMI) or
 - 682 7. flash drives and hard-drives.
- 683

684 8.4.5 Application Requirements

685 Applicant must submit:

- 686 1. price quote documentation for each individual expense,
687 2. on-campus (Cornell's Ithaca campus) storage location for each individual good.
688

689 8.5 Publication

690 8.5.1 Purpose

691 The commission funds production of publications for general distribution to the campus community.

692

693 8.5.2 Maximum Allocation

694 The commission allocates a maximum of \$2,500 per academic semester for production of a publication.

695

696 8.5.3 Eligible Publications

697 For expenses to be eligible under this category, they must support production of a publication that:

- 698 1. circulates in the same academic semester funds are issued;
699 2. is available to the entire Cornell community and distributed at locations on campus frequented
700 by this community, including campus dining facilities, student centers, libraries;
701 3. issue at least 75 copies; and,
702 4. include the email, phone, or mailing address for the president, treasurer, and advisor of the
703 organization in each issue.
704

705 8.5.4 Permitted Expenses

706 Expenses are permitted under this category solely for production of eligible publications.

707

708 8.5.5 Application Requirements

709 For each publication, the applicant must provide:

- 710 1. price quote documentation for each individual expense; and
711 2. either:
712 1. a copy of a recent issue of the publication; or,
713 2. in the case of a new publication, a written outline detailing the format, content, and
714 intended audience of the publication.
715

716 9 Performance Reporting

717 Organizations seeking to remain in or advance to performance tiers are required to submit an annual
718 performance report. To facilitate such reporting, the Commission provides means for organizations to
719 submit information about their activities over the previous academic year. The annual performance
720 report will allow organizations to submit responses to the following questions:

721

- 722 1. Describe your organization's impact to the campus community, Cornell's reputation, and
723 unique contribution to student life, especially relative to other similar groups.
724 2. List the awards and media recognition (including local/student publications) your organization
725 has received and dates for each item.

- 726 3. In terms of your organization's membership, please describe the Executive Board structure,
727 number of active members who attend regular meetings, and number of people on the e-mail
728 list.
- 729 4. How often do you hold regular meetings or practices? What does an average meeting or
730 practice entail? Please mention the length of meetings or practice.
- 731 5. Describe how your organization currently reaches out to Cornell's numerous diverse
732 communities, and going forward, how it plans to continue and expand these initiatives. These
733 communities may include, but are not be limited to, membership and engagement with
734 students.
- 735 6. Describe any Travel Events in the year and their significance for the organization.
- 736 7. For each Local Event in the year, list (bullet point format, supporting documentation
737 encouraged):
- 738 7.1 Total Cost
- 739 7.2 Attendance
- 740 7.3 Marketing Efforts / Publicity
- 741 8. List any durable goods purchased in the previous and current academic year. (bullet point
742 format)
- 743 9. List any other SAFC-funded organizations that your organization partnered with this year.
- 744 10. For the previous and current academic year, list other funding sources and amounts received
745 from each. For instance; revenue from events, alumni donations, and/or dues.
- 746 11. Approximate budget request amount(s) for next year. If your organization is placed in the
747 Performance Tier for next year, how will your group use the available funds? If your group is
748 not presently in the Performance Tier, how will additional funds improve your organization?
- 749 12. Please explain why it is necessary to your organization that this SAFC Performance Tier exists.

750

751 Additional Questions for Club Sports Teams Only:

- 752 13. Does Cornell have a varsity team for your sport and gender?
- 753 14. List any other SAFC-funded groups that play the same sport and include gender or skill
754 level, if applicable.
- 755 15. Indicate your current ranking at the regional, division, and national levels. Also include the
756 number of teams at each level.

757

758 10 Calendar

759 By the last day of classes in any semester, the Commission adopts a calendar of events and deadlines
760 consistent with these funding guidelines. The calendar is subject to change without notice and the
761 online version supersedes any other version. Applicants are expected to review the calendar before
762 making any fiduciary commitments.

763

764 Appendix A. Negotiated Rates

765 The following rates are determined by the Office of the Dean of Students by negotiation and
766 consultation with other units and external vendors that serve applicant organizations. The rates are
767 subject to change by the Office of the Dean of Students without notice.

768 Some rates are available only to university organizations (organizations that register with a "university"
769 rather than "independent" status). For university-only rates, organizations will have to obtain a quote
770 directly from the vendor.

771

Expense Type	Current Rate	Vendor	Applies To	Updated
Advertising	\$64.00 per 1/8 page vertical advertisement	Cornell Daily Sun	University organizations	Monday, 16 April 2012
Speaker/performer transportation	\$0.535 per person per mile	US Internal Revenue Service	All organizations	Monday, January 1 2018
Student travel rate	\$0.071 per person per mile	SAFC and US Internal Revenue Service	All organizations	Tuesday, 1 January 2013
Student lodging rate	\$25 per person per night	SAFC	All organizations	Thursday, 1 August 2013

772