

Please note: The information on this page is applicable to student organizations registered with Club Alliance, an agency of Student Government, and to individual students of the University of North Florida. All other entities seeking funding from Student Government should contact the SG Treasurer or Budget & Allocations Committee Chair at (904) 620.2750.

Overview

The University of North Florida Student Government collects Activity & Service (A&S) Fees from UNF students per credit hour to provide funding for student programming, services, and representation. A&S Fees are allocated annually by the Student Senate to form a balanced, line-item budget, which includes funding that can be requested by individual students and by student organizations as outlined in Title VIII of the Student Government Statutes: The Finance Code. Other policies regarding student organization funding are outlined in Chapter 1105.6.

[Student Government Constitution and Statutes](#)

Funding Eligibility (803.1)

A&S Fee money shall not be allocated to entities that discriminate on the basis of race, gender, religion, sexual orientation, national origin, disability, age, political persuasion, or previous legal adjudication; unless to fund an event which is open to all students.

Prohibited expenditures/uses of A&S Fee funding include but are not limited to (802.5):

1. Activities that solely benefit non-UNF students.
2. Construction, permanent structural improvements, or remodeling unless approved by the Student Senate.
3. Enrollment in courses, academic requirements, or required academic activities.
4. Alcoholic beverages
5. Travel reimbursements, event/program reimbursements above the amount actually expended.
6. Indirect travel expenses such as excess baggage charge, valet service, and trailer hitches.
7. SG Scholarships (funded with interest from A&S Fee only)
8. Entertainment that is not open to the student body, in general
9. Automobile rental other than through approved travel reimbursement
10. To purchase items that will be resold
11. Activities for which an admission fee is charged for students except for Student Government Sponsored concerts.
12. Monetary Prizes, Gift Certificates, or Raffles.
13. Prizes in excess of \$25.

Policies

- Any printed items purchased all or in part by A&S Fees shall be required to either have the statement "Funded by UNF Student Government," or a similar statement approved by the SG Business Manager, in a conspicuous location and size proportional to the item being printed. (830.5)
- All requests for reimbursement shall have approval prior to the expenditure (833.5). Student organizations are to obtain approval from the SG Club Accountant.
- Any student organization that has been placed on suspension by Club Alliance will lose access to their club funding until suspension is lifted. Groups on suspension may not submit Travel Requests or Special Requests. (833.7)

Types of Available Funding

Student Organization Lump-Sum Funding

- Upon annual registration with Club Alliance, returning student organizations are automatically allocated an equal lump-sum budget of *at least* \$225 for that fiscal year (1105.6).
- Student organizations must be registered with for Club Alliance at least one full semester to be eligible for lump-sum funding (1105.6).
- Student organizations must receive approval from the SG Club Accountant before expenditures are made in order to receive reimbursement.
- For more information, please contact Club Alliance at (904) 620.1470 or sgacluba@unf.edu.
- [Club Purchase Request Form](#) (Microsoft Excel Spreadsheet)

Student Organization Supplementary Funding (Budget Boost)

- Student organizations desiring funds in excess of the annual lump-sum may request a supplementary allocation of up to \$200, once per fall and once per spring semester, through the Club Alliance Funding Board (1105.6).
- Student organizations must be registered with Club Alliance for at least one year to be eligible for additional funding through the Club Alliance Funding Board (1105.6).
- Requests must be heard and approved by the Funding Board and signed by the Student Government President.
- Student organizations must receive approval from the SG Club Accountant before expenditures are made in order to receive reimbursement.
- For more information, please contact Club Alliance at (904) 620.1470 or sgcluba@unf.edu.
- [Budget Boost Request Form](#) (PDF)

Special and Travel Requests

- A Special Request is defined as funding requested by an organization for a special event or project (801.2).
- A Travel Request is defined as funding requested by a Registered Student Organization, groups or individuals for travel (801.3).
- Special and Travel Requests must be presented and approved by the Senate Budget & Allocations Committee (B&A Committee) and the full Student Senate.
- In order for the B&A Committee and Senate to vote on a request for funding, both the Senate Sponsor and at least one representative from the student organization (or the individual student) requesting funding must attend the B&A Committee and Senate hearings (840.6).
- Completed Special and Travel Request forms must be submitted and have received all signatures a **minimum of six weeks** prior to the event or travel date in order for the request to be heard by the B&A Committee and Senate (840.4).
- Once funding has been approved by the Senate, the club president must schedule an appointment with the SG Accountant within five business days. Failure to do so will result in loss of funding. (840.8)
- Student organizations must be registered with Club Alliance for at least one year to be eligible for a Special or Travel Request (1105.6).
- For more information, please contact the Senate Budget & Allocations Committee Chair or SG Treasurer at (904) 620.2750.

Special Request Procedure

- Student organizations completing a Special Request for funding must submit the following documentation to the Senate Budget & Allocations Committee Chair (B&A Chair) or SG Treasurer (840.4):
 - o Special Request form signed by the appropriate faculty/staff advisor and club president.
 - o Spreadsheets documenting the expenses and wages for the project/event.
 - o Official schedule/agenda/program and other supporting documentation.
 - o Official business price quotes for expenditures.
 - o Completed standard questions for the B&A Committee.
- Once submitted, the B&A Chair and Treasurer will verify that the Special Request is accurate and in accordance with all applicable Student Government Statutes and University Rules and Regulations. Request will then be signed by the Senate Sponsor, Treasurer, and B&A Chair.
- Once all signatures have been received, the Special Request will be date/time-stamped (must be completed at least six weeks prior to the event) and returned to the club. The club must then provide 19 stapled copies of the completed request to the B&A Chair at least five business days prior to the next B&A Committee meeting in order to be heard (840.4).
- [Special Request Form and Standard Questions for Special Requests](#) (Microsoft Word Document)
- [Special Request Expenditure Break-Down](#) (Microsoft Excel Spreadsheet)

Travel Request Procedure

- Student organizations and individual students may request travel funding for any currently enrolled A&S Fee-paying student (841.1). Travel funds shall be allocated to organizations and students one time per fiscal year as follows (841.2):
 - o Individual students requesting funding are limited to \$500 and the Student Senate may fund no more than three individual students traveling to the same conference.
 - o Student organizations requesting funding are limited to \$2500.
 - o Funds for lodging accommodations may be requested up to 50% and groups shall stay four to a room if possible.
 - o Food associated with travel may be requested at the State rate for per-diem if not included in the registration fee (841.3).
- Student organizations completing a Travel Request for funding must submit the following documentation to the Senate Budget & Allocations Committee Chair (B&A Chair) or SG Treasurer (840.4):
 - o Travel Request form signed by the appropriate faculty/staff advisor and club president/student.
 - o Line-item spreadsheets documenting the total cost of the trip and total amount of the request.
 - o Official conference schedule/agenda/program and other supporting documentation.
 - o Official business price quotes for accommodations, transportation, and other expenditures.
 - o Completed standard questions for the B&A Committee.
- Once submitted, the B&A Chair and Treasurer will verify that the Travel Request is accurate and in accordance with all applicable Student Government Statutes and University Rules and Regulations. Request will then be signed by the Senate Sponsor, Treasurer, and B&A Chair.
- Once all signatures have been received, the Travel Request will be date/time-stamped (must be completed at least six weeks prior to the event) and returned to the club/student. The club/student must then provide 19 stapled copies of the completed request to the B&A Chair at least five business days prior to the next B&A Committee meeting in order to be heard (840.4).
- Upon approval by the Senate, a list with the name of the student organization and the names of all UNF students traveling, including UNF ID numbers, addresses, phone numbers, and email addresses shall be submitted to the SG Accountant (841.6).
- [Travel Request Form and Standard Questions for Travel Requests](#) (Microsoft Word Document)
- [Travel Request Expenditure Break-Down](#) (Microsoft Excel Spreadsheet)