

## **Activity Fund Allocation Committee Guideline**

### I. COMPOSITION OF THE ACTIVITIES FUND ALLOCATION COMMITTEE (AFAC)

- II. **Important Note** – Before semesterly funding request may be submitted. An OAP form must be turned in before or with your AFAC Budget request for any allocation is made to an organization. All information on the OAP form must be updated, correct, and should not include students who have graduated).

**Receipts must be provided after each function to the AFAC committee.**

### III. MEMBERSHIP

#### A. Membership

1. Chairperson: UCSG Treasurer
2. UCSG President (or another representative of USGA)
3. Leadership Consultant from Student Engagement (1)
4. UCSG Executive Board Class Representatives (4)
5. UCSG Senators (2) elected at large from the Senate.
6. Student Services Committee (SSC) representative (1)
7. The Associate Dean of Students – Dir. of Student Engagement

#### B. Secretary/Treasurer of AFAC (if deemed necessary)

1. Will attend AFAC meetings and give status reports on funds that have been allocated.
2. Will work with the AFAC chair as a liaison between AFAC and the Business Office.
3. The position may be held by the AFAC chair or ADS/DSE if they so choose.

#### C. Voting

1. All members, excluding the Chairperson, have one vote and may abstain.
2. The chairperson is a non-voting member, unless a tie occurs, wherein the chairperson has the tie breaker vote.
3. At least half (6) the AFAC committee members must be present to vote on any requests.

### IV. COMMITTEE RESPONSIBILITIES

#### A. Those who qualify for funding

1. All organizations that have completed the OAP Organization accreditation Process including having an active updated constitution and plan of succession.
2. No closed membership organizations can receive funding. (I.e., individual Greek letter organizations).

3. The Inter-Greek Council is eligible to receive up to 2% of the AFAC budget so long as the group has a “Standards Program” actively in place in the IGC constitution or charter. All AFAC rules still apply regarding all other forms of funding and individual fraternities and sororities are not eligible to request funding.
4. Any new organization seeking funding must complete all items concerning the “Intent to Organize” process by UCSG Board and approved by Student Engagement prior to submitting request.
5. All budget requests must be a true representation of the actual cost of the event or activity. Please do not overestimate or overstate the requested budget.

#### B. Appeals

1. Any organization may appeal AFAC’s decision of their allotment.
2. The organization may appeal the original decision to the AFAC committee.
3. The organization may then appeal the decision in II. B. 2. To a joint committee of AFAC and SSC. No further appeals will be permitted after this.

### V. TYPES OF ALLOCATIONS

#### A. Semester Budget Requests

1. Available to all qualifying organizations.
2. Request should be a detailed, itemized request for the current semester’s budget.

#### B. Special Activity Requests

1. Available to all qualifying organizations.
2. A request for additional funds for any activities.
3. Not a tool used for budget problems. (no emergency requests)
4. Will be submitted to the AFAC chair via AFAC email account (afac@ursinus.edu)
5. Chairperson of AFAC will call committee together once a month throughout the academic year upon receiving special request forms.

#### C. Class Allocations

1. Can only be submitted by the classes, to the AFAC chair.
2. A \$300 yearly allotment.
3. Yearly one-time transportation for non-alcoholic events.
4. Representative of the class must be at the special AFAC meeting that has their request on the agenda.

### VI. GUIDELINES FOR USAGE OF FUNDS

#### A. General Policy/Guidelines for funding

1. Organization sponsoring the event must be open and inclusive to all of campus.
2. Budget requests may ask for funding for:
  - a. Entertainment
  - b. Food (no alcoholic beverages)
  - c. Speakers/lecturers
  - d. Equipment associated with the organization activities
  - e. Supplies
  - f. Printing Costs/Publicity
  - g. Conferences (Conferences should not be attended for individual benefit but rather the benefit of the community as a whole). Students may not attend Job Fairs or Graduate School Fairs.
  - h. Transportation (school van, bus, reimbursement for mileage)
  - i. Miscellaneous (Not an open-ended request, but must state specific purpose or reason)

B. Conferences (More than one day, off campus)

1. Funding for no more than 4 people.
  - a. Food-no more than \$75 per person for entire trip (\$25/day).
  - b. Expenses-AFAC will pay for registration for 4 people.
2. Lodging/Travel-no more than 3 days.
3. For leadership training or recognized benefit to the organization and/or college (No job or graduate fairs).

C. Films

1. Shall appeal to the general college community, not for financial benefit
2. Must have copyrights to any film displayed
3. Must have an academic focus (if not obtained through SWANK Motion Pictures).
4. Faculty advisor must be present unless films are obtained through SWANK Motion Pictures because of the education focus sought after.
5. Must be booked through the CASE office

D. Restaurant Outings

1. Only for cultural dinners.
2. AFAC will issue funding for transportation only, not for food.

E. Club Sport Funding

1. A maximum of 5% of AFAC's budget can be allocated to club sports (The committee may adjust this figure as they see necessary.)
2. Funding for club teams should be limited to:
  - a. Payment of league registration fees

- b. Equipment for games
- c. Assist in travel expenses to away games
- d. At most, 4 home games for 1<sup>st</sup> year
- e. Each player is responsible for individual player fees or assessments

#### F. Charitable Contributions

1. Organizations receiving AFAC funds may not use funds to make charitable contributions to other organizations (on or off-campus). If an organization wishes to use funds to sponsor an event solely for charitable purposes – the organization must first cover the expenditures of the event and then may donate any profit to a charitable cause.
2. AFAC does not cover Homecoming nomination fees

#### G. Purchases for Personal Gain or Use

1. No organization may use funds to purchase items that members will take personal ownership of and that do not remain with in the possession of the organization. Such items may include articles of clothing (sweatshirts, team jerseys, etc.), audio/video equipment, and computer hardware/software.
2. All purchases of supplies and materials including office materials, decorations, and any type of equipment remains in the possession of the organization.

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