Concerning the ratification of the University Funding Board Funding Criteria.

1. **Whereas** the Student Government Bylaws state that it is the responsibility of Student Senate to examine and approve amendments to the Funding Criteria of the University Funding Board, and

2. **Whereas** the Executive Board of the University Funding Board has devoted much time and effort to revising its Funding Criteria, and

3. **Whereas** the aforementioned document has been revised to include necessary clauses to ensure a more comprehensive set of rules, and

4. **Whereas** members and executives of the University Funding Board have approved said changes.

5. **Therefore be it enacted** that Student Senate ratifies the revised Funding Criteria of the University Funding Board, and

6. **Therefore be it also enacted** that these Funding Criteria be effective for the remainder of the 2017-2018 academic year.

Respectfully Written by, Respectfully Submitted by,

Shivank Singh Jeffrey Bogenschutz
*University Funding Board President* *University Funding Board Senator*
UNIVERSITY FUNDING BOARD
FUNDING FACTS

2017 - 2018
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Dear Student Organization Leaders,

As students of this great university, we are afforded privileges, resources, and opportunities that shape our collegiate experience and, in turn, our lives. The Office of Student Activities & Leadership Development (SALD) continuously facilitates the framework for an outstanding Bearcat career for each of us, comprising student involvement, passion, and pride.

I congratulate and thank you for challenging yourself by becoming a student leader at the University of Cincinnati. I am excited to see what you will do—not just for yourself, but for your student organization, as well, throughout your time here at UC.

As a branch of Student Government, the University Funding Board (UFB) is made up of a representative field of students who work alongside SALD staff to ensure that your student organizations are able to accomplish their goals. The board provides numerous resources for student groups, such as office hours, workshop education, and direct advice to student leaders.

UFB exists to work with you and your organization and assist you in your success. We take pride in being able to be part of your experience with our ability to foster, fund, and promote your initiatives both on campus and across the country.

We model ourselves after SALD and share their core values:

Growth
Community
Diversity
Integrity
Learning

With these in mind and on behalf of the entire board, I wish you the best of luck in the upcoming year. Please don’t hesitate to contact me for any help this year. It is our responsibility to make this university grow, and the board & I look forward to collaborating with you in this effort.

Proudly Cincinnati,

Shivank Singh

Office: (513) 556-1195
UCFundingBoard@gmail.com | singh2sk@mail.uc.edu
ABOUT THE UNIVERSITY FUNDING BOARD

The University Funding Board (UFB) is a group of diverse students responsible for ensuring that student organizations are able to get the funding they need to further their purpose and enhance the Bearcat experience in various ways, including hosting events and attending conferences. The funds come from the general fee overseen by the Student Advisory Council on the University Budget (SACUB). As part of Student Government, UFB makes sure that the money set aside for funding student organizations is considered in several perspectives and adheres to the Criteria Governing the Allotment of Funds (beginning on page 12) as consistently as possible.

UFB has several responsibilities, including working with other branches of Student Government, such as the Student Activities Board and Student Senate. UFB ensures that organizations granted funding are holding and attending events that promote interaction and increase awareness among the student body. UFB evaluates funding requests based on the Criteria Governing the Allotment of Funds (Criteria). The Criteria are submitted to the Student Senate for approval yearly.

The Criteria are based on the following:

- Submission of funding requests;
- University accounting and auditing procedures; and
- Purposes for which funding may be allocated.
Every year, you pay a General Fee of $398 as part of your tuition.

There are over 400 organizations that are eligible for this funding.

Each organization can request up to $5,500.00.

(And up to $200.00 in operating funds.)

But we don’t just hand out the funding. **Funds are allocated on a first-come, first-served basis.** First, you have to submit a budget through your organization’s CampusLINK page.

If your budget meets the Criteria, we approve it & you’re on your way to an awesome event for your organization!

This gives us about [INSERT AMOUNT], which we give to you!

UFB receives [INSERT AMOUNT] of that fee.

Finally, UFB votes to decide whether your budget meets our Criteria for funding.

(Use the Online Budget Submission Guide on our CampusLINK page to help you submit your budget.)

Then, come to our Office Hours, and we’ll help you to make sure that your budget is ready to go!

(And up to $200.00 in operating funds.)

(The Criteria begin on page 12 of this document.)
STUDENT ORGANIZATION RESPONSIBILITIES

- Complete the RESET process each academic year.
  - If you have officer elections in the middle of an academic year, the new president and treasurer are required to complete the RESET process as well.
- Oversee your organization’s financial transactions with your organization’s advisor(s).
- Manage the $200 in operating funds that is available to your organization. Your advisor must approve each expense. You are accountable for overspending and will owe the university money if this occurs.
  - Operating funds are to help your organization to operate as smoothly as possible. Appropriate action will be taken if an organization is found to be abusing these funds.
  - You can only access your organization’s operating funds after completing RESET, re-registering on CampusLINK, and securing approval by SAB.
  - Each time you want to purchase something, your advisor must approve submission of the Purchase Order/P-Card request form. This is done online through CampusLINK. If the advisor cannot physically sign the original form, they must e-mail the UFB financial administrator with an explanation of what they are approving.
  - The $200 is intended to help purchase any supplies or other materials that a student organization may need to hold a productive meeting or event.

<table>
<thead>
<tr>
<th>Appropriate uses of operating funds</th>
<th>Inappropriate uses of operating funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food for recruitment events &amp; meetings, website maintenance*, apparel, office supplies**, materials for programs (decorations, reusable items, costumes, etc.), national chapter registration fees, prizes/giveaways, contingency funds for budget overages.</td>
<td>Anything in violation of university policies (alcohol, etc.), food for a limited number of organization members, unethical or excessive purchases, gift cards, bake sale supplies, seed money, etc., and any purchases made after the operating funds deadline.</td>
</tr>
</tbody>
</table>

*If your organization would like a website through UC, please contact SALD.

**Your organization can purchase supplies through Central Stores, which buys in bulk from GBEX Products. The office supply book is available at the UFB financial administrator’s desk. UC receives about a 40% discount or more on the listings in the catalog.
STUDENT ORGANIZATION RESPONSIBILITIES (cont’d.)

- Request funding using the CampusLINK online budget submission system if your organization seeks additional funding outside of operating funds.
  - Only officers who have completed RESET may submit a request for additional funding. RESET prepares you to know how to complete and submit a budget, but please do not hesitate to ask UFB members to help you during their office hours (schedule available on CampusLINK).
  - When you are approved for additional funding, it is your responsibility to follow-through on paperwork to actually spend the money allotted.
- Complete the online Conference/Event Assessment Form correctly and no later than ten (10) business days after an event. The forms can be found on UFB’s CampusLINK page.
  - If the form or any required receipt is more than three (3) days late, funds will be frozen for one-half (1/2) the amount of days they are late (e.g., if a form is ten (10) business days late, the organization’s funds will be frozen for five (5) business days from the day the form is turned in).
  - Funding requests are not heard while an organization’s funds are frozen.
- Inform other members in your organization about UFB procedures once/if you are not the one who processes paperwork.
IMPORTANT DATES & DEADLINES: 2017 – 2018

(Your organization’s officers are responsible for knowing these dates and deadlines throughout the year.)

UFB Meetings
UFB meets on Thursdays at 6:00 pm in the Tangeman University Center (TUC) 423. Time and location changes are posted to the CampusLINK page. UFB meets every Thursday except the following:

- the first week of the fall semester;
- during finals weeks;
- during the summer semester;
- when UC is not session (breaks, closings, etc.); and
- AIC meetings: March 22nd and 29th, 2018.

Submission Deadline:
To be heard at a meeting, A BUDGET MUST BE SUBMITTED BY 3:00 PM ON THE WEDNESDAY DIRECTLY PRECEDING. EXCEPTIONS ARE NOT MADE. We strongly encourage submitting the budget before this deadline to maximize time given to checking the budget and securing additional documentation. BUDGETS MUST BE HEARD AT LEAST 14 DAYS BEFORE THE DATE OF THE EVENT. EXCEPTIONS ARE NOT MADE.

<table>
<thead>
<tr>
<th>DEADLINE</th>
<th>2017-2018 DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th week of spring semester</td>
<td>Friday, March 30, 2018</td>
<td>Use operating funds</td>
</tr>
<tr>
<td>2 weeks before spring break</td>
<td>Wednesday, February 21, 2018</td>
<td>Apply for spring break events</td>
</tr>
<tr>
<td>15th week of spring semester</td>
<td>Wednesday, April 18, 2018</td>
<td>Apply for summer events*</td>
</tr>
<tr>
<td>15th week of spring semester</td>
<td>Wednesday, April 18, 2018</td>
<td>Apply for early fall events**</td>
</tr>
</tbody>
</table>

*Summer events are those that begin between the Monday following spring commencement and the Sunday before the first day of fall classes.

**Early fall events are those that begin within the first twenty-one (21) days of the fall semester.

FUNDS ARE ALLOCATED ON A FIRST-COME, FIRST-SERVED BASIS.

There is always a chance that we will exhaust our funding before the end of the academic year; thus, we encourage you to start planning as early as possible.
**Budget Submission Timeline**

To request funding additional to operating funds, submit a funding request using the CampusLINK budget submission form. The Online Budget Submission Guide is an excellent resource that details how to submit the form. Use the timeline below to plan ahead ($n$ = the day of your event).

**Plan early!** UFB requires that your budget be heard at a meeting that occurs **no less than 14 days prior to your event**. For events that require a lot of planning, we suggest preparing months ahead of time.

Submit your budget online with supporting documentation by **Wednesday at 3:00 pm**. Make sure your advisor approves the submission via the approval request they receive from CampusLINK.

**DO NOT pay for anything on your personal credit card prior to budget approval.** If your budget is denied for any reason, you cannot be reimbursed for those funds.

UFB strongly encourages all organizations to attend the UFB meeting at which your budget is heard. This meeting will occur at **6:00 pm on Thursday** of the week that your budget is submitted. Budgets are heard in the order that they were submitted, beginning promptly. **Be prepared to answer questions** that UFB members may have about your budget & event. Regardless of whether you attend, you will receive an email on Friday with the budget decision and next steps.

Once approved and after completing the steps outlined in the email, see the UFB financial administrator in 655 Steger to begin payment processing. **You are responsible for following through** on making reservations & payments and any other tasks. UFB strongly encourages organizations to use the university credit card instead of going through the reimbursement process.

After the event, you have up to ten (10) business days to complete the necessary paperwork and forms. After this time, funding for reimbursements is not guaranteed **even if you were approved** for the event.

Last, you are required to **submit a Conference/Event Assessment Form online within ten (10) days after the event** to evaluate the event and actual spending. UFB will freeze your funds for half as many days as the form is late.
OFFICE HOUR PROCEDURES

The UFB office hour schedule is posted outside 655 Steger and to the UFB CampusLINK page during the first week of each semester. If you cannot make one of the scheduled hours, you are encouraged to contact any UFB member to schedule an appointment.

UFB offers office hours as a service. We love to help you! We’ll check your budget and advise you on how it adheres to our Criteria. We will recommend any changes that we feel will help the budget to be approved, including securing additional documentation. Any missing documentation is due by 3:00 pm on Thursday.

Helpful Tips

- **Be prepared.** It will take a lot more time to build a budget from scratch during an office hour than to bring your information and documentation with you.

- **Be proactive.** You should begin building your budget as early as possible, and organizations have the most ease and success when they work with UFB from the beginning of the process. Budgets must be heard at least 14 days before the event occurs but can be heard months in advance if prepared early.

- **Be educated.** As a leader, you are responsible for all the material in this document (deadlines, rules, etc.).

*Notice of liability:* UFB is not liable for any missing documentation after the organization has been notified or the denial of a budget. We offer our best advice to organizations but are subject to and defer to the funding criteria to approve or deny budgets.
CRITERIA GOVERNING THE ALLOTMENT OF FUNDS

2017-2018
UNIVERSITY FUNDING BOARD
Criteria Governing the Allotment of Funds
Revised for 2017 – 2018

**Purpose:** The purpose of the University Funding Board (UFB) is to allocate a portion of the general fee money to the undergraduate organizations that promote interaction and awareness through programs and conferences that serve to directly benefit the entire student body of the University of Cincinnati.

I. **Eligibility for Funding**

A. Student organizations eligible for funding from UFB:
   1. Must be open to all students;
   2. The treasurer and president of the organization must complete the mandatory student training RESET process;
   3. Must (re-)register with the Student Activities Board (SAB) via CampusLINK and remain in good standing with SAB; and
   4. Must have their CampusLINK roster be majority (at least 51%) undergraduate students at the time of registration with SAB.
      a. If the makeup of the organization changes post-registration, the organization must make this known to SAB at the time of re-registration.
      b. UFB reserves the right to audit an organization meeting or CampusLINK roster at any time in order to verify majority undergraduate status.
   5. Newly formed student organizations must wait four (4) weeks of class after SAB approval before receiving any funding (including operating funds).

B. Student organizations not eligible for funding from UFB:
   1. Any organization with restrictive or selective membership, which is not open to all university students (i.e. honoraries and social fraternal organizations);
   2. Any organization that receives academic credit;
   3. Any organization that receives a consistent allocation from other areas of the general fee;
   4. Any organization eligible for Graduate Student Government Association (GSGA) funds; and/or
   5. Any organization that has outstanding bills with the university and/or one of its offices/partners.

II. **Description of Funds Available to Student Organizations**

Each organization eligible to receive UFB funds may request funding for Operating, Programming, Conference, and Essential Investment funds. All funds are allocated on a first-come, first-served basis.
A. Operating Funds
1. Each organization eligible to receive UFB funds may request up to $200 each academic year for operating expenses. The academic year is defined as fall through summer semesters.
2. These funds may be used for the general management of the organization at their discretion.
3. In order to access operating funds, organizations must submit a request through the online CampusLINK system.
4. Operating funds cannot be used for alcohol, fundraising money, or for anything that may be in violation of university policies.
5. The last day to use operating funds is the Friday of the 12th week of spring semester.

B. Programming, Conference, and Essential Investment Funds
1. Each organization eligible to receive UFB funds may request up to $5,500 each academic year for programming, conferences, and essential investments.
   a. A program is defined as any event that is held on or off campus that does not require the organization to stay overnight to attend.
   b. A conference is defined as any off-campus event in which any member of the organization will stay overnight as a part of the event.
   c. An essential investment is defined as a reusable material and/or equipment which is essential to the fundamental purpose of the organization.
2. Programs and conferences funded by UFB must provide educational value. These events must align with the organization’s primary purpose/mission as registered with SAB.
3. Programming events must be open and free of charge to all UC students; however, this rule does not apply when requesting conference funds.

III. Preparing Funding Requests

A. General Information for UFB Funding Requests
1. UFB hears funding requests at 6 PM on Thursdays when school is in session during fall and spring semesters except for the first week of fall semester, any day the university is closed, AIC weeks, and every final exams week. Meetings are almost always held in TUC 423. Location changes will be posted on the UFB CampusLINK page.
2. Organizations must complete a funding request for each event in accordance with the Criteria.
3. Organizations must use the online CampusLINK budget system to submit funding requests.
   a. Funding requests must be submitted by a student officer of the organization that has completed RESET.
   b. While not required, student organizations are highly advised to review funding requests with UFB members in office hours (see X.A-B). The office hour schedule is available on the UFB CampusLINK page.
4. Officer and advisor contact information submitted on funding requests must be exact matches to that found on the organization’s completed RESET.
a. Funding requests require advisor approval through CampusLINK or UC email to be heard.

5. All funding requests require a purpose, description, and agenda outlining the schedule of the event.

6. Funding requests must be received by 3 PM on Wednesday to be heard at Thursday's meeting. UFB members will check funding requests and notify organizations of outstanding requirements. Documentation requested by UFB and advisor approval must be submitted by 3 PM that Thursday. Any documentation submitted after 3 PM on the Thursday the budget is to be heard will not be included with the funding request.

7. All funding requests must be heard on a Thursday no fewer than 14 days prior to the event.

8. Only one funding request per event may be submitted (see Secs. IV.H. and VII. for exceptions).

B. Early Fall Semester Requests
1. Requests for funding during the first twenty-one (21) days of the fall semester must be submitted by the fifteenth (15th) week of spring semester of the previous year.
   a. Student organizations approved for these funds will not have access to them until they complete RESET and are approved for that year by SAB.
   b. These funds are allocated from the fiscal year in which the event occurs. The new fiscal year begins on the first of July.

C. Summer Semester Requests
1. Organizations are eligible for funding for two events in the summer semester and these events must be unable to be held during the fall and spring semesters.

2. Summer funding requests must be submitted by the fifteenth (15th) week of the spring semester.

3. For UFB’s purposes, the summer semester will be defined as follows:
   a. Beginning the first Monday following Commencement and ending the day immediately prior to the first day of classes for fall semester the following academic year.

4. These funds are allocated from the fiscal year in which the event occurs. The new fiscal year begins on the first of July.

IV. Requirements for Programming and Conference Funding Requests

A. Documentation
1. All expenses included within the funding request must be justified by supporting documentation.
   a. The final line item values will reflect the provided documentation. In the case that the provided documentation shows a higher value than that on the line item, a motion can be made during the budget hearing to add to the line item only if a representative from the organization in question is present at the meeting.
B. Advertising
1. If requesting funds for advertisements, a copy of said advertisement must be included.
2. For food and beverage events, see Sec. IV.C.2.

C. Food and Beverages
1. A portion of the $5,500 available to each organization may be used for food and beverages for up to three (3) events over the year. The combined food total for the three events shall not exceed $1,500.
   a. Generally, these funds should go towards UC students. However, funding for non-UC students will be left to the board’s discretion. This decision will be determined based on how closely the event aligns with the organization’s mission and/or purpose.
   b. All service, delivery, and wait staff charges are to be included in the “Other” line item.
2. If food will be provided at the event, organizations must provide an advertisement for the event indicating the availability of food.
3. See IV.E.2.b for food at conferences.
4. See IV.1.3 for food for performers.

D. Transportation
1. Organizations traveling must provide a completed Travel Authorization Form listing all students traveling.
   a. A completed travel roster with M-numbers for all students traveling must also be submitted with the funding request.
   b. Organizations must upload an up-to-date travel roster to their CampusLINK page.
2. Organizations traveling must provide a travel itinerary.
3. For any events that are greater than 50 miles from UC, funded organizations must use UC transportation or some other form of accredited or recognized transportation service. Organizations must provide a completed Vehicle Rental Form or a quote from the transportation service.
   a. This rule still applies during breaks, with exceptions made at the board’s discretion.
   b. If an organization requests for gas reimbursement, a cost of $0.25 per mile traveled will be assigned for UC vehicles.
   c. For transportation services such as Uber and Lyft, UFB will honor the highest estimate provided by the service per documentation.
4. Citations and other violations are the responsibility of the funded organization.
5. UFB does not fund airline tickets for students.
6. Any request involving international travel must be approved by UC International before funds can be allocated.

E. Conference Registration
1. Funding requests for conferences, regardless of conference fees, must include an agenda to support the educational value of the event.
a. If the conference is not organized by a University of Cincinnati organization, documentation and an agenda from the organizers of the conference must be provided if published at the time of budget submission.

2. Registration Fees
   a. When requesting funding for a conference, a list of all participants must be submitted with the funding request. This list must include each student attendees’ full name and student M-number.
   b. UFB will not fund food for students at conferences. However, if an organization cannot opt out of a cost for meals included in a conference registration, no deduction from the registration line item will be made.

3. A minimum two-thirds (2/3) of members attending must be undergraduate students.

F. Hotel/Lodging
   1. Lodging requests for UC students are funded.
   2. Incidental charges are the responsibility of the funded organization.
   3. Lodging may not be purchased through third-party sites (e.g.: Expedia, Travelocity, etc.).

G. Essential Investments
   1. Student organizations may request a maximum of $500 for essential investments per year.
   2. When requesting funding for essential investments the following documentation is required:
      a. Essential Investments Request Form (available on CampusLINK); and
      b. Documentation of the item(s)’s price.
   3. Once investments are approved, quality assurance will be implemented in the following ways:
      a. If materials and/or equipment are damaged, lost, or stolen, then an Incident Report Form (available on CampusLINK) must be submitted immediately to UFB for traceability. If stolen, a police report must be filed and included with the Incident Report Form as documentation.
      b. Audits, based on random selection, will be conducted before the conclusion of spring semester. Audits will ensure that there are no unreported discrepancies between the approved request and the current condition of the investments.
      c. If discrepancies during an audit are found, the organization will not be able to request for new materials and/or equipment for the subsequent fall semester.
   4. The items listed in Section IV.K.6 do not apply to Essential Investments
   5. Organizations are responsible for informing UFB of the new storage location and contact person during re-registration.

H. Co-Sponsorships
   1. A co-sponsorship request should be submitted as follows:
      a. Each organization involved must submit a separate funding request with the same event name and indicate in the title that the budget is a co-sponsorship.
      b. Each organization will request specifically for the funds they intend to cover for the event in their individual budget.
2. If the co-sponsoring organization is not UFB-funded, documentation of commitment to co-sponsor must be provided.
3. The maximum food and beverage request for co-sponsored events is $2,000 for two UFB-funded student organizations with an individual organization spending no more than $1,500. This food and beverage cap will increase by $500 for each additional UFB-funded co-sponsoring organization.
   a. If two or more organizations wish to co-sponsor food and beverage items, each organization must count the co-sponsorship as one of its food and beverage events.
4. The purpose of the event must align with the purpose of each co-sponsoring UFB-funded organization.
5. More than one (1) organization may apply for funding for organizations attending the same conference.

I. Performer & Performer-Related Expenses
1. Funding requests for events based around a performer/speaker, that is not a member or advisor of the organization, regardless of honorarium paid to the guest for any charges incurred, must include the following:
   a. Written documentation of the performer’s intent to attend.
   b. Credentials for how the performer fits with the event and the purpose of the organization (e.g. resume, CV, biography, etc.).
   c. For career fairs and similar events, in place of intent and credentials of the specific company representative that will be attending, credentials of the company and any sort of confirmation of attendance from the company is acceptable.
   d. These requirements still apply if the performer is a UC student.
2. Funding requests for events based around performances or speeches given by organization members and/or advisor(s) must include the following:
   a. Names of the members and/or advisor(s).
   b. Credentials for how the members and/or advisors(s) fit with the performance and event.
3. For performer transportation, organizations will assign $0.55 per mile for gas expenses.
4. Airline tickets for speakers or performers may not be purchased through third-party sites (e.g. Expedia, Travelocity, etc.).
5. Per-diem costs for performers will be funded only if requested by the performer.
6. Anything not explicitly stated as honorarium in documentation will be included in “Other Performer Related Expenses”. This includes hotel/lodging costs.
7. See IV.K.3 for honoraria for UC-affiliated performers.

J. Facility Rental/Equipment Rental
1. All costs associated with security must be requested under the Facility Rental/Equipment Rental line item.

K. Items Generally Not Funded
1. Seed money for fundraisers (e.g. loans); this includes any event related to fundraising;
2. Student gifts or giveaways of any type (e.g. philanthropic donations, novelty items, clothing, non-essential decorations, balloons, office supply items, gift cards);
3. Honoraria for University of Cincinnati students, faculty, staff, or administrators;
4. Service contracts that do not pertain to the organization’s purpose or are used solely for the benefit of the organization (e.g. photographers, therapists, coaches);
5. Media paraphernalia (e.g. magazines, videos, films, books, newspaper publications, and newsletters) not essential to the educational value of the event;
6. Electronics (e.g. computer hardware and software, printers and printer equipment, web page development, typewriters);
7. Insurance, national, or state membership fees or dues;
8. Alcohol;
9. Any item that can be classified as a weapon;
10. Any item deemed excessive by UFB and/or not fully justified by the organization to be essential to the operations, primary purpose, or programming of the organization;
11. Any student participating in a program or conference for monetary prizes or academic credit;
12. Any purchase not made in US dollars; and/or
13. Programming events centered on recruitment or social entertainment (e.g. kick-off and/or end-of-the-year events) that lack sufficient educational value.

V. Automatic Deductions

A. Documentation
   Each line item not sufficiently supported by proper documentation shall be cut accordingly.

VI. Post-Event Paperwork/Administration

A. All original itemized receipts from approved funded requests or purchases made with the (up to) $200 operating funds must be turned in within ten (10) business days from the end of the program or event in order to receive reimbursement for expenses. Per University of Cincinnati policy, any receipts older than 30 days will not be accepted for reimbursement.

B. The Conference/Event Assessment Form must be completed no later than ten (10) business days after an event.
   1. These assessment forms are available on the UFB CampusLINK page in the “Forms” section.
   2. All funds (including operating funds) will be frozen after ten (10) business days from the end of the event if above form or receipts are not turned in and will remain frozen for at least three (3) days from the day the form/receipts are submitted.
   3. If the form or receipts are more than 3 days late, funds will be frozen for ½ of the amount of days they are late. (e.g. If a form is ten (10) business days late, the organization’s funds will be frozen for five (5) business days from the day the form was turned in).
a. If organization’s funds have been frozen due to a failure to submit an assessment form or receipts, a funding request will not be heard while the organization’s funds are frozen.

4. If an assessment form is due past the final day of the Spring semester, it is still the responsibility of the student organization to complete the assessment form within 10 business days of that event.
   a. All late assessment forms turned in during the Summer semester will carry the same penalty as during the spring and fall semesters until a maximum of 30 frozen days has been reached.
   b. All frozen days incurred over the summer semester will be applied after the student organization re-registers with SAB during the fall semester.
   c. Any additional frozen days acquired during the spring semester will be added to the total frozen days gathered over the summer semester.

VII. Appeal Process

A. To appeal a UFB decision, an organization must submit a typed letter of explanation stating why the organization is appealing, listing the line item(s) and article(s) that are being appealed. The appeal should be formatted as a letter from the student organization leader explaining the situation with any additional documentation needed.
   1. This typed explanation must be submitted by 3 PM on the Thursday following the budget decision.
   2. Organizations may not appeal any Automatic Deductions and may not appeal more than once per budget.

B. To appeal for additional funds on a funding request that has been approved by the board, an organization must submit an appeal through CampusLINK, selecting the “Appeal for Additional Funding for an Approved Program/Conference” category.
   1. Any appeal for additional funding must be submitted no later than 3 PM on the Thursday following the event/conference.

C. Appealable Documentation
   1. If missing documentation is discovered at meeting, the student organization has not been properly contacted beforehand (or was not contacted in a timely manner), and the budget is denied on basis of a lack of documentation, at the board’s discretion, the budget decision can be appealed for the organization to submit the missing documentation to approve the budget. The missing documentation must be submitted no later than 3 PM on the Thursday following the hearing.

VIII. Additional Funding

A. Based on the availability of funds, groups will be notified and can request up to $1,000 in additional funding for a total of $6,500 for the academic year.
   1. The funding request process will be maintained for these additional funds and funds will continue to be allocated on a first-come, first-served basis.
   2. Organizations must not exceed three (3) food events or $1,500 for the Food and Beverage line item when applying for additional funding.
IX. Audits and Sanctions

A. Any organization found to have exceeded their budget, forged documents, or purchased any item with UFB funds without explicit UFB approval could have their account temporarily frozen.

B. UFB reserves the right to audit any organization for any reason and refer any funded organization to sanctioning processes if deemed necessary.

X. Office Hours

A. Office hours are held by board members to address questions about funding requests. Organization leaders are highly encouraged to attend. The office hour schedule is posted in the Student Government office and on the UFB CampusLINK page.

B. Consulting a UFB member prior to submitting a budget is highly encouraged; however, any consultation provided by members of UFB, their advisor, or any person associated with UFB is only advice. In no way should consultative advice be taken as a binding agreement on the board’s behalf, as final decisions on funding allotment are always a board decision.