

- 10 Departmental banquets/awards ceremonies**
- 11 Personal or organizational memberships (local, national, or international)**
- 12 Membership recruitment activities**
- 13 Letterhead stationery for organizations**
- 14 Damages made to rental vehicle or hotel room/Airbnb**

Section IV. Additional Restrictions

- 1 Unless a review of the proposal is delayed due to a full meeting agenda, SFC will not fund any activity unless it has been previously approved by SFC and was listed in the proposal submitted**
- 2 To encourage the greatest amount of student involvement in activities, student organizations receiving SFC funding are encouraged to hold their events on campus. Groups requesting funds to rent local facilities will not be funded**
- 3 Any items purchased that will continue to exist upon the completion of the funded event must be returned into the Office of Student Activities before reimbursement can be processed**

Section V. Guidelines for Programming

Total funds available in the SFC account will affect flexibility or limitations in award amounts to student organizations. In addition, SFC has placed limits on some areas of funding. These are general limits, however, and the Committee will review proposals on a case to case basis.

- 1 SFC will not allocate funds to any event that is being funded by M's Activities Council.**
- 2 Programming including adequate lead time for advertising and fundraising is of utmost importance to facilitating successful campus events. Unless there are extenuating circumstances, SFC will not approve any funding for activities, conferences, or events unless proposals are submitted to the SFC office two weeks before the event occurs.**
- 3 Student organizations are not allowed to enter into contractual agreements without the support of the Office of Student Activities or their association or their association's support.**

3

- 6 SFC will review proposals and funding will be allocated within ten (10) business days following the meeting
- 7 Once any SFC sponsored event takes place, the student organization must within two weeks complete a 'Request for Reimbursement' and submit it to the Office of Student Activities

Section IV. Appeals

- 1 The Director of Student Activities has the authority to deny approval to financial requests
- 2 The Committee may appeal such denials to SGA, which shall render an opinion on the granting of funding for a request
- 3 If SGA concurs with SFC on whether a given request should be funded, the SGA President shall represent the student interest to the Vice President for Student Experience & Engagement, who shall have final approval authority.

Funding

4

- a To determine whether the decision was made in a viewpoint neutral manner;
 - b To determine whether the allocation process (review of proposal & student organization presentation (if applicable)) was conducted fairly according to the SFC guidelines
- 2 Appeals may be made to the Director of Student Activities. Denials at this level may be made to the Vice President for Student Experience & Engagement, who shall have final approval authority.

Amendments

Section I. Process

- 1 Any amendment to the SFC guidelines must be approved by a two-thirds affirmative vote of all members of SFC.
- 2 Amendments will be effective immediately following affirmative vote
- 3 Suggestions for amendments to increase or decrease total amount of budgets must be brought to the Director of Student Activities
 - a The Director will call a meeting of the Review Commission as structured in the Memorandum of Agreement