Preamble

These Funding Board and Student Organization Funding Policies shall be set forth to serve student interests by appropriating student fees, which have been entrusted to the Undergraduate Student Government. The Board, on behalf of the Undergraduate Student Government, strives to promote academic and cultural enrichment in the University of Connecticut community by advocating for education, health, wellness, diversity and service. These policies aim to bring those benefits to as many undergraduate students as is feasible. Furthermore, as a steward of student fees, the Board shall make all decisions under the tenets of fiscal responsibility, transparency, fairness, and accountability.
1 Definitions

1. USG: Undergraduate Student Government at the University of Connecticut, Storrs
2. UConn: University of Connecticut, Storrs
3. Chair: Chairperson of the Funding Board of the Undergraduate Student Government
4. Senate: Senate of the Undergraduate Student Government
5. Funding Board: Funding Board of the Undergraduate Student Government

2 Operating Procedures of the Funding Board

1. The Funding Board shall maintain codified operating procedures that establish a method for the implementation of these policies by the Funding Board.
2. The operating procedures shall establish a protocol for parties to request USG funds.
3. The operating procedures shall include any information or procedures referenced or mandated by these policies.
4. The operating procedures shall be bound by these policies, the USG Financial Operating Procedures, the USG By-laws, the USG Constitution, and the Student Activities Business Office Policies.
5. The operating procedures shall be approved every academic year by a majority of the Funding Board, the Chair, the USG Comptroller, and the USG President.
6. Violations of the operating procedures by organizations shall constitute an acceptable reason for denial of their funding request.
7. A current version of the operating procedures shall be made available to all undergraduate students.
8. The Senate shall amend or alter the operating procedures through amendments to these policies.

3 Budget of the Funding Board

1. The budget of the Funding Board shall be comprised of all funds allocated to the Funding Board by the Senate.
2. Funds for any request approved under the purview of these policies shall be encumbered from the budget of the Funding Board.
3. The budget of the Funding Board shall be partitioned into two accounts: the Unrestricted Account and the Protected Account. Funds shall be allocated to each partition in a manner designed to fund
the maximum number of requests across all categories and to promote the success of all approved Category F requests (See Section 5.1). The amount of funds allocated to each partition shall be proposed by the Chair, and approved by a majority of the Funding Board and the USG Comptroller. Any unallocated funds in the budget of the Funding Board shall be allocated to the Unrestricted Account. The accounts shall be utilized in the following manner:

a. The Unrestricted Account may be used to fund any request or expenditure approved by the Funding Board.

b. The Protected Account may only be used to fund approved Category F requests.

The Funding Board shall retain the authority to reserve a subset of the Unrestricted Account for Legislative Requests, with the approval of the USG Comptroller.

4 Eligibility and Restrictions

1. Only UConn fee-paying undergraduate students are eligible to receive funding from USG. Exceptions may be made at the discretion of the Chair and the USG Comptroller.

2. Only organizations with a majority membership of UConn fee-paying undergraduate students shall be eligible to apply for and receive USG funding.

3. Only submitting officers who have passed the “Funding Policy Mastery Test” with all questions correct will be able to submit applications. The test will assess an individual’s understanding on an organization’s responsibilities in the USG Funding Process.

4. Only SOLID Tier II organizations that have existed since the prior semester may apply for a budget allocation in the current semester (See Section 4). All other fee-paying undergraduate students and new organizations may apply for funding through the legislative request process (See Section 5).

5. Tier II organizations may receive a maximum of $12,000 in USG funding each semester.

6. Only organizations that attend all scheduled meetings by the Funding Board will be eligible. Any exceptions to this will be at the discretion of the Funding Board and the Comptroller.

7. Funding will not be provided for any of the following requests without exception:

   a. Alcohol, illegal substances, tobacco, or drugs of any kind.
   b. Activities to earn course credit from any institution.
   c. Direct charitable donations.
   d. Office supplies, including, but not limited to, those for the general function of the organization.
   e. Potentially dangerous implements including but not limited to rearms, explosives and ammunition.
   f. Compensation to University of Connecticut undergraduate and graduate students.
   g. Subscriptions to publications.
   h. Activities occurring outside the Spring and Fall semesters.
   i. Travel outside the continental United States and Canada.
   j. Catering and food for off-campus events.
   k. Personal items and giveaways, including apparel.
   l. Activities deemed solely or predominately for the career advancement of organization members.
   m. Activities deemed solely or predominately of a social nature.
   n. Requests providing additional compensation to parties for services already covered under a contract between those parties and USG.
   o. Requests in conflict with state, federal, and/or UConn law or policy.
   p. Requests that are deemed to facilitate a conflict with state, federal, and/or UConn law or policy.
   q. Requests that are deemed not to be the responsibility of USG.
5 Semesterly Requests and Allocations

5.1 Requests

1. A request will be defined as a single event, trip, or equipment/supply order.
2. Organizations may request funding for any expected expenses in the upcoming semester, subject to the restrictions in Section 3.
3. Semesterly requests shall be due in the semester preceding the funded period, on a date determined by the Chair.
4. Semesterly Requests will be classified in the following manner:
   a. Any request taking place on University property and that is accessible and advertised to all undergraduate students shall be classified as a Category A request.
   b. Any request taking place on or close to campus, in the sense that they are accessible without the support of travel or overnight accommodations, and that is open to all undergraduate students shall be classified as a Category B request. Requests taking place off-campus due to lack of on-campus facilities may be classified as a Category B request, at the discretion of the Funding Board. Any coaching for on-campus events will be classified as a Category B request.
   c. Any request taking place on or close to campus, in the sense that they are accessible without the support of travel or overnight accommodations, and that is not open to all undergraduate students shall be classified as a Category C request.
   d. Any request requiring travel or overnight accommodations and involving explicit participation in the form of competition, presentation, performance, or service activity shall be classified as a Category D request.
   e. Any request requiring travel or overnight accommodations and lacking explicit participation in the form of competition, presentation, performance, or service activity shall be classified as a Category E request.
   f. Any request requiring travel or overnight accommodations that takes place over Spring Recess (as defined by the UConn Registrar) and involving explicit participation in the form of a service activity shall be classified as a Category F request.
   g. Any request for the purchase of equipment or supplies shall be classified as both a Capital request and a Category B request.
   h. Any request that fails to be classified by the preceding sections shall be split and reclassified in accordance with the Tier II funding policies.

5.2 Semesterly Request Restrictions

1. The restrictions listed in this section shall be applied by the Funding Board to submitted semesterly requests only.
2. All requests for catering and food shall use the UConn Dining Services Student Organization Menu, unless the requested items are not available. If the requested items are not available on the Student Organization Menu, the request shall be funded at a maximum of the cost of the most comparable item on the Student Organization Menu.
3. All requests for catering and food shall be funded for a maximum of 50 participants. Exceptions will only be granted by the Funding Board if the applying organization provides evidence that a similar request was attended by a greater number of undergraduate participants in the four semesters before the funded semester. All non-undergraduate students are subject to paying the per-person/plate fee outlined by the catering quote.
4. All requests for coaching services shall be funded a maximum of $4,000.
5. All requests for entertainment services not integral to the completion of the event shall be funded a maximum of $75 per hour.
6. Category DE, and F requests shall be subject to the following restrictions:
a. Requests shall be prorated for a maximum of eight participants, except where the nature of the activity requires a greater number. Justification must be provided in such circumstances and exceptions will be granted at the discretion of the Funding Board.
b. Requests for air travel shall be funded at a maximum of $350 per ticket.
c. Requests for ground travel shall be funded for a maximum of 500 miles of total travel. Requests for millage reimbursement shall be funded at a $0.55 per mile. Requests for travel by bus or train for greater than 500 miles shall be prorated to the cost for 500 miles.
d. Requests for lodging shall be funded at a maximum of $150 per night per room.
e. Requests for lodging shall reflect a minimum of four participants per room. Exceptions shall be made at the discretion of the Funding Board.

7. Capital requests shall be subject to the following restrictions:
   a. Organizations may only make Capital requests that are essential for the function of the organization.
   b. Capital requests for replacement equipment and supplies may only be made if the previous inventory has outlived its expected lifespan and has not been subjected to misuse or neglect.

5.3 Allocation Procedure
1. Only complete requests, as determined by these policies and the Operating Procedures of the Funding Board, shall be allocated funds.
2. Allocations of funds to semesterly requests shall be determined by the Funding Board and approved by the Senate. Approval by the Senate must occur before the close of the semester preceding the funded semester.
3. Capital requests shall be processed in the following manner:
   a. Requests where the per item cost is below $1,000 will be allocated by the Funding Board and approved by the Senate, as described in the preceding sections.
   b. Requests where the per item cost is in excess of $1,000 shall be separated from the total semesterly request and presented to the Senate individually, as described in Section 5.
4. Approved Category A, B, C, D, and E requests shall be allocated funds from the Unrestricted Account. Approved Category F requests shall be allocated funds from the Protected Account.
5. The percentage of the total request allocated for each request shall be determined by the Funding Board, pursuant to the Operating Procedures of the Funding Board. The allocation procedures shall be subject to these policies, including, but not limited to, the following restrictions:
   a. Approved Category A and B requests shall be allocated the total request. Approved Category C, D and E request shall be allocated no more than 75% of the total request. Approved Category F requests shall be allocated no more than 50% of the total request.
   b. The percentage of the total request allocated shall be constant across each classification, as defined by Section 4.1.
   c. Approved Category A, B, C, D, and E requests shall be allocated no less than 60% of the total request. Approved Category F requests shall have no minimum allocated percentage of the total request.
   d. The percentage of total requests allocated for Category C shall be greater than or equal to the percent for Category D.
   e. The percentage of total requests allocated for Category D shall be greater than or equal to the percent for Category E.
   f. The percentage of requests determined for each classification shall be set with the goal of maximizing the number of successful requests.
6. Requests shall be prioritized by category, from A to E.
7. In the event that the Protected account is not exhausted after consideration of all approved Category F requests, the remaining funds shall be transferred to the Unrestricted Account. In the event that the Unrestricted Account is not exhausted after consideration of all Category A, B, C, D, and E requests, the Funding Board shall have the discretion to transfer the remaining funds to the Protected account, or to reserve the funds for Legislative Requests.

8. In the event that Funding Board exhausts the Unrestricted Account before all Category A, B, C, D, and E requests are considered, requests shall be denied due to lack of funds. These denials shall be made only to Category A, B, C, D, and E requests, and shall be made on the basis of priority and the total dollar value of the request. The Funding Board shall have the discretion to consider the Unrestricted Account exhausted when the remaining funds are reserved for Legislative Requests. Procedures for denials due to lack of funds shall be described in the Operating Procedures of the Funding Board.

6 Legislative Requests
1. Eligible students and organizations, as defined in Section 3, may apply to receive funding at any point during the Fall or Spring semester through legislative requests.
2. No student, group of students or organization may receive funding through legislative requests more than once in any given semester.
3. Any party seeking funds must draft legislation detailing the use of the funds and the benefits provided by their request.
4. The legislation requesting funds must be sponsored by at least two USG Senators.
5. Legislative Requests must be submitted to the Funding Board before the Senate meeting in which they are to be considered.
6. Organizations submitting Legislative Requests must attend all required meetings with USG representatives, as outlined in the Operating Procedures of the Funding Board. Failure to do so shall cause the application to be considered at the Senate following the original consideration date.
7. The Funding Board shall review all requests for completeness and compliance with these policies and the Operating Procedures of the Funding Board. Requests deemed to be incomplete shall be returned to the group for revisions. Only complete and compliant requests shall be presented to Senate through the Legislative Request Process.
8. For an applicant to receive funding, the legislation requesting funds shall be approved by a majority of the Senate, the USG Comptroller, and the USG President.
9. Only Tier II organizations that have existed since the previous semester may seek funding for equipment and capital.

7 Disbursal of Funds
1. Any party approved for USG funds must follow the policies and procedures laid out by the Student Activities Business Office in addition to those of USG.
2. Upon notification of approval, the Funding Board shall supply the funded party with a list of required documents necessary before funds are disbursed. The documents are determined by the Funding Board and the Comptroller.
3. The required documentation must be submitted to the USG Office Staff by a date determined by the Funding Board. The date shall be set in such a way as to allow adequate time for the processing of requests before disbursement is required. Failure to do so shall precipitate a rescindment of all allocated funds. Extensions may be granted in extraordinary circumstances at the discretion of the Chair.
4. After approval by the Funding Board, disbursement requests are reviewed by the Business Office and Office of the Comptroller. Only after this second review can funds be guaranteed.
5. Only reimbursements approved prior to the completion of a request shall be granted. Approval of reimbursements and exceptions to this rule shall be made at the discretion of the Chair.
6. The Chair reserves the right to suspend the disbursal of funds if a group has pending reports and/or paperwork, as defined by the Operating Procedures of the Funding Board.

8 Operational Guidelines

1. All funding is subject to the final discretion of the Comptroller in accordance with State Law and University policy.
2. All parties approved for USG funds shall be expected to use the allocation in full. Any remaining funds must be rescinded.
3. The Funding Board may require any party to demonstrate their ability to carry out a funded activity before approving the request. Procedures for such inquiries shall be found in the Operating Procedures of the Funding Board.
4. Any USG funded request that results in the collection of money from participants shall be regarded as a fundraiser. The USG funds granted to such a request shall be paid back before the funded party retains any funds. Requests for fundraisers shall only be approved if the request directly facilitates the mission of the applying organization.
5. All Tier II organizations are expected to abide by the inventory guidelines set forth by the Office of the Comptroller. Failure to do so may result in the loss of all or part of the organization's funding, at the discretion of the USG Comptroller.
6. All funded activities must have a corresponding report submitted to the Funding Board within ten business days after the conclusion of the event.
7. The Funding Board reserves the right to deny any application found to be unprofessional, profane or disrespectful. Such an application will be returned to the organization.

9 Sanctions

1. The Funding Board or USG Comptroller may impose sanctions on any party found to be violating these policies or manipulating the funding process.
2. The Funding Board Chair, Funding Board committee member, USG Comptroller, USG senator, member, and/or delegate may be present at any event to ensure these Tier II funding policies and University and State Law policies are followed properly.
3. The Funding Board or USG Comptroller may impose the following consequences on sanctioned parties:
   a. Level One sanctions shall consist of a written warning.
   b. Level Two sanctions shall consist of the cancellation of funding related to the misconduct and any funding for the 30 days following the infraction.
   c. Level Three sanctions shall consist of the cancellation of funds for the remainder of the semester and the party shall be barred from applying for funds that semester. If necessary, the party will be referred to Community Standards. Level Three sanctions shall be imposed for the ethical misuse of Undergraduate Student Government funds and/or breaches of state law, federal law or University policy.

10 Appeal of Decisions

1. The Appeals Board shall consist of two members of the Judiciary and the Comptroller.
2. Organizations or individuals may appeal any ruling, decision, or recommendation of the Funding Board or the Senate, on the basis of these policies.
3. Organizations or individuals shall submit their case to the Comptroller within five business days of the notification of the decision.
4. Appeals may only be argued on basis of misinterpretation of the policies, discrimination, or procedural errors.
5. Appeals challenging funding decisions shall be defended by the designee of the Speaker of the Senate. All other appeals shall be defended by the designee of the Chair.
6. Cases presented to the Appeals Board contesting the amount of funding allocated will not be heard.
7. If an appeal successfully challenges the Operating Procedures of the Funding Board, the Procedures shall be amended in accordance with the resulting Appeals Board decision.

11 Statement of Material Ownership
1. All tangible goods financed and funded by the Undergraduate Student Government remain the property thereof.
2. Intellectual property may be funded but the Undergraduate Student Government will not retain ownership of that intellectual property.
3. Damage or theft to any property purchased or rented by the Undergraduate Student Government shall be the responsibility of the Tier II organization for which the property was acquired.

12 Conflicts of Interest
1. To prevent conflicts of interest, any member of the Undergraduate Student Government shall be compelled to abstain from any vote where they may benefit from the funds in question.

13 Scope of Policies
1. These policies shall cover all instances of USG funding for student organizations, except those explicitly covered by other USG policies. The suspension of any portion of these policies shall only occur with the express approval of the Senate and USG President.