

Tier-II Funding Policies

Undergraduate Student Government
University of Connecticut

Modified: February 23, 2022



The mission of the Undergraduate Student Government is to enrich the lives of the Undergraduate Student Body through advocacy for its interests to the administration and all other appropriate bodies. We strive to help student groups reach their fullest potential through new and continuing initiatives, programs, and resources. The Undergraduate Student Government aims to foster an inclusive and collaborative community that works together effectively.

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CHAPTER 1 GUIDING PRINCIPLES

The Undergraduate Student Government ([USG](#)), through its mission, is entrusted with student activity fees to enhance the undergraduate student experience through its funding of [Registered Student Organizations \(RSOs\)](#) at the University of Connecticut, Storrs campus. These policies establish priorities to ensure that the use of student fee money makes the biggest impact to the undergraduate student body. They provide guidance to RSOs and are used by the [Funding Staff](#), on behalf of the Undergraduate Student Government, to evaluate funding requests. The [Funding Staff](#) shall make all decisions under the tenets of fiscal responsibility, transparency, fairness, equitable access, content neutrality, and accountability.

CHAPTER 2 FUNDING ELIGIBILITY

RSOs shall be eligible to apply for Undergraduate Student Government funding after the following requirements have been met:

- 2.1** Must be an active Tier-II Registered Student Organization for a minimum of ten weeks before submitting a funding request. An RSO is considered active after satisfying all Tier-II SOLID requirements.
- 2.2** The President and Treasurer must both complete USG Funding Training, in addition to SOLID workshops. Access to the Funding System is granted after training is complete, thus student leaders are encouraged to complete this training promptly.
- 2.3** Must satisfy all USG Inventory Requirements, as written in these policies and/or set by the Comptroller.
- 2.4** Must have an Informational Budget reviewed for the academic year, or have their President or Treasurer attend a Funding Advisory Meeting.

CHAPTER 3 GENERAL POLICIES

- 3.1** RSOs must provide reasonable accommodations that would enable an undergraduate student with a disability to access full RSO membership and participation, to any student that requests such accommodation. Reasonable accommodations are those that do not place undue hardship or threat to an organization.
- 3.2** Funding through USG must abide by the most current university policies and procedures.
- 3.3** Funding must be expressly permitted by these policies, and abide by them in their entirety, in spirit and letter.
- 3.4** Funding requests must be directly related to the RSO's primary mission on record with the Department of Student Activities.
- 3.5** Only [undergraduate, fee-paying students](#) at the Storrs campus may benefit from USG funding. The Funding Staff has the discretion to reduce funding for RSOs based on the percentage of undergraduate membership or attendance.
- 3.6** The President and/or Treasurer of an RSO must submit their organization's funding requests through the Funding System which is located on UConntact
- 3.7** Funding requests must be complete and accurate in accordance with the procedures outlined in *The USG Funding Handbook for Tier II RSOs* or the funding requests will be denied.
- 3.8** Funding requests must be submitted at least six weeks prior to the date that the funds will be needed, which shall be no later than the starting date of service or event.
- 3.9** The service date for requests that are needed for the general operations of the RSO and not specific to an event (e.g., equipment, supplies) is the start of the academic year.
- 3.10** Funding Requests that are returned to the RSO by Funding Student Staff must be corrected and resubmitted to USG within 72 hours, excluding weekends and University-sanctioned holidays, or be subject to denial. The Funding Staff shall specify the time upon which this deadline will pass along with each return. A Funding Request is subject to denial when three returns are exceeded.
 - 3.10.1** If an RSO misses the deadline to resubmit by less than 48 hours, their request will be funded at a reduced rate of 75%.
 - 3.10.2** If an RSO misses the deadline to resubmit by more than 48 hours, they may request partial funding through the Second Chance Funding process.

- 3.11** RSOs are responsible for the actions or inactions of the President and/or Treasurer acting on their behalf (e.g., mistakes, a missed deadline, incomplete funding request, violations).
- 3.12** The Funding Student Staff shall seek documentation in writing from RSOs and shall communicate in writing.
- 3.13** All funding is subject to approval by the USG Comptroller and President. Staff from the office of [Trustee Student Organization Financial Support \(TSOS\)](#) check that requests comply with applicable policy and law.
- 3.14** RSOs may be funded up to \$25,000 per academic year for eligible requests.
- 3.15** RSOs may not submit a funding request for less than \$30.
- 3.16** All requests in excess of \$5,000 shall require quotes from three different vendors, or one vendor with justification when applicable. All requests for amounts less than \$5,000 shall only require one quote to be eligible.
 - 3.16.1** Requests for lodging shall not require any quotes and will instead be funded based on the per-diem rates set by the General Services Administration.
 - 3.16.2** All requests for bus transportation shall require a quote from DATTCO, and may only be issued to DATTCO, per the university's exclusive contract.
- 3.17** RSOs are responsible for being proactive regarding their event planning (e.g., conflicting events, weather impacts, low RSVP lists). For example, RSOs can change their date and/or time, cancel, or reduce vendor orders.
- 3.18** USG shall only pay for the benefit provided to undergraduate students and will not provide funding for canceled or poorly attended events at the discretion of the USG Comptroller and/or President.
- 3.19** All RSOs requesting funding from USG shall conduct themselves with professionalism.
- 3.20** Relationships to any vendor must be disclosed to USG in the funding request and will be considered accordingly.
- 3.21** If monetary compensation (e.g., prize, award, or donation) is received by an RSO related to a USG funded activity, the RSO must [reimburse](#) USG to the full extent of the funding for the activity before the RSO can realize any benefit.

- 3.22** USG Senate reserves the right to modify its funding policies at any time and with prompt notice in the event that there is a conflict with outside regulations or insufficient funds.
- 3.23** USG Funding Staff will meet weekly to make recommendations regarding funding requests. RSOs will be notified of those recommendations within three business days of the meeting. Organizations have significant post funding responsibilities that are outlined in the USG Funding Handbook for Tier II RSOs. Failure to fulfill their responsibilities by communicated deadlines may put the organization's current and future funding at risk.
- 3.24** In order to ensure financial decisions are reached in a fair, ethical, and equitable manner that is above reproach- when reviewing and discussing funding applications, those members of USG (Funding Staff, Comptroller, President, Judiciary) that have a [conflict of interest](#) must recuse themselves from participation in any part of the decision-making, appeals or sanctions processes.
- 3.25** Prohibited Expenditures:
- 3.25.1** Expenses that primarily benefit non-undergraduate students (e.g., graduate students, family members, staff, faculty, community members).
 - 3.25.2** [Retroactive](#) funding requests.
 - 3.25.3** Advanced payments (e.g., deposit). An exception to this can be made for registrations purchased with a university credit card.
 - 3.25.4** [Reimbursements](#), except when directed by the Funding Student Staff in writing (e.g., some travel and supply purchases). Payment made with the expectation of reimbursement is done by a Student Organization at their own risk.
 - 3.25.5** Taxes, penalties, late fees, cancellation fees, rush fees, and nonrefundable application fees (e.g., cost associated for an organization to review an RSO's application to participate).
 - 3.25.6** Activities to earn, or closely affiliated with the earning of course credit from any institution.
 - 3.25.7** Funding related to department expenses and expenses that would otherwise be part of a university department's budget.
 - 3.25.8** Any activity in which student groups are earning revenue by charging for the event or participation in activity. Student groups shall be permitted to sell items at the event that are not mandatory for admission.

- 3.25.9** Direct charitable donations and support, including fundraisers and expenses related to fundraising activities (e.g., donations being sought for admission to an event, a request for donations at or near the point of entry at an event, selling a product or food that has been funded directly or indirectly by USG).
- 3.25.10** Events outside the fall and spring academic calendar, including Fall and Spring Break. Discretion may be used by the Funding Student Staff and Comptroller for the following (restrictions and criteria will still apply to funding requests):
- a) Dates that are outside the control of the RSO for league-set competitions, advanced level competitions or annually attended conferences.
 - b) Alternative Breaks that align to the RSO's mission, have completed Community Outreach Training, and upholds to the entirety of its definition will be eligible to receive funding up to 50% the requested amount.
- 3.25.11** Individual memberships and dues.
- 3.25.12** Events or activities whose primary focus is networking/career advancement or are predominantly social in nature.
- 3.25.13** Recruitment activities and related expenses.
- 3.25.14** Vehicles, trailers, or anything regulated to require insurance, registration, and/or property tax.
- 3.25.15** Payment for a vendor already being paid by another source for the same goods or services.
- 3.25.16** Requests requiring use of an international vendor.
- 3.25.17** Alcoholic beverages, illegal substances, or any type of drug, such as tobacco.
- 3.25.18** Intangible and intellectual property USG has funded which distribution cannot be controlled by the University of Connecticut on behalf of USG (e.g., video/audio recordings).
- 3.26** RSOs cannot receive USG funding for any event, activity, or item, etc., if the event, activity, or item, etc., directly, or indirectly is used to generate revenue.
- 3.27** Undergraduate students may not be funded to provide services as otherwise indicated by the Funding Policies.

3.28 Payments to individual vendors shall be capped at \$10,000/vendor in each fiscal year (July 01 to June 30). Exceptions may be granted at the joint discretion of the USG Comptroller and Funding Supervisor on a case-by-case basis if multiple groups wish to use the same vendor in a fiscal year.

CHAPTER 4 FUNDING CATEGORIES

4.1 Admission Fees, Registration Fees & Annual Organization Dues

- 4.1.1 Admission fees involve an RSO purchasing a certain number of passes with no detailed information collected about participants and no individual service exchanged (e.g., museum pass, tickets).
- 4.1.2 Registration fees involve an RSO providing detailed information about the group or individual participating in exchange for a service (e.g., conference, competition, experience).
- 4.1.3 Organizational Dues involve an RSO paying an annual fee to a national or regional organization in exchange for services, beyond recognition by the national organization. Organizational Dues are paid on behalf of the RSO and not dependent on the number of students in the RSO.
- 4.1.4 For [conference](#) registration fees, a maximum of eight undergraduate participants will be eligible for funding. Registration costs will not be funded if the costs include membership fees.
- 4.1.5 For [competition](#) or performance registration fees, undergraduate students who are integral to the function of the RSO will be eligible for funding.
- 4.1.6 RSO registration within an academic semester will be eligible for funding (e.g., hockey team needs to register with a league to compete within the semester).
- 4.1.7 Admission fees, registration fees, and organizational dues are eligible for funding up to 100% of the requested amount.

4.2 Advertising/Marketing and Publications

- 4.2.1 To be eligible for USG funding, advertisement requests must be the most cost effective in reaching the undergraduate student population at Storrs and correspond to a specific [event](#) which must be:
 - a) Of broad interest to the campus community outside the interest of the RSO's membership itself.
 - b) [Open](#) and advertised (see [Market Plan](#) in definitions) to all UConn undergraduate students at Storrs campus.
 - c) Held in a space owned and operated by the [University at Storrs campus](#).

- 4.2.2** To be eligible for USG funding, advertisements/publications must be integral to the RSO's mission and distributed freely within the ability of the RSO to the University of Connecticut's undergraduate student population at Storrs.
- 4.2.3** All print and media advertising and publications must include USG provided language that conveys that USG provided funding.
- 4.2.4** The Undergraduate Student Government will provide a limited number of 200 free black and white copies per event, if requested.
- 4.2.5** USG will not fund advertising design costs nor advertising for recruitment events.
- 4.2.6** Eligible requests for advertising and publications will be funded up to 100% of the requested amount.

4.3 Catering/Refreshments

- 4.3.1** To be eligible for USG funding, [events](#) that include catering requests must be:
 - a) Of broad interest to the campus community outside the interest of the RSO's membership itself.
 - b) [Open](#) and advertised (see [Market Plan](#) in definitions) to all UConn undergraduate students at Storrs campus.
 - c) Held in a space owned and operated by the [University at Storrs campus](#).
- 4.3.2** Eligible funding requests for catering will be capped at [current local meal per diem rates](#) as set by the General Services Administration (e.g. The current per diem rate for dinner is \$23. Thus, USG would fund up to \$23 for each attending undergraduate student. The RSO would be responsible for paying anything above the \$23 per person for undergraduate students). To determine the per diem rate:
 - a) Breakfast is from 6AM to noon.
 - b) Lunch is from noon until 5PM.
 - c) Dinner starts at 5 PM until breakfast begins the following day.
- 4.3.3** The RSO will be responsible for the cost of the meals of non-undergraduate students, such as, faculty, staff, graduate students, family, community members, and "no-shows" (e.g., requested catering for 60 students and only 30 students attended).

4.4 Contractual Services

- 4.4.1** Contractual Services which are tied to a specific [event](#) (e.g., single day or short-term event) may be funded up to 100% if the event is:
- a) Of broad interest to the campus community outside the interest of the RSO's membership itself.
 - b) [Open](#) and advertised (see [Market Plan](#) in definitions) to all UConn undergraduate students at Storrs campus.
 - c) Held in a space owned and operated by the [University at Storrs campus](#).
- 4.4.2** Contractual Services tied to a specific event on campus, but do not meet the above requirements, may be funded at 100% for the first \$5,000 of the request, and 90% for every dollar above this amount.
- 4.4.3** For contractual services tied to a specific event where vendor's experience and area of expertise is highly specific (e.g., instructor, choreographer, sound and lighting professionals, decorator, DJ, photographer), three quotes must be provided to establish market value. Where three quotes are not available, a [sole source justification form](#) from the UConn Purchasing website must be completed by the organization to justify the reasoning for a single price quote.
- a) Three quotes or sole source justification will not be required for contractual services tied to a specific event where a RSO can demonstrate that vendor's fees are set by a league or venue (e.g., police, umpire, referees, custodial services, event manager).
 - b) Contractual services tied to a specific event where the vendor is a coach or has been a coach in the past 2 semesters are capped at the levels as specified by 4.4.4
- 4.4.4** Other Contractual Services (e.g., coaches, instructors, directors, studios) which are tied to the mission of the RSO and not a specific event are capped at the following levels:
- a) \$10,000/academic year or \$35/hr of professional time, whichever is less. A coach's professional time would be calculated as time spent at practices and competitions but would not include travel time, etc.
 - b) \$6,000/academic year per RSO or \$35/hr of professional time, whichever is less when the same individual or company is being hired by two RSOs.

- c) Other Contractual Services must benefit only undergraduate, fee-paying students at the Storrs campus.

4.4.5 USG retains the rights to any intangible or intellectual property it funds (e.g., audio recording, video recordings).

4.5 Equipment

4.5.1 [Equipment](#) shall be defined as products having a useful life of over one year which requires specific record keeping ([inventory](#)) and significant post purchase responsibilities. RSOs must abide by USG Inventory Requirements, as written in these policies and/or set by the Comptroller.

4.5.2 All eligible equipment requests may be funded at 100% for the first \$5,000 of the request, and 90% for every dollar above this amount.

4.5.3 RSOs may only make requests for equipment that is essential for the function of the RSO and align with their primary mission on record with the Department of Student Activities. Active roster size will be considered.

4.5.4 Uniforms for RSOs (e.g., sports teams) and costumes for RSOs (e.g., performance groups) are eligible for funding with the following requirements:

- a) Standardized wear (e.g., uniforms) are required to compete and specialized wear (e.g., costumes) are required to perform.
- b) Uniforms and costumes must remain in control of the RSO.
- c) If RSO plans to [brand uniforms](#) or costumes, then request is subject to additional University policies and procedures.

4.5.5 Requests for replacement equipment may only be made if the previous inventory has outlived its expected lifespan and has not been subjected to misuse, neglect, or poor stewardship.

4.5.6 USG does not fund items that are [personalized](#) or intended for personal use.

4.5.7 Equipment will not be funded for a single event.

4.5.8 USG does not fund potentially dangerous equipment including, but not limited to, firearms, and knives.

4.6 Rentals

4.6.1 Space (e.g., room, facility, venue) and equipment (e.g., One Card swipe, sound system, stage) rental expenses for RSO activities are eligible for funding. This does not include vehicle rentals for travel addressed elsewhere in the policies.

- 4.6.2** Request for facility, space, and equipment rental that meets the following criteria are eligible to receive full funding (100%) of the requested amount:
- a) Of broad interest to the campus community outside the interest of the RSO's membership itself.
 - b) [Open](#) and advertised (see [Market Plan](#) in definitions) to all UConn undergraduate students at Storrs campus.
 - c) Held in a space owned and operated by the [University at Storrs campus](#).
- 4.6.3** All rental requests may be funded at 100% for the first \$5,000 of the request, and 90% for every dollar above this amount.
- 4.6.4** Damage done to any rented space or equipment will be the responsibility of the RSO.

4.7 Supplies

- 4.7.1** [Supplies](#) shall be defined as products having a useful life of under one year.
- 4.7.2** RSOs must justify the quantity and the requested supplies must be exhausted within the year.
- 4.7.3** Proper storage is required for all supplies funded by USG to ensure RSO access and oversight, and to protect against theft, loss, or damage.
- 4.7.4** Request for supplies for an [event](#) that meets the following criteria are eligible to receive full funding (100%) of the requested amount:
- a) Of broad interest to the campus community outside the interest of the RSO's membership itself.
 - b) [Open](#) and advertised (see [Market Plan](#) in definitions) to all UConn undergraduate students at Storrs campus.
 - c) Held in a space owned and operated by the [University at Storrs campus](#).
- 4.7.5** All eligible supply requests may be funded at 100% for the first \$5,000 of the request, and 90% for every dollar above this amount.
- 4.7.6** Office supplies will not be funded.
- 4.7.7** USG does not fund [giveaways](#) that are not integral to the function of the organization.
- 4.7.8** USG does not fund potentially dangerous supplies including, but not limited to, explosives, and ammunition.

4.8 Travel

- 4.8.1** [Travel](#) expenses for RSOs with a [business justification](#) are eligible for funding, such as airfare, train, ferry, vehicle rental, bus, cab fare, mileage payment for personal vehicles and lodging. Travel must be within the Continental U.S.
- 4.8.2** RSOs must demonstrate in their funding request that their chosen method of travel is reasonable and the most cost effective.
- 4.8.3** RSOs must complete the [Department of Student Activities Off Campus Activity Advising Process](#) to be eligible for funding.
- 4.8.4** For conference related travel expenses, RSO will be eligible for funding for a maximum of eight undergraduate participants.
- 4.8.5** For competitions or performances, RSO will be eligible for funding for undergraduate students who are integral to its function.
- 4.8.6** Eligible funding requests for airfare will be funded at the lowest available base rate, not to exceed \$600 per round trip ticket and are subject to the following limitations:
 - a) Flight departures and arrivals must be within 150 miles of the University of Connecticut, Storrs campus.
 - b) Additional fees such as baggage fees, extra foot space, priority boarding, and trip insurance will not be funded.
- 4.8.7** Eligible funding requests for mileage reimbursement will be capped at 1000 miles roundtrip and funded at the [IRS standard business mileage rate](#). Mileage reimbursement can only be requested when driving a personal vehicle.
- 4.8.8** Eligible funding requests for rental vehicles are subject to funding limits as specified by University contract pricing.
- 4.8.9** Eligible funding requests for lodging will be capped at the [current lodging per diem rates](#) as set by the General Services Administration. USG requires that a minimum of four students stay in each room. Exceptions to this rooming requirement must be included in the funding request and shall be granted at the discretion of the Funding Student Staff.
- 4.8.10** Damage done during travel will be the responsibility of the RSO.
- 4.8.11** Per the university's exclusive contract, DATTCO shall be the only bus transportation vendor.

CHAPTER 5 INVENTORY

- 5.1** All equipment funded by USG shall remain the property of the USG.
- 5.2** Proper storage is required for all equipment funded by USG to ensure RSO access and oversight, and to protect against theft, loss, or damage.
- 5.3** The Undergraduate Student Government reserves the right to request of RSOs that items be returned or accounted for at any time.
- 5.4** No inventory may be disposed of, transferred, gifted, or sold without proper authorization from USG. Upon notification, the RSO will be provided with instructions for proper disposal.
- 5.5** Missing inventory must be reported to the USG Comptroller and the student organization must file a police report immediately upon detection.
- 5.6** Inventory must only be used for its intended purpose by the RSO and for the benefit of undergraduate students at the University of Connecticut.
- 5.7** Inventory should not be used for the personal benefit of any individual(s), nor should inventory be used for any purpose that is illegal or in violation of any state or University policy.
- 5.8** Loss, damage, or theft of any USG purchased equipment will be the responsibility of the RSO.
- 5.9** If a RSO is "inactive" by the Department of Student Activities, USG reserves the right to recall all USG funded inventory in the possession of the RSO. All USG funded inventory must be returned to USG prior to the dissolution of an RSO.
- 5.10** RSOs not in compliance with USG funded inventory policies may lose current and future funding.
- 5.11** USG must provide an accurate report to the State of Connecticut for all USG funded inventory.

CHAPTER 6 VARIANCES AND APPEALS

6.1 Variances

- 6.1.1** A Variance is an exemption from a specific policy and is not a decision on the entirety of the Funding Request. Funding Requests that receive a Variance may still be denied for violations of any other policy.
- 6.1.2** Variances may only be granted by the Comptroller, and must be submitted prior to a decision of the Funding Staff.
- 6.1.3** To qualify for a Variance, the RSO must demonstrate at least one of the following:
 - a) The Funding Request provides a benefit to more than one RSO.
 - b) The Funding Request is essential to carrying out the mission of the RSO.
 - c) A deadline was not met, however the RSO made reasonable efforts to meet the deadline.
- 6.1.4** If the Variance is being issued with respect to a deadline, the Comptroller may specify a funding eligibility rate that will override any other eligibility rate described in these policies.
- 6.1.5** All Variances will be issued in writing to both the RSO and the Funding Supervisor no more than three business days after the RSO requested the Variance, and must include the reason for issuing the Variance.

6.2 Appeals

- 6.2.1** The purpose of the appeals hearing is to determine if the Funding Staff arrived at the correct decision. Any decision of the Funding Staff may be appealed by the RSO by submitting an Appeal within five academic days of the decision.
- 6.2.2** The Judiciary will notify the RSO, Funding Staff, and Office of the Comptroller of the decision to hear or dismiss the appeal no later than the third full business day after receiving the Request.
- 6.2.3** The Funding Staff, Office of the Comptroller, and RSO will have until 4:30 p.m. on the second full business day after receiving the notification to provide any written arguments they wish to present. Failure to meet this deadline will constitute a waiver of this opportunity.
- 6.2.4** Appeals can only be made based on the following grounds:

- a) Procedural: The RSO alleges the Funding Staff did not follow applicable policies or USG Governing Documents in arriving at their decision.
- b) Interpretive: The RSO wishes to challenge the Funding Staff's interpretation of a given policy.
- c) Discriminative: The RSO claims a violation of viewpoint neutrality.

CHAPTER 7 SANCTIONS

- 7.1** RSOs and/or their representatives can be referred to the USG Judiciary for sanction by anyone with knowledge of inappropriate conduct related to USG funding.
- 7.2** Inappropriate conduct could occur at a meeting, event, or through an organizational communication or process and may include, but is not limited to, the following:
 - 7.2.1** Intentional violation of these funding policies or any inventory policy, in letter or spirit, through action or inaction.
 - 7.2.2** Deception through providing or allowing another to provide incomplete or misleading information.
 - 7.2.3** Inappropriate behavior in person, by phone or email.
 - 7.2.4** Maintenance of a debt to USG, despite repeated attempts at collection.
 - 7.2.5** Actions or inactions that allow or encourage discrimination, bias, exclusion, or violence, based on race, ethnicity, sexual orientation, gender identity, disability or ability, religion, spirituality, nationality, and socioeconomic status, or any other identity.
- 7.3** The Judiciary will adjudicate referrals, and should it reach a finding of inappropriate conduct, it may penalize RSOs and/or their student representatives, in line with the offending conduct. Penalties could include one or any combination of the following:
 - 7.3.1** Verbal and/or written warning.
 - 7.3.2** Partial or full loss of funding on current or future application Requests.
 - 7.3.3** Partial or full loss of funding opportunities for future periods.
 - 7.3.4** Recall of all USG funded equipment held by the RSO.
 - 7.3.5** Referral of the issue to the Community Standards Office if there has been a possible breach of the Student Code.
 - 7.3.6** Referral of the issue to the Law Enforcement if there has been a possible breach of the law.
- 7.4** The Comptroller may suspend an RSO from funding for maintenance of debt. This suspension is subject to appeal to the Judiciary and the Comptroller will notify the RSO accordingly at the time of suspension.

CHAPTER 8 DEFINITIONS

Academic week - Any week classes are held during the fall and spring semesters.

Active Tier II Organizations - Active organizations have met all SOLID requirements and are listed on UConntact, eligible to apply for USG funding.

Business Justification- An explanation as to why an expenditure is needed by an RSO for its operations or an event which also provides reasoning as to the amount of the expenditure.

Competition- Act or process of attempting to acquire a ranking through a title or award

Conference- Meeting where attendees receive information about a particular issue or topic in which students can bring that information back to campus

Conflict of Interest - Situation in which a person appears to be in a position to derive personal benefit from actions or decisions made in their official capacity. A conflict of interest should be declared, and the person should recuse themselves from participation to maintain the integrity of the process.

Equipment - Products having a useful life of over one year which requires specific record keeping (inventory) and significant post-purchase responsibilities.

Event - A special activity above and beyond day-to-day activities with a short and well-defined start and end time.

Fee-paying student - University of Connecticut undergraduate student who pays an activity fee to USG.

Funding Student Staff - Paid students engaged by USG to evaluate and process funding requests.

Giveaways - Products that are given away as a way to promote an RSO or secure attention or attendance for an activity or event

Informational Budget - Budget requested from RSOs by USG to define the anticipated funding requests in the coming period of time communicated.

Inventory - List of equipment and relevant details.

Marketing Plan - A plan used by an RSO to demonstrate to USG maximum effort to reach the entire undergraduate student community at Storrs to promote, market or advertise an event in order to meet funding requirements e.g., flyer with the verbiage "Open to all UConn undergraduates"

Non-Social Events- Events that hold a purpose of educating UConn undergraduate students

Off-campus - Any space not specifically defined as "On-Campus"

On-campus - space owned and operated by the University of Connecticut and part of the core campus area at Storrs

Open Events - Those events that are of broad interest to the undergraduate student community at Storrs Campus, advertised or planned to advertise upon funding request approval in the best way to reach those students, held in University owned and managed facilities for maximum ease of access, planned in such a way so as to not limit the participation of those students and that any such student may attend or participate in, without being obligated to make any commitments, be it membership, financial, or other, to the said RSO hosting the event.

Personalize - To customize a produce in such a way as to relate to a specific person

Promotional Items - Items that are customized or branded such as uniforms or costumes

Reimbursement - To make an RSO whole financially for an expense incurred by one of its representatives. USG endeavors to minimize a student being out of pocket as they do so at their own risk. All USG reimbursements for Tier-II expenses will be returned to the respective RSO's SABS account unless otherwise agreed to, in writing, between the RSO and the Funding Student Staff.

Registered Student Organization (RSO) - An RSO is a group of students joined together by a common cause, interest, or purpose. While the general membership of a student organization may include faculty, staff, or community members, the control, operation, and responsibility of a student organization must reside with the students. These organizations are categorized by their level of involvement on campus and access to university resources in a 'Tiered' system. All RSOs seeking USG funding are designated as Tier II. All RSOs must submit and keep up-to-date

records and roster as prescribed by the Department of Student Activities and must maintain adherence to all policies outlined in BLUEPRINTS (Manual for RSOs) to maintain their registration.

Retroactive Funding Request - any request for USG funds when purchase or agreements have been made prior to the request and/or completion of USG funding process

SOLID (Student Organization Leaders Intentional Development) - A Department of Student Activities Program intended to ensure that student organization leaders are properly equipped to lead groups successfully and utilize all of the resources available.

Supplies - Product(s) purchased with a life span less than a year and in such quantities that they will be exhausted during the event or within the academic year for which they were procured.

Tier III - A University designation for fee funded organizations at UConn Storrs. Most are also called Trustee Organization due to the approval by the State of Connecticut.

Travel - Expenses for RSOs associated with students leaving campus for a specific event in the continental U.S. such as airfare, train, ferry, vehicle rental, bus, cab fare, and mileage payment for personal vehicles and lodging.

TSOS - Trustee Student Organization Financial Support, area within the Department of Student Activities in place to advise fee funded organizations such as USG.

UConn Contracted Vendor - Vendor that is part of a written agreement to be a sole supplier or among a group of vendors that are the only suppliers that can be used for a certain product or service e.g., bus transportation, promotional items.

Undergraduate Student Government (USG) - USG is the body that represents undergraduate students at Storrs. USG is recognized by the University of Connecticut Board of Trustees as one of the five governing bodies on campus (along with the Board of Trustees, The University Senate, The Graduate Faculty Senate, and the Graduate Student Senate). USG is the primary recognized voice of undergraduate students to all audiences and actively partakes in the university-wide decision-making process through representation and advocacy. USG also manages a very large budget in student fees.