SFB Student Organization

Manual 2023-2024

This manual details the policies and procedures guiding use of The College of New Jersey (TCNJ) Student Activity Fee (SAF). This manual provides student organizations with the rules and procedures the Student Finance Board (SFB) utilizes to manage distribution of the SAF. However, it is impossible for this manual to encapsulate all situations or questions that may arise concerning use of SAF funds. Therefore, you are encouraged to direct your questions towards any member of the SFB Executive Board for clarification. The SFB may be reached by email at [sfboard@tcnj.edu](mailto:sfboard@tcnj.edu), or at [www.studentfinanceboard.com.](http://www.studentfinanceboard.com/) The SFB office is located on the second floor of the Brower Student Center, Room 214.

In order to fulfill its obligations, the SFB depends on the treasurers, presidents and advisors of all funded organizations to:

* read, understand, and abide by the policies and procedures set forth in this manual and the funding guidelines
* submit reports and paperwork as required in accordance with deadlines set forth by the SFB
* acquire knowledge of and assume responsibility for the proper use of budgeted funds
* Work with their liaison or reach out to an SFB Executive Board member prior to submitting a funding request. This will help ensure your request follows SFB guidelines but also will allow you to have an advocate for your event present during voting.

# Section 1

### **O**RGANIZATIONAL **G**UIDELINES

Before your organization is permitted to access SAF monies or SFB services, the following must be done:

* + - Treasurer and President must attend a Treasurer’s Clinic, or notify the Executive Director as to the reason for your inability to attend and schedule a make-up training session. The organization’s SAF funds will be frozen until a makeup session is attended.
    - Hand in completed Acknowledgement of Receipt for both SFB Guidelines and Student Organization Manual

Organizations funded by the SFB have NJ Sales Tax Exempt Status. Letters may be obtained from the SFB website as proof of exempt status to a vendor. The SFB will not reimburse the amount individuals pay for NJ Sales Tax. SFB will reimburse tax for purchases made outside the state of NJ and online. Though SFB will not pay NJ Sales Tax, organizations may pay NJ sales tax out of fundraising monies, if indicated. It is against the NJ State Law to use an institutional tax exemption for a personal purchase.

Organizations are encouraged to place their fundraising accounts with the SFB. SFB will administer their funds as they request, and accounts will carry over year-to-year with continuity from one year to the next. Organizations placing their fundraising account with SFB simplify turnover of funds from year to year and are audited through the SFB audit for organizational transparency. Organizations choosing to bank off-campus (not through SFB) may not use TCNJ’s Tax identification number in the establishment of their account and should arrange to have their accounts audited regularly at their own expense.

### **F**UNDING PRINCIPLES

In order to receive SAF funding, a student organization must be registered and recognized with either Student Government (SG) or the Inter Greek Council (IGC). The

organization’s membership and programs must be open to College of New Jersey undergraduate students. Also, Student organizations are required to bank with SFB in order to be eligible for SAF funding, outside of those student organizations that utilize their organization’s Tax ID and provide appropriate documentation of such. SFB is guided by the following principles in its operations and decisions:

* + - The SFB allocates funds for one academic year. Funds unused by SFB at the conclusion of the academic year will be put into Reserves (June 30th).
    - The SFB’s role is to subsidize an organization's expenditures. The SFB does not guarantee the totality of funding for a student organization. Student organizations are encouraged to seek outside sources of income (e.g., dues, sponsorship, fundraising). For more information regarding fundraising, please see the Office of Student Involvement.
    - The SFB will practice strict viewpoint neutrality as defined in this document.
    - SAF funding shall be based on the fiscal merits of programs designed for and open to the undergraduate community.
    - SFB has full autonomy to decline payment for items that do not align with the description of the event as presented on applications.
    - SAF funding should only be given to programs/funding requests that relate to the guiding principles of the student organization(s) requesting the funds (programs/funding requests should coincide with the mission of the organization).
    - Each year the Student Finance Board submits a semester budget proposal (including amount set aside for fixed costs, programming costs and office supplies) to the Vice President of Student Affairs for approval.
    - SAF funds may be used only as allocated. The SFB will not reimburse an organization for funds spent without prior approval or in violation of the intended appropriation.
    - Publicity should be done for every program for which an organization receives funding. All publicity must include “SAF FUNDED” on the advertisement (advertising is defined as publicizing, through online or print mediums, an event to the general student body) in a clearly visible font color and size (appropriateness determined at discretion of the Student Finance Board).
* Organizations will utilize Roar app scanning to keep an accurate attendance at all SAF funded events. At the completion of the event, organizations should forward their roar app reports to SFB.
  + - SFB E-Board can review and vote on funding requests up to $500.00, anything over that threshold must be reviewed by the collective G-Board.

# Section 2

### **Flagship Event Requests**

Every RSO has the opportunity to submit up to two (2) Flagship Events occurring in one semester and a total of four (4) Flagship Events in an academic year. Flagship events are defined as events that are the best, most important and largest events that organizations use to highlight their organizations mission to the campus community. Any event budget more than $5,000 is automatically classified as a flagship event, however high utilization of campus resources, large number of non-TCNJ students in attendance and inherent risk associated with the event could result in an event being deemed a flagship event by SFB. Organizations should critically think about these events, reach out to campus resources, and plan event execution prior to submitting a request to SFB for funding. Organizations are required to appear before the SFB General board when making a Flagship Event Request. This will allow SFB to ask any questions they have about the event or budget lines prior to making a funding decision. If a Flagship Event is zero funded, that request will not count against the organization’s total number of Flagship events.

## **Standard Event Request**

All other event requests shall be submitted to SFB as a standard event request. There is no limit to how many standard event requests that an organization may submit to SFB. When submitting a standard event request form, organizations should indicate if they would like to appear in person or if they would like the event to be judged solely on the information provided. If organizations fail to choose, it is assumed they want SFB to vote based on the request only. SFB has the right to table events while reviewing them to request the organization appear the following week to answer questions from SFB.

### **Request Process**.

The request process for both Foundation Events and Standard Events will open two weeks prior to the end of the Spring semester for the next academic year. Organizations submitting requests early will be notified regarding base budget decisions for the following academic year prior to the end of school that semester. SFB will not review event requests over the summer. Organizations should check the calendar on the SFB website for submission deadlines and review dates throughout the academic year.

* **Step One**: Organizations wishing to request funding should plan out their event. This includes consideration for the purpose of the event, budget lines required to be successful, research into costs as well as desired outcomes after the event.
* **Step Two**: Organizations should meet with their SFB Liaison to review the request and its adherence to SFB Funding guidelines. Organizations can choose to take the advice of their liaison or not. Signatures will not be withheld by the liaison, but the liaison will share with the board if suggestions were not taken.
* **Step Three:** SFB will review requests in a timely manner but will prioritize events based on the date of the event. SFB has the right to delay review of a specific event by up to two weeks if more urgent requests have been presented to the board.
* **Step Four**: Organizations will be notified in writing regarding the funding decision made by SFB. If organizations have questions beyond the decision email, they may contact their liaison or the SFB Executive Director to schedule a meeting to review the request / funding decision.
  + 1. *After the Requested Event/Activity*

Any day that the Student Finance Board is officially open to conduct business is considered in the context of this manual to be a business day. Thirty business days after a program that was approved for funding occurs, SFB will retrieve (or wash back) unspent funds related to the program and make them available to other student organizations. Organizations that believe they have extenuating circumstances regarding why payments or reimbursements cannot be administered within 30 business days following the event date may request an extension of the wash back period by contacting the SFB Operations Director in writing prior to the 30th business day. Should the SFB Operations Director deny the request to extend the wash back period, the decision must be ratified by a majority vote of the SFB Executive Board.

Organizations with funded programs that do not occur by the intended date but which the organization still intends to hold, must formally request a date change by informing the SFB Executive Director. Requests should be submitted in writing prior to the SFB end of the wash back period and should include the new date.

Should the SFB Executive Director deny the change of date, the disapproval must be ratified by a majority vote of the SFB Executive Board.

**Appeal and Referendum**

* Organizations may appeal funding decisions with grounds. Appeals are not heard solely on the basis of disagreement with the decision of the SFB. Organizations are not able to fundamentally change the purpose, nature of the event, and/or budget lines in order to have a more favorable outcome for their appeal. Organizations are reminded that a funding decision is not a sanction.
* Grounds for appeal are honored by SFB when one or more of the following conditions is found to have occurred:

a. SFB violated its policies or procedures

b. Additional facts have come to light that could change the decision

c. The sanctions applied by SFB as a result of the decision significantly impact the organization's ability to operate.

* The steps for an appeal are as follows:

a. Requestor appeals to the SFB using the Appeal Form stating the grounds for appeal. The appeal must be submitted to SFB within five academic days from the date of notification of the outcome of the request.

b The SFB Advisor will review the appeal form and determine if enough information has been presented to grant an appeal.

c. If the appeal is not granted, the original decision goes unchanged and the requestor is to be notified that their appeal was denied. The SFB Advisor will outline the reason why to the organization and will offer additional insight on the funding decision should it be deemed necessary.

d. If the appeal is granted by the SFB Advisor, the SFB Executive Director (or designee) and the treasurer of the organization (or designee) will appear before the Appeal Board to bring testimony to the case.

e. The Appeal Board will be assembled by the SFB Advisor. The Board will consist of 3 professional student affairs staff members that are not directly affiliated with SFB or the appealing organization.

f. Based on the testimony provided the Appeal Board may:

i. stay with the original decision made by SFB

ii. unfreeze/restore funding to the organization.

iii. increase/decrease financial obligations to be paid by SFB

g. The decision must be communicated to the requestor within five academic class days from the date when the appeal decision was made.

h. Appeal Board decisions are final.

2.3.b. *Computer Policy*

SFB will allocate no more than the cost of a standard desktop (not Apple) as recommended by TCNJ IT. It is expected that organizations will purchase an IT recommended computer; however, if an organization chooses to purchase a different computer by any other means, it will not receive any amount exceeding the cost of the IT recommended computer, and the organization will be responsible for the care, installation/set up, or additional purchases necessary (e.g. Microsoft Office) to utilize the equipment. SFB will consider replacement requests for Capital Equipment purchased computers every 6 years. Exceptions to this policy may be granted by the SFB Executive Director or by a majority vote of the SFB Executive Board. The SFB will not fund requests for printers unless the SFB Executive Board deems that printer to be essential for an organization to fulfill its purpose; however a common printer is available for student organization use in the Brower Student Center organizational space (contact the Administrative Director for access to printer).

### **F**UNDRAISING **L**INE

Organizations may place funds generated through fundraisers with SFB for administration. These funds are the property of the organization and will be managed as separate lines. Fundraising funds may not be used for the purchase of illegal substances. Any remaining funds at the end of the fiscal year will be carried over to the next fiscal year and remain as property of the student organization. Should an organization go inactive (following SG and Office of Student Involvement guidelines) for a period of three years, any remaining funds will be washed backed into the Student Activity Fund unless otherwise specified by the Office of Student Involvement. Fundraising lines administered through SFB are included in the SFB’s annual external audit.

# Section 3

### **A**DMISSION **P**RICE & **P**ROGRAM **R**EVENUES

The SFB believes that admission to most SAF funded activities should be free of charge for TCNJ undergraduate students. However, the SFB recognizes that the financial nature of some programs combined with audience limitations (cannot be open to all) demand admission charges. Any organization that proposes charging TCNJ undergraduate students’ admission for an SAF funded activity must have the amount of the ticket price approved by the SFB at the time the organization applies for funding. Any organization that proposes charging non-TCNJ students admission for an SAF funded activity must have the amount of the ticket price approved by the SFB at the time the organizations applies for funding. All ticket sales for SAF funded events will go back to SFB and will be used to offset the cost of the event and replenish the SAF for that academic year.

Under no circumstance will a mandatory ticket price or admission fee, which is to be used as a charitable donation, be charged at an SAF-funded event. Exceptions may only be made during the time of the crisis, not for commemorative events.

### **U**NSPENT **F**UNDS

* + 1. *Carry Overs*

SAF funded budgets cannot be carried over to succeeding years. Fundraising budgets are the property of the organization and are carried over year-to-year.

* + 1. *Wash Backs*

When requesting funds, organizations estimate expenses. As a result, there are times when organizations overestimate their needs. The unspent funds allocated to an event are washed back to the SAF to be redistributed.

There are also instances where funds are requested for a program that does not occur or is postponed. Funds authorized for a specific program cannot be spent on anything other than that program. When cancelling an event that was authorized for funding, the organization should send a memo to SFB releasing the authorized funds. Those released funds will be washed back to the SFB Program/Events line to be redistributed. If an organization has to postpone an event approved for funding, they should reach out to their liaison to review the impact of the postponement on the funding request – whether additional funding will be required, funding should be washed back or remains the same.

* + 1. *SFB Reserves*

To ensure there is always funding for emergencies and/or extraordinary opportunities, SFB maintains operational reserves. Unspent funds at the conclusion of the academic

year are deemed SFB Reserves. However, it is expected that the reserve funds will be as limited as possible (maximizing opportunities in a given year), and that SFB reserves will be maintained at an amount of $250,000. The SFB Executive Board, with the approval of the Vice President for Student Affairs, can introduce the use of SFB Reserve funds, however, reserve funds may not be spent on other non-residential,

out-of-class, etc projects without SFB General Board’s majority approval. Funds in excess of $250,000 will be placed in a Student Affairs Student Activity Fee Reserves (SASAFR) account to be administered by the Vice President for Student Affairs.

Use of the SASAFR will be restricted to initiatives that will have a direct impact on students’ co-curricular experiences. They may include, but are not limited to:

* + - * Projects impacting the co-curricular environment for students that are not funded by the College.
      * Co-curricular programming initiatives not led by student groups but that enhance the co-curricular environment (student groups should still utilize the Student Finance Board Student Activity Fee request process).

Should there be a SASAFR reserve account; the Vice President for Student Affairs, annually, will determine priorities for how the funds will be spent. S/He will develop a resolution to the Student Finance Board identifying the funding initiatives that will be pursued that year and the corresponding estimated expenses. The resolution will serve to inform SFB of the initiatives that will be pursued in a given year and the SFB General Board will be asked to provide feedback on the resolution. The Vice President for Students Affairs may take suggestions or concerns under advisement from the SFB General Board but she/he has the authority to spend SASAFR funds. Should an unplanned extraordinary opportunity arise during the course of the year, the Vice President for Student Affairs will submit a new resolution for SFB approval.

Spending of the SASAFR will be executed by the Student Finance Board in accordance with the established Student Finance Board procedures. The fund will be included in the scope of the annual financial audit SFB engages.

Vouchers requesting funds to be distributed from the SASAFR account will include the resolution and require the signature of a project/program representative (coordinator of the initiative) in the Treasurer line and the signature of the Vice President of Student Affairs in the Advisor line. Funds will be included in the annual Student Finance Board audit and subjected to College audit processes.

### **F**REEZING **B**UDGETS

Situations may arise when the SFB believes it may be necessary to temporarily suspend the financial operations of an organization until the situation can be resolved. The action of temporarily suspending the fiscal actions of an organization is called “Freezing the Budget.” The SFB reserves the right to freeze a budget under the following conditions:

* An organization knowingly disregards SFB or College policies, or spends funds in conflict with local, state, or national laws. The organization will then be subject to the SFB Violations procedures described later in this document.
* An organization fails to hand-in required paperwork to the SFB. At the annual Treasurer’s Clinic in the spring, all organizations will be given the Organization Response Form/Signature Form. Failure to submit these forms to the SFB by the required date will result in the organization’s budget being frozen until it is turned into the SFB.
* An organization is suspended. The organization’s budget will be frozen during the time of suspension.

When an account is frozen, no transactions will occur and the organization will not be eligible to request any source of funding from the SFB. The organization’s treasurer will be notified in writing as to the reason for the freeze.

\*\*Note: If an organization’s budget is frozen while Budget Requests are being submitted for the following fiscal year, that organization will be allowed to submit a budget for the following year. However, if an organization’s budget is inactive during the time Budget Requests are being submitted, the organization will not be permitted to submit a budget for the following year. The organization must have a hearing before the SFB and have its budget reactivated before a Budget Request can be submitted.

### **V**IOLATIONS

If an organization is considered to have violated SFB policy, the treasurer and/or President of the organization must come before the SFB Executive Board to explain the actions of the organization. The SFB Executive Board will then discuss the case and formulate a course of action (remediation requirements). They will then present the case and suggest a course of action to the SFB General Body. The SFB General Body, including the SFB Executive Board, will ratify a final course of action. The course of action is intended to educate the organization and remedy open issues, not to punish the student organization. The student organization will be informed in writing of the course of action to be taken. The student organization will then have five (5) business days to file an Appeal (see Appeal Process described later in this document).

### **F**ORFEITURE OF **F**UNDS

Should an organization lose recognition (per student government and student life guidelines), their fundraising money will be held by the SFB for three calendar-years from the date recognition was revoked. If the organization is not

reinstated by the SG or IGC within three years, SFB will assume their fundraising money into the Special Application line. If the organization is a chartered chapter of a national organization, fundraising money should be returned to the national organization.

Should a recognized organization fail to register with the Office of Student Life, their fundraising money will be held by SFB for three calendar-years from the missed registration date. If the organization fails to register within three-calendar years, SFB will assume their fundraising money into the Special Application line. If the organization is a chartered chapter of a national organization, fundraising money should be returned to the national organization.

# Section 4

## **U**SE OF **F**UNDS

SFB has an obligation to ensure that all organizations have access to funds during the academic year. Recognizing that, SFB will award no more than 60% of the SAF to programming in the fall semester. This ensures ample funds will be available for the spring semester. Organizations may request funds at any time for the academic year following the submission guidelines set forth by SFB.

When an organization is approved for funding, the funds will be accessed through the voucher process. There are three categories of funding administered through the voucher process –, vouchers: direct payments and reimbursements, and transfers.

### **B**USES

\*\*NOTE: “Bus Trips” refers to any off-campus trip where transportation is coordinated through the Student Finance Board or uses SAF funds. All SAF-funded trips requiring busing must procure busing through the Student Finance Board. Requests should be submitted at least 30 days in advance of travel to ensure there is enough time for a funding decision and booking. SFB does not guarantee busing will be available for trips until it is booked. Submitting requests as far in advance as possible is the best way to ensure buses are available and at the lowest cost.

### **C**ONTRACTS/**C**ONTRACTING

Student organization contracting services must not restrict opportunities for consideration of vendors, agencies, or individuals who qualify to provide services required.

It is suggested that all contracts are reviewed by the Office of Student Life before signing occurs. Under no circumstance is an organization permitted to enter into a contract, whether it is signed or verbal, before SFB funding approval is obtained.

Organizations are only allowed to get cost estimates.

### **S**ALARIES/**S**TIPENDS/**W**AGES

* + - 4.4.a *Student Leader Pay* - To ensure full accessibility for students to student leadership positions that serve the full student body, SFB funds stipends for specific student leader positions.
    - 4.4.b. *Contracted Third-Party* - Organizations may request funding for a coach or instructor if their PRIMARY purpose is to compete or spread knowledge of their art (e.g., athletics, music, dance, art). Coaches are defined as individuals who train teams for the primary purpose of competition; Instructors are defined as individuals whose primary purpose is to spread the knowledge of an art form without the intent to compete.
      * $8,000 per academic year can be requested on a semester basis ($4,000 per semester) OR in full for the fiscal year ($8,000 per fiscal year)
      * All fees will be stipulated; funds will be disbursed upon receipt of documentation (contract) to SFB and overseeing office (i.e., Student Involvement, Recreation, etc.).
      * Salaries for advisors and/or coaches should be included in base budget requests.
      * These services must be required by the student organization to fulfill their mission
      * Multiple third-party consultants are allowed, provided the sum of their costs is below the maximum amount allowed.

# Section 5

## **S**ERVICES

### **E**QUIPMENT **C**ENTER

A wide variety of equipment, purchased using SAF money is available to the following groups for use:

* + 1. SAF funded organizations
    2. Non-funded organizations recognized by the Office of Student Involvement
    3. Community Advisors and Housing Assistants and Peer Educators
    4. Athletic teams

Some of the equipment available includes projection screens, microphones (and accessories) and Passports (speaker/PA system). The student organization who signs the equipment out of the SFB Equipment Center is held liable for the security of the equipment and for any damages that may be incurred during its use. In the event that an item borrowed from the Equipment Center is stolen or damaged, the individual who signed out the equipment is responsible for paying for its repair or replacement.

Equipment must be returned to the Programming Director during Equipment Center hours. For questions relating to the use of the Equipment Center, contact the SFB Programming Director or the SFB Executive Director.

### 5.1a Office Supplies

Organizations that do not have an office space recognized by the Office of Student Life may no longer request Office Supplies. SFB has purchased standard office supplies (pens, pencils, post-its, name tags, scissors, etc.) which organizations can request for SAF funded events, organization meetings or tabling. Organizations must request supplies 48 hours prior to an event to ensure SFB has time to pull their supplies from our inventory.

### **F**ACILITY **C**HARGES

When ordering food through our on-campus food provider or incurring fees for campus space or services, organizations will pay for the transaction directly through their account with the SFB. In this example, the organization sponsoring the event would work through the BSC Schedulers and Book It to complete this request. Conference charges are then billed directly to the organization, via the SFB.

All fees charged through Book-It are automatically billed to SFB. Organizations should include these charges on their event request or plan on paying out of their SFB held fundraising account.

### **D**EPOSITS/ **I**NCOME

In accordance with College cash handling procedures, funds collected by an organization should be deposited into their Fundraising Accounts within 2 business days of when they are collected. When an organization prepares a deposit for the SFB, the following steps must be completed to ensure that the correct amount is credited to the group's proper budget line and that this amount is reflected in the bank records.

* 5.4.*a In-Person Deposits*. The process is as follows:
  + Income in the form of a check should be made payable to: The College of NJ, “Your Organization’s Name” (e.g., The College of New Jersey Student Finance Board).
  + Count your total deposit before coming to the office, including all checks, cash, and change.
  + Bring the deposit to the SFB office during the posted office hours of the SFB Financial Director or during a time that you have specifically deposited arranged with him/her. A deposit will not be accepted by anyone other than the SFB Financial Director. Complete and sign a deposit slip including your organization’s name and the name of the specific line in which the deposit is to be credited.
  + The SFB Financial Director will confirm or amend your deposit amount, and double-check that you have included your organization name, budget line, and signed the deposit slip. The SFB Financial Director will sign the deposit slip and provide you with a carbon

copy that you must keep for your records. The SFB -Financial Director will also complete a deposit log outlining the details of the deposit, which the depositor will be asked to sign in agreement.

* + Immediately enter the deposit in your organization’s budget records.

\*Note: Due to processing time, deposits may not be reflected in organization accounts until ten to twelve (10-12) business days after the deposit was made.

\*\*Note: Depositors failing to follow these instructions will be liable for any discrepancies between organization deposits and bank records.

* 5.4.b SFB Dropbox

Organizations who would like to make a deposit can utilize the SFB Dropbox found outside the SFB office door. Organizations should place their deposit in an envelope, write the name of their org, where the funds came from and an email address where they can be reached. When the deposit is retrieved, SFB Financial Director will email the organization to confirm the amount and receipt of the deposit.

* + 5.4.c *Insufficient Funds*. If a check with non-sufficient funds (NSF) is included in a deposit, the SFB is charged a NSF fee of $35.00. In this circumstance, the following action(s) will be taken by SFB following reach out to the organization:
    - The original deposit amount will be reduced by the amount of the check in question.
    - The organization’s fundraising line will be automatically charged a fee of

$35.00 to reimburse the SFB the cost of the assessed NSF fee.

* + - In the event that the organization’s fundraising line has insufficient funds to reimburse the SFB, the SFB will freeze the organization’s budget until sufficient funds are deposited into the fundraising line to cover the expense.
    - The Treasurer of the organization will be notified in writing of the action taken and supplied with copies of relevant documentation if requested.
  1. **T**HE **L**OOP **B**US

The “Loop Bus” is sponsored by the SFB and paid for with SAF monies. The purpose of the Loop Bus is to provide TCNJ students with a means of getting off campus to shop, eat, etc. The Loop Bus is available to all TCNJ students who wish to utilize the service.

### **L**OOP **B**US **F**UNDRAISER

In an effort to give organizations an opportunity to fundraise, the SFB created the Loop Bus Fundraiser. The following are the policies relating to the Loop Bus Fundraiser.

Through the Loop Bus Fundraiser, student organizations can raise organizational money by serving as the bus monitors.

Only SAF funded organizations are eligible to participate in the Loop Bus Fundraiser.

Because organizations are being paid for a service rendered, the monies earned from the fundraiser will be transferred into an organization’s fundraising account. The following are the procedures for participating in the Loop Bus Fundraiser:

* Your organization, Treasurer, or president will receive a semesterly email informing you the date, time, and location of when you are allowed to begin signing up for the next set of available slots.
* The days before the date your organization has committed to running the Loop Bus, you will need to coordinate a time to receive all necessary forms, t, etc. from the SFB Administrative Director.
* On their assigned date, the organization will “sit” the Loop Bus. A “sitting” of the Loop Bus means that at all times the Loop Bus is running; at least one member of the organization will be present on the bus. The organization will be

responsible for collecting data about the Loop Bus’s riders, destinations, etc. The organization will be provided with a Loop Bus Response Form which they must use to keep track of the data requested by the SFB.

* The organization will also be responsible for keeping track of student pick-ups to ensure that no student is accidentally left behind. If a student is left behind, the organization will not receive fundraising money.
* After an organization has satisfactorily monitored the Loop Bus, $60.00 will be transferred into the organization’s fundraising account. Questions concerning the Loop Bus Fundraiser should be directed towards the Office of Student Involvement.

## **C**O-**S**PONSORSHIP

Co-sponsorship is defined as the collaboration between student organization to share resources, to advertise, or fund an event. All student organizations involved in the

co-sponsorship must be SG and SFB recognized to receive SAF funding. A student organization may co-sponsor with an academic department so long as the student organization acts as primary programmers of the event to receive SAF funding.

Regardless of co-sponsors, any event receiving 50% or more of its funding from the SAF will be required to give priority to full time undergraduate students of TCNJ and their guests. The SFB may vote to zero-fund an event if it deems reserved seating requirements impede students who pay the student activity fee from attending the event. If funding by the department is less than 50%, tickets will be offered to non-full time undergraduate TCNJ students and Faculty and Staff at a time pre-determined by the board.