



Student Finance Board Funding Guidelines 2022-2023

Funding Principles

The purpose of SFB is to assess, allocate and distribute the Student Activity Fee (SAF) in a financially responsible manner for the purpose of engaging TCNJ students in constructive programming and services that promote the values of education, entertainment, service, diversity and recreation. 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) and the SFB. The SFB will practice strict viewpoint neutrality; all viewpoints, including those that are controversial, will have an equal chance of receiving funding. The SFB's role is to subsidize an organization's expenditures. The SFB does not guarantee the totality of funding for a student organization. SAF funding shall be based on the fiscal merits of programs designed for and open to the undergraduate community. 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.

Fiscal Merits

A key aspect of SFB decision-making is the fiscal merit of the funding request.

All members of the SFB are expected to act in a fiscally responsible manner regarding the appropriation of Student Activity Fees. The SFB is entrusted with determining the fiscal merits of events and certain aspects of events presented to the SFB. Fiscal merit is at the discretion of the SFB. The SFB reserves the right to use financial and



nonfinancial metrics to determine fiscal merit and to operate in a fiscally responsible manner. Fiscal responsibility entails looking at the amount requested by an RSO, requested cost per student, an item's cost in relation to the event cost, cost in relation to the total SAF remaining, how much SFB has already allocated, the type of request, the request's relation to similar requests during that given year/semester, common costs for an item, and student/administration feedback. After taking one or more of those factors into account, SFB can then determine whether the request warrants an allocation of SAF Funds, citing one of the aforementioned factors of fiscal responsibility. No event's cost per student may exceed the semesterly Student Activity Fee value charged to all full time undergraduate students in a given semester. Funding based on the fiscal merit of the event is not considered programming for the event.

Funding Types

Student organizations may seek one or more type of funding from the list below :

- Base Budget Request
- Special Appropriation Request
- Capital Expenditure Request

Organizations seeking program/event funding are required to present requests for SFB consideration at least fourteen days before the event is scheduled to occur using the Special Application Request process described in this document. The SFB Executive Board may grant exceptions to this policy on the basis of a proven SFB error or an extenuating circumstance whose validity is determined at the sole discretion of the Executive Board. Please refer to SFB's Student Organization Manual for further information regarding the four methods to receive funding.

Capital Equipment Appropriation



Student organizations requiring equipment to achieve their mission may request funding for that equipment. When possible, equipment will be shared between organizations. Equipment purchased with SAF funds remains the property of the SFB, regardless of whether or not the use of the equipment is allocated toward a specific organization or for use by multiple organizations. If an organization receives and spends a Capital Equipment appropriation, the equipment must have multi-year use and be tracked through SFB's organization's equipment inventory. When submitting a Capital Equipment request, groups must include a plan for how/where the equipment will be stored.

Equipment purchases that will not be able to be used over multiple years should be submitted for funding through annual/semester base budgeting, or special application funding processes. Capital Equipment Requests will be considered weekly by the SFB Executive Board if the request is under the threshold, otherwise it shall go to the General Board. If an organization receives approval through the Capital Equipment process to proceed with purchasing, they must complete a voucher and submit it to the SFB for reimbursement.

Designated SAF Allocations/Appropriations

The TCNJ College Union Board may be able to request up to 35% of the total annual SAF post-SFB's Fixed Costs for the full academic year. The Club and Intramural Sports programs may submit a combined request for up to 15% of the total annual SAF post-SFB's Fixed Costs for the full academic year. Through the SFB/SG Senior Send-off Agreement, \$20,000.00 will be designated each academic year post-SFB's Fixed Costs for associated programming.

The Student Finance Board will designate \$100,000.00 each academic year for a Speaker Event Programming Line post-SFB's Fixed Costs. All Speaker event requests for a given academic semester or year must be submitted through the respective Base Budget processes. Each of the Speaker event requests received will be reviewed by



the SFB collectively, and then the board will make funding decisions for each Speaker event accordingly using only the \$100,000.00 designated for such programming. Funds for Cultural/Religious/Identity/DEI related Speaker Events would be taken from this \$100,000.00 Speaker Event line. Should there be extra funds for Speaker events after Base Budget allocations, additional requests will be considered with the Special Application Request process. Should funding for Speaker events exhaust the \$100,000.00 set aside for this programming, no additional requests will be considered.

Cultural/Religious/Identity/DEI Programming Appropriation

A minimum of 10% of the annual SAF post-SFB's Fixed Costs each year will be reserved for Cultural/Religious/Identity/DEI Programming. Any student organization may request monies from the Cultural/Religious/Identity/DEI Programming Line provided the program is designed to expose students to or educate them about religion, culture, disability, ethnicity, gender, race, or sexual orientation/gender identity. Groups can apply through the Base Budget and Special Application Request processes.

Should funding for Cultural/Religious/Identity/DEI Programming programs exhaust the 10% set aside for this programming, additional requests will be considered with the Special Application Request process.

Funded Expenses

This list includes typical areas considered for funding; however, SFB may include areas not outlined in this document when critical to a program, and inclusion in this list does not guarantee approval. SFB will take the individual needs of each student organization and the fiscal merits of each individual program into consideration when making decisions. All requests and SAF funded events, with the exception of retreats, must be



open and accessible to all students at the college.

The following describes typical expenses organizations seek funding for; however, organizations are not limited to these areas and should work with their liaison to determine if anticipated expenses not listed may be able to be funded.

- Prizes/Giveaways
 - Total maximum amount for prizes per event will be determined by 5% of the number of students attending the event multiplied by the SAF per semester. The maximum prize amount for a student may not exceed \$149.78.
 - Gift Cards only from Campus Town Vendors who do not serve alcohol. Maximum amount for a single gift card is \$50.00, with the maximum amount for gift cards per event being determined by 5% of the number of students attending the event multiplied by \$50.00.
 - All RSO's which distribute Prizes/Gift Cards at an event must provide SFB (sfbea@tcnj.edu) with a list of names who won/received something, amount or item received, and if each individual who won is a member or non-member of that organization after the conclusion of each event. Only TCNJ students at an event are eligible to receive SAF Funded Prizes or Gift Cards.
 - Total maximum amount for giveaways per event will be determined by 20% of the number of students attending the event multiplied by the SAF per semester.
- Bus Trips
 - The SAF funds can only be used for the cost of the bus. Attendees must pay tickets for the activity at the event. Individual tickets will not be funded, and must be paid by the attendees. If the organization cancels the bus trip and incurs a bus cancellation fee, SFB will notify the organization of the fee charged to their fundraising account.

- The organization managing the bus trip is responsible for additional fees assessed for transportation, including but not limited to cleanup fees, last minute changes requested by the organization, last minute additional bus requests, or cancellations requested by the student group after the cancellation period, regardless of whether or not the trip is SAF funded. These fees do not include charges that are incurred due to an SFB error.
- Organizations sponsoring bus trips can charge an individual up to a \$10.00 deposit to hold their seat. This deposit should be refunded only to persons attending the trip (any deposits collected from individuals who do not attend the event will be deposited into the SAF).
- Food/Refreshments
 - RSO's may request up to \$10 per student for total food expenditures in a given event based on expected number of students in attendance.
 - Food must be necessary towards furthering the overall purpose/mission of the event and be open to all students, along with theme, time, and duration of the event being supplemental factors.
 - Off-site sit-down meals and room service expenses can be funded for up to \$15 per person.
 - Those requesting tips for food service should include it in their appropriation request as a separate line item. Tips will be reimbursed at a rate not to exceed 18% of the bill.
- Organizational Retreats
 - Organizations seeking funding for retreats should apply through the Special Application funding process. Organizations would receive no more than \$500.00 per year toward retreat expenses. Retreats may be held on or off campus. Retreats must serve the purpose of planning current/future programming and operational efforts for an organization. Recognized Student Organizations must provide a thorough itinerary of the planned



retreat and submit a completed retreat guide created by both SFB/OSI.

- Speaker/Performance Fees

- All fees will be stipulated in a contract.
- Allocated funds may be used to cover the cost of dinner for a speaker and a guest along with one student representative of the sponsoring group – not to exceed \$30.00 per person unless otherwise stipulated in the contract. This policy does not apply to speakers who are employees of the College.
- Organizations contracting a faculty/staff member as a speaker may be allotted up to \$50.00 for a gift, as deemed appropriate. This must be a gift, and cannot serve as a payment of services to the respective faculty/staff member.
- Organizations that wish to request a band and a DJ, may be funded for both at the discretion of the board.
- Organizations must include whether the speaker(s) or performer(s) are a student, faculty/staff member, or third party in their funding requests.

- Travel

- In-state or out-of-state destinations outside of a one-way 20 mile radius from TCNJ may be approved. <https://involvement.tcnj.edu/travel/>
- All vehicles leaving from the same location and arriving at the same destination will receive the same travel expense amount. Proof of mileage must be submitted along with any vouchers.
- If mileage reimbursement is being requested from an organization's fundraising line, the Treasurer may choose to submit original gas receipts rather than receive the mileage reimbursement.
- Mileage – Rates determined by the College of New Jersey Mileage Reimbursement Rate. Up-to date rates may be found on web at <https://travel.tcnj.edu/>

- Dues/Fees



- Dues and Fees required for an organization to stay active that is neither calculated on a per-member basis nor has dues-paying members.
- Technological Requests
 - 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. For all technological requests, RSO's are required to submit a written explanation from IT as to why that specific make/model is required for the functionality of that RSO.
- Uniforms/Costumes
 - Funds up to \$25 per member for an organization's uniform or costume may be approved for funding, with the uniform/costume being required as reusable for at least three (3) years. Uniforms/Costumes must be integral to the functionality of an organization and serve as distinctive articles of clothing in which the organization lives out its mission.

Unauthorized Expenditures

SAF funding is restricted to SFB approved purchases within allocated spending limits and lines. Organizations are not permitted to spend funds or enter into contracts (verbal or written) for services prior to the expenditures being approved by SFB. The SFB will not reimburse individuals or organizations for expenses if the expenses do not correlate to previously described programs/events and will subject the organization to its Violation procedures described later in this document.

Student organizations are never guaranteed SAF funding for events and must receive the permission of the SFB before placing bids for bands, speakers, performers, etc. The



SFB will not be responsible for charges incurred by organizations placing bids or committing to purchases before receiving SFB approval.

Transactions and requests restricted by criteria in the “Non-Fundable Requests” section will not be subject to SAF funding.

NON-FUNDABLE REQUESTS

- Alcoholic Beverages
- Off-Campus Conferences and Symposiums unless used from Retreat Funds.
- The SFB pays for a copier that student organizations can use for printing and copying. The SAF will not be utilized to pay for printing or copying in color.
- The SFB will hear requests to fund competition fees but will not fund application fees where attendance of the competition is not guaranteed.
- The SAF should not be utilized to replace what is currently funded by College Offices or Departments. The SAF can be used no sooner than three (3) fiscal years after College Offices and/or Departments no longer support these initiatives.
- Major renovations and/or construction of new buildings
- Requests submitted after purchasing items/services, booking individuals, entering into any binding agreement with an individual or other party, committing to any financial transaction, or publicizing on or off campus for which the SFB has not yet allocated funds, will not be funded.
- Events or trips required as a part of an academic department’s curriculum.
- Events, with the exception of retreats, occurring when residence halls are closed or outside of the dates that all students are allowed to stay on campus.
- Appropriations in furtherance of a political campaign or activity by any candidate/candidate’s staff for political office.
- Appropriations to a legislative lobby or to programs/events whose primary purpose is to influence legislation and policy.
- Grants-in-Aid, Scholarships



- Events with the main purpose of promoting donations to a charity or that directly solicit donations to charitable organizations during the event.
- National association membership dues, insurance fees, and any related fees that are calculated on a per-member basis or organization dues/fees for organizations with dues-paying members.
- Extra costs associated with expedited shipping on SAF Funded purchases.
- Any activity, material, or program whose primary purpose is recruitment or increased membership in the sponsoring group. Recruitment entails programming/event efforts directly leading to the increased membership of an organization through actively seeking out, approaching, or motivating individuals to join said organization.
- Any events that include gambling, as well as raffles – even if there is no money involved.
- No cash may be given using Student Activity Funds. The only cash awards that may be given must come from an organization's Fundraising line.
- Local travel (less than 20 miles one way from TCNJ) will not be approved.
- Gifts for paid external speakers will not be funded.
- TCNJ undergraduate students or student organizations for performances or speaking engagements
- Honoraria for TCNJ faculty or staff.
- Off campus events which are held in private residences, with the exception of retreats. In certain extenuating circumstances, a written explanation can be provided to SFB explaining the rationale behind such an event needing to be off campus, then SFB will confer with the Office of Student Involvement and Vice President of Student Affairs. Either the Office of Student Involvement and/or Vice President of Student Affairs must provide their written approval of such an event taking place at an off-campus location, then SFB would deliver a funding decision accordingly.
- Events may not be approved depending on student safety concerns.



- Funds for organizations' meetings or events solely for the membership of an organization.
- Fundraisers
- An organization's apparel or publicity which is not event-specific, solely organization-specific can not be approved for funds.
- TCNJ Faculty / Staff are not eligible for payment for performing jobs/duties similar to their TCNJ job description.
- Events which resemble a Date Party/Formal format, or serve as a celebration of just the organization/its members.

The SFB is responsible for the determination of whether or not a request is in violation of any of these lines.

Procurement

PURCHASES UP TO \$2,500

- Price competition is recommended but not required for purchases of goods or services up to \$2,500. Although the SFB is not responsible for the informal bidding process, organizations must make every effort to obtain the best price for the best value.
- The organization's president and treasurer are responsible for authorizing the request of these purchases.
- Vendors must comply with The College's terms and conditions.
- Organizations are to include this reference when requesting quotes.

PURCHASES OVER \$2,500 AND UP TO \$34,400

- Price competition must be obtained for all purchases of goods or services over \$2,500 and up to \$34,400. Although the SFB is not responsible for the informal



bidding process, organizations must make every effort to obtain the best price for the best value.

- The club president and treasurer are responsible for authorizing the request of these purchases and all purchases are subject to audit.
- Organizations requesting the goods or services must solicit a minimum of three (3) quotations. The lowest quote must be accepted unless there is enough evidence to document otherwise.
- If price competition is not feasible, organizations are responsible for providing justification as a sole source purchase via memorandum or using the Sole Source Justification Form. <https://www.studentfinanceboard.com/memos.html>
- Vendors must comply with The College's terms and conditions. Organizations are to include this reference when requesting quotes.
- Prior to making purchases that exceed \$5,160, organizations must obtain a New Jersey Business Registration Certificate from the vendor.

PURCHASES OVER \$34,400 – ADVERTISED BIDS

- Price competition is required for purchases of goods or services over \$34,400. ● Organizations requesting the goods or services must submit the necessary information to the Purchasing Department for the College via email. The Purchasing Department will conduct open competitive advertised bidding for these 5 types of purchase.