

2018-2019

Student Finance Board/

Student Organization Manual

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) utilize 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 at ext. 3187 or ext. 2177, by email at sfboard@tcnj.edu, or at www.studentfinanceboard.com. The SFB office is located on the second floor of the Brower Student Center, Room 214.

Section 1

INTRODUCTION TO **STUDENT FINANCE BOARD**

1.1 **MISSION STATEMENT**

The Student Finance Board (hereafter referred to as SFB) is dedicated to stewarding and allocating the Student Activity Fee (SAF), in a fiscally responsible manner, in order to assist student organizations with providing programming and service opportunities that will engage, inform, and unite the TCNJ student community. The Student Activity Fee is collected by The College of New Jersey (TCNJ) on behalf of the Student Finance Board (SFB). The SFB is delegated the responsibility for appropriation and management of the funds. The SFB is an elected Board of student representatives. The primary goal of the SFB is to allocate the Student Activity Fund to various student clubs

and student service organizations for the purpose of enriching the co-curricular life
25 (including personnel costs) of the college community. TCNJ values and supports
programs which promote cultural, educational, entertainment, inclusive, and recreational
opportunities for its students. The primary goal of SFB is to represent the student voice
and distribute the SAF in such a way as to benefit the greatest and most diverse
number of TCNJ students possible throughout the fiscal year.

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1.2 PURPOSE

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,
35 entertainment, service, diversity and recreation. To achieve this purpose they are
required to establish criteria and procedures through which organizations request and
receive SAF funding appropriations, to inform organizations of their responsibilities in
relation to the use of allocated funds, and to distribute the funds in accordance with the
United States' Generally Accepted Accounting Procedures (GAAP).

40 Student organizations develop and implement programs; SFB determines funding but
does not approve programs. SFB allocates the SAF by accepting and evaluating
requests for funds, assessing whether the requests are fiscally responsible, and
determining the amount of money, if any, to be granted.

SFB develops, implements and enforces procedures and policies relating to the
45 appropriation and disbursement of the SAF.

1.3 AUTHORITY

The authority governing assessment and appropriation of the SAF originates with the
Board of Trustees. The Board of Trustees also maintains responsibility for approving all
expenditures for a single item, service, or performance in excess of \$33,300 and
50 approval of increases to the SAF requested by the SFB on behalf of the student body.

The Board of Trustees has delegated responsibility for SAF funds to the President of the College, who in turn has delegated them to the Vice President of Student Affairs.

Though the Vice President of Student Affairs retains responsibility for the funds, they entrust the SFB with the administration of the funds as well as the development,
55 implementation, and enforcement of policies and procedures relating to SAF funds under advisement of an appointed college advisor. The practices, policies, and actions of the SFB are held accountable by the College through an annual review and approval of all policies and procedures by the Vice President of Student Affairs. As the SAF is designed to serve undergraduate students, SFB is held equally accountable to the
60 student body.

Matters of dispute between any of the following: SFB, SG or VPSA, shall follow an escalation process as defined below unless otherwise defined within the Constitution and/or Funding Guidelines.

For disputes between SFB and SG related to policy changes, these are escalated to the
65 VPSA.

For all other disputes not covered by existing policies and procedures, these are escalated to the VPSA. If still not resolved, these are escalated to the President of the College.

1.4 ROLE

70 The SFB evaluates all appropriation requests for money from SAF funds and makes decisions based upon the justification and financial responsibility of such requests. The SFB may approve, table - pending additional information or clarification, amend, or deny requests. In making decisions regarding appropriation requests, the SFB is guided by the policies and procedures set forth in this manual. It is the goal of the SFB is to make
75 consistent judgments based on the following policies and procedures in allocating the SAF, however the circumstances of each application are unique and measured against the criteria on a case by case basis. The SFB adheres to TCNJ's Core Beliefs and to the beliefs that they serve the undergraduate student population in stewarding the

Student Activity Fee in a way that benefits the diverse interests and needs of the
80 student body, and funds should benefit current TCNJ undergraduate students.

The SFB prepares an annual master budget based on organizational requests,
previously documented expenditures, current balances and anticipated income. The
master budget contains budget lines that itemize how expenditures will be made. The
master budget is presented for procedural endorsement to Student Government
85 (hereafter referred to as SG). Following SG review, the budget is presented to the Vice
President of Student Affairs for approval.

The SFB is entrusted with proper administration of funds including the maintenance of
accurate records of transactions. Accounting practices and internal controls of the SFB
are developed under the U.S. Generally Accepted Accounting Principles (hereafter
90 referred to as GAAP) and reviewed annually. It is the responsibility of both the SFB
Financial Director and Assistant Financial Director to comply with all established
practices and controls. An annual financial audit is to be completed by an independent
accounting firm hired and paid by the SFB to audit all accounts managed by the SFB.
The resulting audit report is submitted to the SFB Executive Director, the SFB Financial
95 Director, the Vice President of Student Affairs, Finance & Business Services, and the
SFB Advisor. US GAAP accounting practices and internal controls apply to any
organization which keeps an account with the SFB or utilizes any of the SFB's
accounting services, regardless of whether or not that organization is considered SAF
funded.

100 Each SFB member, excluding the Financial Director and the Assistant Financial
Director, shall serve as a liaison to one or more SAF funded organizations. The
Executive Director, in consultation with the Executive Board, shall assign
organization(s) to each member. The liaison serves as an advocate for the organization
within the SFB. Open communication should be maintained between the liaison and
105 organization leadership. The SFB strongly encourages organizations to keep in contact
with their liaison throughout the school year to ensure that all SFB policies and
procedures are followed. Should a problem or concern arise regarding a liaison, the
organization should notify a member of the SFB Executive Board.

1.5 SFB MEETINGS

110 The SFB General Body meets weekly during academic class periods. They do not meet during the Summer, academic year breaks or the final examination period. Meetings are open to the public; however, organizations presenting at a meeting will not be permitted to be in the room while their proposal is being discussed and voted upon.

1.6 FUNDING PRINCIPLES

115 In order to receive SAF through the SFB, 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
120 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 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
125 guarantee the totality of funding for a student organization. Student organizations are encouraged to seek outside sources of income (e.g., dues, sponsorship). For more information regarding fundraising, please see the Office of Student Involvement.
- The SFB will practice strict viewpoint neutrality as defined in this document.
- 130 • SFB funding shall be based on the fiscal merits of programs designed for and open to the undergraduate community.
- SFB funding is only 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).
- 135 • SFB funding will be based on the demonstrated necessity of expenditures for the successful completion of a program. Organizations are expected to provide documentation of needs when possible.

- 140 • Each spring the SFB submits a complete budget proposal (including base budgets, capital equipment, and special applications) to SG for review and then 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.
- 145 • 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). Programs receiving SAF funding cannot be advertised prior to approval. Any
150 program publicized prior to approval will not be funded.
- 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
 - 155 ○ 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

1.7.a VIEWPOINT NEUTRALITY

160 SFB decisions will be viewpoint neutral – decisions will be based upon an evaluation of the application provided against criteria for funding, availability of funds, etc. and will not be based upon the viewpoint of the organization, speaker, program, etc. Furthermore, all viewpoints, including those that are controversial, will have an equal chance of receiving funding. However, viewpoint neutrality does not equate to all groups be
165 funded equally or that oppositional views have to be funded for each event.

1.7.b FISCAL RESPONSIBILITY

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

170 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 merit 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, including but not limited to, cost per
student, item cost in relation to event cost, cost in relation to total SAF remaining,
common costs for an item, and student and administration feedback. No event's cost
175 per student may exceed the total Student Activity Fee charged to each individual
student per year.

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
180 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.
- Vendors must comply with The College's terms and conditions.
- Organizations are to include this reference when requesting quotes.
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PURCHASES OVER \$2,500 AND UP TO \$6,660 (20% of bid threshold)

- Price competition must be obtained for all purchases or purchases of goods or
services over \$2,500 and up to \$6,660. Although the SFB is not responsible for
the informal bidding process, organizations must make every effort to obtain the
190 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.
- 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 \$4,995, organizations must obtain a New Jersey Business Registration Certificate from the vendor.

PURCHASES OVER \$6,660 AND UP TO \$33,300 (Informal Bids)

- Price competition is required for purchases of goods or services over \$6,660 and up to \$33,300. Organizations requesting the goods or services must submit the necessary information (i.e. specifications, scope of work, etc. – see Attachment I “Best Practices” for guidance) to the SFB via email or through Appropriation Requests. The Purchasing Department will solicit unsealed written quotations. See attachment II for Purchasing Department’s instructions/documentation for preparing bids.
- The organization requesting the purchase will coordinate the awarding of the contract with the Purchasing Department, where a purchase order will be issued.
- 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.

PURCHASES OVER \$33,300 – ADVERTISED BIDS

- Price competition is required for purchases of goods or services over \$33,300.
- Organizations requesting the goods or services must submit the necessary information (specifications, suggested vendors, etc. – See “Best Practices” for guidance) to the Purchasing Department via email. The Purchasing Department will conduct open competitive advertised bidding for this type of purchase.

1.8 SFB COMPOSITION

The SFB consists of a total of 18 voting members and 1 non-voting member.

1.8.a Voting Members:

- 225 Assistant Financial Director
- Administrative Director
- At-large Representatives (2)
- Executive Assistant
- Financial Director
- 230 Freshman Class Representative (2)
- Junior Class Representative (2)
- Operations Director
- Program Director
- Senior Class Representative (2)
- 235 Sophomore Class Representative (2)
- Student Government Representative (2)

1.8.b Non-Voting Members:

Executive Director (vote tie-breaker)

240 1.9 ORGANIZATIONAL GUIDELINES

To receive funding, Student organizations must be recognized by either the SG or the IGC and register with the Office of Student Involvement annually. Organizations must maintain up-to-date records with the Office of Student Involvement and SFB by

245 completing an "Organization Response Form" every time they change advisors,
Presidents, or Treasurers. Organizations who fail to submit the form by the date
specified for that year will have their budget frozen

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

- 250 • Treasurer and President must attend the 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 budget will be frozen until a
makeup session is attended.
- Hand in completed Treasurer's Response Form/Signature Form

255 Organizations funded by the SFB have NJ Sales Tax Exempt Status. Letters may be
obtained from the SFB office 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. 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.

260 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
265 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.

Section 2

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FUNDING TYPES

Student organizations may seek one or more type of funding from the list below during an academic year.

275 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. SFB begins hearing Appropriations requests for the fall semester during the last two meetings of the current fiscal year (coincides with academic year).

280 2.1 **BASE BUDGET APPROPRIATION**

Base budgets are intended to provide funding to organizations with an established annual operating need. Items that can be included in the base budget include operational expenses, publicity, pre-October 15th events, program series (programs series is defined as a program that occurs more than twice per semester), and
285 coaches/instructors. (Organizations must seek approval from the SFB Executive Director for all date changes to pre-October 15th events). All other programs/services by organizations should be requested through the Special Application Request funding. Previously recognized SAF funded organizations failing to submit a base budget, without discussing it with their liaison, will lose SFB funding recognition for the following
290 academic year unless approved by the Executive Board due to extenuating circumstances.

2.1.a *Request Process*. The base budget request process runs throughout the spring semester. Organizations will be notified regarding base budget decisions for the following academic year prior to the end of school that semester.

- 295 • Step One: Organizations wishing to request a base budget meet with their SFB Liaison to review the requirements, the budgeting process and discuss budget

objectives. Organizations should review all pertinent information and provide justifications and an itemized expense breakdown to the liaison.

- Step Two: Liaisons present base budget requests to the SFB at their Budget Retreat. The liaison will be responsible for advocating for their organizations and explaining all aspects of the request to the SFB.
- Step Three: SFB compiles a master budget based upon decisions made at the Budget Retreat, including organizational base budgets.
- Step Four: Upon approval of the budget by the Vice President of Student Affairs, liaisons meet with organizations to review their finalized/approved budgets.

2.1.b *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 included in the base budget occurs, SFB will retrieve (or wash back) unspent funds related to the program and make them available to other student organizations through the Special Application process. 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 programs funded through the base budget that do not occur by the intended date but which the organization still intends to sponsor, 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.

2.2 CAPITAL EQUIPMENT APPROPRIATION

325 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
330 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
335 submitted for funding through base budgeting, or special application funding processes.
Capital Equipment Requests will be considered weekly by the SFB Executive Board.

2.2.a 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
340 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
345 computers every 4 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
350 the Administrative Director for access to printer).

2.2.b Capital Equipment Appropriation Request Process

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.

355 2.3 FUNDRAISING LINE

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. 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
360 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.

365 2.4 SPECIAL APPLICATION REQUESTS

It is recommended that only one special application is submitted for each event or program. After an application is presented to the Student Finance Board for funding, subsequent applications for that same event or program may be heard under
370 extraordinary circumstances. Events that are tabled or appealed can be reheard by the general board.

2.4a Multicultural Programming Appropriation

A minimum of 5% of the annual SAF income each year will be reserved for Multicultural Programming. Any student organization may request monies from the Multicultural Programming Line provided the program is designed to expose students to or educate
375 them about religion, culture, disability awareness, ethnicity, gender, race, or sexual orientation/gender identity. Groups can apply through the Special Application Request Process described below.

Should the SFB Executive Board determine that a multicultural programming request does not meet the criterion of a multicultural program/event, the request will be considered as a Special Application.

Should funding for multicultural programs exhaust the 5% set aside for this programming, additional requests will be considered with Special Appropriation Requests.

2.4.b Special Appropriation

Funding for all other programs is granted on a program/event basis (or if prior to October 15th, through the base budget process). Samples of publicity being requested for a Program/Event funding should be included with the funding proposal.

2.4.c Process (For Multicultural Programming and Special Applications)

The funding request process requires advanced organizational planning – a minimum of four weeks is suggested.

- 2.4.c.i Step One: Determine the program request parameters; including the type of event, quotes/bids including the cost of needed items, participation projections, and rationale. Complete and submit the appropriate Special Application Request Form to SFB liaison. All expenses over \$2,500 must be accompanied by 3 competing bids, if available. (Expenses that have only one possible source, such as a specific speaker, do not require three bids. Products that do not range significantly in price or quality, such as plastic utensils or napkins, also do not require bids.) All requests expecting action that week are due no later than the date/time indicated on the SFB website. Requests received after this date/time will be considered the following week.
- 2.4.c.ii Step Two: The SFB liaison reviews the application to ensure that it is complete and follows the SFB procedures. The SFB liaison is responsible for assessing the completeness of a specific request. An organization's liaison's signature is REQUIRED on all Special Application Requests. This ensures all

- 405 major issues pertaining to the request are resolved, giving the request the opportunity for full consideration by the SFB.
- 2.4.c.iii Step Three: The SFB Executive Board reviews the request and assigns a time slot for the organization to present their request during an upcoming SFB General Body meeting. When possible, groups will be assigned to present at the
410 next meeting on the calendar, however, should there be too many requests in a given week requests may be held over to the next meeting. Presentation times will be assigned in order of the receipt of the requests - not in order of the program dates.
 - 2.4.c.iv Step Four: The organization presents to the SFB General Body at their
415 assigned time. Meetings are open to the public and are held Wednesday afternoons beginning at 12:30 pm, during the academic year (meetings are not held during the summer, final exam periods or academic year breaks). It is preferred that the Treasurer of the organization and no more than 2 additional members attend the presentation. Although the advisor of the organization may
420 also attend the presentation, the student members of the organization make the request to the SFB and answer all questions pertaining to the request. Presentations should be limited to 5 minutes per request. The SFB General Body will deliberate and vote on the funding proposal at the conclusion of the presentation with the presenters out of the room.
 - 2.4.c.v Step Five: The SFB Executive Director verbally informs the presenter of
425 the decision. The student organization and the Executive Director acknowledge the decision of the SFB by signing an appropriation form.
 - 2.4.c.vi Step Six: The organization submits vouchers for payment/reimbursement
430 within thirty business days of the event date. The funding allotted is for the specific purpose approved during the presentation. Funds cannot be used for other events. Any remaining approved funds will be assumed back into the Program/Event funds as described in the “Wash back” process explained in this document thirty business days after the event.

435 **2.5 EXTRA EXPENSES**

On occasion, after securing funding, an organization may determine their estimates were not sufficient and additional funds are needed. Regardless of whether the program is within the two weeks, as the program/event was previously approved for funding, the organization can submit a secondary proposal for funding consideration by submitting a request to the Executive Director. Additional funding should not be committed or spent until approved by SFB. Additional funding is at the discretion of the executive board.

440 **2.6 ANNUAL FULL BASE BUDGETING**

The College Union Board and Student Government, which are professionally advised organizations, are part of a preliminary fully base budget contracted agreement. These agreements act as separate documents from the Constitution and Funding Guidelines. These contracts are evaluated yearly and these groups must still follow all funding principles.

Section 3

450 **USE OF FUNDS**

After base budgeting, no more than 65% of the SAF in any funding type will be distributed by SFB during the first semester. This ensures ample funds will be available for the spring semester. Organizations may request funds for spring semester programs in the fall semester.

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

3.1 BUDGET REVISIONS

At times organizations may seek a “Budget Revision”. A budget revision is a request to transfer funds from one budget line to another budget line within their own organization budget. Organizations wishing to revise their budget must contact the Executive Director with the request. In the event an organization wishes to transfer monies within its SAF Funded budget, it must contact the Executive Director with a request in writing prior to exceeding predetermined budget lines. The purpose of the transfer must comply with all SFB policies and procedures relating to the use of SAF money. Organizations should not assume SAF funded revisions will be approved and must wait for confirmation of approval before spending any funds. Once an SAF funded budget revision has been approved or an organizational fundraising account request has been made, the money will be transferred and the organization will receive a confirmation of the transfer. Below is the process for requesting a revision:

1. Email the Executive Director with a request for a budget revision with the following information: Name of organization, budget line which will be increased, budget line which will be decreased, and the reason for the budget revision. Please include invoices or quotes supporting the increased budget lines.
2. The SFB executive board will review the request and approve or deny the budget revision request within 5 days of receiving the request.
3. If the request is approved, the organization can spend in accordance with the new budget line amounts.
4. If the budget line is denied the organization can request that the SFB general board review and vote on the budget revision, at the following general board meeting.
5. If the SFB general board approves of the budget revision the organization can spend in accordance with the new budget line amounts. If the request is denied by the general board, the organization must spend in accordance with originally approved budget lines.

3.2 SAF VOUCHERS

All expenditure transactions begin with a voucher. For a voucher to be processed, all instructions must be strictly adhered to. In the event that a voucher is submitted with

improper or incomplete information, the SFB Operations Director will notify the
490 organization's treasurer. The voucher will be held until such time as the problem is
rectified (resulting in a delay in the voucher's processing). Once the organization
treasurer remedies the problem(s) associated with the voucher, processing can begin.
An accurately completed voucher must adhere to the following:

- One voucher must be completed for each check requested. One voucher may be
495 used for multiple receipts provided the payee is the same for all receipts (only
one check is required).
- Fill in the required information on the voucher as follows:
 - Check the small box labeled "SAF Voucher."
 - Fill in the name of your organization and the date.
 - 500 ○ The Payee is the name of the vendor or individual to whom the check is to
be issued. No check will be made out to cash.
 - List the amount, making sure to put the decimal in the proper place.
 - Clarify why the check is being written in the "Explanation" section. If the
505 check is for an event, please specify the date and purpose of the event. If
the check is for a reimbursement, please check the type of Voucher -
"Reimbursement," "Cash Advance" or "Transfer" and provide an
explanation of the expenses.
 - Fill in the Budget Line(s) from which the expense is to be deducted. If you
510 are taking the funds out of more than one budget line, please specify the
amount that should come from each line. The line item must relate to the
type of expense and there must be sufficient funds in the line to cover the
expense.
 - Obtain the signatures of both the Treasurer and the Advisor of the
515 organization. If the payee on the check is the Treasurer, the President
must sign in place of the Treasurer. If the payee is the advisor, the advisor
must still sign the voucher, however the advisor's supervisor will also be
required on the voucher.

- If the check is being made out to an individual for services rendered, please include the individual's Social Security Number on the line provided and a W-9 must be on file or attached, in compliance with NJ state law.
- If the check is being made out to a company or business, you must provide the businesses Federal Tax ID number in the space provided and a W-9 must be on file or attached.
- If a check is being cut for a direct payment in the amount of \$4,515.00 or more, the business or agency to which the check is being cut must also be registered as a business with the State of New Jersey and provide a copy of the Business Registration Certificate with the voucher, in compliance with NJ state law. Please direct questions concerning obtaining a business registration certificate to the SFB Financial Directors, Executive Director, or Operations Director.
- The payee's permanent address is required on all vouchers regardless of whether it is being picked up at the SFB office or mailed out.
- Remove the pink copy of the voucher for your records. The SFB recommends that Treasurers attach a copy of submitted receipts to the pink copy of the corresponding voucher for their organizational records.
- Staple all original receipts behind the white and yellow copies of the voucher. If you have an original itemized receipt that you received in-store or a printed online payment confirmation that explicitly states payment has occurred and includes an itemized breakdown and paid total, you should not need any other documentation for proof of payment regardless of payment type. In the event that a proof of payment is lost or unavailable, the SFB may require additional documentation (ie: bank statement).
- On-line orders that do not verify payment amount (either with a purchase total and \$0 balance or a paid amount) will require additional documentation verifying proof of payment (i.e., credit card and/or bank statements).
- Submit the voucher, with all necessary receipts within 30 business days of the date of the programming, in the voucher bin in the SFB office. Do not forget to log the voucher into the Voucher Log-In Book.

550 Though SFB strives to respond to vouchers as quickly as possible, allow 7-10 business days for total check processing and available pick-up. After each check has been printed and signed, the SFB will place it in the check pick-up box, located in the SFB office. Checks are filed according to the first letter of the organization's name and must be signed out in the Check Log-Out Book, located in the SFB office. Upon signing out a check, please be aware that you now accept responsibility for the check. The SFB is not 555 responsible for any check(s) lost or stolen after they have been signed out and will not cover the expenses associated with voiding said checks or recovering stolen funds. Any organization that removes a check(s) from the check bin without properly signing a check out will have its funds frozen. This policy is a necessary safeguard.

560 The SFB is audited at the end of each fiscal year by an independent, accredited auditing firm. Therefore, it is imperative to submit a voucher with complete and accurate documentation in order to comply with U.S. Generally Accepted Accounting Principles (GAAP). Outlined below are some common rules regarding documentation that must be followed for vouchers. The SFB Operations Director reserves the right to question or reject any voucher that does not include complete documentation. Only the SFB Advisor 565 may make exceptions to this policy.

- All documentation must be original. Photocopies will not be accepted.
- A receipt or printed online payment confirmation may be used as proof of purchase for a good or a service. Unofficial paperwork (such as e-mails, letters on letterhead, etc.) is not acceptable documentation.
- 570 • Receipts must be itemized (i.e. they must include a breakdown of each item purchased and then have a total amount).
- Pricing sheets, quotes, menus, invoices, online print-outs, etc. that do not indicate a zero balance or explicitly list the invoice as paid will only be accepted as proof of costs and not proof of payment. Therefore, this paperwork will not 575 fulfill the documentation standard required for reimbursement voucher processing. Such documentation would only be valid for a Cash Advance Request (see Section 3.5).

- A signed contract is sufficient documentation for a voucher. Both the artist contract (if applicable) and the TCNJ contract must be included. All required signatures must be on the contract to function as proper documentation. Contracts cannot be enacted without the organization’s President’s or representative’s signature. Please refer to the Office of Student Involvement’s contracting policy for more information.
- Completed US Tax form W-9 must be submitted with documentation for payment of services.

3.3 TYPES OF EXPENDITURES

3.3.a Cash Advances

SFB strives to work with groups to limit the amount of money organizations have to “front” (spend and seek reimbursement). When possible organizations should seek invoices from vendors for direct payment. When direct payments are not possible, organizations can request a Cash Advance. A Cash Advance allows an organization to procure funds based on estimated expenses prior to the availability of actual receipts or invoices. A check will be cut by the same method as a reimbursement check; however, follow-up documentation is required.

All Cash Advance requests must be for expenses totaling more than \$100.00. Cash Advance requests for expenses less than \$100.00 requires prior approval by the Executive Director or Operations Director. Cash Advances will NOT be issued after April 15.

3.3.a.i PROCESS

- Fill in the required information on the voucher indicating “Cash Advance” by checking the small box labeled “SAF Cash Advance.” Include the reason why you are requesting the advance (e.g. event name, etc.) Submit Cash Advances to the voucher bin in the SFB office. Be sure to completely fill out and sign the adjacent logbook. Cash Advances are processed within 7-10 business days.

- 605
- Organizations must return all follow-up documentation (e.g. itemized receipts, completed contracts, etc.) within thirty (30) business days of the date of the event for which the Cash Advance was made. It is the responsibility of the treasurer to contact the Operations Director if a time extension is needed. Such extensions will be granted at the discretion of the Operations Director.
- 610
- In the event that the receipts do not account for the full Cash Advance total previously awarded, the organization must deposit the balance in the form of cash or a check back into the account from which it came.
 - Failure to properly account for a Cash Advance transaction via these exact procedures may result in the immediate freezing of the organization's budget until the matter is reconciled. ****NOTE:** In general, the SFB will only freeze an
- 615
- organization's budget for a Cash Advance violation until the issue is resolved. However, after multiple violations, and a written warning from the Executive Director, the Executive Director reserves the right to withdraw the privilege of receiving Cash Advances for the remainder of the year at his/her own discretion.
- 620
- There is no appeal to this decision.

Cash Advances initially require less documentation than a voucher. However, documentation meeting the requirements outlined in Section 3.1.a. will still be required after the transaction has taken place. This is referred to as “follow-up documentation.”

625

Cash Advances will have checks issued if sufficient documentation is produced to prove the existence of an exact reimbursable cost. Therefore, specific dollar breakdowns and totals are required before the check is cut, and the final documentation is required after the event, as explained above.

3.3.b *Direct Payments*

630

When possible, organizations should secure invoices for merchandise or services and submit them with a voucher for direct payment to the vendor. This will expedite payment to the vendor and reduce the amount of money coming out of organizational member pockets. All vendors must submit or have a W-9 on file with SFB (W-9 forms are available on the SFB website or confirm that a vendor has a W-9 on file by contacting

SFB). However, when doing \$4,515.00 or more in business with a company, they must
635 have a NJ Business Registration Certificate, in compliance with NJ State Law. Invoices
should be submitted prior to or immediately after the event (within thirty (30) business
days.)

3.3.c *Reimbursements*

Organization's members who pay for program expenses are reimbursed by submitting a
640 voucher with original receipts. Items paid for with a credit card can be reimbursed with a
receipt showing the amount paid. If a credit card was used and the "receipt" does not
indicate the amount paid, additional documentation (credit card and/or bank statements)
will be required for reimbursement. Receipts should be submitted prior to or immediately
after the event (within 30 business days).

645 3.3.d *Transfers*

Organizations may need to transfer money between accounts, to other organizational
accounts or to college accounts. A transfer of funds, rather than a check, is the process
followed when this type of payment is requested. When payment is made, a transfer
notice will be issued in place of a check.

650 The permission of the SFB Executive Director or Operations Director is required if an
organization is requesting to transfer SAF money into another organization's
Fundraising line as payment for a specific service. A student organization may not
transfer money within its own budget lines. Instead, a Budget Revision form must be
completed.

655 Complete the Voucher indicating "SAF Transfer." Near the Budget Line area of the
voucher, please note the name of the organization and the budget line to which the
money is being transferred.

Organizations submitting transfers should consider them as expenses for purposes of
their own organizational record keeping. The organization should keep the pink copy,
660 along with a copy of the corresponding receipts, for their organizational records.

****Note:** When transferring money between a College department or office, it will be the responsibility of the organization to obtain the school's PeopleSoft information (account, class, department/program, and fund).

3.4 ADMISSION PRICE & PROGRAM REVENUES

665 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
670 the ticket price approved by the SFB at the time the organization applies for funding. Ticket prices at SAF funded events serve the sole purpose of offsetting the cost of an event and are not permitted to be used as fundraising income for the sponsoring organization(s).

All admission monies collected at any SAF funded event must be deposited immediately
675 following the conclusion of the event either in person with the SFB Assistant Financial Director or after office hours dropped into the SFB drop box. Deposit bags may be checked out from the SFB office.

3.5 EMERGENCY (RUSH) CHECKS

It is the SFB's practice to process all check requests within seven (7) to ten (10)
680 business days during the fall and spring semesters (excluding breaks). This process can only be accomplished when correctly completed vouchers, including supporting documentation, are submitted

Occasionally it may be necessary for an organization to submit a request for a check to be processed in less than ten days. Approval for processing an Emergency Check is at
685 the discretion of the SFB Executive Director and Operations Director. No organization utilizing SFB services will be granted more than two emergency checks per semester or more than four for the entire year. Reimbursements are never considered an emergency. The first time an organization exceeds the number of emergency checks

they are permitted their treasurer must have a meeting with the SFB Operations
690 Director and Executive Director. If they exceed their emergency check quota an
additional time, their funds will be frozen.

3.6 OVERSPENDING BUDGET LINES

It is the responsibility of each organization to monitor the amount of funds they maintain
in each line and not over spend a line. Transactions will not be processed if the budget
695 line has insufficient funds. Should this occur, the SFB will contact the organization
treasurer to discuss alternatives for processing the transaction (i.e. using Fundraising
money, etc.). Retroactive budget revisions (defined as budget revision requests after
funds are already spent or committed) will not be allowed. A student organizations
account will be frozen if this occurs, please see section 3.9.

700 3.7 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
705 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
710 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.

3.8 UNSPENT FUNDS

3.8.a *Carry Overs*

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

3.8.b *Wash Backs*

720 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.

725 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 –
730 whether additional funding will be required, funding should be washed back or remains the same.

3.8.c *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
735 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 authorize the use of SFB Reserve funds. 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
740 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, excluded building construction or renovations.
- 745 • 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 SASAF 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 SFB will be asked to approve the resolution. 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.

755 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.

3.9 FREEZING BUDGETS

765 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:

- 770
- 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 fall, all organizations will be given the Organization Response Form/Signature Form. Failure to submit these forms to the SFB by the
775 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.

780 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
785 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.

3.10 VIOLATIONS

790 If an organization is considered to have violated SFB policy, the treasurer 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 suggestion course of action to the SFB General Body. The SFB General Body, including
795 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).

800 3.11 FORFEITURE OF FUNDS

Should an organization become derecognized (per student government and student involvement 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
805 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 Involvement, their fundraising money will be held by SFB for three calendar-years from the missed
810 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

815 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 merits of each individual program into consideration when making decisions.

820 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.

4.1 BUS TRIPS

- 825 • The SAF funds can only be used for the cost of the bus. Attendees must pay tickets for the activity. 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.
- 830 • 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.
- 835 • Organizations sponsoring bus trips can charge an individual a \$5.00 to \$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 SFB account).

840 ****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. At least twelve business days should be allowed to receive a bus quote. 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.

4.2 CHARITIES

845 SAF funding requests do not include contributions to charities. Additionally, events with the main purpose of promoting donations to a charity or that directly promote a charitable organization or solicit donations to charity organizations during the event will not be funded. Donations of any kind (monetary or other) may not be solicited, nor can an organization promote donating to a charity in affiliation with an SAF Funded event, 850 unless the SFB makes an exception as described below.

If an organization chooses to donate money to a charity, it must come from the organization’s fundraising line. Income from an event that will be donated to a charity

must be designated as such prior to the event and approved by the Executive Director. A letter written by the recipient charity group, acknowledging receipt of the specific
855 donation amount, must be submitted to the SFB within two weeks of the event or the organization's budget will be frozen.

In cases of national or international crisis (e.g., a natural disaster), the SFB reserves the right to make an exception to this policy. Exceptions must be confirmed by a 2/3
majority vote of the entire Board. Funding will only be allocated for expenses associated
860 with offering the program, preferably to groups which are in some way connected to the crisis. Further, in this type of extraordinary circumstance, capping may also be permitted at SAF - funded events.

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
865 only be made during the time of the crisis, not for commemorative events.

4.3 **COMPETITIONS**

Non-Club Sport Intercollegiate competitions may be funded through the special application process; however, SFB may limit the number of participants funded to the minimum required for competition. Written documentation including location, dates, and
870 times must be provided for registration materials. This includes documentation for hotels, registration fees, and travel costs.

4.4 **CONTRACTS/CONTRACTING**

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

It is suggested that all contracts are reviewed by the Office of Student Involvement 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.

880 4.5 DUES

National organizational dues may be funded in their entirety if deemed necessary for the existence of the student organization on campus. Dues assessed to individuals for national membership will not be funded. Organization dues will not be funded for organizations where members pay individual dues. Special circumstances will be
885 considered by the executive board.

4.6 DUPLICATING

SFB provides free duplicating, which can be requested through base budgets and/or special applications.

4.7 FOOD & REFRESHMENTS

- 890 • Refreshments will not be funded unless they are considered critical to the mission of the event and the program is open to all students.
- Any requests for food in an amount over \$250.00 should include at least two (2) quotes. It is encouraged that organizations purchase refreshments from their fundraising lines. Additionally, the SAF cannot be used to purchase alcoholic
895 beverages.
- Off-site sit-down meals and room service expenses will not be funded.
- 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.

900 4.8 MIDDLE AGENCY FEES

Payments to middle agencies for talent whose cost exceeds the NJ Business Registration threshold must be processed through two vouchers yielding two separate checks: one check will be for payment of the talent; the other check will be payment for the middle agent fee. This stipulation does not apply when dealing with a direct talent
905 agency where no agency fee separate from contracted cost of talent is incurred by the sponsoring organization. Middle agency fees for a single event are not to exceed

\$7,500.00. Any fees in excess of this amount will not be paid by SFB and will be deducted from an organization's fundraising or box office account.

4.9 ORGANIZATIONAL RETREATS

910 Organizations seeking funding for retreats should apply through the Special Application funding process. Organizations will receive no more than \$1,500 per year toward retreat expenses. Retreats may be held on or off campus.

4.10 SALARIES/STIPENDS/WAGES

- 915 • 4.10.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.
- 920 • 4.10b *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)
 - 925 ○ 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.
 - 930 ○ 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.

4.10 SPEAKER/PERFORMANCE FEES

- 935 • 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.
- 940 • Student DJ's will not be paid more than \$100 unless contracted through an outside vendor.
- Undergraduate students of the College may not be paid for speaking engagements to organizations. Likewise, no honorariums can be paid to TCNJ employees.
- 945 • Organizations contracting a faculty/staff member as a speaker may be allotted up to \$50.00 for a gift, as deemed appropriate.
- Typically organizations are only funded for either a band OR a DJ. At the discretion of the board, an event may be funded for both.
- Speakers and performances must be critical to the mission of an event

950 4.11 TRAVEL

- Local travel (less than 50 miles one way) will not be funded
- In-state or out-of-state destinations outside the 50 mile radius may be funded.
- 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.
- 955 • 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 mile reimbursement, as long as the former is the lesser amount.
- Mileage – Rates determined by the College of New Jersey Mileage Reimbursement Rate (\$.50 per mile as of November 2014). Up-to date rates may be found on web at (<https://finance.tcnj.edu/travel/vehiclesrentals/>)
- 960

Section 5

NON-FUNDABLE REQUESTS

- Alcoholic beverages.
- 965 • The SFB pays for a copier that student organizations can use for printing and copying; therefore the SAF will not be utilized to pay for colored copying.
- 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
970 funds. The SAF can be used no sooner than three (3) fiscal years after College funds no longer support these initiatives. However, on a case-by-case basis and with the recommendation and concurrence of the SFB exceptions can be made.
- Major renovations and/or construction of new buildings; however reserve funds
975 may be spent on spaces impacting students' out-of-class, non-residential, experience (e.g. Traditions, Student Center game room, and outdoor recreation spaces).
- Conferences and symposiums.
- Requests submitted after purchasing items/services, booking individuals,
980 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 beyond the last day that all students are allowed to remain on campus.
- 985 • Appropriations in furtherance of a political campaign or activity by any candidate or candidate's staff for political office.
- Appropriations to a legislative lobby or to a registered student organization whose primary purpose is to influence legislation, other than lobbying regarding higher education issues.
- 990 • Grants-in-Aid, scholarships

- Events with the main purpose of promoting donations to a charity or that directly promote a charitable organization or solicit donations to charity organizations during the event
- 995 • Individual national association dues and organization dues for organizations with dues-paying members
- Membership dues for student organizations.
- Honoraria for TCNJ faculty or staff.
- Gift cards for establishments outside of campus town.
- Gift cards for establishments that sell alcohol.
- 1000 • Extra costs associated with excessive expedited shipping on SAF funded purchases.
- Any religious ceremony or worship service, except when such activity is for educational purposes.
- Any activity, material, or program whose primary purpose is recruitment or increased membership in the sponsoring group.
- 1005 • Any events that include gambling – 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.

1010 The SFB is responsible for the determination of whether or not a request is in violation of any of these lines.

Section 6

APPEALS

1015 Organizations may appeal funding decisions with grounds. Appeals are not heard solely on the basis of disagreement with the decision of the SFB. Grounds for appeal are honored by SFB when one or more of the following conditions is found to have occurred:

- Procedural standards. There is a question whether policies and procedures as outlined in the guidelines and SFB Constitution were followed.
- New Information. New information has come to light that if it had been known at the time of the original decision, it could have impacted the decision
- Sanction review. The sanctions applied by SFB as a result of the decision are disproportionate for the violation of policy.
- Information review. Based upon existing published criteria for evaluation and surrounding circumstances, a funding proposal should have been approved.

1025 The steps for an appeal are as follows:

- 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.
- A three-person Appeals Board will be appointed by the SFB Advisor, consisting of one faculty or staff member and two students who were not a part of the group that reviewed the original request and are not members of the group appealing the decision.
- The Appeal Board will determine if the appeal meets any of the grounds for an appeal, The SFB Executive Director will notify the requestor of the outcome. The decision on the appeal will be communicated within five academic days from the date the requestor submitted the appeal.
- If an appeal review is not granted, the original decision goes unchanged and the requestor is to be notified that their appeal was denied.
- If an appeal review is granted by the Appeal Board, 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.
- Based on the testimony provided, the Appeal Board may:
 - affirm the original decision made by SFB
 - adjust the sanction(s) issued to the student organization
 - adjust the funding allocation awarded to the organization

- remand the application back to the SFB board to review with additional information.

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

- 1050
- Appeal Board decisions are final.

It is essential that SFB operate in the best interest of students. Students are invited to bring any on-going concerns about SFB to the attention of the SFB Executive Director, SFB Advisor and/or the Vice President for Student Affairs.

Section 7

1055

SERVICES

7.1 EQUIPMENT CENTER

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

1. SAF funded organizations
- 1060 2. Non-funded organizations recognized by the Office of Student Involvement (with deposit)
3. Community Advisors and Housing Assistants and Peer Educators (with deposit)
4. Athletic teams (with deposit)

1065 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.

1070 Non-SAF funded organizations are required to put a \$100.00 deposit down to borrow
equipment. Said deposit will be maintained in that organization's Fundraising line
managed by the SFB until the Equipment is returned.

Equipment must be returned to the Programming Director during Equipment Center
hours. Organizations failing to do so will be charged a fee of \$25.00. For questions
1075 relating to the use of the Equipment Center, contact the SFB Programming Director or
the SFB Executive Director.

7.2 THE SIGNAL

The Signal, TCNJ's student-run newspaper, is a highly utilized form of advertisement to
request during a Program/Event request. Clubs may seek either full page or half page
1080 advertisements. Due to the nature of The Signal's funding, all charges are managed
internally between SFB and The Signal; therefore, requesting these advertisements
does not affect the cost of your event. However, utilizing this advertising space without
receiving permission in advance by the SFB will result in a charge for the cost of the
advertisement. Following efforts to collect payment from the organization and in the
1085 case that the organization's available fundraising does not cover the cost of the
advertisement, the organization's account will be frozen until all charges are paid in full.
Organizations seeking advertising in The Signal for non-funded events should consult
with the Administrative Director.

**Note: Current cost of a half page ad - \$70.00; full page ad - \$140.00.

1090 7.3 FACILITY CHARGES

When ordering food through our on-campus food provider or incurring fees for campus
space, 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 to complete a Conference and Meeting Services (CMS) contract.
1095 Conference charges are then billed directly to the organization, via the SFB.

All event contracts should be completed at least three weeks before the date of the event. After a contract has been developed by a student organization with Brower Student Center scheduling staff, that contract will be sent to the SFB for approval. Upon gaining approval from the SFB, the contract will be processed. After the event has occurred the organization will be billed via SFB.

7.4 DEPOSITS/ INCOME

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.

- *7.4.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 Assistant Financial Director or during a time that you have specifically arranged with him/her. A deposit will not be accepted by anyone other than the SFB Assistant 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 Assistant 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 Assistant Financial Director will sign the deposit slip and provide you with a carbon copy that you must keep for your records. The SFB Assistant Financial

1125 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.

1130 **Note: Depositors failing to follow these instructions will be liable for any discrepancies between organization deposits and bank records.

7.4.b SFB Dropbox

1135 The SFB provides a night drop box to be used if an organization is holding an event ending after business hours that they will be collecting money during. This provides student groups a safe place to leave cash and other monies; this prevents chances of theft and prevents dangers to student who would normally be carrying this money on themselves.

Drop Box Policy:

1. Stop by the SFB office at any time before your event. Pick up a money deposit bag and the corresponding key.
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2. Hold your event as usual. Place any money collected into the bag, zip the bag closed and lock it with the key given.
3. Place the bag in the night drop box slot outside the SFB office. This can be done at any time after your event. Hold onto the key.
- 1145 4. Return to the SFB office during regular deposit hours. We will open the night drop box safe and give you your deposit bag, which can only be opened with the key given to you.
5. The deposit can now be made as normal via regular SFB procedures.

- 1150 • *7.5.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.
 - 1155 ○ 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.
 - 1160 ○ The Treasurer of the organization will be notified in writing of the action taken and supplied with copies of relevant documentation if requested.

7.5 COLLEGE SERVICES (PHONE & DUPLICATING CHARGES)

1165 Billings for other College services, such as phone bills and copiers, are billed directly to the SFB via Finance & Business Services. Bills of this type will be paid automatically by the SFB on a monthly basis. It is the responsibility of organizational Treasurers to be aware of the charges their group is incurring and have sufficient funds to pay for the charges.

7.6 STUDENT ACTIVITIES GRAPHIC ARTISTS

1170 The SFB and the Office of Student Involvement co-sponsor a Graphic Artist. The Graphic Artist is available to create fliers, poster, banners etc. for student organizations. To utilize the Graphic Artist service, a "Graphic Artist Request Form" must be completed and submitted to the Office of Student Involvement at least two weeks prior to the date the materials are needed. Graphic Artist Request Forms can be picked up in the Office of Student Involvement.

1175 7.7 THE LOOP BUS

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. The Loop Bus is administered by the Office of Student Involvement.

1180 7.8 LOOP BUS FUNDRAISER

In an effort to give organizations a means of paying for organizational related expenses that are not generally funded by the SFB, 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.

Priority for participating in the fundraiser will go to SAF funded organizations. After all SAF-funded organizations that have expressed an interest in the fundraiser have been given the opportunity to participate one-time, non-SAF funded organizations will be given the opportunity to participate.

1190 Note: The SFB will make every effort to allow as many organizations as possible to participate in the fundraiser.

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

- 1195 • Your organization, Treasurer, or president will receive a monthly 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 day before the date your organization has committed to running the Loop Bus, you will need to coordinate a time to receive all necessary forms, the Loop Bus phone, etc. from the SFB Administrative Director.
- 1200 • 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

1205 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.

1210 • 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.

CO-SPONSORSHIP

1215 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.

1220 Regardless of co-sponsors, any event receiving 50% or more of its funding from the SAF will be given 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
1225 TCNJ students and Faculty and Staff at a time pre-determined by the board.

All events that receive SAF funds must abide by all SFB guidelines as outlined in this Manual.