



SFB Student Organization Manual

2021-2022

This manual details the policies and procedures guiding use of The College of New Jersey (TCNJ) Student Activity Fee (SAF). This manual provides student organizations with the rules and procedures the Student Finance Board (SFB) utilizes to manage distribution of the SAF. However, it is impossible for this manual to encapsulate all situations or questions that may arise concerning use of SAF funds. Therefore, you are encouraged to direct your questions towards any member of the SFB Executive Board for clarification. The SFB may be reached at ext. 3187, ext. 2177, or ext. 3168 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.

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

- read, understand, and abide by the policies and procedures set forth in this manual and the funding guidelines
- submit reports and paperwork as required in accordance with deadlines set forth by the SFB
- acquire knowledge of and assume responsibility for the proper use of budgeted funds

Section 1

1.1 ORGANIZATIONAL GUIDELINES



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

- 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 SAF funds will be frozen until a makeup session is attended.
- Hand in completed Treasurer's Response Form/Signature Form

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.

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

1.2 FUNDING PRINCIPLES

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



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

- The SFB allocates funds for one academic year. Funds unused at the conclusion of the academic year will be put into Reserves (June 30th).
- The SFB's role is to subsidize an organization's expenditures. The SFB does not guarantee the totality of funding for a student organization. Student organizations are encouraged to seek outside sources of income (e.g., dues, sponsorship, fundraising). For more information regarding fundraising, please see the Office of Student Involvement.
- The SFB will practice strict viewpoint neutrality as defined in this document.
- SAF funding shall be based on the fiscal merits of programs designed for and open to the undergraduate community.
- SAF funding should only be given to programs/funding requests that relate to the guiding principles of the student organization(s) requesting the funds (programs/funding requests should coincide with the mission of the organization).
- Each year the Student Finance Board submits a semester budget proposal (including base budgets, capital equipment, and special applications) to the Vice President of Student Affairs for approval.
- SAF funds may be used only as allocated. The SFB will not reimburse an organization for funds spent without prior approval or in violation of the intended appropriation.
- Publicity should be done for every program for which an organization receives funding. All publicity must include "SAF FUNDED" on the advertisement



(advertising is defined as publicizing, through online or print mediums, an event to the general student body)-in a clearly visible font color and size (appropriateness determined at discretion of the Student Finance Board).

- SFB E-Board can review and vote on funding requests up to \$500.00, anything over that threshold must be reviewed by the collective G-Board.

Section 2

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 (program series is defined as a program that occurs more than twice per semester), and 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 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.

- 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.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 recommended computer; however, if an organization chooses to purchase a different computer by any other means, it will not receive any amount exceeding the cost of the IT recommended computer, and the organization will be responsible for the care, installation/set up, or additional purchases necessary (e.g. Microsoft Office) to utilize the equipment. SFB will consider replacement requests for Capital Equipment purchased computers every 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 the Administrative Director for access to printer).

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 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.

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 extraordinary circumstances. Events that are tabled or appealed can be reheard by the general board.

Section 3

3.1 ADMISSION PRICE & PROGRAM REVENUES

The SFB believes that admission to most SAF funded activities should be free of charge for TCNJ undergraduate students. However, the SFB recognizes that the financial nature of some programs combined with audience limitations (cannot be open to all) demand admission charges. Any organization that proposes charging TCNJ undergraduate students admission for an SAF funded activity must have the amount of the ticket price approved by the SFB at the time the organization applies for funding. 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 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.

3.2 UNSPENT FUNDS

3.2.a *Carry Overs*

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.

3.2.b *Wash Backs*

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

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

3.2.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 as limited as possible (maximizing opportunities in a given year), and that SFB reserves will be maintained at an amount of \$250,000. The SFB Executive Board, with the approval of the Vice President for Student Affairs, can introduce the use of SFB Reserve funds, however, reserve funds may not be spent on other non-residential, out-of-class, etc projects without SFB General Board's majority approval. Funds in excess of \$250,000 will be placed in a Student Affairs Student Activity Fee Reserves (SASA FR) account to be administered by the Vice President for Student Affairs.

Use of the SASA FR 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. These funds may not go towards building construction or renovations as well.
- 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 SASA FR reserve account; the Vice President for Student Affairs, annually, will determine priorities for how the funds will be spent. S/He will develop a resolution to the Student Finance Board identifying the funding initiatives that will be pursued that year and the corresponding estimated expenses. The resolution will serve to inform SFB of the initiatives that will be pursued in a given year and the SFB General Board will be asked to 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.



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.

3.3 FREEZING BUDGETS

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

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



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

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

3.4 VIOLATIONS

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 suggest a course of action to the SFB General Body. The SFB General Body, including 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).

3.5 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 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 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

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.

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, vouchers: direct payments and reimbursements, and transfers.



4.1 BUSES

****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.

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

4.2 CONTRACTS/CONTRACTING

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

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

4.3 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



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.

4.4 SALARIES/STIPENDS/WAGES

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



Section 5

SERVICES

5.1 EQUIPMENT CENTER

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

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

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.

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



relating to the use of the Equipment Center, contact the SFB Programming Director or the SFB Executive Director.

5.2 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 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 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.

5.3 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. 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.

5.4 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.

- **5.4.a In-Person Deposits.** The process is as follows:
 - Income in the form of a check should be made payable to: The College of NJ, "Your Organization's Name" (e.g., The College of New Jersey Student Finance Board).
 - Count your total deposit before coming to the office, including all checks, cash, and change.
 - Bring the deposit to the SFB office during the posted office hours of the SFB 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 Director will also complete a deposit log outlining the details of the deposit, which the depositor will be asked to sign in agreement.

- Immediately enter the deposit in your organization's budget records.

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

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

5.4.b *SFB Dropbox*

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(s) who would normally be carrying this money on themselves.

Dropbox Policy:

1. Stop by the SFB office at any time before your event. Pick up a money deposit bag and the corresponding key.
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.



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.

- **5.4.c Insufficient Funds.** If a check with non-sufficient funds (NSF) is included in a deposit, the SFB is charged a NSF fee of \$35.00. In this circumstance, the following action(s) will be taken by SFB following reach out to the organization:
 - The original deposit amount will be reduced by the amount of the check in question.
 - The organization's fundraising line will be automatically charged a fee of \$35.00 to reimburse the SFB the cost of the assessed NSF fee.
 - In the event that the organization's fundraising line has insufficient funds to reimburse the SFB, the SFB will freeze the organization's budget until sufficient funds are deposited into the fundraising line to cover the expense.
 - The Treasurer of the organization will be notified in writing of the action taken and supplied with copies of relevant documentation if requested.

5.5 COLLEGE SERVICES (PHONE & DUPLICATING CHARGES)

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.



5.6 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.

5.7 LOOP BUS FUNDRAISER

In an effort to give organizations an opportunity to fundraise, the SFB created the Loop Bus Fundraiser. The following are the policies relating to the Loop Bus Fundraiser. Through the Loop Bus Fundraiser, student organizations can raise organizational money by serving as the bus monitors.

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

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

- Your organization, Treasurer, or president will receive a 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 days before the date your organization has committed to running the Loop Bus, you will need to coordinate a time to receive all necessary forms, the Loop Bus phone, etc. from the SFB Administrative Director.
- On their assigned date, the organization will “sit” the Loop Bus. A “sitting” of the Loop Bus means that at all times the Loop Bus is running; at least one member of the organization will be present on the bus. The organization will be



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

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

CO-SPONSORSHIP

Co-sponsorship is defined as the collaboration between student organization to share resources, to advertise, or fund an event. All student organizations involved in the co-sponsorship must be SG and SFB recognized to receive SAF funding. A student organization may co-sponsor with an academic department so long as the student organization acts as primary programmers of the event to receive SAF funding.

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