

**Introduced By:** FAO Committee  
**Sponsored By:**  
**Contact:** sga\_fao@ucf.edu  
**First Reading:** November 10th, 2016  
**Committee Action:** Passed Favorably 11-0-0  
**Second Reading:** December 1, 2016  
**Third Reading:** January 12, 2017  
**Final Vote:** Passed, 41-0-0

**University of Central Florida  
Forty-Ninth Student Body Senate  
Resolution 49-02**

[The Updated FAO Committee Spending Policies of the 49<sup>th</sup> Student Body Senate]

.01 **WHEREAS**, Title VIII: The Finance Code states that the Financial Allocations for Organizations (FAO) Committee  
.02 shall introduce legislation establishing the current year's Senate Working Fund Spending Policy; and

.03 **WHEREAS**, The FAO Committee feels that it is in the best interest of the Student Body to continue this statute-  
.04 mandated requirement;

.05  
.06 **THEREFORE, BE IT**

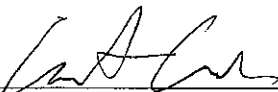
.07 **RESOLVED**, by the Forty-Ninth Student Senate of the University of Central Florida that the following policies be  
.08 established for use of the Senate Working Fund account by the FAO Committee and the Senate:

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- .11 1. General guidelines
  - .12 2. Allocation requests must be time-stamped **two hours** prior to the start of the Financial Allocations  
.13 for Organizations (FAO) meeting for which they are to be considered.
  - .14 3. Allocation requests must be approved by the FAO committee **and the Senate** at least 14 business  
.15 days **before funding is needed**.
  - .16 4. **Allocation requests will be postponed indefinitely if an organization does not show up to two**  
.17 **meetings without contacting the chair**.
  - .18 5. The funding level for Senate Bills shall be 50% of total eligible costs as defined by spending  
.19 policies and AS&F guidelines, unless the Registered Student Organization (RSO) requests a lower  
.20 funding level.
  - .21 6. The only exception to the above stated funding level shall be sanctions imposed by the Operations  
.22 Review Committee, or the organization reaching the total funding limit.
  - .23 7. **When** an organization is requesting funding, an authorized officer of the organization **who has**  
.24 **completed Financial Training** must be present at the FAO Committee meeting **or caucus to be**  
.25 **considered for funding**. **All organizations** may be present via teleconference or video conference.
  - .26 8. **When** an organization is requesting funding price quotations **from the current year** must be  
.27 provided to the FAO Committee.
  - .28 9. All items that cannot be funded through the Senate Working Fund shall not be included in the total  
.29 cost of the Bill or Allocation.
  - .30 10. The total cost breakdown in a Bill or Allocation will only include eligible items such as promotional  
.31 material, speaker honorariums, educational projects, and events held by Registered Student  
.32 Organizations.
  - .33 11. **The Senate Working Fund shall be used to fund promotional material, projects, and events.**
  - .34 12. Events
  - .35 13. **The Senate Working Fund shall only fund cultural or educational types of events.**
  - .36 14. **The Senate Working Fund shall only fund events open to all University of Central Florida**  
.37 **(UCF) students free of charge.**
  - .38 15. **The Senate Working Fund shall only fund cultural items if there is a clear educational**  
.39 **justification.**
  - .40 16. **The Senate Working Fund shall only fund events that are on campus or campus affiliated**  
.41 **public spaces and that are accessible to all UCF students. The only exceptions to this rule are**  
.42 **1) if an organization can provide justification that there is not a way to hold their type of event**  
.43 **on campus or 2) if the event will not cost more to hold off campus and that this organization**  
.44 **will heavily market the event to UCF students.**

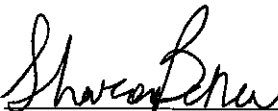
- .45 17. **The Senate Working Fund shall not fund items that organizations may have provided for**  
.46 **them for free at the location that their event is being held at.**  
.47 18. The Senate Working Fund shall not be used to fund food, refreshments, or decorations, unless being  
.48 used for the educational purpose of a cultural, ethnic, or religious event.  
.49 19. Registered Student Organizations shall not receive Activity and Service Fee funding for cash  
.50 equivalent awards, prizes, gifts, or trophies at events.  
.51 20. The Senate Working Fund shall not be used to fund award ceremonies or.  
.52 21. **The Senate Working Fund shall be used to fund Speaker Honorariums but 1) speakers must**  
.53 **not be University of Central Florida students and 2) speakers must accept the UCF Net 30**  
.54 **policy.**  
.55 22. Promotional material  
.56 23. **Promotional material is a blanket term for all items used to promote a Registered Student**  
.57 **Organization to UCF students.**  
.58 24. **All potential promotional material must be able to have the Student Government Association**  
.59 **(SGA) Logo or "Funded by SGA" on it.**  
.60 25. **The Senate Working Fund shall not be used to fund promotional material in which the content**  
.61 **of the material or SGA logo can easily be altered after being approved in the Operations**  
.62 **Review Committee.**  
.63 26. **The Senate Working Fund distributable shall fund promotional material that is no more than**  
.64 **\$15.00 dollars per individual item. Additional justification from the Registered Student**  
.65 **Organization is required for requested distributable promotional material over \$15.00.**  
.66 27. **Regarding clothing items, the Senate Working Fund shall only fund accessory items, not non-**  
.67 **accessory items (shirts, polos, jackets). The Senate Working Fund shall not be used to fund the**  
.68 **cost of shirts.**  
.69 28. Projects  
.70 29. **The Senate Working Fund shall only fund projects that have an educational purpose and that**  
.71 **directly relate to the mission of the Registered Student Organization.**  
.72 30. Other  
.73 31. The Senate Working Fund shall not be used to fund Operating Capital Outlay (OCO) items as  
.74 defined per Florida State Statutes.  
.75 32. The Senate Working Fund shall not be used to fund Non-OCO furniture and equipment equal to or  
.76 over \$100.00 per individual item.  
.77 33. Registered Student Organizations shall not receive Activity and Service Fee funding for ink  
.78 cartridges, copier toner, and copy paper.  
.79 34. **The Senate Working Fund shall not fund office supplies for organizations.**  
.80 35. **The Senate Working Fund shall not fund tax from Florida institutions.**  
.81 36. **The Senate Working Fund shall not fund insurance.**  
.82 37. **The Senate Working Fund shall not fund items that have already been purchased by an RSO.**  
.83 38. **Registered Student Organizations cannot request FAO funding for the same event through**  
.84 **multiple bills and allocations.**  
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.86 **BE IT FURTHER RESOLVED**, That to break this policy will require a two-thirds (2/3) vote of the FAO  
.87 Committee or the Student Body Senate.

#### AUTHORIZING SIGNATURES

  
\_\_\_\_\_  
Crystian Cepeda  
Speaker of the Senate

01/17/2017  
Date

  
\_\_\_\_\_  
Sharon Behar  
Senate President Pro Tempore

1/19/17  
Date