



Introduced By: FAO Committee
Sponsored By: Chair Bockin
Contact: sga_fao@ucf.edu
First Reading: March 23, 2017
Committee Action: Passed Favorably 8-0-0
Second Reading: March 30, 2017 Passed, 40-0-0
Third Reading: April 20, 2017
Final Vote: Passed, 33-0-1

**University of Central Florida
Forty-Ninth Student Body Senate
Resolution 49-34**

[The Updated FAO Committee Spending Policies of the 2017 – 2018 Fiscal Year]

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

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

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.07 *THEREFORE, BE IT*

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

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1. General guidelines

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a. Allocation requests must be time-stamped two hours prior to the start of the Financial
.14 Allocations for Organizations (FAO) meeting for which they are to be considered.

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b. Allocation requests must be approved by the FAO committee and the Senate at least 14
.16 business days before funding is needed.

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c. Allocation requests will be postponed indefinitely if an organization does not show up
.18 to two meetings without contacting the chair.

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d. The funding level for Senate Bills shall be 50% of total eligible costs as defined by
.20 spending policies and AS&F guidelines, unless the Registered Student Organization
.21 (RSO) requests a lower funding level.

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e. The only exception to the above stated funding level shall be sanctions imposed by the
.23 Operations Review Committee, or the organization reaching the total funding limit.

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f. When an organization is requesting funding, an authorized officer of the organization
.25 who has completed Financial Training must be present at the FAO Committee meeting
.26 or caucus to be considered for funding. All organizations may be present via
.27 teleconference or video conference.

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g. When an organization is requesting funding price quotations from the current year must
.29 be provided to the FAO Committee.

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h. All items that cannot be funded through the Senate Working Fund shall not be included
.31 in the total cost of the Bill or Allocation.

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i. The total cost breakdown in a Bill or Allocation will only include eligible items such as
.33 promotional material, speaker honorariums, educational projects, and events held by
.34 Registered Student Organizations.

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j. Registered Student Organizations must provide quotes for all requested items.

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**k. Registered Student Organizations may be required to provide additional quotes for
.37 requested items.**

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l. The Senate Working Fund shall be used to fund promotional material, projects, and
.39 events.

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2. Events

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a. The Senate Working Fund shall only fund cultural or educational types of events **that
.42 fulfill the Registered Student Organization's mission statement.**

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b. The Senate Working Fund shall only fund events open to all University of Central
.44 Florida (UCF) students free of charge.

- .45 c. The Senate Working Fund shall only fund cultural items if there is a clear educational
.46 justification.
- .47 d. The Senate Working Fund shall only fund events that are on campus or campus
.48 affiliated public spaces and that are accessible to all UCF students. The only exceptions
.49 to this rule are 1) if an organization can provide justification that there is not a way to
.50 hold their type of event on campus or 2) if the event will not cost more to hold off
.51 campus and that this organization will heavily market the event to UCF students.
- .52 e. The Senate Working Fund shall not fund items that organizations may have provided to
.53 them for free at the location of their event.
- .54 f. The Senate Working Fund shall not be used to fund food, refreshments, or decorations,
.55 unless being used for the educational purpose of a cultural, ethnic, or religious event.
- .56 **i. Funding for cultural, ethnic, or religious food, refreshments, or**
.57 **decorations will be based on the event specified on the bill and not the**
.58 **cultural association of the organization.**
- .59 **ii. If funding for cultural food is requested, justification as to how the food is**
.60 **culturally significant and educational must be provided.**
- .61 g. Registered Student Organizations shall not receive Activity and Service Fee funding
.62 for cash equivalent awards, prizes, gifts, or trophies at events.
- .63 h. The Senate Working Fund shall not be used to fund award ceremonies or **banquets**.
- .64 i. The Senate Working Fund shall be used to fund Speaker Honorariums but 1) speakers
.65 must not be University of Central Florida students and 2) speakers must accept the
.66 UCF Net 30 policy.
- .67 **j. The Registered Student Organization must 1) provide confirmation of the date**
.68 **and fee from the speaker and 2) provide confirmation of the room and date for**
.69 **the proposed event.**
- .70 3. Promotional material
- .71 a. Promotional material is a blanket term for all items used to promote a Registered
.72 Student Organization to UCF students.
- .73 **b. Promotional material must be available to all UCF students and not primarily**
.74 **distributed to the members of the Registered Student Organization.**
- .75 c. All potential promotional material must be able to have the Student Government
.76 Association (SGA) Logo or **the phrase "Funded by SGA"** on it.
- .77 d. The Senate Working Fund shall not be used to fund promotional material in which the
.78 content of the material or SGA logo can easily be altered after being approved in the
.79 Operations Review Committee.
- .80 e. The Senate Working Fund distributable shall fund promotional material that is no more
.81 than \$15.00 dollars per individual item. Additional justification from the Registered
.82 Student Organization is required for requested distributable promotional material over
.83 \$15.00.
- .84 f. Regarding clothing items, the Senate Working Fund shall only fund accessory items,
.85 not non-accessory items (shirts, polos, jackets). The Senate Working Fund shall not be
.86 used to fund the cost of shirts.
- .87 4. Projects
- .88 a. The Senate Working Fund shall only fund projects that have an educational purpose
.89 and that directly relate to the mission **statement** of the Registered Student
.90 Organization.
- .91 5. Other
- .92 a. The Senate Working Fund shall not be used to fund Operating Capital Outlay (OCO)
.93 items as defined per Florida State Statutes.
- .94 b. The Senate Working Fund shall not be used to fund Non-OCO furniture and equipment
.95 equal to or over \$100.00 per individual item.
- .96 c. Registered Student Organizations shall not receive Activity and Service Fee funding
.97 for ink cartridges, copier toner, and copy paper.
- .98 d. The Senate Working Fund shall not fund office supplies for organizations.
- .99 e. The Senate Working Fund shall not fund tax from Florida institutions.
- .100 f. The Senate Working Fund shall not fund insurance.
- .101 g. The Senate Working Fund shall not be **allocated to** fund items that have already been
.102 purchased by a **Registered Student Organization**.

- .103 h. Registered Student Organizations cannot request FAO funding for the same event
.104 through multiple bills and allocations.
.105 i. **Allocation requests will be postponed or postponed indefinitely if a Registered**
.106 **Student Organization is noncompliant with the FAO Spending Policy.**

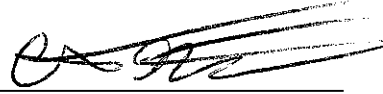
BE IT FURTHER RESOLVED, That to break this policy will require a two-thirds (2/3) vote of the FAO Committee or the Student Body Senate.

AUTHORIZING SIGNATURES



Sharon Behar
Speaker of the Senate

4/25/17
Date



Anthony Minute
Senate President Pro Tempore

4/25/17
Date