



Introduced By: FAO Committee
Sponsored By: Chair Sidhom
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**University of Central Florida
Fiftieth Student Body Senate
Resolution 50-50**

[Updated 2018-2019 FAO Committee Spending Policy]

1 A. Definitions

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- 3 1. The Senate Working Fund shall be used to fund events, projects, and promotional material for
 - 4 Registered Student Organizations (RSOs).
 - 5 2. Cultural and Educational events: Educate attendees about a specific culture or topic on campus.
 - 6 3. Projects: Create a product to be used in a competition or showcase.
 - 7 4. RSO Showcase: Events that are meant to introduce the student body to and recruit new members for an
 - 8 RSO.
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10 B. Funding Description

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- 12 1. The A&SF Fiscal Year shall be divided into four (4) Fiscal Quarters, designated as:
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 - 14 a. Quarter One, comprised of July, August, September;
 - 15 b. Quarter Two, comprised of October, November, December;
 - 16 c. Quarter Three, comprised of January, February, March; and
 - 17 d. Quarter Four, comprised of April, May, June.
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 - 19 2. The Senate Working Fund shall be divided into discrete budgets for each of the four (4) Fiscal Quarters.
 - 20 3. The budgets established for each of these Fiscal Quarters shall be approved and amended by the FAO
 - 21 Committee.
 - 22 4. Allocations and Bills will draw funds from the Fiscal Quarter in which their allocation was approved.
 - 23 5. The funding level for Senate Bills shall be 50% of total eligible costs, unless an RSO requests a lower
 - 24 funding level.
 - 25 a. The only exception to the above stated funding level shall be sanctions imposed by the Operations
 - 26 Review and Sanctions (ORS) Committee, or the RSO reaching the total funding limit.
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28 C. Meeting Operations

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- 30 1. Allocation requests must be time-stamped twenty-four (24) hours prior to the start of the FAO meeting for
 - 31 which they are to be considered.
 - 32 2. Allocation requests must be approved by the FAO Committee and the Senate at least ten (10) business days
 - 33 before the first payment is needed.
 - 34 3. When an RSO is requesting funding, an authorized officer who has completed Financial Training must be
 - 35 present at the FAO Committee meeting or caucus to be considered for funding. RSOs may be present via
 - 36 teleconference or video conference.
 - 37 4. Failure to be present at two (2) consecutive scheduled FAO meetings without contacting the Chair will result
 - 38 in the request being postponed indefinitely.
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40 D. Submission Requirements

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- 42 1. When an RSO is requesting funding, price quotations from the current year must be provided to the FAO
 - 43 Committee.
 - 44 2. RSOs shall provide two (2) comparable quotes for promotional material, food, and project materials
 - 45 requested.

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E. General Limitations

1. The Senate Working Fund shall not fund:
 - a. Operating Capital Outlay (OCO) items as defined per Florida State Statutes.
 - b. Non-OCO furniture and equipment equal to or over \$100.00 per individual item.
 - c. Office supplies.
 - d. Tax from Florida institutions.
 - e. Insurance.
 - f. Items that have already been purchased by an RSO.
 - g. The same event through multiple Bills, Allocations, or RSOs.
 - h. Payment for UCF Students.
 - i. Cash equivalent awards, prizes, gifts, or trophies.
 - j. Award ceremonies or banquets.
 - k. Non-accessory items (shirts, polos, jackets, etc.).
2. All items that cannot be funded through the Senate Working Fund shall not be included in the total cost of the Allocation or Bill.

F. Funding Levels

1. Funding shall be administered at the following levels:
 - a. Cultural and Educational events
 - i. Funded at a maximum level of \$1,500.00 for Allocations and a maximum level of fifty percent (50%) of funding requested for Bills.
 - b. Projects
 - i. Funded at a maximum level of \$1,000.00 for Allocations and a maximum level of forty-five percent (45%) of funding requested for Bills.
 - c. RSO showcase
 - i. Funded at a maximum of \$150.00 for Allocations and shall not receive any Bill funding.
 - d. Promotional Items
 - i. Funded at a maximum of \$1,000.00 for Allocations.
2. Funding can be received in the following portions:
 - a. Two (2) interchangeable Allocations per fiscal year of:
 - i. Cultural and Educational event allocations; and/or
 - ii. Project allocations.
 - b. One (1) promotional item allocation per fiscal year.
 - c. One (1) RSO showcase allocations per semester (Fall and Spring).

G. Funding Details

1. Food
 - a. An RSO requesting funds for food and refreshments for a cultural, educational, or club showcase event must provide sufficient justification that the food will be used to fulfill the event's purpose.
 - b. All food must be purchased from a UCF approved vendor. All non-cultural food vendors are listed on businessservices.ucf.edu/catering/.
 - c. The Senate Working Fund shall fund a maximum of one-hundred percent (100%) of the requested cost for cultural food and forty percent (40%) of the requested cost for non-cultural food in a Bill or Allocation; and
 - i. An RSO showcase can receive 100% funding for any requested food.
2. Events
 - a. An RSO requesting funding for any type of event shall:
 - i. Provide confirmations of a date and location for the event;
 - ii. Submit flyers no later than two (2) weeks before the event; and
 - iii. Provide sufficient justification that the event fulfills that RSO's mission statement.
 - b. An RSO requesting funds for Speaker Honorariums or other guest performers must:
 - i. Provide confirmation of the guest's attendance and fee; and

- 103 ii. Provide confirmation that the guest accepts UCF's Net 30 policy.
104 c. The Senate Working Fund shall only fund events that are on campus. Events can be held within a
105 20 mile radius of the UCF main campus if:
106 i. An RSO can provide justification that there is not a way to hold their type of event on
107 campus;
108 ii. The event will not cost significantly more to hold off campus and that the RSO will
109 heavily market the event to UCF students; and
110 iii. The RSO can provide assurance that they will sufficiently market the event to UCF
111 students.
112 d. The Senate Working Fund will not be used to fund decorations for RSO showcase events.
113 e. The Senate Working Fund shall not fund items that RSOs may have provided to them for free at the
114 location of their event.
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116 **3. Projects**

- 117 a. The Senate Working Fund shall only fund projects that have an educational purpose, directly relate
118 to the mission statement of the RSO, and create a product to be used in a competition, presentation,
119 or showcase.
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121 **4. Promotional Material**

- 122 a. Promotional material is a blanket term for all items used to promote an RSO to UCF students.
123 b. Promotional material must be available to all UCF students and not primarily distributed to the
124 members of the RSO.
125 c. Additional justification from the RSO is required for promotional material over \$15.00.
126 d. All potential promotional material must be able to have the Student Government Association
127 (SGA) Logo or the phrase "Funded by SGA" on it.
128 e. The Senate Working Fund shall not be used to fund promotional material in which the content of
129 the material or SGA logo can easily be altered after approval.