



Introduced By: Chair Giorgi Beruashvili
Sponsored By: Financial Allocations for Organizations Committee
Contact: sga_fao@ucf.edu
First Reading: May 16, 2019
Committee Action: Passed Favorably, 7-0-0
Second Reading: May 23, 2019; Passed 29-0-0
Third Reading: May 30, 2019
Final Vote: 31-0-1

University of Central Florida
Fifty-First Student Body Senate
Resolution 51-45

[Updates to FAO Spending Policy]

- 1 **WHEREAS**, This resolution will go into effect July 1st, 2019;
2 **WHEREAS**, This resolution will keep consistency with Title VIII of Student Body Statutes, the Finance Code;
3 **WHEREAS**, This resolution will reduce errors and repetitions;
4 **WHEREAS**, This resolution will simplify FAO Spending Policy to be more understandable to all members of the
5 UCF Student Body;
6 **WHEREAS**, This resolution will clarify that the FAO committee will not fund recurring payments; and
7 **WHEREAS**, This resolution will ensure that only authorized officers of Registered Student Organizations (RSOs),
8 as recognized by the Office of Student Involvement, submit FAO funding request forms;
9

10 **THEREFORE, BE IT ENACTED**, by the Fifty-First Student Senate of the University of Central Florida that
11 FAO Spending Policy be amended as follows:
12
13

14 A. Definitions
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- 16 1. The Senate Working Fund shall be used to fund events, projects, **RSO Showcases** and promotional
17 material for Registered Student Organizations (RSOs).
18 2. ~~Cultural and Educational~~ Events: Educate attendees about a specific culture or topic on campus.
19 3. Projects: Create a product to be used in a competition or showcase.
20 4. RSO Showcase: ~~Events that are meant to~~ An event that aims to introduce the student body to, and recruit
21 new members to the organization, an RSO.
22 5. **Promotional Material-** A blanket term for all items used to promote an RSO to UCF students.
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24 B. Funding Description
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- 26 1. The A&SF Fiscal Year shall be divided into four (4) Fiscal Quarters, designated as:
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28 a. Quarter One, comprised of July, August, September;
29 b. Quarter Two, comprised of October, November, December;
30 c. Quarter Three, comprised of January, February, March; and
31 d. Quarter Four, comprised of April, May, June.
32
33 2. The Senate Working Fund shall be divided into discrete budgets for each of the four (4) Fiscal Quarters.
34 3. The budgets established for each of these Fiscal Quarters shall be approved and amended by the FAO
35 Committee.
36 4. Allocations and Bills will draw funds from the Fiscal Quarter in which their ~~allocation~~ **funding** was
37 approved.
38 5. The funding level for Senate Bills shall be 50% of total eligible costs, unless: ~~an RSO requests a lower~~
39 ~~funding level.~~
40 a. ~~The only exception to the above stated funding level shall be~~ **There are sanctions**
41 **imposed by the Operations Review and Sanctions (ORS) Committee. or the RSO**
42 **reaching the total funding limit.**
43 b. **The RSO has reached their total funding limit.**
44 c. **The RSO requests a lower funding level.**
45

46 C. Meeting Operations

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- 48 1. Allocation requests must be time-stamped twenty-four (24) hours prior to the start of the FAO meeting for
 - 49 which they are to be considered.
 - 50 2. **Bill requests must be time-stamped twenty-four (24) hours prior to the start of the Senate meetings for**
 - 51 **which they are to be put on First Reading.**
 - 52 3. Allocation requests must be approved by the FAO Committee and the Senate at least ten (10) business days
 - 53 before the first payment is needed.
 - 54 4. When an RSO is requesting funding, an authorized officer who has completed Financial Training must be
 - 55 present at the FAO Committee meeting or caucus to be considered for funding. In the event that an
 - 56 authorized officer who has completed Financial Training for the current fiscal year is not available to attend
 - 57 the FAO meeting, **the RSO may send another financially trained member in its place, with written**
 - 58 **permission from an authorized officer and prior approval from the FAO chair.** RSOs may be present
 - 59 via teleconference or video conference. ~~RSOs may also have a committee member representative that has~~
 - 60 ~~full knowledge on the initial request details.~~
 - 61 5. Failure to be present at two (2) consecutive scheduled FAO meetings without contacting the Chair will
 - 62 result in the request being postponed indefinitely.
 - 63 6. **Requests for funding are only to be made by students recognized as Authorized Officers by the**
 - 64 **Office of Student Involvement.**
 - 65

66 D. Submission Requirements

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- 68 1. When an RSO is requesting funding, **most current and updated** price quotations ~~from the current year~~
 - 69 **must be provided to the FAO Committee.**
 - 70 2. RSOs shall provide two (2) comparable quotes for promotional material, food, and project materials
 - 71 requested.

72 E. General Limitations

- 73
- 74 1. The Senate Working Fund shall not fund:
 - 75 a. Operating Capital Outlay (OCO) items as defined per Florida State Statutes.
 - 76 b. Non-OCO furniture and equipment equal to or over \$100.00 per individual item.
 - 77 c. Office supplies.
 - 78 d. Tax from Florida institutions.
 - 79 e. Insurance.
 - 80 f. Items that have already been purchased by an RSO.
 - 81 g. The same event through multiple Bills, Allocations, or RSOs.
 - 82 h. Payment for UCF Students.
 - 83 i. Cash equivalent awards, prizes, gifts, or trophies.
 - 84 j. Award ceremonies or banquets.
 - 85 k. Non-accessory items (shirts, polos, jackets, etc.).
 - 86 l. Cutlery, napkins, cups, and other catering accessories purchased separately from a primary
 - 87 caterer/vendor.
 - 88 m. Any items deemed hazardous or dangerous according to UCF policy 3-107.2 on Procurement,
 - 89 Use, and Possession of Hazardous Materials and Regulated Devices and Equipment.
 - 90 n. **Items requiring recurring payments.**
 - 91
 - 92 2. All items that cannot be funded through the Senate Working Fund shall not be included in the total cost of
 - 93 the Allocation or Bill.
 - 94

95 F. Funding Levels

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- 97 1. Funding shall be administered at the following levels:
 - 98 a. Events
 - 99 i. Funded at a maximum level of \$1,500.00 for Allocations and a maximum level of fifty
 - 100 percent (50%) of funding requested for Bills.
 - 101 b. Projects

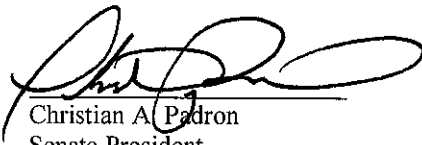
- 102 i. Funded at a maximum level of \$1,000.00 for Allocations and a maximum level of Fifty
103 percent (50%) of funding requested for Bills.
104 c. RSO showcase
105 i. Funded at a maximum of \$150.00 for Allocations and shall not receive any Bill funding.
106 d. Promotional Items
107 i. Funded at a maximum of \$1,000.00 for Allocations and shall not receive any Bill
108 funding.
109 2. Funding can be received in the following portions:
110 a. Two (2) interchangeable Allocations per fiscal year of:
111 i. ~~Cultural and Educational~~ Event allocations; and/or
112 ii. Project allocations.
113 b. One (1) promotional item allocation per fiscal year.
114 c. One (1) RSO showcase allocation per semester (Fall and Spring).
115

116 G. Funding Details

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118 1. Food
119 a. An RSO requesting funds for food and refreshments for an Event or RSO showcase
120 must provide sufficient justification that the food will be used to fulfill the event's purpose.
121 b. All food must be purchased from a UCF approved vendor. All non-cultural food vendors are listed
122 on businessservices.ucf.edu/catering/.
123 c. The Senate Working Fund shall fund a maximum of one-hundred percent (100%) of the requested
124 cost for food in an allocation and fifty percent (50%) of food cost in a Bill as long as the food
125 contributes to the mission of the RSO or the purpose of the event.
126 ~~i. An RSO showcase can receive 100% funding for any requested food.~~
127 2. Events
128 a. An RSO requesting funding for any type of event shall:
129 i. Provide confirmations of a date and location for the event, in the form of a reservation;
130 ii. Submit flyers no later than two (2) weeks before the event; and
131 iii. Provide sufficient justification that the event fulfills that RSO's mission statement.
132 b. An RSO requesting funds for Speaker Honorariums or other guest performers must:
133 i. Provide confirmation of the guest's attendance and fee; and
134 ii. Provide confirmation that the guest accepts UCF's Net 30 policy.
135 c. The Senate Working Fund shall ~~only~~ fund events that are on a UCF campus. Events can be held
136 within a 20-mile radius of the UCF main campus at which RSO is based, if:
137 i. An RSO can provide justification that there is not a way to hold their type of event on
138 campus;
139 ii. The event will not cost significantly more to hold off campus and that the RSO will
140 heavily market the event to UCF students; and
141 iii. The RSO will provide information on transportation options to and from the event at their
142 cost.
143 d. The Senate Working Fund will not be used to fund decorations for RSO showcase events.
144 e. The Senate Working Fund shall not fund items that may be provided for no cost to Registered
145 Student Organizations.
146
147 3. Projects
148 a. The Senate Working Fund shall only fund projects that have an educational purpose, directly
149 relate to the mission statement of the RSO, and create a product to be used in a competition,
150 presentation, or showcase.
151
152 4. Promotional Material
153 ~~a. Promotional material is a blanket term for all items used to promote an RSO to UCF~~
154 ~~students.~~
155 b. Promotional material must be available to all UCF students and not primarily distributed to the
156 members of the RSO. Excludes an instance in which:

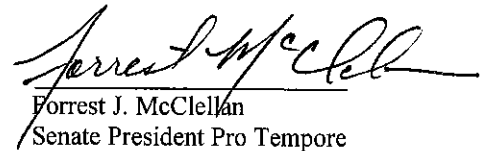
- 157 c. An RSO is requesting promotional items which can be used during events/tabling and which are
158 not restricted by the general limitation list stated in the FAO Spending Policy.
159 d. Additional justification from the RSO is required for promotional material over \$15.00.
160 e. All potential promotional material must ~~be able to~~ have the Student Government Association
161 (SGA) Logo or the phrase "Funded by SGA" or "Funded by you" on it.
162 f. If any material has "UCF" on any part of the item artwork, it be preceded by "@" or "at" (i.e. "at
163 UCF," "@UCF"), with the exception of UCF recognized national chapters.
164 g. SGA logo, text "Funded by UCF", or text "Funded by you" should be clear and visible on the
165 promotional item.
166 h. No UCF copyrighted material may be present on any A&SF funded item (i.e. Pegasus, Knightro,
167 etc).
168 i. Working Fund shall not be used to fund promotional material in which the content of the material
169 or SGA logo can easily be altered after approval.

AUTHORIZING SIGNATURES



Christian A. Padron
Senate President

06/03/2019
Date



Forrest J. McClellan
Senate President Pro Tempore

31 May 2019
Date