



Introduced By: Chair Benjamin Rembaum
Sponsored By: Financial Allocations for Organizations Committee
Pro Tempore Natalia Correa-Ferro
Contact: sga_fao@ucf.edu
First Reading: February 20, 2020
Committee Action: Passed 8-0-0
Second Reading: April 9, 2020;
Passed 33-0-0
Third Reading: April 16, 2020
Final Vote: 34-0-1

**University of Central Florida
Fifty-Second Student Body Senate
Resolution 52-11**

[Updates to FAO Spending Policy]

1 **WHEREAS**, This resolution will go into effect July 1st, 2020;
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; and
6 **WHEREAS**, This resolution will ensure that only authorized officers of Registered Student Organizations (RSOs),
7 as recognized by the Office of Student Involvement, submit FAO funding request forms;
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9 **THEREFORE, BE IT ENACTED**, by the Fifty-Second Student Senate of the University of Central
10 Florida that FAO Spending Policy be amended as follows:
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12 A. Definitions

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14 1. The Senate Working Fund shall be used to fund events, projects, ~~RSO Exposition Showcases~~ and
15 promotional materials for Registered Student Organizations (RSOs).
16 2. Events: Educate attendees about a specific culture or topic on campus.
17 3. Projects: Create a product to be used in a competition or showcase.
18 4. ~~RSO Exposition Showcase~~: An event that aims to introduce the student body to, and recruit new
19 members to the organization, an RSO.
20 5. Promotional Material- A blanket term for all items used to promote an RSO to UCF students.
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22 B. Funding Description

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24 1. The A&SF Fiscal Year shall be divided into four (4) Fiscal Quarters, designated as:
25 a. Quarter One, comprised of July, August, September;
26 b. Quarter Two, comprised of October, November, December;
27 c. Quarter Three, comprised of January, February, March; and
28 d. Quarter Four, comprised of April, May, June.
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30 2. The Senate Working Fund shall be divided into discrete budgets for each of the four (4) Fiscal
31 Quarters.
32 3. The budgets established for each of these Fiscal Quarters shall be approved and amended by the FAO
33 Committee.
34 4. Allocations and Bills will draw funds from the Fiscal Quarter in which their funding was approved.
35 5. The funding level for Senate Bills shall be 50% of total eligible costs, unless:
36 a. There are sanctions imposed by the Operations Review and Sanctions (ORS) Committee.
37 b. The RSO has reached their total funding limit.
38 c. The RSO requests a lower funding level.
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40 C. Meeting Operations

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

59 D. Submission Requirements

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

66 E. General Limitations

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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 **or equipment**.
 - 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 **and UCF Faculty**.
 - i. Cash equivalent awards, prizes, gifts, or trophies.
 - j. Award ceremonies or banquets.
 - k. Non-accessory items (shirts, polos, jackets, etc.).
 - l. Cutlery, napkins, cups, and other catering accessories purchased separately from a primary caterer/vendor.
 - m. Any items deemed hazardous or dangerous according to UCF policy 3-107.2 on Procurement, Use, and Possession of Hazardous Materials and Regulated Devices and Equipment.
 - n. Items requiring recurring payments.
 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.

89 F. Funding Levels

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1. Funding shall be administered at the following levels:
 - a. Events
 1. 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


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


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

- 146 a. The Senate Working Fund shall only fund projects that have an educational purpose,
147 directly relate to the mission statement of the RSO, and create a product to be used in a
148 competition, presentation, or showcase.
- 149 4. Promotional Material
- 150 a. Promotional material must be available to all UCF students and not primarily distributed
151 to the members of the RSO. ~~Excludes an instance in which:~~
- 152 b. An RSO is requesting promotional items which can be used during events/tabling and
153 which are not restricted by the general limitation list stated in the FAO Spending Policy.
- 154 c. Additional justification from the RSO is required for **individual** promotional
155 ~~items~~ ~~material~~ over \$15.00.
- 156 d. All potential promotional material must ~~be able to~~ have the Student Government
157 ~~Association~~ (SGA) Logo or the phrase "Funded by SGA", ~~or~~ "Funded by you" **or**
158 **"Funded by Student Government"** on it.
- 159 e. If any material has "UCF" on any part of the item artwork, it be preceded by "@" or "at"
160 (i.e. "at UCF," "@UCF"), with the exception of UCF recognized national chapters.
- 161 f. SGA logo, text "Funded by **SGUCF**", text **"Funded by Student Government"**, or text
162 "Funded by you" should be clear and visible on the promotional item.
- 163 g. No ~~UCF~~ **unauthorized** copyrighted material may be present on any A&SF funded item
164 (i.e. Pegasus, Knightro, etc).
- 165 h. **The Senate** Working Fund shall not be used to fund promotional material in which the
166 content of the material or SGA logo can easily be altered after approval.

AUTHORIZING SIGNATURES


Fritz Farrow
Senate President

April 22, 2020
Date


Natalia Correa-Ferro
Senate President Pro Tempore

April 22, 2020
Date