

Introduced By: Chair Zachary Dench
Sponsored By: Vice Chair Hannah Mittan
Contact: sga_fao@ucf.edu
First Reading: May 27, 2021
Committee Action: Passed 8-0-0
Second Reading: June 3, 2021;
Passed 37-1-0
Third Reading: June 10, 2021
Final Vote: Passed 34-0-1



**University of Central Florida
Fifty-First Student Body Senate
Resolution 53-02**

[Updates to FAO Spending Policy]

WHEREAS, This resolution will go into effect July 1st 2021; and

WHEREAS, This resolution will keep consistency with Title VIII of Student Body Statutes, the Finance Code;

THEREFORE, BE IT ENACTED, by the Fifty-Third Student Senate of the University of Central Florida that FAO Spending Policy be amended as follows:

A. Definitions

1. The Senate Working Fund shall be used to fund events, projects, RSO expositions, promotional material, and COVID-19 supplies for Registered Student Organizations (RSOs).
2. Events: Educate attendees about a specific culture or topic on campus.
3. Projects: Create a product to be used in a competition or showcase.
4. RSO Exposition: An event that aims to introduce the student body to, and recruit new members to the organization, an RSO.
5. Promotional Material: A blanket term for all items used to promote an RSO to UCF students
6. COVID-19 Supplies: A blanket term for all items that can help to reduce the spread of COVID-19 during in-person events, tabling sessions, or any other in-person interactions run by RSOs.

B. Funding Description

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

C. Meeting Operations

1. Allocation requests must be time-stamped forty-eight (48) hours prior to the start of the FAO meeting for which they are to be considered.
2. Bill requests must be time-stamped forty-eight (48) 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 twenty (20) 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 their place, with prior approval from the FAO Chair. RSOs may be present physically or 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.

D. Submission Requirements

1. When an RSO is requesting funding, the most current and updated price quotations must be provided to the FAO Committee

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 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 item deemed hazardous or dangerous according to UCF policy 3-107.2 on Procurement, Use, and Possession of Hazardous Material 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.

F. Funding Levels

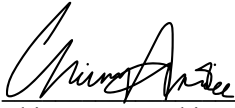
1. Funding shall be administered at the following levels:
 - a. Events:
 - i. Funded at a maximum level of \$1,500.00 for Allocations and a maximum level of fifty percent (50%) of funding requested for Bills.
 - b. Projects:
 - i. Funded at a maximum level of \$1,000.00 for Allocations and a maximum level of Fifty percent (50%) of funding requested for Bills.
 - c. RSO Exposition:
 - 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 \$1000.00 for Allocations and shall not receive any Bill funding.
 - e. COVID-19 Supplies:
 - i. Funded at a maximum of \$100.00 for Allocations and shall not receive any Bill funding.
2. Funding can be received in the following portions:
 - a. Two (2) interchangeable Allocations per fiscal year of:
 - i. Event Allocations; and/or Project Allocations.
 - b. One (1) RSO Exposition Allocation per semester (Fall and Spring)
 - c. One (1) Promotional Item Allocation per fiscal year
 - d. One (1) COVID-19 Supplies Allocation per fiscal year

G. Funding Details

1. Food

- a. An RSO requesting funding for food or refreshments for an Event or RSO Exposition 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.
 - c. The Senate Working Fund shall fund a maximum of one-hundred percent (100%) of the requested cost for food in an Allocation and fifty percent (50%) of food cost in a Bill as long as the food contributes to the mission of the RSO or the purpose of the event.
2. Events
- a. An RSO Requesting funding for any type of event shall:
 - i. Provide confirmation of a date and location for the event, in the form of a reservation.
 - ii. 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
 - ii. Provide confirmation that the guest accepts UCF's Net 30 policy.
 - c. The Senate Working Fund shall fund events that are on a UCF campus. Events held within a 20-mile radius of the UCF campus at which the RSO is based can receive funding if,
 - i. An RSO can provide justification that there is not a way to hold their type of event on campus.
 - ii. The event will not cost significantly more to hold off campus.
 - iii. The RSO will heavily market the event to UCF students
 - iv. The RSO will provide information on transportation options to and from the event at their cost.
 - d. The Senate Working Fund shall not fund items that may be provided for no cost to Registered Student Organizations
3. Projects
- a. The Senate Working Fund shall only fund projects that have an educational purpose, directly relate to the mission statement of the RSO, and create a product to be used in a competition, presentation, or showcase.
4. RSO Exposition
- a. The Senate Working Fund will not be used to fund decorations for RSO Expositions.
5. Promotional Material
- a. Promotional material must be available to all UCF students and not primarily distributed to the members of the RSO. Besides the instances where:
 - i. An RSO is requesting Promotional Material which can be used during events/tabling and which are not restricted by the general limitation list stated in the FAO Spending Policy.
 - b. Additional justification from the RSO is required for individual Promotional Material over \$15.00
 - c. All potential Promotional Material must have the Student Government Logo or one of the following phrases clear and visible on it.
 - i. "Funded by SG"
 - ii. "Funded by Student Government"
 - iii. "Funded by You"
 - d. If any Promotional Material has "UCF" on any part of the item's artwork, it must be preceded by "@" or "at" with the exception of UCF recognized national chapters.
 - e. No unauthorized copyrighted material may be present on any A&SF funded item.
 - f. The Senate Working Fund shall not be used to fund Promotional Material in which the content of the material displaying the SG logo/approved phrase or the SG logo/approved phrase itself can easily be altered after approval.
6. COVID-19 Supplies
- a. An RSO requesting funding for COVID-19 Supplies shall
 - i. Provide confirmation that they plan on meeting in person within the semester that the allocation is requested.
 - ii. Provide justification that they need the supplies.
 - b. Funding shall not be given for COVID-19 Supplies to RSOs who require their members or other students to use them. An RSO may only encourage their use per the University of Central Florida's COVID-19 policy. (Masks, hand sanitizer, etc.)

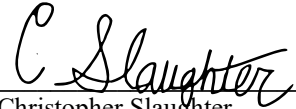
AUTHORIZING SIGNATURES



Chinyere Anunobi
Speaker of the Senate

06/14/21

Date



Christopher Slaughter
Senate President Pro Tempore

06/16/21

Date