



FAO COMMITTEE FAQ SHEET 2026-2027

WHAT DO WE FUND?

- **EVENTS:** ACTIVITIES THAT EDUCATE ATTENDEES ABOUT A SPECIFIC CULTURE OR TOPIC ON CAMPUS.
- **PROJECTS:** ITEMS AND MATERIALS USED TO CREATE A PRODUCT FOR A COMPETITION, PRESENTATION, OR SHOWCASE.
- **PROMOTIONAL MATERIALS:** ITEMS USED TO PROMOTE A REGISTERED STUDENT ORGANIZATION (RSO) TO UCF STUDENTS.
- **HEALTH AND WELLNESS SUPPLIES:** SUPPLIES THAT HELP REDUCE THE SPREAD OF DISEASES AND ILLNESSES DURING EVENTS, TABLING SESSIONS, OR OTHER RSO ACTIVITIES.

WHAT DON'T WE FUND?

- **OPERATING CAPITAL OUTLAY (OCO) ITEMS AS DEFINED BY FLORIDA STATE STATUTES.**
- **NON-OCO FURNITURE AND EQUIPMENT EQUAL TO OR GREATER THAN \$100 PER INDIVIDUAL ITEM.**
- **OFFICE SUPPLIES OR OFFICE EQUIPMENT.**
- **FLORIDA SALES TAX.**
- **INSURANCE.**
- **ITEMS THAT HAVE ALREADY BEEN PURCHASED BY AN RSO.**
- **THE SAME EVENT THROUGH MULTIPLE BILLS, ALLOCATIONS, OR RSOS.**
- **PAYMENT FOR UCF STUDENTS OR UCF FACULTY.**
- **CASH EQUIVALENT AWARDS, PRIZES, GIFTS, OR TROPHIES.**
- **AWARD CEREMONIES, BANQUETS, INDUCTION CEREMONIES, OR OTHER INTERNALLY FOCUSED EVENTS.**
- **NON-ACCESSORY APPAREL ITEMS (SHIRTS, POLO SHIRTS, JACKETS, ETC.).**
- **CUTLERY, NAPKINS, CUPS, AND OTHER CATERING ACCESSORIES PURCHASED SEPARATELY FROM A PRIMARY CATERER OR VENDOR.**
- **ANY ITEM DEEMED HAZARDOUS OR DANGEROUS ACCORDING TO UCF POLICY 3-107.2.**
- **ITEMS REQUIRING RECURRING PAYMENTS.**



FUNDING LIMITS

- RSOS MAY RECEIVE UP TO \$3,700.00 IN FAO FUNDING PER FISCAL YEAR.
- PROMOTIONAL MATERIALS MAY BE FUNDED UP TO \$800.00 PER FISCAL YEAR.
- EVENT AND PROJECT ALLOCATIONS MAY BE FUNDED THROUGHOUT THE FISCAL YEAR UP TO THE OVERALL FUNDING CAP.

FOOD FUNDING

- FOOD MAY BE FUNDED FOR EVENTS AND RSO EXPOSITIONS WHEN SUFFICIENT JUSTIFICATION IS PROVIDED THAT THE FOOD CONTRIBUTES TO THE EVENT'S PURPOSE.
- FOOD FOR ON-CAMPUS EVENTS MUST BE PURCHASED THROUGH A UCF-APPROVED VENDOR.
- CULTURAL ACCOMMODATIONS MAY BE CONSIDERED.
- ALLOCATIONS MAY FUND UP TO 100% OF APPROVED FOOD COSTS.
- BILLS MAY FUND UP TO 50% OF APPROVED FOOD COSTS.

PROMOTIONAL MATERIAL REQUIREMENTS

- PROMOTIONAL MATERIALS MUST BE AVAILABLE TO ALL UCF STUDENTS AND NOT PRIMARILY DISTRIBUTED TO ORGANIZATION MEMBERS.
- PROMOTIONAL ITEMS OVER \$15.00 PER INDIVIDUAL ITEM REQUIRE ADDITIONAL JUSTIFICATION.
- ALL PROMOTIONAL MATERIALS MUST CLEARLY DISPLAY ONE OF THE FOLLOWING:
 - FUNDED BY SG
 - FUNDED BY STUDENT GOVERNMENT
 - FUNDED BY YOU
- IF "UCF" APPEARS ON ANY ARTWORK, IT MUST BE PRECEDED BY "@" OR "AT," EXCEPT FOR UCF-RECOGNIZED NATIONAL CHAPTERS.
- PROMOTIONAL MATERIALS MAY NOT CONTAIN UNAUTHORIZED COPYRIGHTED MATERIAL.
- PROMOTIONAL MATERIALS MAY NOT BE EASILY ALTERED AFTER APPROVAL.



EVENT REQUIREMENTS

- EVENTS MUST HAVE A CONFIRMED DATE AND LOCATION.
- DOCUMENTATION OF THE RESERVATION MUST BE PROVIDED.
- EVENTS MUST SUPPORT THE MISSION STATEMENT OF THE ORGANIZATION.
- OFF-CAMPUS EVENTS WITHIN 20 MILES OF THE ORGANIZATION'S UCF CAMPUS MAY BE CONSIDERED IF:
 - THE EVENT CANNOT REASONABLY BE HELD ON CAMPUS.
 - THE OFF-CAMPUS LOCATION DOES NOT SIGNIFICANTLY INCREASE COSTS.
 - THE EVENT IS HEAVILY MARKETING TO UCF STUDENTS.
 - TRANSPORTATION OPTIONS ARE PROVIDED TO ATTENDEES AT THEIR OWN COST.

PROJECT REQUIREMENTS

- PROJECTS MUST HAVE AN EDUCATIONAL PURPOSE.
- PROJECTS MUST DIRECTLY RELATE TO THE MISSION STATEMENT OF THE ORGANIZATION.
- PROJECTS MUST RESULT IN A PRODUCT USED IN A COMPETITION, PRESENTATION, OR SHOWCASE.

HEALTH AND WELLNESS SUPPLIES

- ELIGIBLE SUPPLIES INCLUDE:
 - FACE COVERINGS OR MASKS
 - HAND SANITIZER
 - GLOVES
 - ANTIBACTERIAL WIPES
- ORGANIZATIONS MUST PROVIDE JUSTIFICATION FOR THE REQUESTED SUPPLIES.
- ORGANIZATIONS MAY ENCOURAGE USE OF SUPPLIES BUT MAY NOT REQUIRE PARTICIPATION BASED ON THEIR USE.

HOW DO I SUBMIT A FUNDING REQUEST?

- GO TO:
[HTTPS://KNIGHTCONNECT.CAMPUSLABS.COM/ENGAGE/](https://knightconnect.campuslabs.com/engage/) AND LOG IN.
- IN THE SEARCH BAR TYPE: SENATE.
- CLICK THE OPTION: STUDENT GOVERNMENT ASSOCIATION - LEGISLATIVE BRANCH (SENATE).
- COMPLETE AND SUBMIT THE FAO FUNDING REQUEST FORM THROUGH KNIGHTCONNECT.