Title VIII: Appendix B- The FAO Spending Policy (2026-2027)

Chapter 819 Definitions

- 819.1
  - The Senate Working Fund: shall be used to fund events, projects, promotional material, and health and wellness supplies for Registered Student Organizations (RSOs).
  - Events: Educate attendees about a specific culture or topic on campus.
  - Projects: Create a product to be used in a competition or showcase.
  - Promotional Material: A blanket term for all items used to promote an RSO to UCF students.

Chapter 820 Fiscal Quarters

- 820.1
  - 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.
- 820.2
  - The Senate Working Fund shall be divided into discrete budgets for each of the four (4) Fiscal Quarters, with the availability to roll-over.
- 820.3
  - The budgets established for each of these Fiscal Quarters shall be approved, amended, and routinely kept track of by the FAO Committee to continuously evaluate the amount remaining within the budget.
    - A. Approval of the budgets for the separate quarters shall be approved by the committee no later than the first regularly scheduled committee meeting of the new fiscal year.
- 820.4
  - Allocations and Bills will draw funds from the Fiscal Quarter in which the RSO receives funds.
- 820.5
  - Reverted funds shall be available for use in the quarter where the reversion occurs. If that quarter has passed, the funds shall be available for use in the current quarter.

- 820.6
    - The remaining budget for any quarter, if any exists, shall be rolled over to the following quarter, with the exception of Quarter Four.

Chapter 821 Funding Classifications

- 821.1
    - Senate Bills: The funding level for Senate Bills shall be 50% of total eligible cost for projects and events, unless:
        - A. There are sanctions imposed by the Operations Review and Sanctions (ORS) Committee.
        - B. The RSO requests a lower funding level.
- 821.2
    - FAO Allocations: The funding amounts for Allocations shall correspond to the following funding types that the RSO is eligible for.
        - A. Events
            - 1. An RSO requesting funding for any type of event shall:
                - a. Provide confirmation of a date and location for the event, in the form of a reservation.
                - b. Provide sufficient justification that the event fulfills the RSOs mission statement.
                - c. Confirm the event will be free and open to all UCF students.
                - d. Publicly advertise the event to UCF students.
            - 2. An RSO requesting funds for Speaker Honorariums or other guest performers must:
                - a. Provide confirmation of the guest's attendance and fee.
                - b. Provide confirmation that the guest accepts UCF's Net 30 policy.
            - 3. 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:
                - a. An RSO can provide justification that there is not a way to hold their type of event on campus.
                - b. The event will not cost significantly more to hold off campus.

        - c. The RSO will heavily market the event to UCF students.
        - d. The RSO will provide information on transportation options to and from the event at their cost.
    - 4. The Senate Working Fund shall not fund items that may be provided for no cost to Registered Student Organizations.
    - 5. All material advertising an event including, but not limited to, flyers, online advertisements, etc. must include that the event is open to all UCF students and have the Student Government logo or one of the following phrases clear and visible on it:
        - a. “Funded by SG”
        - b. “Funded by Student Government”
        - c. “Funded by You”
- B. Projects
    - 1. The Senate Working Fund shall only fund projects that have an educational purpose, directly related to the mission statement of the RSO, and create a product to be used in a competition, presentation, or showcase.
- C. Promotional Material
    - 1. Promotional material must be available to all UCF students and not primarily distributed to the members of the RSO besides the instances where:
        - a. 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.
    - 2. Additional justification from the RSO is required for individual Promotional Material over $15.00.
    - 3. All potential Promotional Material must have the Student Government logo or one of the following phrases clear and visible on it:
        - a. “Funded by SG”
        - b. “Funded by Student Government”
        - c. “Funded by You”

        - 4. If any Promotional Material has “UCF” on any part of the item’s artwork, it must be preceded by “@” or “at” except for UCF recognized national chapters.
        - 5. No unauthorized copyrighted material may be present on any A&SF funded item.
        - 6. 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.
- 822.3
    - The following restrictions may be set at any time by a majority vote of the FAO Committee. These restrictions must be announced at the next regularly scheduled Senate meeting and may be overturned by a majority vote of the Senate. Unless otherwise stated, such restrictions will last until the end of the Senate Session and shall not apply to future sessions.
        - A. A cap on the amount of funding to be put towards either allocations or fiscal bills, expressed as a fixed dollar amount or as a percentage of the total funds remaining.

Chapter 822 Allocation Funding Amounts

- 822.1
    - Funding can be received in the following portions up to a cap of $3,700.00 per fiscal year:
        - A. Unlimited Event and/or Project Allocations.
        - B. Promotional Items at a maximum of $800.00.

Chapter 823 Request Process

- 823.1
    - 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. With written consxent from an authorized officer of the RSO, any member of the organization may present on their behalf.
- 823.2
    - If no individuals can physically attend a FAO Committee meeting, or Caucus, for a legitimate reason evaluated by the Chair, said student may be present

via teleconference, video conference, or may be represented by an FAO committee member.

        - A. Committee Representation shall consist of an FAO committee member representing a funding request to the rest of the committee in their absence. The student must request committee representation at least twenty-four (24) hours prior to the start of the FAO meeting where the allocation is to be seen.
            - 1. The student should provide the FAO committee member with all the information needed to responsibly represent their request to the rest of the committee at the next scheduled meeting. If necessary, the student may be contacted by an FAO Committee member by email or phone, either for clarification or to schedule an in-person or virtual meeting.
        - B. The FAO chair shall assign committee allocation requests among committee members and provide guidance on effective representation.
        - C. By accepting Committee Representation, the student or RSO requesting funding is aware that if they cannot be reached by phone during the meeting for any questions which cannot be answered by the representing committee member, then their request may be postponed until the committee receives the answer to their question(s).

- 823.3
    - Requests for funding are only to be made by students recognized as Authorized Officers by the Office of Student Involvement.
- 823.4
    - When an RSO requests funding, the most current and updated price quotations must be provided to the FAO Committee.
- 823.5
    - RSOs requesting funding shall be required to provide the amount of outside funding they have received or anticipate receiving, if any, including but not limited to sponsors, donations, dues, operating budgets, etc. to the FAO Committee for their review when submitting a funding request.

Chapter 824 Timeline

- 824.1
    - Allocations:

    - A. Allocation requests must be submitted through KnightConnect at least two (2) business days prior to the start of the FAO meeting for which they are to be considered at that meeting, unless prior approval from the Chair is received.
    - B. Allocation requests must be approved by the FAO Committee, and read in the Senate Minutes, at least fifteen (15) business days before funding is needed.
      - 1. This timeline may be overturned by a two-thirds (⅔) vote of the FAO Committee.
- 824.2
  - Bills:
    - A. Bill requests must be submitted through KnightConnect at least two (2) business days prior to the start of the Senate meeting for which they are to be put on First Reading.
    - B. Bill requests must be approved by the Student Body Senate at least forty-five (45) business days before funding is needed.
- 824.3
  - An individual or an authorized officer of the organization must participate in the meeting, as outlined in Chapter 823, following the submission of their allocation as scheduled. Failure to be present at two (2) scheduled FAO meetings may result in the allocation being postponed indefinitely.

Chapter 825 General Limitations

- 825.1
  - The Senate Working Fund account shall only be used to fund eligible costs as defined in Chapter 810.
- 825.2
  - 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 for on-campus events.
      - 1. Cultural accommodation can be made.
- 825.3
  - 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 or project 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, banquets, induction ceremonies, or other similar internally focused events.
        - K. Non-accessory items (shirts, polo shirts, 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.
        - O. Events that are not free and open to all UCF students.
- 825.4
    - All items that cannot be funded through the Senate Working Fund shall not be included in the total cost of the Allocation or Bill.