1. **Source of Funds**

   A. If your organization needs money for programs and events, the Student Government Association appropriates funds each fall and spring to registered student organizations in support of their events, projects, programs and organizational support.

   B. Reinhardt University requires that the Student Government Association Senate make the allocation of monies to student organizations on behalf of the Student Government Association.

2. **Student Organization Funding Process**

   A. All officially recognized student organizations have the privilege of applying for funding each semester from the Student Government Association. Student organizations may request funding by submitting the necessary paperwork.

   B. Funding from the Student Government Association is not intended to fund all operation and programming needs of student organizations.

   C. The Student Government Association Senate will review and consider all funding requests. All recognized student organizations that request funding from the Student Government Association will receive an initial start-up amount each Fall and Spring semester.

   D. Additional funding can be requested by student organizations through the form of a proposal presented to the Student Government Association Senate. Supplemental funding requests will be reviewed by Student Government Association Senate throughout the year for exceptional situations as determined by the Student Government Association Senate.

   E. When additional funding is sought beyond the initial start-up funds, the student organization, through their respective representative on the Student Government Association Senate, must submit a Funding Request Form and related documents to
the Student Government Association. The following documents must be included with a completed Funding Request Form:

i. A narrative describing the proposal and how the funds are to be used. In addition, include in the narrative how the funding proposal supports the mission of University, the University’s Learning Outcomes and purpose of your student organization.

ii. A detailed expenditure breakdown for how the funds are to be used.

F. Once the Funding Request Form and related documentation have been received, the student organization must then present their proposal to the Student Government Association Senate for consideration. The Student Government Association Senate will use this material to help determine justifiable and appropriate funding.

3. Eligibility for Funding

A. To be eligible to receive funding, student organization advisors and officers must attend a mandatory Student Organization Officer and Advisor Workshop prior to submitting their funding request.

B. In order to receive and sustain funding for the academic year, all of the following requirements must be met:

i. Each student organization must have a current registration form on file.

ii. Each student organization must have and maintain at least ten active student members.

iii. Each student organization must maintain a status of “active.”

iv. Each student organization must maintain a faculty/staff advisor.

v. Each student organization must appoint one member to serve as a representative to the Student Government Association Senate.

vi. Each student organization is required to participate in Fall Festival and Spring Day.

vii. Submit a list of active members and officers before the withdrawal date each semester.

viii. Student organizations must serve the student body as a whole and must not have any policies or affiliations which discourage otherwise interested students from joining.

ix. The student organization’s membership and programs must be open to all Reinhardt University students in accordance with other guiding policies.

x. Funding must relate to the mission of the student organization and the student organization and its programs must support the mission of the institution.

xi. Advisors and officers must attend a mandatory Student Organization Officer and Advisor Workshop.

4. Funding Related Guidelines

A. The SGA has established the following funding related guidelines

i. Funds do not carry over from year to year. Funds not used by the end of the academic year will be returned to the SGA account. However, monies that have been raised by student organizations through dues or fundraising efforts
and placed in an University Agency account will be carried over from year to year.

ii. The Student Government Association Senate is not obligated to allocate monies each semester to all organizations. Consideration will be given to organizations that contribute to the quality of student life on campus. All organizations are expected to have several activities each year and contribute to University sponsored activities.

iii. Student organizations and their members are not allowed to receive petty cash or cash advances or use the University Credit Card. However, student organizations can request for use of their allocated monies through Purchase Order Requests, Budget Check Requests and Reimbursement Requests.

iv. Requests for expenditures must be approved by the student organization’s advisor, the SGA Treasurer, and the Office of Student Activities before the forms are submitted to the Business Office (forms are available in the Business Office, Student Affairs Print Room, and through the SGA Treasurer). All original receipts must be retained and returned to the SGA Treasurer for record keeping purposes.

v. The SGA Treasurer may make financial inquiries at any time. The SGA Treasurer may request that an organization receiving funds be able to document expenditures.

vi. If the Student Government Association Senate feels that monies are not being spent for the benefit of Reinhardt University and its students, it may withhold or deny future funding to a student organization.

vii. The Student Government Association Senate will review all conference fees or travel money requests.

viii. The Student Government Association Senate expects that all organizations, which receive funds, conduct its activities in a consistent and fair manner, and that all financial decisions be made by the majority of the membership.

ix. Funding requests will be reviewed by deadline dates set up by the Student Government Association Senate. All requests received after those deadlines will be reviewed at a designated time by the Student Government Association Senate.

x. Student Organizations that do not adhere to these Guidelines and eligibility requirements for hearing and appeals processes will be subject to loss of funding.

xi. Any further expenditure incurred beyond what is allocated by the Student Government Association Senate is to be handled at the expense of the club or organization.

xii. Money from the Student Government Association Senate will not fund:

i. Organizations whose account balances fall below zero.

ii. Events that have occurred prior to the submission of an allocation request.

iii. Any property or supplies that can be obtained from the University at no charge or any items that are deemed unnecessary to the organization, students, and/or University as determined by the Chairperson.

iv. Political campaigns or publicly declared candidates.
v. Events that are held to raise funds; be it for the organization, a charity, or any other entity or cause. Student funds are not to be used for the purpose of making a profit; if an event were to charge admission for Non-Reinhardt University students, the funds would only be able to go toward paying off the costs for that event.

vi. Off campus activities, unless the event fulfills the following requirements:
   1. Officially sponsored/sanctioned by Reinhardt University.
   2. Helps fulfill the purpose of the organization.
   3. Will enrich the Reinhardt University community.
   4. Cannot be feasibly conducted on Reinhardt University property.

vii. Money from the Student Activity Fee will not pay debts incurred by an individual or organization. Any organization in debt at the time of a given allocation meeting is ineligible for funding.

viii. Funds cannot be used as contributions to organizations or activities which discriminate on the basis of race, color, creed, sex, age, religion, disability or national origin.

ix. Funds cannot be used in the hiring of legal services or providing bail bond funds.

x. Funds cannot be used as a financial support for personal non-contractual gain of any student, faculty member, or other person. [However, services may be compensated for rendered services (does not include fees for contractual services)].

xi. Funds cannot be used at any event that involves consumption of alcohol or illegal drugs.

xii. Funds cannot fund scholarships in that they reward individuals and not the student body as a whole.

xiii. Funds may not be used for individual organization’s recognition awards or banquets.

xiv. Funds shall not be used to fund professional staff salaries as there are other funding sources available for salaries.

xv. Funds shall not be used to fund food and beverage related items for ordinary/general organization meetings.

xvi. Allocated monies cannot be transferred to an account at a bank.

5. Funding Authority

A. A student organization requesting funds shall acknowledge that the Student Government Association Senate has the authority to:
   i. Require that all allocation forms be correctly completed.
   ii. Request additional information if needed.
   iii. Request that an organization resubmit or appeal an allocation request.
   iv. Approve or deny any allocation request.
   v. Accept or refuse any late allocation requests. Late allocation requests are those that are not turned in to the Student Government Association Senate by the posted deadlines.
vi. Reserve the authority to review and audit all books and records to determine whether a given organization is using its allocated funds appropriately. In accordance with the policy and procedures of the Student Government Association, should a question of impropriety arise, the Student Government Association Senate may respond with a number of possible actions.
   i. The Student Government Association Senate may hold or freeze all spending of the allocated monies by the student organization. The account will remain frozen until such time as either a more thorough investigation or an adjustment in the activities of the organization yields a satisfactory resolution of the problem as determined by the Student Government Association Senate. The particular amount of funding that was subject to abuse being revoked, with the incurred cost placed on the student organization, is a potential result following an investigation and/or adjustment.

vii. If substantial misuse of funding is discovered, the Student Government Association Senate reserves the right to refuse consideration of the offending organization's allocation requests for such a time that is deemed reasonable. Examples of impropriety include, but are not limited to:
   i. Falsifying numbers or documents presented to the Student Government Association Senate.
   ii. Utilizing approved funds for items other than for what they were approved.
   iii. Dishonestly representing the nature of an event and its activities and hiding what would have rendered it ineligible for funding if the true nature of the event had been known.
   iv. Creating illegitimate student organizations for the purpose of submitting allocation requests to circumvent the funding constraints put in place by the Student Government Association Senate.

viii. Student Organizations that have been determined guilty of such offenses will have due process afforded to them to defend their activities and appeal their suspension from the allocations process.

6. Reallocation of Unused Funds

A. It is SGA policy that on April 15 of each academic year, any and all leftover allocated funds must be returned to the SGA account. This policy is in place in order to make funds available for additional programs or projects. The unused funding return policy is in place to create a sustainable environment between individuals, departments and/or student organizations and the SGA, and is a crucial element of the SGA’s efforts to create the most fair and balanced budgetary practices. By returning all unused funds to the SGA, individuals, departments and/or student organizations are helping to make additional funding available to projects, individuals, departments and/or student organizations, and to make increased funding opportunities available that would otherwise not be accessible.
7. **Policy Stipulation to be Included with Each Allocation Notification**

   A. In every allocation that the SGA makes, either through the Executive Board, or the Student Senate, there is at least one stipulation attached: “All unused funds must be returned/reallocated to the SGA on April 15 of current academic year.” This notification should be included in writing by the Treasurer along with the amount allocated by the SGA to all individual, department and/or student organizations who receive funding from the SGA.

8. **Year-End Spending and Reallocation of Unused Funds Notice**

   A. Year-end spending and Reallocation of Unused Funds information is distributed by the Treasurer by email, posted on the SGA website, and posted on the SGA Eagleweb the first week in April. The deadline for year-end spending is April 15. If an individual, department and/or student organization intends to spend funds allocated by the SGA after April 15 they must notify the Treasurer in writing by April 15 of this intent. It is the organization’s responsibility to be aware of year-end deadlines.

9. **Amendments**

   A. This policy may be altered, amended or repealed and new a new policy may be adopted by a two-thirds majority of Student Senators. All policy amendments must be submitted in writing to the Rules and Regulation Committee at least two weeks prior to the meeting in which they will be voted on. Propositions for policies must acquire a two-thirds vote of the Student Senate to take effect.

   B. Editorial proposals, grammatical changes that do not alter in any way the content of this document, may be brought forth by any member of the SGA. Editorial proposals must be approved by the Executive Board.