

# SFC Funding Priorities and Expenditure Guidelines

## Introduction

The purpose of the Special Funding Committee (SFC) is to provide a funding source for one-time activities, events, or programs sponsored by registered student organizations that are not otherwise financially supported by the Student Organization Budget Committee (SOBC). The SFC provides grants and loans throughout the academic year. Student organizations or university-sponsored student groups requesting funding must complete an SFC application. All forms must be typed.

The SFC generally meets weekly during the academic year (fall and spring semester only). All proposals must be submitted to the Assistant Speaker of the House of Representatives by no later than noon on the business day before the SFC meeting in which the organization wishes its proposal to be heard.

- A. SFC is in the business of funding Student Activities. Because of this, requests for funding of an academic activity shall be subject to four constraints. First, such requests are secondary to student extracurricular activities. Second, all possible sources of funding from academic resources must have been pursued. Thirdly, such requests must be of a "one-time" nature. Fourth, the activity should be open to all Wright State University students.
- B. SFC funds are primarily to provide support for those clubs/organizations that do not receive any funding from the SOBC. SOBC-funded organizations are discouraged from soliciting additional funds from the SFC unless a strong case can be made that additional funds are necessary to support a campus-wide event/activity that was not part of the organization's original proposal to SOBC.
- C. Requesting groups must complete the initial "Request for funding" form, as well as the follow-up audit form if funds are awarded. The audit form is concerned with how the funds were actually used. The audit form can be downloaded from [wsusg.com](http://wsusg.com).
- D. All official meetings of the SFC shall be open. Funding decisions can be made at official meetings only.
- E. Every effort will be made to hold weekly SFC meetings so long as requests have been submitted by noon on the day before the scheduled meetings.

The funding priorities for SFC are for the following types of programs:

- Educational, recreational, or cultural programs and/or services that benefit substantial or underserved portions of the university community.
- Campus-wide programs and activities.
- Programs that are consistent with an organization's mission and purpose.

**All groups requesting funding through the SFC must be in good academic, judicial, and financial standing and be registered with the Office of Student Activities or be a university-sponsored student group.** SFC strongly encourages groups to co-sponsor programs with other student groups, academic departments, and administrative units.

**SFC funding may NOT be used to:**

- Support or sponsor ballot initiatives or for any partisan political purposes
- Support or sponsor political lobbying
- Support religious rites, services, or attempts to convert people to a particular religious faith
- Provide financial support to off-campus organizations whose principal purposes are political, religious, or ideological in nature.
- Purchase alcohol or any product that violates university policy.
- Establish petty cash funds
- Pay individual membership dues
- Purchase personal clothing items (T-shirts, jackets, hats, etc.). Exceptions may be made if the request benefits a broad number of WSU students.
- Pay tuition, general fees, fines, parking passes

State sales tax cannot be reimbursed.

In addition, expenditures for the following is prohibited:

Phones, student salaries or stipends, organizational prizes, awards or gifts, food or beverages for meetings. Food and beverage for special recognition events may be allocated at the discretion of the SFC and will be evaluated on a case-by-case basis.

Funds for travel will be approved only when members of the organization will:

- a. represent the university and thereby enhance the prestige of the university and the organization
- b. gain knowledge and experience in accordance with the goals and the purpose of the organization
- c. fulfill responsibilities in accordance with the goals and purposes of the organization

Any requests for funds for travel to conferences or workshops must be accompanied by printed materials (most current) to explain the program. These materials must be printed by the sponsoring local or national organization and not self-generated by the student group. It is assumed such travel will be funded only for the top officers of the organization. Money will only be granted for food if the meal costs are incorporated in a conference registration fee or as part of a university-wide event. SFC will only fund travel if a commercial carrier or university vehicle is used. All travel must comply with university guidelines.

Funding requests will be granted only when a simple majority of three committee members vote in its favor. If fewer than three members of SFC attend the meeting, no proposals will be heard. All proposals for funding approved by the SFC are subject to review by the Vice President for Student Affairs.