

**RUTGERS UNIVERSITY STUDENT ASSEMBLY  
ALLOCATIONS BOARD GUIDELINES FOR FUNDING**

**I. GUIDELINES FOR RECEIVING FUNDING**

- A. In order to be eligible to receive funds from the RUSA Allocations Board (which shall be referred to hereafter as the Allocations Board) a student organization must:
1. Register with Rutgers University through the Rutgers University Student Organization Online registration process. (These guidelines do not apply to student organizations that are affiliated directly with a professional school; refer to Section 5.04 of the RUSA Constitution for more details).
  2. List "RUSA Allocations Board, paid for by student fees", as a funding agent on all advertising for a program or event, when the Allocations Board funds over 20% of the entire program or event.
  3. In order to receive funding, groups must submit a budget application, which will include:
    - a. An itemized budget of all organizational overhead costs.
    - b. An itemized budget of all the programs/events, trips, or travels and all needed expenses for program/event, trip or travel.
    - c. List of programs/events, trips or travel in priority ranking.
    - d. An organization's constitutional purpose.
  4. All groups must send their Treasurer and President to attend the Treasurer's Workshop which will be held each semester.
  5. The organization's monies (dues, donations, funds raising income, and allocated funds) must be maintained in an account that is provided by Rutgers University.
- B. Newly registered Rutgers University organizations may receive a maximum of \$450 programming and \$50 overhead, for a total of \$500 per semester, while under provisional status. Student organizations under provisional status are not eligible for additional funding.
- C. Any requested expenditures must serve the interests of Rutgers University and must be completely pertinent to the organization's mission statement/purpose. Funded programs must be readily available to all Rutgers University students and professional school students. No organization may charge more than \$10 for admission to a program if at least 75% of the funding comes from the Allocations Board.
- D. The Allocations Board will give priority to those programs being held on Rutgers University property and more accessible to Rutgers University students.
- E. If budgets are not handed in on time, they will be assessed a penalty. **NO EXCEPTIONS TO THIS RULE WILL BE MADE REGARDLESS OF THE SITUATION. A 10% REDUCTION IN FUNDING WILL BE MADE IF A BUDGET IS SUBMITTED AFTER THE DUE DATE.**

**II. GUIDELINES FOR THE USE OF STUDENT FEES:**

- A. Deficit Spending: No organization may exceed the maximum they have been allocated by the Allocations Board unless they utilize their generated revenue. If no generated revenue exists, the co-signees of the voucher shall be held responsible for all payments.
- B. Funds Advance: Loans are available to organizations at the discretion of the Allocations Board. The organization's Administrative Advisors will be responsible for effecting

repayment by the agreed date and for maintaining an accurate record of all outstanding loans.

- C. Past Debts: A newly registered organization will not be funded for debts incurred in the past.
- D. Student Activities Business Office (SABO) Close Down Periods: Student organization accounts are closed during official breaks, however, groups can access their generated revenue at all times. The two official breaks are Winter Recess and Summer Session. Student Programming and Overhead accounts are not accessible during winter break and summer session. Forms, however, are available to keep your organization's account open in order to pay outstanding bills.
- E. Take Back: All unused allocated programming funds will be taken back at the end of the semester and reallocated the following semester. Overhead funds will carry over from the fall semester to the spring semester and be taken back at the end of the academic year. Generated Revenue will not be altered. Consistently large takebacks will be viewed upon negatively for future allocations.
- F. Adherence to Submitted Budgets: Student organizations should conform as closely as possible to their submitted itemized budget.
  - Changes should be submitted to the organization's administrative advisor and/or the Allocations Board for approval. Organizations funded for a particular type of program (lecture, film, etc) may only substitute a similar type of program consistent with the mission of the organization.
  - If funding is left over because an event did not happen or expenses were not as anticipated, the student organization must request from the administrative advisor and/or the Allocations Board permission to use those funds for another event.
- G. Accounting Requirements: Student organization treasurers must maintain an accurate record of his/her organization's financial transactions and make this ledger of account available to member of the Allocations Board upon request.

### **III. FUNDABLE ITEMS**

#### **A. Definitions:**

1. Individual programs or projects: Individual programs or projects are sponsored by one registered student organization.
2. Co-Sponsorship
  - a. Co-Sponsored events are programs or projects paid for by the funds allocated to two or more registered Student Organizations.
  - b. In the event that two or more groups wish to cooperatively execute a program, the following guidelines must be observed:
    - i. The cooperating groups must sign a co-sponsorship agreement, which outlines the responsibilities and financial commitments of each group.
    - ii. The contract must be signed between any co-sponsoring groups and any outside person or business also cooperating.
    - iii. This contract must be approved by the Administrative Advisor before any commitments are made.
    - iv. One of the Treasurers from the co-sponsoring organizations will be designated as the primary Treasurer of the event and will be

responsible for the processing and management of the event budget.

- v. At least one member of each sponsoring group must be in attendance of the event to oversee the program and insure that all commitments and plans are followed through.
3. Conferences/Competitions/Tournaments are considered a trip or a travel expense.
    - a. Maximum number of conferences is limited to 2, of which only one can be national (exceeding 400 miles roundtrip), per semester.
    - b. Maximum number of Competitions/Tournaments is limited to 6, of which only 2 can be what is considered national.
    - c. Conference attendees are required to present an information session at their organization's general meeting to inform students of the issues addressed at the conference.
- B. Overhead Allocation
1. Office Supplies
  2. Software/Website
  3. Storage Fees
  4. Uniforms at a maximum of once every three years are provided for groups providing service.
  5. Advertising for general meetings.
  6. Duplications for general meetings.
  7. Telephone Charges for Student Organizations with assigned office space. (Does not include cellular phone charges).
  8. Film processing
- C. Publication for Media Organizations
1. Maximum of 13 issues per semester for newspapers
  2. Maximum of 14 issues per semester for magazines
  3. Maximum of 2 issues per semester for journals
- D. Programs
1. Rental of a building, rooms, equipment as well as any other facility necessary to accomplish the goals of the program.
  2. Advertising in print media, flyers, or mass emails is mandatory for every program.
  3. Honorarium for speaker. No University staff, faculty member, or student will be paid as a speaker.
  4. Entertainment (eg: DJ, Band, Performer, etc.)
  5. Food and beverages
  6. Security
  7. Supplies/ Materials
  8. Costumes/Props
- E. Trips
1. Definition: Traveling to an event and coming back in the same day.
  2. Advertising
  3. Transportation Costs
  4. Admission Fees
  5. Food

F. Travel

1. Definition: Traveling to an event that will last for more than one day.
2. Maximum number of people funded by the Allocations Board is limited to 6.
3. Advertising
4. Transportation Costs
5. Food
6. Lodging
7. Registration Fees

G. Capital Equipment

1. This fund shall be open to any organization in need of capital equipment in excess of \$200.
2. The maintenance, replacement, renovation and purchasing of equipment requested at the same time as the budget.
3. All capital expenditures made by a student group through student fees are the property of the RUSA, and not the student organization. Should a group disband, the RUSA will assume responsibility for the property and kept for student use.
4. Storage should be appropriate for the security of the equipment and must be in an on-campus location. Documentation must also be used for use of the equipment. A storage contract must be prepared and presented before applying for Capital Equipment.

**IV. NON-FUNDABLE ITEMS**

A. Bail, lawyer fees, parking tickets, etc.

B. Lobbying

1. Contacting, or urging the public to contact, members of a legislative body for the purpose of proposing, supporting or opposing specific legislation. \*
2. Advocating the adoption or rejection of a specific legislation. \*
3. Participating or intervening directly in any political campaign on behalf of or in opposition to any candidate in public office.\*

★ The only exceptions to (1.) and (2.) shall be the Assembly, committees, subcommittees, task forces or other groups established by the Assembly where policies relevant to (1.) and (2.) are approved by majority vote of the Assembly.)

C. Personal loans

D. Wages

E. Honorarium for advisors, coaches, professors, any University staff or student acting in the full capacity of their responsibilities as ascribed to them by Rutgers University.

F. No dues or honorarium may be paid to other registered Student Organizations without the consent of the Allocations Board.

G. Exceptions will be made at the discretion of the Allocations Board.

H. Expenses incurred for activities during the summer or intercessions (Organization may utilize generated revenue).

I. Religious services

J. Debts incurred while unregistered

K. Purchase of alcoholic beverages or any illegal substance

L. Unregistered organizations (this includes membership fees in National organizations)

- M. Gifts, Prizes, Trophies or awards
- N. Banquets, parties, formals or semi-formals with no educational value
- O. Athletic teams or organizations recognized by Recreational Services
- P. Donation
- Q. Recruitment of students to the University
- R. Organizations that limit membership based on gender or academic progress (example: honoraries, honor societies, social fraternities and sororities, etc.)
- S. Individual students requesting funds for Good Samaritan work.
- T. Illegal Activities

## V. VIOLATIONS AND PENALTIES

The Allocations Board reserves the right to hold hearings for organizations that are discovered to be conducting themselves in violation of the Guidelines. Should this hearing conclude that violation(s) did indeed occur, the case will be referred to the *Student Centers and Programs Office*, which has the authority to review alleged violations and place this organization on probation (based on the understanding that should the same organization violate the Guidelines, it will not receive funding from the Allocations Board the following semester).

- A. The Allocations Board has the authority to review individual accounts and obtain organizations' official ledger book to discover violations.
- B. No Student fee monies may be paid as dues or honorarium to other Rutgers University organizations without the authorization of the Allocations Board. Student Organization can use their generated revenue to pay such fees.
- C. The Allocations Board may order an organization to replace its Treasurer when that Treasurer continually violates financial policy and hinders the financial operations of the organization.
- D. All revenues collected by Student Organizations must be deposited in individual accounts in the Rutgers Student Activities Business Office. Violations of this policy will cause all privileges to be withdrawn and student activities money to be frozen.
- E. Any organization whose executive officers or members forge names or records of members lists for an organization or activity shall forfeit the privilege to use any student allocated funds and be in violation of University code of conduct.
- F. If a group is accused of an infraction of the Guidelines, funds may be frozen at the discretion of the RUSA Allocations Board.

\*Please note that any funds allocated by the Allocations Board with the approval of the RUSA belong to the Rutgers University student body at large, not to individuals. Use of allocated fees is a privilege, which may be withdrawn or curtailed.