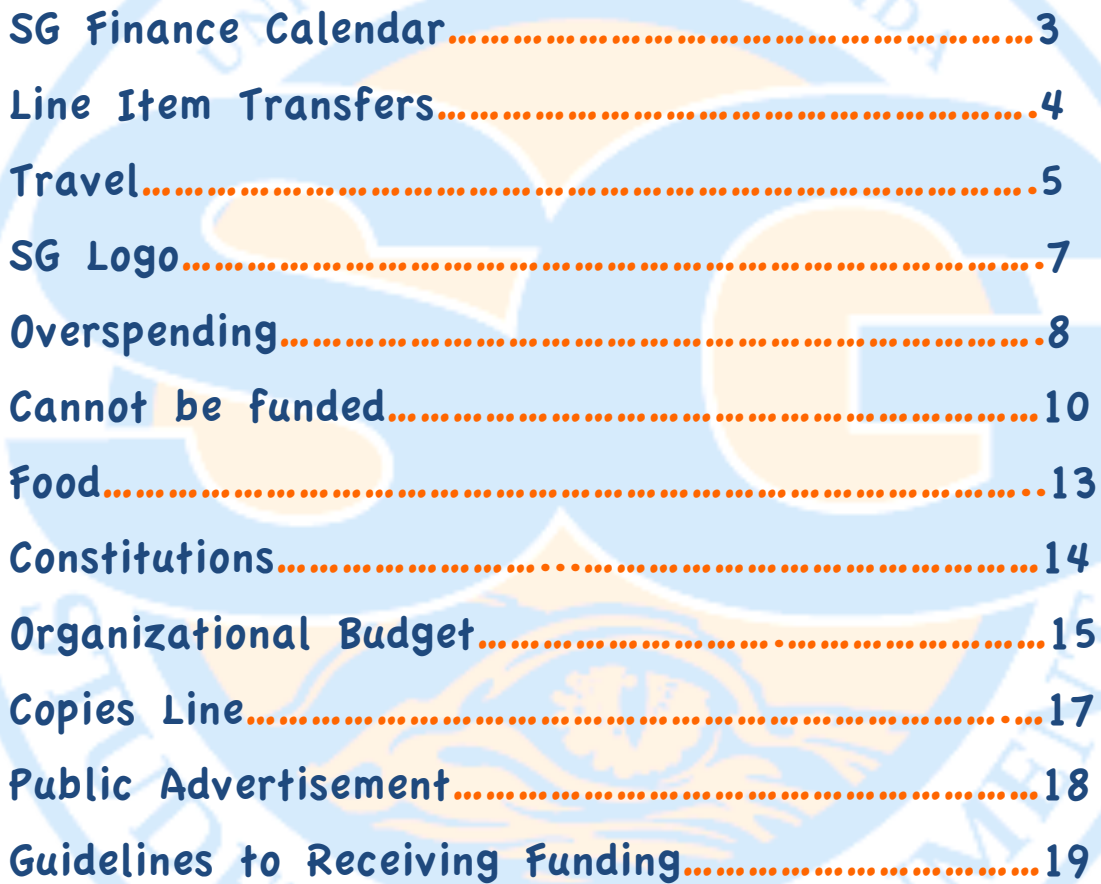


The background features a large, light blue circular logo for the University of Florida Student Government. The logo contains the text "UNIVERSITY OF FLORIDA" at the top and "STUDENT GOVERNMENT" at the bottom. In the center, there is a stylized orange and yellow sun rising over a blue landscape with a hand holding a torch.

# 800 CODES SPARKNOTES

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# SG Finance Calendar

**800.14** - The fiscal year of the Student Government of the University of Florida shall be from July 1 to June 30.

## Breakdown

**March** - Budget & Appropriations Committee hold Student Organizational & Academic Budget Hearings

**March/April** - The Student Senate reviews the Budget Committee's recommendations for the proposed Organizational and Academic Budgets for the upcoming fiscal year

**April** - The University Administration reviews the proposed Organizational Budgets

**May** - Activity and Service Fee Budgeting process begins

**June** - The four main entities called the Big 4: the J. Wayne Reitz Union, Recreational Sports, Student Government, and the Department of Student Activities and Involvement submit their budgets

**July** - the Budget & Appropriations Committee for the "Big 4" budgets holds public hearings

**August/September** - Student Senate reviews the Budget Committee's recommendation

**October/November** - The University Administration reviews the Student Senate approved budget

**November** - The UF Board of Trustees reviews the proposed A&S Fees

# Line Item Transfers

**800.15** - A Line Item Transfer shall be a transaction, which transfers Student Body Funds allocated to an organization by Student Senate from their original line item into another specified line item of the same Student Government Funded Organization.

**Example:** BSU has \$300 under Programming and \$0 under Advertising. In order to increase knowledge on-campus about their upcoming events, they request a Line Item Transfer of \$50 to Advertising from Programming. This results in a budget now including \$250 under Programming and \$50 under Advertising.

**802.1** - Line item transfers shall be subject to the following stipulations:

1. Up to fifteen hundred dollars (\$1500) in line item transfers may be approved by the Student Body Treasurer per semester and once during the summer at the written request of a student organization.

2. Any line item transfer over the amount of fifteen hundred dollars (\$1500) or that transfers any amount of money into a travel, awards, or food line shall be treated as an authorization and must pass a two-thirds (2/3) vote of the Student Senate present and voting on one reading.

3. All line transfers have to be approved by the Organizational President, Treasurer or designated member of the Executive Board.

**802.2** - Transfer of Activity and Service fee funds to Outside Revenue is prohibited.

**802.3** - Minimum amount for a line item transfer is twenty-five (\$25) dollars per line item.

**802.4** - Transfer of Activity and Service Fee to Awards, Food and Travel without Budget Committee approval is prohibited.

# Travel

**800.23** - being reimbursed for expenses related to travel beyond UF's campus. This does not include programming events held off campus.

Travel can be classified into the following five (5) categories.

Determination of category as to which proposed travel shall be categorized will be at the discretion of the Student Senate Budget and Appropriations Committee, Student Senate Allocations Committee, or BOCC Special Request Committee as appropriate. These five (5) categories are:

1. Competitive
2. Conference/Convention
3. Developmental
4. Relief
5. Retreat

**800.29** - Travel Grants: those funds that are allocated to an organization as a lump sum travel amount to pay for travel expenses. Only three Student Government Funded Organizations hold this type of travel funding. These are the Graduate Student Council, Health Outreach Assembly, and Board of College Council Special Travel Request Fund. All other funded travel is set by the Budget and/or Allocations Committee on a per trip basis.

**807.4** - The amount allocated for a travel activity shall be on a reimbursement basis only. After completion of the travel activity, only Student Senate approved and receipted travel expenditures (excluding food costs) of the approved attendees may be refunded. The maximum amount reimbursed will not exceed three hundred fifty (\$350) per person per trip.

# Travel

**807.5** - Rules for compliance with recommendations for fiscal accountability on travel include:

1. All travel must have prior written approval from the Student Body Treasurer and the Student Government Finance Manager.
2. Student Government cannot be held responsible for costs incurred on a trip if prior written approval is was not granted by the Student Body Treasurer.
3. All travel authorization forms (TARs) must be turned in to the Student Government Finance office at least ten (10) business days before the trip is to take place. Refer to 807.11 for special requirements in regards to travel. Exceptions to this rule may only be made in extreme circumstances as detailed in a letter of justification signed by the organizational president or treasurer and the approval of the Student Body Treasurer.
4. UF ID numbers and names of all students attending the trip is required for reimbursement of group travel.
5. Receipts must be turned into SG Finance within thirty (30) days after completion of travel.

**807.734** - No more than three hundred fifty dollars (\$350) per person will be spent on developmental trips.

**808.443** - Travel may only comprise a maximum of forty-nine percent (49%) of an organization's total budget except for those organizations that give Travel Grants as defined in code 800.29

**Example:** Gator Gaming is going to a competition in Nevada during the fall semester. Their annual budget is \$1,500. The trip price may not exceed \$735.



# Student Government Logo

**808.83** - Student Organizational promotional items will be limited to one dollar and fifty cents (\$1.50) per item including setup and design charges (including having the SG logo or “funded by Student Government”), but excluding shipping/delivery/freight charges.

**800.27** - Promotional Items: Advertising items given to a person for the purpose of promoting an event or organization.

**800.271** - If funded by Student Government, these items must have the SG logo on them, or the phrase “funded by Student Government”. Further, no group may charge any monetary amount in exchange for a promo item.

**804.11** - All student organizations receiving Student Body funds or otherwise benefiting from Student Government sponsorship must credit said sponsorship/funding in publication of any and all printed or publicity materials by inclusion of the SG logo or a phrase similar to “funded by Student Government.”

**Example:** The JSU T-Shirts say “SG funded” on the back.

**804.14** - Any student organization not receiving funds from SG/Student Government that wishes to invoke the Student Government logo, or a statement invoking the support or endorsement of Student Government, on any printed or publicity materials must have written authorization from the Student Body President.

# Overspending

**805.1** - Overspending of line items is prohibited. Student organizations which receive line item budgets or special requests are solely responsible for not overspending their line item amounts as allocated by the Student Senate.

**805.2** - If overspending of any line item occurs, the organization is responsible for reimbursing Student Government that amount. The amount overspent shall be taken from the Organization's:

1. Outside Revenue.
2. Existing line items of its:
  - a. Current fiscal year budget.
  - b. Special request.

**Example:** An organization spends \$200 on flyers for their upcoming event but they only have \$150 in their advertising budget, they must make a line item transfer from their programming budget of \$50 to Advertising, or transfer \$50 from their outside revenue line if they have one.



# Overspending

**805.3** - If the student organization is unable to meet the obligation from the funds described in 805.2, the Organizational President and Treasurer must meet with the Student Body Treasurer to draft a payment law with a definite timetable.

**805.4** - Failure of a student organization that has overspent Student Government funds to draft a payment plan within eight weeks of the occurrence, excluding summers, will constitute misuse of Student Body funds under Chapter 806 of the Student Body Statutes.

**805.5** - Any payment plan for an organization that has overspent Student Government Funds shall be passed as a Bill of Law by the Student Senate. The Student Senate is not obligated to fund any outstanding obligations of an organization that has overspent SG funds. The only permitted retroactive funding from Student Government is for outstanding obligations of an organization which overspent SG funds and has an approved Payment Law.

## Cannot Be Funded

**808.12** - No Activity and Service Fee funds allocated to Student Government funded organizations are to be expended on any of the following purchases:

1. Plated food for events except when specified in a contract of Student Government or any of its agencies (see 800.06 for definition).
2. Tips/Gratuities.
3. Prizes, prize money, and scholarships.
4. Clothing that exceeds fifteen dollars (\$15) per item.
  - i. Clothing must be for promotional purposes.
  - ii. Groups may not charge recipient of the clothing.
5. Expenditures in support of or against a political party at any level
6. Expenditures intended to enhance a philanthropic organization that's main purpose is not serving the students at the University of Florida. Such items include but not limited to promotional materials and copies.
7. Expenditures intended to directly influence federal, state and local legislation, executive actions or judicial decisions.
  - i. All lobbying efforts must be conducted through the External Affairs Director's Office.
8. Expenditures to subsidize in whole or in part any private corporation.
9. Rental of or expenditures towards functions hosted in private residences.
10. Postage.
11. Production of materials intended for mass mailing (see code 800.30 for definition)
  - i. Email is highly encouraged.

## Cannot Be Funded

12. Any Activity considered to be a form of solicitation, including but not limited to, letters of solicitation, alumni newsletters, or resume mailings to potential employers.
  - i. A&S fees may not be used to raise additional money.
13. Any materials given to, or donated to used exclusively by non-UF students.
14. Any income paid from Activity and Service fees to any member of a student organization or its sub-organizations for activities associated with the group or for any services provided by the member.
  - i. If compensation is pursued, only Outside Revenue may be used.
15. Graduation Parties/Socials/Ceremonies: social gatherings that, as the primary purpose, celebrate the accomplishment(s) of graduating students.
16. Personal use consumable items- material that is inherently used by only one (1) person and cannot be reused by someone else.
  17. Awards to pay speakers or performers.
18. Bar rental, which the State of Florida deems to be a venue that earns more than fifty percent (50%) of their profit from the sale of alcoholic drinks.
  - i. Student Activities and Involvement shall determine the proper contractual arrangements for any venue that normally serves alcohol during the hours of any student organization program.
19. Purchase or reimbursement for Gift Cards.
20. PCard purchases made by non-Student Government UF departments.
  21. Wet labs exceeding two hundred dollars (\$200) each.
  22. More than one (1) banner every two (2) years exceeding two hundred dollars (\$200).
  23. Cost of DJ's exceeding two hundred dollars (\$200).
  24. Teaching Supplies (see 800.43 for definition).
  25. Graduation paraphernalia

## Cannot Be Funded

**808.121** - The decision as to whether or not an event is to be considered a banquet as defined in 800.06 is at the sole discretion of the committee hearing the request.

**808.13** - No Activity and Service Fee money are to fund awards, recognition keys, etc. unless expressly allocated in the Annual Budget. If approved in a student organization's annual budget, no more than five (5) percent of an organization's budget or one hundred dollars, whichever is greater, can be used for awards, recognition keys, etc.

**Example:** AASU has \$160 of their \$1,600 budget in a line item specifically for their highly competitive end-of-year awards.

**808.14** - No Activity and Service Fee money shall be allocated to areas that fall under the obvious responsibility of University agencies. The Student Senate Budget and Appropriations Committee or the Student Senate Allocations Committee (whoever hears the request) must vote in favor on the validity of the request upon query by one of the committee members by two-thirds (2/3) of the members present and voting.

**808.15** - No Activity and Service Fee money shall be issued to a student organization until their constitution is passed favorably by a majority of the Student Senate Judiciary Committee.

# Food

**800.36** - Food Ingredients: Any food item that is combined with other food items to create a specific meal or dish; these shall be considered a part of the programs line.

**808.17** - All activities that include spending on programs or food must be publicly advertised in order to ensure foreknowledge by the student body.

**Example:** If the HSA has a Hispanic food festival, it must be advertised to the whole Student Body.

**808.43** - The organizations that may spend money on food must create a line in their organizational budget detailing the amount of money to be allocated for food.

**808.44** - Organizations permitted to spend money on food may only spend a maximum of fifteen percent (15%) of their total budget (less travel portion of budget), or six hundred dollars (\$600), whichever is greater. This may be overridden with approval by the Student Senate Budget and Appropriations or Allocations Committee, respectively.

**Example:** IOC has a budget of \$2,000 for the fiscal year. They have multiple events throughout the year with food at them. The total amount of A&S funding they can spend on food for that fiscal year cannot exceed \$600.

**808.442** - A maximum of three dollars (\$3.50) per head based on anticipated enrolled University of Florida student attendance for event will be budgeted for food for a given event.

**Example:** WSA is having an event for all students to learn more about the influence of women in culture. At the event, there is food for all of the attendees. The estimated attendance is 100 people. A&S funding for food for that event cannot exceed \$350.



# Constitutions

**808.15** - No Activity and Service fee money shall be issued to a student organization until their constitution is passed favorably by a majority of the Student Senate Judiciary Committee.

**831.1** - All Student Senate Allocations Committee Special Requests shall be introduced by filing such requests with the Student Senate Allocations Committee Chairperson no later than five (5) days prior to the committee meeting at which it will be reviewed. The amount and purpose of the request and the group's constitution shall be submitted to the committee by the Organizational President or designated financial officer.

**831.2** - A Special Request submitted to the Student Senate Allocations Committee from a registered student organization should be received eight (8) weeks before the planned event. New organizations shall not be funded until their constitution has been approved by the Student Senate Judiciary Committee. Additionally, no Activity and Service fee funds will be expended for services already under contract by a student organization who has not received Student Government approval prior to such an undertaking. There will be no retroactive funding.



## Organizational Budget

**822.1** - The Student Government Organizational Budget, and the Academic Organizations Budget shall be administrated by the Student Senate Budget and Appropriations Committee, and shall be presented as a separate bill of law for Student Senate consideration. Audio recordings will be made of the hearings for future references, and shall be kept for one (1) year after the Student Government Organizational Budget passes a second reading in the Student Senate.

**822.11** - The Organizational Budget hearings will begin at the beginning of the Spring term and end by the conclusion of the Spring semester. No hearings shall take place one (1) week prior to spring elections. Hearings will resume after spring elections.

**822.2** - All requests by organizations for funds are to be submitted to the Student Senate Budget and Appropriations Chairperson in the Spring semester of the fiscal year by a date and time specified by his/her office after advertisement of the deadline at least thirty (30) days in advance over Docutraq and Gator Connect listservs.

**822.32** - The Student Government funded Organizational Budget must be passed in identical forms by majority vote of those Senators present and voting at two (2) separate Senate meetings no closer than twenty-four (24) hours together.

# Organizational Budget

**822.33** - The Student Government Funded Organizational Budget must pass on final reading before the last day of the Spring semester.

**822.62** - No Organizational budget will contain funding for website design that exceeds five hundred dollars (\$500). Websites for a student organization can only be overhauled every eighteen (18) months. Money for website creation will only be given if website complies with SG Networking technical requirements.

**822.6** - No Student Government Budgeted Organization can be funded for less than one thousand dollars (\$1,000). In the event a student organization cannot justify a budget over one thousand dollars (\$1,000), they will be given guidance on joining an umbrella group, pointed to other sources of funding on campus (departments, Dean of Students Office, etc.) or be included under SG Administration as deemed appropriate.

**822.95** - The goal of Student Government is for student organizations to achieve an effective expenditure rate of at least ninety percent (90%). The Student Senate Budget and Appropriations Committee must consider the effective expenditure rate of an organization during subsequent budget hearing deliberations.

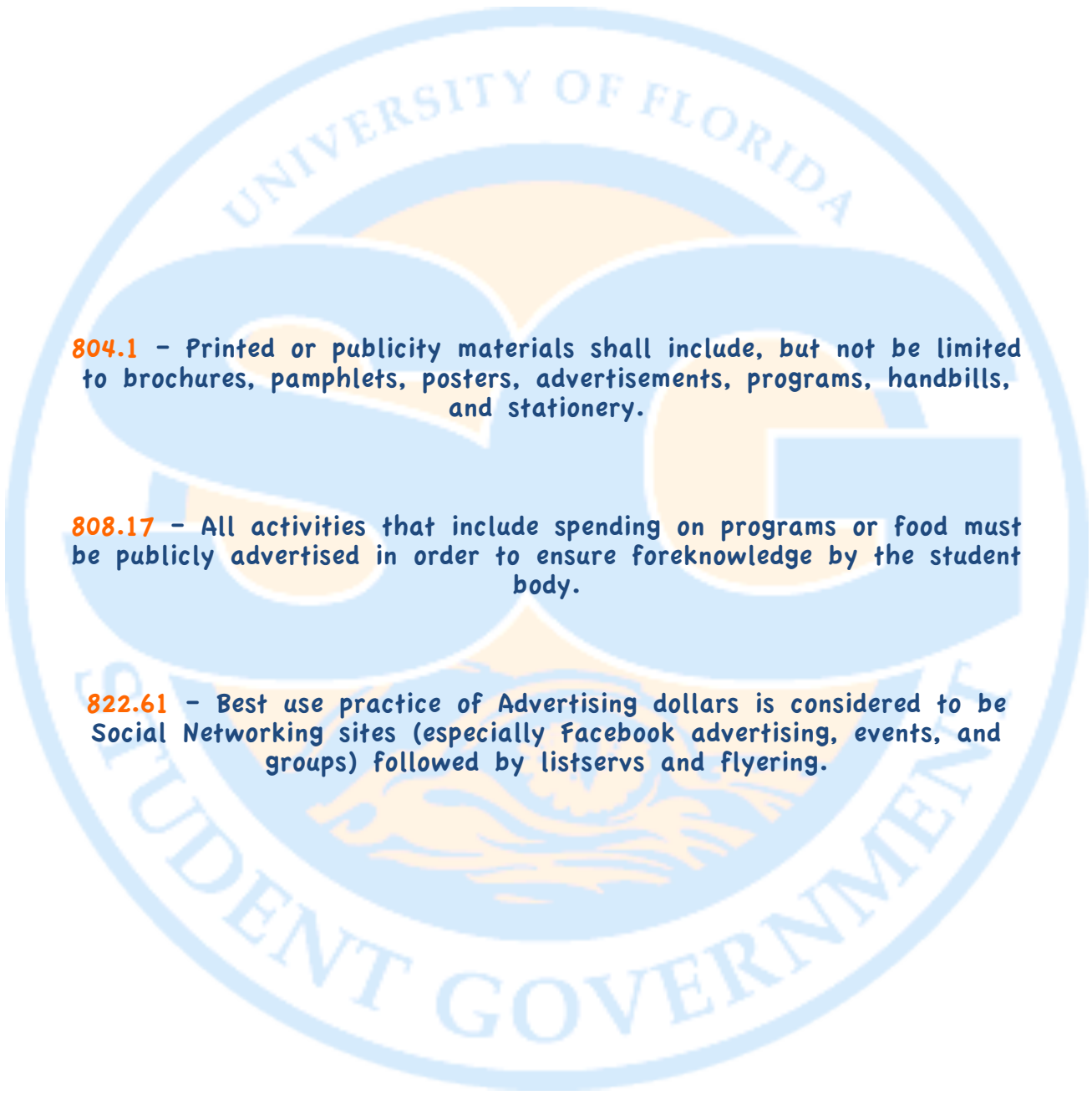
## Copies Line

**803.1** - All funds allocated to student organizations for the purpose of copies shall have a copies line item in their budgets. Money shall be transferred by the Student Government Finance Office from the organizational copies line to the Student Government copies at the beginning of the Fiscal Year. On the last day of the fiscal year (June 30), all the money left in the Student Government Copy Center Account will roll over into the next fiscal year's copy center account.

**803.4** - No Activity & Service Fee money should be spent on copies made outside the Student Government Copy Center unless the requirements exceed the capability of the Copy Center.

**804.3** - All Student Government Organizations shall provide copies of printed materials in accordance with UF Americans with Disability Act policy/rules and regulations upon request.

# Public Advertisement

The logo of the University of Florida Student Government is a large, light blue circular emblem. It features the text "UNIVERSITY OF FLORIDA" at the top and "STUDENT GOVERNMENT" at the bottom. In the center, there is a stylized orange and blue design that resembles the letters "S" and "G" intertwined, with a sunburst or flame-like shape above it.

**804.1** - Printed or publicity materials shall include, but not be limited to brochures, pamphlets, posters, advertisements, programs, handbills, and stationery.

**808.17** - All activities that include spending on programs or food must be publicly advertised in order to ensure foreknowledge by the student body.

**822.61** - Best use practice of Advertising dollars is considered to be Social Networking sites (especially Facebook advertising, events, and groups) followed by listservs and flyering.

# Guidelines to Receive Funding

**810.2** - In order for organizations to receive funding, the following guidelines must be followed:

- 1.** Organizations must be officially registered with the Department of Student Activities and Involvement.
- 2.** Organizations must re-register each year with the Department of Student Activities and Involvement to complete eligibility requirements.
- 3.** Organizations must allow EIGHT WEEKS (8) before receiving funds from the Special Request process.
- 4.** All signature authorities receiving Student Government funds must complete the annual Finance Training Class. Violations of this rule will result in organizational funds being frozen until the organization comes into compliance.
- 5.** Organizations must not charge membership fees.
- 6.** New Organizations may not apply for funding until they have been registered with the Department of Student Activities and Involvement and in existence for at least one (1) academic year [A Fall and a Spring semester in any order, but must be consecutive].
- 7.** Organizations must have at least twenty (20) active members in order to receive SG funding. Groups may be required to provide verification by means of a separate list of member UFID's and their email addresses. It is at the discretion of the Student Government Finance Office to contact the active members shown on the list by email to verify membership status. A report shall be given to the Allocations Committee stating confirmation of twenty (20) UF students having affirmatively responded that they are active members of the group.

## Guidelines to Receive Funding

8. New organizations will not receive funding for travel until they have been placed on the regular budget cycle.
9. New organizations must receive their first funding first from the Student Senate Allocations Committee. They must remain under Allocations for at least one (1) academic year [a Fall and a Spring semester in any order, but must be consecutive].
10. If a group drops off of the budget cycle for whatever reason, they will be treated as a new organization. They must complete one (1) academic year [a Fall and a Spring semester in any order, but must be consecutive] with no funding as a registered organization under SAI and then receive their first funding for at least one (1) academic year [a Fall and a Spring semester in any order, but must be consecutive] from the Allocations Committee and then be allowed to be on the budget cycle the following fiscal year.
11. A new organization funded through the special request process must spend more than fifty percent (50%) of their funds in an academic year [a Fall and a Spring semester in any order, but must be consecutive] in order to be considered eligible for the budget cycle. If fifty percent (50%) or less of the funds are spent, the organization must remain under the Student Senate Allocations Committee for another full academic year. Upon a majority vote by the Student Senate Allocations Committee, this clause may be suspended.