Student Activity Fee Committee  
Meeting Minutes  
235 VIP University Center  
September 12, 2014

In attendance: Darryl Holloman, Chair and Lanier Henson, Vice Chair. Voting student members: Ashley Uzamere, David Andriate, Camryn Bradley, Teara Mayfield and Sebastian Parra. Non-student voting members: Boyd Beckwith. Alternate voting student member: Justin Brightharp, Joe Clark, JuanDavid Ruiz and Daniel Poglioli. Ex officio: Edgar Torbert, Beth Jones, Latisha Barnes, and Shantavia Reid-Stroud.


The Student Activity Fee Committee met on September 12, 2014 at 2:00 p.m. in 235 VIP University Center and took the following actions:

I. Approval of Minutes

Camryn Bradley moved to approve the minutes. This motion was seconded by Sebastian Parra. With no objections the minutes were approved.

II. FY 2016 Process – Discussion

• Student Activity Fee Guidelines  
Dr. Holloman reviewed Student Activity Fee Guidelines with proposed revisions excluding Sustainability Initiatives Fee Council from the allocation process (see attachment 1).

• Student Activity Fee Overview  
Dr. Holloman reviewed the Student Activity Fee Overview (see attachment 2).

• Applications  
Dr. Holloman reviewed the following funding applications: Diversity Fee Council and University-Wide Fee Council. He asked the committee to review each application (see attachment 3 & 4).

• Diversity Fee Council  
Dr. Holloman reviewed the Diversity Fee Council Guidelines (see attachment 5).

• University-Wide Fee Council  
Dr. Holloman reviewed the University-Wide Fee Council Guidelines (see attachment 6).

• Spring Meeting Schedule  
Dr. Holloman reviewed the Spring 2015 meeting schedules for the Student Activity Fee Committee and the Diversity Fee Council (see attachment 7 & 8).
III. Student Activity Fee Committee Proposed Fall Meeting Schedule – Vote

Camryn Bradley moved to approve the proposed fall meeting schedule as amended. This motion was seconded by Ashley Uzamere. The 2014 Fall Meeting Schedule was approved unanimously (see attachment 9).

IV. Essential Services Report

Dr. Holloman reviewed the Essential Services Report and distributed a revised copy of the FY 2015 budget (see attachment 10 & 11).

V. Funding Proposals

- Organizations United (OU) Fund Proposal Revision & Application Template
  Lanier Henson presented the funding proposal for the Organizations United (OU) Fund and application template.

  Camryn Bradley moved to amend the Organizations United Funding Proposal as presented. This motion was seconded by Ashley Uzamere. With no objections the Organizations United Funding Proposal and application was approved unanimously (see attachment 12 & 13).

- Go Green, Save Green Mug Proposal
  Boyd Beckwith presented the Go Green, Save Green Mug Proposal on behalf of the Student Government Association, which included a revenue component from what will be generated from mugs sales to Faculty and Staff (see attachment 14).

  Justin Brightharp moved to accept the Go Green, Save Green Mug Proposal. The motion was seconded by Teara Mayfield and approved by the following roll call vote:

  David Andriate– Yes
  Boyd Beckwith– Yes
  Camryn Bradley– Yes
  Justin Brightharp– Yes
  Joe Clark– Yes
  Teara Mayfield– Yes
  Sebastian Parra– Yes
  Daniel Pogioli– Abstain
  Ashley Uzamere– Yes

  Note: Justin Brightharp voted in place of Jovan Paige. Daniel Pogioli voted in place of Corey Sams.

The meeting was adjourned at 3:25 p.m.
I. PURPOSE/PHILOSOPHY STATEMENT OF THE STUDENT ACTIVITY FEE COMMITTEE

The Student Activity Fee is collected for the purpose of supporting programs and services in all aspects of university student life. Programs and services supported by the Student Activity Fee are student centered with students as the primary participants or beneficiaries, and in most cases the primary organizers. These programs and services must be available to students regardless of race, color, sex, religion, creed, age, sexual orientation, gender, disability, or national origin. This process encourages student self-governance through student leadership development, and forms a joint partnership with student affairs administration and faculty, thus enhancing the quality of the educational experience.

II. RESPONSIBILITIES OF THE STUDENT ACTIVITY FEE COMMITTEE

The charge of the Student Activity Fee Committee is as follows:

◆ To make recommendations to the Dean of Students regarding the allocation of student activity fee funds fairly to all eligible chartered student organizations, and support offices that create, enhance and promote student life at Georgia State University.

◆ Develop, implement and enforce policies that insure compliance with applicable university, Board of Regents, state and federal laws.

◆ To review stipends for student leaders at least every three years and make recommendations regarding the pay scale in force at that time.

◆ As directed by the Dean of Students, review and make recommendations to the Dean of Students regarding allegations of fee misappropriation by various groups receiving SA funds; make recommendations to the Vice President for Student Affairs (with Dean of Students oversight) for fair disciplinary actions of those groups violating SA Fee policies as written in the SA Fee Guide.

◆ Make recommendations to the Dean of Students regarding proposals to: 1) increase the student activity fee or, 2) make a substantive change in purpose of the Student Activity Fee. (Board of Regents Policy Manual Section 7.3.2.1. Mandatory Student Fees). The Student Activity Fee Committee is responsible for holding at least two campus-wide open hearings on the proposed fee increase in order to accumulate student feedback. Upon completion of the hearings, the Student Activity Fee Committee shall make a formal recommendation to the Student Mandatory Fee Committee, who will review the request and forward to the Fiscal Advisory Committee to the President (FACP). Upon review, FACP will forward their recommendation to the president for final action.

◆ Administers the general Contingency account through the Dean of Students Office.
III. MEMBERSHIP OF THE STUDENT ACTIVITY FEE COMMITTEE

The Student Activity Fee Committee shall consist of the Dean of Students, the President of the Student Government Association, seven student members and three non-student members. The seven student members of the committee are appointed annually by the President of the Student Government Association, in consultation with the Vice President for Student Affairs and the Dean of Students. The Student Government Association President shall make recommendations of students who are interested in serving on the Committee for the fiscal year. Appointments are made with the objective of achieving a broad representation of students. At least two of the appointees must be graduate or professional students. Six student alternates should be selected to serve as substitute members for members who are unable to attend. These students should attend all meetings, but vote only as designated by the Dean of Students in place of an absent member. Student members must be enrolled at the time of appointment and remain enrolled while serving on the Committee as required by the GSU Student Code of Conduct.

The three non-student members of the committee are nominated by the Dean of Students and approved annually by the University Senate Student Life and Development Committee. The non-student members may be nominated from the members of the Senate committee, the University Senate, or the faculty and staff at large. This election will occur in the Spring semester for service for the following fiscal year. A representative of the Office of The Vice President for Finance and Administration and the Office of the Provost will serve as ex-officio, non-voting members of the committee. In addition to regular membership of the committee, the Dean of Students may designate certain faculty and staff as non-voting resource persons for the committee.

The Dean of Students, as the chair of the committee, is the presiding officer and convener of the committee, but does not vote. The President of the SGA is the vice chair of the committee and votes only in the cases of a tie vote by the other members of the committee. In absence of the President of the SGA, tie votes are treated as failed-to-pass.

The quorum for all votes of the committee shall consist of six voting members which must include at least four student voting members, ensuring a student majority membership. Proxy voting is not allowed. The chair shall utilize Robert’s Rules of Order to recognize motions and to proceed with Committee business that are not inconsistent with these Guidelines, University and Board of Regents policies, or state and federal laws. All motions regarding allocation of funds require a simple majority for passage and shall be recorded using a roll call vote.

Student vacancies on the Committee will be filled by the Student Government Association President in consultation with the Vice President for Student Affairs and the Dean of Students. Non-student vacancies on the Committee shall be filled by the University Senate Student Life and Development Committee upon recommendation by the Dean of Students. Members and student alternates who are consistently absent from meetings will be asked to resign, and will be automatically removed in the event of three consecutive absences.
IV. ALLOCATION PROCESS & FUNDING CRITERIA OF THE STUDENT ACTIVITY FEE COMMITTEE

FEE ALLOCATION PROCESS & FEE COUNCIL/COLLEGE RESPONSIBILITIES

** The Student Activity Fee Committee allocates lump sums to fee councils and colleges. The Fee Councils, which include Arts, Diversity, Media, SGA, Student Bar Association, International Student Association Council (ISAC), Academic Team Council, Honors College, University-Wide, and Sustainability Initiatives Fee Council, must have a student majority membership. The Student Activity Fee Committee shall serve as the University-Wide Fee Council and the Sustainability Initiatives Fee Council. Fee councils report to the Student Activity Fee Committee.

** Colleges receive lump sum allocations based on percentage of enrollment of majors in the preceding Fall semester. Each college receiving funds shall have a student majority committee equivalent to the Fee Councils to allocate their funds.

** The Student Activity Fee Committee provides some general procedural and philosophical guidelines to the Fee Councils and colleges, however the Fee Councils and colleges will have wide latitude in their allocation decision-making. It is expected that these fee councils will hold budgetary hearings during Spring Semester.

** The Fee Councils and colleges shall attend a joint training session with the Student Activity Fee Committee prior to the annual budget hearing process. Fee Councils and colleges will be briefed on Student Activity Fee Committee regulations and university accounting measures. Each council will be required to develop a goal statement and establish meeting protocols. Fee councils are to submit copies of any allocation determinations to the Student Activity Fee Committee within one week of their previous meeting.

** Fee Councils and colleges must notify the requestors of their allocations within one week of making their decisions. Organizations may appeal fee council or college decisions regarding allocation amounts to the allocating fee council or college within one week of notification of the allocation or denial.

** Organizations may appeal Fee Council decisions to the Student Activity Fee Committee only after an initial appeal to the fee council. Appeals to the Student Activity Fee Committee must deal only with policy and procedure issues, not allocation amounts. Appeals to the Student Activity Fee Committee must be submitted prior to the final annual meeting of the Committee.

** Fee councils and colleges shall present their annual budget allocation proposals to the Student Activity Fee Committee on a date determined by the Committee. The Student Activity Fee Committee will approve the annual budget allocations of each fee council prior to May 1 each year.
** Allocation Funding Criteria **

** Certain essential services and salary/benefit obligations must be met first. Other programs/services which are designed to be utilized by all will be given first consideration. The Dean of Students shall make an annual presentation to the Student Activity Fee Committee regarding the Essential Services portion of the budget. **

** Second priority in funding is given to programs that are designed for all students. **

** Third priority is given to programs of special interest groups. **

** Then, in non-priority order, budget requests will be reviewed based on the following criteria: **

- Past performance and budget management of the organizations requesting funds.
- Programs or services with broad appeal to various constituents.
- Programs and services that serve the greatest number of students.
- Programs and services that cross organizations and encourage co-sponsorship and shared responsibilities.
- Programs and services that support the development of community on campus and maximize the rich legacy of cultural diversity of the institution.
- Programs and services that complement the academic mission of the institution.

** The Student Activity Fee Committee must withhold a minimum of 5% of the total budget for contingency, and decide what to do with that money. **

Approved by the Student Activities Fee Task Force, 1998
Revised by the Student Activity Fee Committee, November 12, 2004
Revised by the Student Activity Fee Committee, December 1, 2006
Revised by the Student Activity Fee Committee, November 30, 2007
Revised by the Student Activity Fee Committee, September 19, 2008
Approved by the Student Activity Fee Committee, September 18, 2009
Revised by the Student Activity Fee Committee, April 16, 2010
Revised by the Student Activity Fee Committee, September 17, 2010
Revised by the Student Activity Fee Committee, September 23, 2011
Revised by the Student Activity Fee Committee, September 21, 2012
Revised by the Student Activity Fee Committee, November 30, 2012
Student Activity Fee Overview
Amended by the Student Activity Fee Committee November 1, 2013

The following are basic guidelines for the expenditure of Student Activity Fee Funds, as approved by the Student Activity Fee Committee (SAFC). These points will assist you in preparing your budget. The first fundamental concept is that fee funds are state funds and generally follow the same restrictions as those placed on revenue from tax dollars, with a few exceptions. Expenditures for items such as food and non-employee student travel are permitted. Purchasing Department guidelines and travel regulations are the same as with state funds.

All fee councils, as well as the college councils, are required to allocate funds with consideration given to the following criteria:

1. Past performance and budget management of the various organizations.
2. Programs or services with broad appeal to various constituents.
3. Programs and services that serve the greatest number of students
4. Programs and services that cross organizations and encourage co-sponsorship and shared responsibilities.
5. Programs and services that support the development of community on campus and maximizes Georgia State University’s rich legacy of cultural diversity.
6. Programs and services that complement the academic mission of the institution.

The following section of the Board of Regents Policy Manual defines the nature of fee funds and their expenditure:

1. Mandatory student fees shall be used exclusively to support the institution’s mission to enrich the educational, institutional, and cultural experience of students (BoR Minutes, January 2010). All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution (BoR Minutes, 199-2000, p364). (Section 7.3.2.1. Mandatory Student Fees)

State of Georgia laws prohibits the following:

1. No activity fee funds may be expended for "personal use". This includes obvious items, such as a student's rent or power bill, but also includes personal telephone calls made from GSU, clothing, jewelry, books used for classes, magazine subscriptions, and travel expenses, to name only a few examples.

2. No honorarium may be paid to a political candidate seeking public office.

3. No donations to charities, churches, or any non-profit organizations are allowed.

4. All equipment and certain goods and services must be bid by the GSU Purchasing Department.

5. All equipment and materials purchased with fee funds become the property of Georgia State University and must be kept on campus unless authorized in the approved manner for that item.
The University requires the following in regard to the expenditure of fee funds:

1. Anyone who is not a classified GSU employee cannot obligate the university financially. This means that students are not authorized to purchase equipment or services. Students may purchase petty cash items if authorized by the organization’s advisor, who must be a classified staff employee of GSU. (Student assistants are not classified staff). Likewise, students are not authorized to negotiate contracts, bid for services, hire student employees or conduct any financial transactions involving fee funds or other University funds beyond petty cash transactions.

2. All financial transactions must be approved and signed by a classified employee.

3. All transactions, including the purchase of goods, student travel, consultants, and contracts, must follow regular university procedures and policies applicable to fee funds.

4. Administrative regulations concerning the chartering of student organizations are contained in Student Code of Conduct and Policies. Please refer to the following webpage for complete information concerning the chartering process and requirements:
   codeofconduct.gsu.edu

Chartering requirements include the following:

- No student organization may collectively, or through the actions of its individual members, engage in discriminatory, harassing, obscene or indecent conduct.

- Each organization is required to have and maintain an advisor who is a full-time faculty or staff member at Georgia State University.

- Student organizations must follow all rules and regulations related to Student Fee Usage Guidelines. Any organization collecting monies through dues, sale of goods, donations, etc., other than through the Student Activity Fee Allocation Process, must open and maintain a bank account in the name of the student organization and run all of the non-fee money through the account. Only current officers of the organization are allowed to perform transactions on the account.

- Student organizations must cooperate with all reasonable requests for information by the University including, but not limited to, requests to review financial information and records.

5. No university funds or student activity fees may be used for the purchase of alcoholic beverages.
In addition to the above, the Student Activity Fee Committee (SAFC) has established additional restrictions:

1. Any student organization wishing to receive funds from the Student Activity Fee Committee must be a chartered student organization.

2. Fee funds are not to be used for academic departmental costs, such as office supplies, equipment, staff, or faculty.

3. Each student organization must have a staff or faculty advisor. This is, in effect, required for expenditures, as a student is not authorized to obligate the University financially or approve purchases without the approval of a University employee. This advisor must approve all expenditures and is responsible for adhering to these policies and other applicable policies of Georgia State University.

4. Pay of personnel (student assistants, temporary employees, extra compensation, fee based, etc) must be approved by the Student Activity Fee Committee in advance.

5. Unless approved by the SAFC, receiving pay for more than one position in one budget is not allowed. No stipend in a particular budget may exceed the stipend paid to the leader of that organization.

6. Any expenditures incurred by a fee budget which is not allowed by SAFC restrictions will be charged to the department to which the budget reports.

7. The purchase of food is approved only for on-campus events (the campus includes property owned or controlled by the University, e.g., Indian Creek Lodge, Alpharetta Center, Buckhead Center, Peachtree-Dunwoody Center and Panthersville) such as speakers, concerts, and presentations. The purchase of food for meetings is limited to no more than 10% of the organization’s approved budget or $2,000 whichever is less. The purchase of food for off-campus events is limited to approved travel authorizations and retreats or conferences which are coordinated and presented by Georgia State University staff. Reimbursement for meal expenses for travel under an approved travel requisition is not allowed if the destination is less than 30 miles from the downtown campus of Georgia State University.

8. No fee funding is allowed for permanently assigned rooms or space.

9. Sport Club student organizations cannot use fee funding appropriated by this committee for regular operations for which the organization was formed (e.g., uniforms, equipment, travel).
SAFC Meeting – 09/12/14
II. FY 2016 Process – Discussion (Attachment 3)

Diversity Fee Council
Student Activity Fee Funding for Fiscal Year 2016

The Student Activity Fee Committee (SAFC) has released the Diversity Fee Council Budget Request Form Fiscal Year 2016 (July 1, 2015 – June 30, 2016) and the Student Activity Fee Overview document, which lists restrictions placed on the expenditure of fee funds.

This allocation process applies only to the allocation of Student Activity Fee funds assigned to the Diversity Fee Council, which fund chartered student organizations and services not served by other Fee Councils handling other programming categories. This is **not** the process used by the various colleges to allocate funds to chartered student organizations whose mission or membership is closely related to their degree programs i.e., Chemistry Club, History Society, Social Work Club, etc. Please visit your college Dean’s Office for further information about their funding process. This process is also not associated with other fees for Athletics, Transportation, Health, Recreation, International Education, and the Student Center. **If you are unsure as to which funding process applies to your organization, please direct all questions to Shantavia Reid-Stroud, Director, Student Affairs Administration, at 404.413.1522 (email: sreid@gsu.edu) or Latisha Barnes, Accountant II, at 404.413.1707 (email: lbenoit@gsu.edu).** Latisha is located in the Office of the Dean of Students (Suite 300 Student Center).

To assist those applying for funding, there will be a Pre-Proposal workshop on Friday, January 23, 2015, at 2:00 p.m. in 470 University Center. This workshop will explain the process in detail for applying for Student Activity Fee funding and provide guidance in completing the application. Attendance is not mandatory, but will be helpful.

Please do not change the format of the request form, as the committees need to be able to locate data quickly among all the forms they review.

**Applications must be submitted by Friday, February 7, 2015, at 5:15pm to the Office of the Dean of Students, Suite 300 Student Center. Late applications will not be accepted.**
STUDENT ACTIVITY FEE BUDGET REQUEST
Diversity Fee Council
Chartered Student Organizations Form
FY 2016 (July 1, 2015 – June 30, 2016)

Application Must Be Typed

NAME OF CHARTERED STUDENT ORGANIZATION/DEPARTMENT
Click here to enter text.

TOTAL REQUEST FOR FY 2016 $ Click here to enter text.

GSU ACCOUNT NUMBER OR SPEEDTYPE (If an existing account) Click here to enter text.

STUDENT OFFICER SIGNATURE ___________________ DATE ____________

STUDENT OFFICER NAME Click here to enter text. TITLE Click here to enter text.

STUDENT OFFICER’S PHONE Click here to enter text.
GSU EMAIL Click here to enter text.

FACULTY/STAFF ADVISOR’S SIGNATURE ___________________ DATE ____________

FACULTY/STAFF ADVISOR’S NAME Click here to enter text.

FACULTY/STAFF ADVISOR’S PHONE Click here to enter text.
GSU EMAIL Click here to enter text.

OFFICIAL CONTACT GSU EMAIL ADDRESS Click here to enter text.

NUMBER OF YEARS YOUR ORGANIZATION HAS BEEN CHARTERED Click here to enter text.

1. Attach a one-page description of your student organization, including information about its purpose, number of members, current budget, services provided to students, dues or revenue collected, and funding received from outside sources.

2. Attach a one-page description of how your organization has expended its SA Fee funding for fiscal year 2015 (July 1, 2014 – June 30, 2015).

3. On page 2 of this application, type a narrative summary of your financial request for fiscal year 2016 (July 1, 2015 – June 30, 2016). Explain the programs or services you wish to provide to students of Georgia State University and include the number of students you anticipate will participate in the activities.

4. On page three of this application, list the subtotals for each category of spending requested for fiscal year 2016. Please ensure that the subtotals and grand total match the narrative summary of your request on page 2. Completion of page three is required to be considered for funding.
Below, type a narrative summarizing your financial request for fiscal year 2016 (July 1, 2015 – June 30, 2016). Explain the programs or services you wish to provide to students of Georgia State University. Additionally, provide a description of organizational conference/Convention(s) in which student attendance would be subsidize by Diversity Fee Council funding, and any other foreseeable expenditures not listed.
Click here to enter text.
NOTE: Under description please provide examples of purchases which will be made related to the itemize areas i.e. Promotional Items: (T-shirts, hats, key chains, etc.)

<table>
<thead>
<tr>
<th>Non-Programming Services</th>
<th>Description</th>
<th>Expenditure</th>
</tr>
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<tbody>
<tr>
<td>1. Non-event Printing</td>
<td>Click here to enter text.</td>
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<td>2. Non Programming Food</td>
<td>Click here to enter text.</td>
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<td><strong>Total Non-Programming cost</strong></td>
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<tr>
<th>Programming/ Publicity/Event Supplies Speaker/Presenter/DJ Cost etc.</th>
<th>Description</th>
<th>Expenditure</th>
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<tbody>
<tr>
<td>1. Promotional Items</td>
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<tr>
<td>2. Event Printing</td>
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<td>3. Postage</td>
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<td>4. Programming Equipment</td>
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<td>5. Room Charges</td>
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<td>6. Event Food</td>
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<td>7. Fees or Honorariums</td>
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<td>8. Transportation</td>
<td>Click here to enter text.</td>
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<tr>
<td>9. Hotel Expenses</td>
<td>Click here to enter text.</td>
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<tr>
<td><strong>Total Programming Cost</strong></td>
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<td><strong>Click here to enter text.</strong></td>
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**OFF CAMPUS STUDENT TRAVEL:**
Name, date and location of conference/convention
Click here to enter text.

**Number of students attending** Click here to enter text.

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<thead>
<tr>
<th>Travel</th>
<th>Description</th>
<th>Expenditure</th>
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<tbody>
<tr>
<td>1. Airfare/Transportation</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
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<tr>
<td>2. Registration Fees</td>
<td>Click here to enter text.</td>
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<td>3. Lodging</td>
<td>Click here to enter text.</td>
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<td>4. Meals</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
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<tr>
<td><strong>Total Travel Cost</strong></td>
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<tr>
<th>Personal services</th>
<th>Description</th>
<th>Expenditure</th>
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<tbody>
<tr>
<td>1. Student Assistants</td>
<td>Number SA(s) if applicable Click here to enter text.</td>
<td>Click here to enter text.</td>
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<tr>
<td>2. GRAs</td>
<td>Number GRA(s) if applicable Click here to enter text.</td>
<td>Click here to enter text.</td>
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<tr>
<td>3. Stipends</td>
<td>Who are stipends designated for if applicable</td>
<td>Click here to enter text.</td>
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<tr>
<td><strong>Total Personal Services Cost</strong></td>
<td></td>
<td><strong>Click here to enter text.</strong></td>
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</table>

**OTHER:**(Please include details in financial request summary)
**Total Other:** $Click here to enter text.

**GRAND TOTAL:** $Click here to enter text.
SAFC Meeting – 09/12/14
II. FY 2016 Process – Discussion (Attachment 4)

University-Wide Fee Council
Student Activity Fee Funding for Fiscal Year 2016

The Student Activity Fee Committee (SAFC) has released the University-Wide Fee Council Budget Request Form and instructions for the Fiscal Year 2016 (July 1, 2015 – June 30, 2016) and the Student Activity Fee Overview document, which lists restrictions placed on the expenditure of fee funds.

This allocation process applies only to the allocation of Student Activity Fee funds assigned to the University-Wide Fee Council, which fund a wide range of chartered student organizations and services not served by other Fee Councils handling other programming categories. This is not the process used by the various colleges to allocate funds to chartered student organizations whose mission or membership is closely related to their degree programs i.e., Chemistry Club, History Society, Social Work Club, etc. Please visit your college Dean’s Office for further information about their funding process. This process is also not associated with other fees for Athletics, Transportation, Health, Recreation, International Education, and the Student Center. If you are unsure as to which funding process applies to your organization, please direct all questions to Shantavia Reid-Stroud, Director, Student Affairs Administration, at 404.413.1522 (email: sreid@gsu.edu) or Latisha Barnes, Accountant II, at 404.413.1707 (email: ibenoit@gsu.edu). Latisha is located in the Office of the Dean of Students (Suite 300 Student Center).

To assist those applying for funding, there will be a Pre-Proposal workshop on Friday, January 23, 2015, at 2:00 p.m. in 470 University Center. This workshop will explain the process in detail for applying for Student Activity Fee funding and provide guidance in completing the application. Attendance is not mandatory, but will be helpful.

Please do not change the format of the request form, as the committees need to be able to locate data quickly among all the forms they review.

Applications must be submitted by Friday, February 6, 2015, at 5:15 pm to the Office of the Dean of Students, Suite 300 Student Center. Late applications will not be accepted.
STUDENT ACTIVITY FEE BUDGET REQUEST
University Wide Fee Council
Chartered Student Organizations Form
FY 2016 (July 1, 2015 – June 30, 2016)

Application Must Be Typed

NAME OF CHARTERED STUDENT ORGANIZATION/DEPARTMENT
Click here to enter text.

TOTAL REQUEST FOR FY 2016 $ Click here to enter text.

GSU ACCOUNT NUMBER OR SPEEDTYPE (If an existing account) Click here to enter text.

STUDENT OFFICER SIGNATURE _______________ DATE __________

STUDENT OFFICER NAME Click here to enter text. TITLE Click here to enter text.

STUDENT OFFICER'S PHONE Click here to enter text.
GSU EMAIL Click here to enter text.

FACULTY/STAFF ADVISOR'S SIGNATURE
DATE _______________

FACULTY/STAFF ADVISOR’S NAME Click here to enter text.

FACULTY/STAFF ADVISOR'S PHONE Click here to enter text.
GSU EMAIL Click here to enter text.

OFFICIAL CONTACT GSU EMAIL ADDRESS Click here to enter text.

NUMBER OF YEARS YOUR ORGANIZATION HAS BEEN CHARTERED Click here to enter text.

1. Attach a one-page description of your student organization, including information about its purpose, number of members, current budget, services provided to students, dues or revenue collected, and funding received from outside sources.

2. Attach a one-page description of how your organization has expended its SA Fee funding for fiscal year 2015 (July 1, 2014 – June 30, 2015).

3. On page 2 of this application, type a narrative summary of your financial request for fiscal year 2016 (July 1, 2015 – June 30, 2016). Explain the programs or services you wish to provide to students of Georgia State University and include the number of students you anticipate will participate in the activities.

4. On page three of this application, list the subtotals for each category of spending requested for fiscal year 2016. Please ensure that the subtotals and grand total match the narrative summary of your request on page 2. Completion of page three is required to be considered for funding.
Below, type a narrative summarizing your financial request for fiscal year 2016 (July 1, 2015 – June 30, 2016). Explain the programs or services you wish to provide to students of Georgia State University. Additionally, provide a description of organizational conference/convention(s) in which student attendance would be subsidize by University Wide Fee Council funding, and any other foreseeable expenditures not listed.

Click here to enter text.
NOTE: Under description please provide examples of purchases which will be made related to the itemize areas i.e. Promotional Items: (T-shirts, hats, key chains, etc.)

<table>
<thead>
<tr>
<th>Non-Programming Services</th>
<th>Description</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Non-event Printing</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>2. Non Programming Food</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td><strong>Total Non- Programming cost</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programming/ Publicity/ Event Supplies Speaker / Presenter/ DJ Cost etc.</th>
<th>Description</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Promotional Items</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>2. Event Printing</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>3. Postage</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>4. Programming Equipment</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>5. Room Charges</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>6. Event Food</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>7. Fees or Honorariums</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>8. Transportation</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>9. Hotel Expenses</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td><strong>Total Programming Cost</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OFF CAMPUS STUDENT TRAVEL:**
Name, date and location of conference/convention
Click here to enter text.

Number of students attending Click here to enter text.

<table>
<thead>
<tr>
<th>Travel</th>
<th>Description</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Airfare/Transportation</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>2. Registration Fees</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>3. Lodging</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>4. Meals</td>
<td>Click here to enter text.</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td><strong>Total Travel Cost</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal services</th>
<th>Description</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student Assistants</td>
<td>Number SA(s) if applicable</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>2. GRAs</td>
<td>Number GRA(s) if applicable</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>3. Stipends</td>
<td>Who are stipends designated</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td><strong>Total Personal Services Cost</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OTHER: (Please include details in financial request summary)**
**Total Other:** $Click here to enter text.

**GRAND TOTAL:** $Click here to enter text.
I. PURPOSE/PHILOSOPHY STATEMENT OF THE DIVERSITY FEE COUNCIL
The Student Activity Fee is collected for the purpose of supporting programs and services in all aspects of university student life. Programs and services supported by the Student Activity Fee are student centered with students as the primary participants and beneficiaries, and in most cases the primary organizers. These programs and services must be available to students regardless of race, color, sex, religion, creed, age, sexual orientation, gender, disability, or national origin. This process encourages student self-governance through student leadership development. The Student Activity Fee Committee allocates a lump sum to the Diversity Fee Council and provides the Diversity Fee Council with wide latitude in its allocation decision-making.

II. MEMBERSHIP OF THE DIVERSITY FEE COUNCIL
The President of the Student Government Association (SGA) shall annually appoint seven voting student members and three non-voting student alternates, who represent, in totality, the breadth of the diversity of Georgia State University. The Dean of Students shall annually appoint one voting non-student member and one non-voting non-student member. The one non-voting non-student member shall serve as Chair of the Diversity Fee Council. All members shall be appointed by December 1st with their terms to conclude by May 1st.

All members, voting and non-voting, are expected to attend all scheduled meetings. In the absence of a voting student member, a non-voting student alternate becomes a voting student member for that meeting as designated by the chair. In the absence of the chair, for that meeting, the voting non-student member becomes the chair and does not vote. The quorum for all votes shall consist of four voting members. Motions require a simple majority vote to pass. Tie votes are treated as failed-to-pass.

III. SEQUENCE OF THE MEETINGS
After the appointment of members to Diversity Council, mutually agreed upon meeting dates will be identified. Specifically identified meeting dates will include a separate meeting for:

1. Providing an overview of the Diversity Fee Council, participating in a diversity training; and reviewing the criteria for evaluating the proposals
2. Determining the questions for the Q&A Session
3. Attending the Q&A Session and reviewing the answers to the questions asked at the Q&A Sessions
4. Evaluating the proposals and determining the Diversity Fee Council allocations
V. DIVERSITY TRAINING
During the first meeting, all members of the Diversity Fee Council will participate in a diversity training that will focus upon increasing members’ cultural awareness, knowledge, and skills. Particular emphasis will be placed upon how to develop and to ask questions during the Q&A Session that comply with the University’s Non-Discrimination Statement.

VI. CRITERIA FOR EVALUATION PROPOSALS
In non-priority order, the following are the criteria for evaluating the proposals:
- Past performance and budget management of the various organizations.
- Programs or services with broad appeal to various constituents.
- Programs and services that serve the greatest number of students.
- Programs and services that cross organizations and encourage co-sponsorship and shared responsibilities.
- Programs and services that support the development of community on campus and maximizes Georgia State University’s rich legacy of cultural diversity.
- Programs and services that complement the academic mission of the institution.

VII. PROPOSAL EVALUATION AND DETERMINING ALLOCATIONS
Prior to the final meeting, voting members who have read all the proposals and have attended the Q&A Session shall submit their recommended allocations to the Office of the Dean of Students. The average of the submitted recommended allocations shall be the starting point of discussion during the meeting in which allocations are determined. Voting for the final allocation shall be recorded in a roll call vote.

VIII. INFORMATION REQUIRED TO BE ACCESSIBLE ON THE WEB
The following information shall be available on the Student Activity Fee Committee website:
- The names, majors, and academic classifications (year in school) of all student members
- The names, titles and university department affiliation of all non-student members
- The minutes of all meetings
- The application form to be used by the Council to determine allocations
- The Diversity Fee Council guidelines, as well as any additional operational procedures
In addition:
- All completed applications will be kept on file in accordance with Board of Regents policies in the Office of the Dean of Students for inspection by request.
- The summary of the average recommended allocations shall be included in the minutes of the meeting in which allocations are determined.
IX. OTHER DIVERSITY FEE COUNCIL OPERATING PROCEDURES
Rules of order shall be decided by Diversity Fee Council at its first annual meeting. The Diversity Fee Council may also develop additional operating procedures that do not conflict with these guidelines.

Approved by the Student Activity Fee Committee August 26, 2011
Amended by the Student Activity Fee Committee November 1, 2013
SAFC Meeting – 09/12/14
II. FY 2016 Process – Discussion (Attachment 6)

STUDENT ACTIVITY FEE COMMITTEE
UNIVERSITY-WIDE FEE COUNCIL GUIDELINES

I. PURPOSE/PHILOSOPHY STATEMENT OF THE UNIVERSITY-WIDE FEE COUNCIL
The Student Activity Fee is collected for the purpose of supporting programs and services in all aspects of university student life. Programs and services supported by the Student Activity Fee are student centered with students as the primary participants and beneficiaries, and in most cases the primary organizers. These programs and services must be available to students regardless of race, color, sex, religion, creed, age, sexual orientation, gender, disability, or national origin. This process encourages student self-governance through student leadership development. The Student Activity Fee Committee allocates a lump sum to the University-Wide Fee Council and provides the University-Wide Fee Council with wide latitude in its allocation decision-making. The University-Wide Fee Council reviews and funds those student activities that do not fall within the purview of any other College or Fee Council.

II. MEMBERSHIP
The University-Wide Fee Council shall consist of the members of the Student Activity Fee Committee. The quorum for all votes of the Fee Council shall consist of six voting members which must include at least four student voting members, ensuring a student majority. Proxy voting is not allowed. All motions regarding allocation of funds require a simple majority for passage and shall be recorded using a roll call vote. The Chairperson of the Fee Council does not vote. The President of the SGA may vote only in the cases of a tie vote. In the absence of the President of the SGA, tie votes are treated as failed-to-pass.

III. MEETINGS
The Student Activity Fee Committee will schedule the meeting dates for the University-Wide Fee Council at the time the Student Activity Fee Committee Spring Schedule is approved. Meeting dates will include at least one meeting to conduct a Q&A Session with those entities who have submitted applications for funding to the Fee Council as well as one meeting to deliberate and vote on the University-Wide Fee Council allocations.

IV. FEE COUNCIL TRAINING
The members of the University-Wide Fee Council will participate in the same training that is offered by the Student Activity Fee Committee to all Fee Councils/Colleges.

V. CRITERIA FOR EVALUATION PROPOSALS
In non-priority order, the following are the criteria for evaluating the proposals:

- Programs and services that serve the greatest number of students.
- Past performance and budget management of the various organizations.
- Programs or services with broad appeal to various constituents.
- Programs and services that cross organizations and encourage co-sponsorship and shared responsibilities.
- Programs and services that support the development of community on campus and maximizes Georgia State University's rich legacy of cultural diversity.
- Programs and services that complement the academic mission of the institution.
VI. PROPOSAL EVALUATION AND DETERMINING ALLOCATIONS
Prior to the final meeting, only voting members who have read all the proposals and have attended the entire Q&A Session shall submit their recommended allocations to the Office of the Dean of Students. The average of the submitted recommended allocations shall be the starting point of discussion during the meeting in which allocations are determined. All voting members in attendance at the final meeting are eligible to vote on the final allocation which shall be recorded in a roll call vote.

VII. INFORMATION REQUIRED TO BE ACCESSIBLE ON THE WEB
The following information shall be available on the Student Activity Fee Committee website:
- The names, majors, and academic classifications (year in school) of all student members
- The names, titles and university department affiliation of all non-student members
- The minutes of all meetings
- The application form to be used by the University-Wide Fee Council to determine allocations
- The University-Wide Fee Council guidelines, as well as any additional operational procedures
In addition:
- All completed applications will be kept on file in accordance with Board of Regents policies in the Office of the Dean of Students for inspection by request.
- The summary of the average recommended allocations shall be included in the minutes of the meeting in which allocations are determined.

VIII. OTHER UNIVERSITY-WIDE FEE COUNCIL OPERATING PROCEDURES
The chair shall utilize Robert’s Rules of Order to recognize motions and proceed with Fee Council business that is not inconsistent with these Guidelines, the Student Activity Fee Committee Guidelines, the Student Activity Fee Overview document, University and Board of Regents policies, or state and federal laws. The University-Wide Fee Council may also develop additional operating procedures that do not conflict with these guidelines.

Approved by the Student Activity Fee Committee February 10, 2012
Student Activity Fee Committee Proposed Schedule
Spring 2015
September 12, 2014

Friday, December 12, 2014 – U-Wide Fee Council and Diversity Fee Council Budget Request Applications are available on Org Sync website and in the Office of the Dean of Students. Advertising begins.

Friday, January 23, 2015 – Information Session for U-Wide Fee Council and Diversity Fee Council Applicants, conducted by DOS Business Operations – 470 University Center, 2:00 p.m. - 4:00 p.m.

Friday, February 6, 2015 – Applications are due from U-Wide Fee Council and Diversity Fee Council Applicants to DOS Business Operations. Applicants will have an opportunity to sign up for Q&A Sessions

Tuesday, February 10, 2015 – DOS Business Operations Distributes Copies of Applications to U-Wide Fee Council and Diversity Fee Council

Friday, February 13, 2015 – University-Wide Fee Council Conducts Q&A Session 470 University Center, 2:00 p.m. - 6:00 p.m.

Friday, February 20, 2015 – University-Wide Fee Council Deliberates and Votes on FY 2016 Allocations, Location TBA

Monday, February 23, 2015 – Notifications will be sent to the University-Wide Fee Council Applicants of FY 2016 Allocations and Appeal Process

Monday, March 2, 2015 – Deadline for University-Wide Fee Council Applicants to Appeal FY 2016 Allocations

(March 16, 2015 – March 20, 2015 – Spring Break)

Friday, March 27, 2015 – SA Fee Committee Hears Fee Council Presentations 470 University Center, 2:00 p.m. - 6:00 p.m.

Friday, April 10, 2015 – SA Fee Committee Deliberation and Final Confirmation Vote on FY 2016 SAFC Budget 470 University Center, 2:00 p.m. - 5:00 p.m.

Friday, April 17, 2015 – (if needed) 470 University Center, 2:00 p.m. - 5:00 p.m.

Tuesday, April 21, 2015 – DOS Business Operations Notifies Colleges/Fee Councils of FY 2016 Approved Allocations
Diversity Fee Council Proposed Schedule
Spring 2015
September 12, 2014

Friday, December 12, 2014 – U-Wide Fee Council and Diversity Fee Council Budget Request Applications are available on Org Sync website and in the Office of the Dean of Students. Advertising begins.

Friday, January 23, 2015 – Information Session for U-Wide Fee Council and Diversity Fee Council Applicants, conducted by DOS Business Operations – 470 University Center, 2:00 p.m. - 4:00 p.m.

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Tuesday, February 10, 2015 – DOS Business Operations Distributes Copies of Applications to U-Wide Fee Council and Diversity Fee Council

Friday, February 27, 2015 – Diversity Fee Council Conducts Q&A Session 470 University Center, 2:00 p.m. - 6:00 p.m.

Friday, March 6, 2015 – Diversity Fee Council Deliberates and Votes on FY 2016 Allocations, 470 University Center, 2:00 p.m. - 5:00 p.m.

Friday, March 6, 2015 – Notifications will be sent to the Diversity Fee Council Applicants of FY 2016 Allocations and Appeal Process


(March 16, 2015 – March 20, 2015 – Spring Break)

Friday, March 27, 2015 – SA Fee Committee Hears Fee Council Presentations 470 University Center, 2:00 p.m. - 6:00 p.m.

Tuesday, April 21, 2015 – DOS Business Operations Notifies Colleges/Fee Councils of FY 2016 Approved Allocations
Student Activity Fee Committee
Meeting Schedule - Fall Semester 2014
Approved – September 12, 2014

Friday, September 5, 2014, 2:00 p.m. – 5:00 p.m.
Mandatory Student Fees Summary
Student Activity Fee Guidelines and Overview
FY 2015 Budget Summary and Allocations
Student Activity Fee Committee Proposed Fall Meeting Schedule – Discussion

Friday, September 12, 2014, 2:00 p.m. – 5:00 p.m.
FY 2016 Process – Discussion
• SA Fee Guidelines
• SA Fee Overview
• Applications
• University-Wide Fee Council Guidelines
• Spring Meeting Schedule
Student Activity Fee Committee Proposed Fall Meeting Schedule – Vote
Essential Services Report

Friday, September 19, 2014, 2:00 p.m. – 5:00 p.m.
FY 2016 Process – Vote
• SA Fee Guidelines
• SA Fee Overview
• Applications
• University-Wide Fee Council Guidelines
• Spring Meeting Schedule
Mid-Year Process – Discussion (Vote?)
FY 2016 Fee Council Allocation – Discussion (Level of Funding)

Friday, October 24, 2014, 2:00 p.m. – 6:00 p.m.
Fee Council Presentations and College and Fee Council Training FY 2016

Friday, November 7, 2014 2:00 p.m. – 5:00 p.m.
FY 2016 Council Allocations - Deliberations & Final Vote

Friday, November 14, 2014, 2:00 p.m. – 5:00 p.m.
(If needed)

Monday, December 1, 2014
Students serving on the Diversity Fee Council are identified by the SGA President
## Student Activity Fee

### Essential Services Report FY 2015

**September 12, 2014**

<table>
<thead>
<tr>
<th>Fixed Expenses By Category</th>
<th>FY 2015 Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signal Printing</td>
<td>$70,000</td>
</tr>
<tr>
<td>WRAS Engineering (Moved from Media Fee Council)</td>
<td>$71,619</td>
</tr>
<tr>
<td>Utilities</td>
<td>$40,193</td>
</tr>
<tr>
<td>Licensing</td>
<td>$24,216</td>
</tr>
<tr>
<td>Alpharetta Center</td>
<td>$4,500</td>
</tr>
<tr>
<td>Brookhaven Center</td>
<td>$4,500</td>
</tr>
<tr>
<td>African American Student Services &amp; Pgrms</td>
<td>$32,443</td>
</tr>
<tr>
<td>Civic Engagement</td>
<td>$22,520</td>
</tr>
<tr>
<td>Intercultural Relations</td>
<td>$72,067</td>
</tr>
<tr>
<td>Greek Life</td>
<td>$9,649</td>
</tr>
<tr>
<td>On Campus/Publications</td>
<td>$9,000</td>
</tr>
<tr>
<td>Programming Personnel *</td>
<td>$817,466</td>
</tr>
<tr>
<td><strong>FY15 TOTAL</strong></td>
<td><strong>$1,178,173</strong></td>
</tr>
</tbody>
</table>

* Programming Personnel EFT

SGA - 1, African American Student Services and Programs - 3, New Student Orientation and Parent Relations - 3.25, Intercultural Relations - 1, Greek - 1.75, WRAS - .55, Civic Engagement - .85, VP Student Services - 2
### Georgia State University
#### Student Activity Fee Committee (SAFC) FY 2015
**Approved - 11/15/2013**  
**Amended - 9/12/14**

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014 Original Allocation</th>
<th>FY 2015 Amended Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAFC Contingency (5%)</td>
<td>$129,867</td>
<td>$146,448</td>
</tr>
<tr>
<td>Colleges</td>
<td>$263,200</td>
<td>$286,470</td>
</tr>
<tr>
<td>Academic Teams</td>
<td>$136,982</td>
<td>$157,172</td>
</tr>
<tr>
<td>Arts</td>
<td>$272,742</td>
<td>$284,292</td>
</tr>
<tr>
<td>Diversity</td>
<td>$86,842</td>
<td>$96,050</td>
</tr>
<tr>
<td>Honors College</td>
<td>$18,833</td>
<td>$27,303</td>
</tr>
<tr>
<td>International Student Association Council (ISAC)</td>
<td>$51,227</td>
<td>$62,890</td>
</tr>
<tr>
<td>Media</td>
<td>$218,663</td>
<td>$229,000</td>
</tr>
<tr>
<td>Student Government Association (SGA)</td>
<td>$139,677</td>
<td>$153,239</td>
</tr>
<tr>
<td>Student Bar Association</td>
<td>$60,434</td>
<td>$74,331</td>
</tr>
<tr>
<td>University-Wide</td>
<td>$76,318</td>
<td>$87,589</td>
</tr>
<tr>
<td>Sustainability Initiatives</td>
<td>$10,000</td>
<td>$10,000</td>
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<tr>
<td>Essential Services w/o Contingency</td>
<td>$1,132,548</td>
<td>$1,178,173</td>
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<tr>
<td><strong>Totals</strong></td>
<td></td>
<td>$2,792,957</td>
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<tr>
<td>FY 2014/2015 Allocation</td>
<td>$2,597,333</td>
<td>$2,792,958</td>
</tr>
<tr>
<td>(Over)/Under Allocation</td>
<td></td>
<td>$1</td>
</tr>
</tbody>
</table>

*Total Rounded Up To Nearest Dollar  
**The contingency allocation includes the unallocated funds from the Diversity Fee Council ($2,189) and the University-Wide Fee Council ($6,892).*

### College Funding

<table>
<thead>
<tr>
<th>Colleges</th>
<th>FY 2014 Original Allocation</th>
<th>FY 2015 Final Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;S College Student Funds</td>
<td>$123,352</td>
<td>$136,148</td>
</tr>
<tr>
<td>BA College Student Funds</td>
<td>$67,483</td>
<td>$71,469</td>
</tr>
<tr>
<td>Education Student Funds</td>
<td>$28,127</td>
<td>$29,104</td>
</tr>
<tr>
<td>Law Student Funds</td>
<td>$5,686</td>
<td>$6,134</td>
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<tr>
<td>Policy Studies Student Funds</td>
<td>$17,685</td>
<td>$20,353</td>
</tr>
<tr>
<td>B.F. Lewis School of Nursing &amp; Health Professions Student Funds</td>
<td>$19,159</td>
<td>$21,037</td>
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<tr>
<td>Public Health Student Funds</td>
<td>$1,708</td>
<td>$2,224</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$263,200</td>
<td>$286,469</td>
</tr>
</tbody>
</table>
Georgia State University

Organizations United (OU) Fund

Approved by the Student Activity Fee Committee April 18, 2014
Amended by the Student Activity Fee Committee September 12, 2014

The Student Activity Fee is of Georgia State University to ensure high quality programs, events, and educational experiences are available to the student body. The Organizations United (OU) Fund will be used to increase school pride through collaboration of various chartered student organizations. The purpose of the fund is to sponsor events that promote school pride and engage the student body at large.

Funding

It is purposed that the “Organizations United Fund” be funded from the Student Activity Fee in the amount of $41,500 per academic year. The aforementioned allocation of each fiscal year will be derived from Student Activity Fee Funds remaining at the end of the previous fiscal year to the extent that revenues exceed expenditures. All requests will be reviewed by the Student Government Association, Senior Coordinator of Student Involvement, and the Business Manager for the Office of the Dean of Students to ensure that the proposals adhere to Georgia State University guidelines.

Procedure

Funding applications will be located on the Student Government Association’s Org Sync account, must be filled out electronically, and then printed out and brought to the Student Government Association’s office for submission. All funding applications must be submitted a minimum of four weeks prior to the event, or four weeks before funding access is needed, whichever is greater. The SGA President will approve, or deny all applications giving preference to those applications that are submitted by organizations of varying background of campus life. The SGA President will notify the applicant of the decision within 2-5 business days via email. If approved, the application will then be sent to the Senior Coordinator of Student Involvement, and the Business Manager for the Office of Dean of Students for final approval to assure the proposal adheres to Georgia State University guidelines, and that all sponsoring organizations are in good standing with the University.

Review

An annual report shall be produced by the Student Government Association President before the final spring semester Student Activity Fee meeting. The report will showcase the programs and events that were sponsored by the fund.

Disbursement of Funds

Approved expenditure shall be administered through the Office of the Dean of Students to ensure that the expenditures adhere to the university, Board of Regents, state, and federal laws. Financial documentation shall be housed in the Office of the Dean of Students.
Rationale

Organizations United (OU) has the responsibility, as a committee under the Student Government Association’s President to foster collaborative programming among student organizations to increase school pride. The fund would allow OU incentive for membership and an avenue for funding large scale programs that meet all university rules and regulations.
Organizations United Funding Information Sheet

Approved & Amended by the Student Activity Fee Committee September 12, 2014

Purpose
The purpose of the OU funding process is to allow the Student Government Association to support chartered student organizations and university departments in multiple areas of campus life through funding for events that promote the following things:

- Cultural awareness.
- Educational development.
- Community interaction for the students of Georgia State University.
- Program viability
- Collaborations of student organizations

Guidelines
- Request forms must be completed in their entirety. Chartered student organizations must obtain their advisor’s approval and university departments must obtain their director’s approval before requests can be processed.
- Requests should be typed and turned in to the SGA president’s office, located in Suite 400 of the University Center, at least 6 weeks prior to the event date or 6 weeks prior to when the funds are needed i.e., conferences. Late submissions will not be considered, and emailed or faxed requests will not be accepted.
- Co-sponsorship requests will be reviewed by the SGA President for approval of the amount of funds to be allocated. Official notification of approval will be given via e-mail by the SGA President to all organizations involved.
- Georgia State is a tax-exempt institution and thus should not be charged sales tax. The SGA Advisor will supply vendors with a tax-ID form.
- The OU funding is unable to co-sponsor events that require reimbursements.
- Invoices not received within 30 days of the event date will no longer be eligible for co-sponsorship through the OU Fund.
- Any questions may be addressed to the SGA President, Lanier Henson at lhenson3@gsu.edu
- Cannot apply for SGA Co-sponsorship for the same event

I certify that all I have read and understand the above guidelines regarding the OU Funding process. I further acknowledge that failure to follow the guidelines set forth may result in forfeiture of the approved OU funds or denial of reimbursement.

Print Name: Event Representative  
Signature: Event Representative  
Date

Print Name: President  
Signature: President  
Date

Print Name: Advisor/Director  
Signature: Advisor/Director  
Date
Application for OU Funding
Please Type

Section I
Organization: Name of Event:
Point of Contact: Date of Event:
Position within Organization: Location of Event:
Telephone Number: Event Open Entire Student Body: Yes No
E-mail Address: Cost of Student Admission to the Event:

Organization: Name of Event:
Point of Contact: Date of Event:
Position within Organization: Location of Event:
Telephone Number: Event Open Entire Student Body: Yes No
E-mail Address: Cost of Student Admission to the Event:

Organization: Name of Event:
Point of Contact: Date of Event:
Position within Organization: Location of Event:
Telephone Number: Event Open Entire Student Body: Yes No
E-mail Address: Cost of Student Admission to the Event:

Section II
1. Describe the event’s mission, goals, and achievements:

2. Describe the purpose and goals of the event for which you are requesting OU funding and explain how the event will benefit the Georgia State student body:

3. Describe how the event promotes cultural awareness, educational development, and community interaction:
4. Describe what benefit the organization will give through the collaboration to host this event.

Section III

Amount of funding requested from SGA:

Use the table below to specify how the OU funding will be applied:

<table>
<thead>
<tr>
<th>Detailed Description of Expense, to Include Vendor Information</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explain the importance of each item requested to the success of this event:

List all other organizations that are collaborating for this event and the amount of funding the organization is providing. A minimum of 3 organizations is required to be eligible to obtain OU Funds.

*I hereby certify that the above information is accurate to the best of my knowledge*

Printed Name of Requestor: ____________________________

Signature: __________________________________________ Date: __________

Advisor/Director Name: _______________________________
OU Funding will be granted on adherence to the purpose of OU program (i.e. to promote cultural awareness, collaboration or organizations, educational development, and community interaction for the student of Georgia State University).

The following events will not be eligible for OU Funding through the Student Government Association:

- Events that are not open to the entire student body and/or charge admission will not be eligible for OU funding through the Student Government Association.
- Events involving services that other offices and/or departments already provide to the student body.
- Events held off-campus.
- Events involving the service or sale of alcohol and/or illegal substances.

Supported by Student Activity Fees and the University Disability Clause must be included in any advertisement for the event. Also, there should be space allocated for the Student Government Association to be allowed to advertise during the event.

Once your OU Funding application is turned in, approval of the OU Funding will be subject to the decision of the SGA President.

The Student Government Association will not be able to fund travel (i.e. bus, train, airfare), or any items outside of the following departments:

- Catering (Panther Dining and Sedexo)
- University Bookstore
- Creative Services
- University Printing Services (Graphcom)
- Computer Operations Center (Library South)

Organizations that are granted OU funding for conference registration must host an on-campus event upon their return to share their newly attained knowledge with the rest of the student body. A description and expenses for this event must be included in the original OU funding.

Providing ample details of the event’s expenses greatly enhances the organization’s chances of being approved. An itemized list should be included with the OU funding application.
OU Funding FAQs

Who can apply for OU funding?
All chartered student organizations and departments they are partnered with. Charter status will be verified by the Office of Student Life and Leadership.

Is there a cap for the amount requested?
Each request is reviewed and the amounts are allocated on a case-by-case basis. The monetary cap for the FY15 is $5000. However, if more funds are needed for the requested event, the requestor can set up a meeting with the President to propose the requested amount.

Are late applications accepted?
Late applications will not be accepted under any circumstances. Applications must be turned in 4 weeks prior to the event date or 4 weeks prior to when the funds are needed i.e. conferences.

When will the organization receive confirmation that the application was received?
The SGA President will notify your organizations that your application was received within 2-5 business days of its receipt.

When will the organization know whether the requested was approved or denied?
You will be notified via email from the SGA President within 2 weeks acknowledging approval or denial of the request.

If an OU Funding request is denied, is there an appeals process?
Yes. If you would like to know why the request was denied and potential ways to strengthen the application, contact the SGA President. Participation in the appeals process does not guarantee funding; it only indicates that the request may be reconsidered.

What kind of events does the OU fund?
OU funds numerous groups of student organization and departmental events. While there is no specific type of event that can receive funding, the goal is to assist with events that have broad appeal to the student body at Georgia State and are a collaboration between 3 organizations. Special consideration for events hosted by organizations of differing backgrounds.

How do we receive the money?
The Business Manager of the office of the Dean of Students will process all financial transactions related to the expenditure of OU funds. Student organizations must contact the SGA President within three business days of notification of approval to schedule a meeting with to discuss the purchases needed for the event.
Georgia State University

Go Green, Save Green Mug Proposal

Proposed by the Student Government Association

Approved by the Student Activity Fee Committee September 12, 2014

The Student Government Association purchased 2,500 Go Green, Save Green mugs for free distribution to students and would like to have the ability to sell them to faculty and staff as well. Since the purchase of the mugs was financed by Student Activity Fee dollars it would not be appropriate for faculty and staff to be able to obtain them for free.

Funding

The 2,500 mugs were purchased for $2.45 each ($6,200) from SASGO FY14 dollars and we propose to sell them to faculty and staff for $5.00 (with tax included). The revenue from the faculty and staff sales would be deposited into SASGO FY15 and be used to offset the purchase of additional mugs in the future. We are currently hoping to sell 500 mugs which would contribute $4.65 per mug or a total of $2,325 to the SASGO budget.

<table>
<thead>
<tr>
<th>FY15 Allocation</th>
<th>FY15 Allocation plus forecasted revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGA Operations - $94,239</td>
<td>SGA Operations - $96,564</td>
</tr>
<tr>
<td>SGA Personnel - $52,750</td>
<td>SGA Personnel - $52,750</td>
</tr>
<tr>
<td>Student Judicial Board - $6,250</td>
<td>Student Judicial Board - $6,250</td>
</tr>
<tr>
<td>Total FY 2015 - $153,239</td>
<td>Total FY 2015 - $155,564</td>
</tr>
</tbody>
</table>

Review

A report shall be produced by the Student Government Vice President for Budget & Finance before the final spring semester Student Activity Fee meeting. The report will list the number of students who received the free mugs and the number of mugs that were sold to faculty and staff members.

Collection and Deposit of Funds

All sales of the mugs will take place at the Student Center Information Center to ensure accounting procedures adhere to university, Board of Regents, state and federal laws. Financial documentation will be housed with the Student Center’s Manager of Business Services and shared with the SGA VP for Budget and Finance.

Rationale

The Student Government Association’s purpose in partnering with PantherDining to provide discounted soda and coffee purchases to individuals who use an SGA and PantherDining branded mug is to provide a service to the GSU community, increase their name recognition and to encourage more sustainable activities on campus. By allowing faculty and staff to purchase these mugs (at what is still a bargain due to the reduced beverage prices) SGA can increase the number of individuals they are providing a service to without using student activity fees to do it.