
SAFC Funding Guidelines (Draft)

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From the Cornell Assemblies

Student Assembly Finance Commission

Student Assembly Finance Commission:
SAFC Funding Guidelines (Draft)

From the Cornell Assemblies

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Chapter 1

Definitions

This section is included from the SAFC Bylaws.

1.1 Name

The name of this committee is the Student Assembly Finance Commission of Cornell University.

1.2 Terms

Allocation A conditional allotment of funds by the commission in response to a request for funding. In releasing an allocation, the commission does not guarantee payment of any particular or reimbursement expense; rather, it promises to set aside funds which may be used towards certain expenses, subject to all applicable university and statutory regulations.

Applicant The organization or organizations who are parties to the application.

Application An application consisting of several requests for funding submitted to the SAFC by one or more applicants.

Business day A business day shall be any day the Office of the Assemblies is open for regular business *and* regular undergraduate classes are in session.

Commissioner A member of the SAFC.

OA The *Office of the Assemblies*¹ is an administrative unit of the university which supports the operations of SA and SAFC, and assures compliance with applicable rules and policies.

Registered student organization An organization which has a current and complete registration on file with the SAO.

SA The *Student Assembly*² (the assembly) is the undergraduate student government of the university under which the commission is chartered.

SAFC Student Assembly Finance Commission (the commission)

SAO The *Student Activities Office*³ is an administrative unit of the university which grants registrations to student organizations, allowing them certain privileges on

¹ assembly.cornell.edu/Main/Home

² assembly.cornell.edu/SA/Home

³ sao.cornell.edu

campus, including right to apply for funds from the SAFC. The office also provides extensive information and advising resources to officers of registered student organizations.

1.3 Version of Record

The version of the bylaws *posted online*⁴ is the version of record, and it shall supersede any other existing versions. The Office of the Assemblies shall maintain and modify this version according to the procedures for amendment. Commissioners and other parties may not alter the effect or applicability of the bylaws by misstatement or misinterpretation.

⁴ assembly.cornell.edu/SAFCBylaws/Home

Chapter 2

Applicants

This section establishes rules and procedures governing the interactions of applicant organizations and the commission.

2.1 Eligibility

2.1.1 Basic Requirements

To be eligible to request new funds or to spend allocated funds an applicant must:

1. register with the Student Activities Office (SAO);
2. have undergraduate members who comprise at least sixty percent of its total membership; and,
3. be in good standing with the commission.

2.1.2 Limitations for New Applicants

An organization which has not received funding from the SAFC in the last two semesters may receive a maximum allocation of \$500 in the first semester it receives an allocation and \$1,000 in the next semester it receives funding.

2.2 Ethical Conduct

Officers of applicants must agree to the following statement by physical or digital signature:

All students acting on behalf of a registered student organization at Cornell University are expected to maintain the highest ethical standard, observing applicable policies, practices, regulations, laws and standards. The absence of a specific guideline or instruction covering a particular situation does not relieve an individual of the responsibility to apply the highest ethical standard when reacting to that situation. Actions in accordance with this standard will be upheld by the Student Assembly and the SAFC.

2.2.1 Conflict of Interest and Commitment

All officers acting on behalf of student organizations hold positions of trust and should conduct their activities accordingly. They must abide by University conflict statements,

striving to avoid conflict between private and official responsibilities. Activities that impair or appear to impair the ability to perform their duties or affect independence and objectivity of judgment in the discharge of responsibilities to the organization are to be avoided.

2.2.2 Harassment and Abuse of Power

Cornell University and the Student Assembly Finance Commission support an environment in which harassment of others is not tolerated. Any student acting on behalf of a student organization may not use positions of authority to influence others to perform inappropriate or illegal acts, or violate SAFC, or University regulations, policies or practices.

2.2.3 Policies and Procedures

No unethical practice will be condoned on the grounds that it is customary or that it serves worthy or honorable goals, including intentional acts of misrepresentation, dishonesty, trickery, or deceit designed to obtain and/or use student activity fee or University funds. All members of student organizations are expected to assume personal responsibility and accountability for their actions by maintaining the highest standard of ethical conduct. All students acting on behalf of a student organization are expected to comply with relevant laws, policies and practices and all applicable SAFC and professional standards.

2.2.4 Stewardship

All students acting on behalf of student organizations have a responsibility to insure that all funds received are used prudently, ethically, and for their designated purposes. Neither tangible nor intangible assets of the University may be used for personal or illegal gain. All financial transactions will be conducted, processed and reported with integrity. All students acting on behalf of student organizations are expected to report violations of these or other applicable standards to the chair(s) of the SAFC, President of the Student Assembly, or appropriate University offices, such as the SAFC Office, Office of the Assemblies, or Judicial Administrator, etc.

2.2.5 Enforcement

Suspected violations which have been reported, will be investigated. Any attempt for one individual to discredit another through inappropriate use of this policy will not be permitted. Further disciplinary measures maybe be taken in accordance with applicable regulations by one or more of the following:

- Probation
- Economic sanctions
- Referral to the Judicial Administrator

I have read and understood the Statement on Ethical Conduct for Student Organizations and the President and Treasurer's Handbook. As an officer of this organization, I understand the responsibilities that have been vested in me and agree to assume personal

responsibility and accountability for my actions by maintaining these standards of conduct and following all applicable rules and procedures.

2.3 Revocation of Funds

2.3.1 Purpose

To prevent misuse of commission funds, the Executive Committee of the commission may act to temporarily or permanently revoke allocated funds. The committee may revoke funds of an organization if it finds that the organization:

1. does not meet one or more *eligibility requirements* (p 3); or,
2. acted in violation of the *Statement on Ethical Conduct* (p 3).

2.3.2 Temporary Revocation of Funding

Either the Office of the Assemblies or the Chair of the commission may temporarily suspend an organization's funds at any time. Any action to temporarily suspend funding of an applicant organization shall last no more than ten business days. Such a decision takes effect only after the following are informed:

1. the Office of the Assemblies;
2. the Chair(s); and,
3. the president, treasurer, and advisor of the affected organization.

2.3.3 Permanent Revocation of Funding

To permanently revoke funding of an organization, the commission must follow this procedure:

1. the Chair(s) of the commission must contact the officers and advisor of the organization, explaining the commission's intent and reasoning for proposing revocation of funding; and,
2. the Chair(s) of the commission, or a designee, must arrange for a meeting between the Executive Committee and the organization so the organization may:
 - 2.1. hear the commission's intent and reasoning,
 - 2.2. examine any evidence associated with the proposed revocation of funding,
 - 2.3. present its case and additional evidence to the commission, and
 - 2.4. negotiate a mutually acceptable remedy; and,
3. the Executive Committee, after deliberating in closed session, may vote to permanently revoke funding.

The decision to permanently revoke funding is subject to appeal according to the procedure for *External Appeal to SA Appropriations Committee* (p 16). Any funds that are revoked remain unavailable to the organization until the appeal process is resolved.

2.3.3.1 Limitations

The Executive Committee may not revoke funding for more than one academic year and may reverse a decision to revoke funds at any time.

Chapter 3

Request for Funds

3.1 Regular Application

3.1.1 Purpose

Organizations may obtain funds individually by submitting a regular application. The application is prerequisite to all other requests for funding the organization may submit.

3.1.2 Basis on Which to Make Requests

Organizations may submit a regular application for funding on a per-semester basis. If an organization's application is rejected in the fall semester or if it does not submit any application in the fall semester, it may submit an application in the spring.

3.1.3 Permitted Expenses

Organizations may request funds for the following kinds of expense in a regular application:

- *administrative expenses* (p 25);
- *local events* (p 26);
- *travel events* (p 30);
- *durable good expenses* (p 32); and,
- *publication expenses* (p 33).

3.1.4 When Application Becomes Available

Semester basis applications become available on the first day of classes in the semester for which funds will be allocated.

3.1.5 Early Spring Event Funding

An organization may apply for funding for an event that will occur between the first day of Spring classes and the first day of Spring budget hearings in their Fall budget. This request will be treated as a normal priority in their Fall budget. This opportunity will NOT be offered for events that occur at the beginning of the Fall semester.

3.1.6 When Application is Due

The commission sets deadlines for online and hard copy submission in its *calendar* (p 39).

3.1.7 When Funds Become Available

The commission sets a date in its *calendar* (p 39) when funding decisions are released and funds become available. Once released, funds may be used towards expenses that occur at or after the first day of classes in the semester the funds are released. Funds remain available until *revoked* (p 5) or *reverted* (p 23).

3.2 Jointly Organized Event Application

3.2.1 Purpose

Two or more organizations which have submitted *regular applications for funding* (p 7) may submit a separate application for a significant, jointly-organized local event.

3.2.2 Eligibility of Applicant Organizations

No less than two and no more than four organizations may submit this application. All organizations must:

1. participate in no more than one jointly organized event per academic semester;
2. meet *eligibility* (p 3) requirements.

3.2.3 Eligible Expenses

Applicants may request funds for a *local event* (p 26) in this application.

3.3 Special Project Funding

Purpose

To accommodate unforeseeable changes in circumstances that require an organization to request additional funds, the commission permits submission of amended requests for funding.

Eligible Items

An applicant may request additional funding for any expenses in its budget or for entirely new expenses under the following conditions: applicant meets *criteria for eligibility*; amended application is submitted before a deadline in the calendar such that the commission will render a decision before any additional requested funding must be used; additional funds are needed because of new circumstances which: support a higher allocation than the original circumstances of the application, could not have been reasonably anticipated or mitigated by the organization before it submitted its original request, and arose after the last regular opportunity for funding;

Procedure for Submission

Organizations submit amended applications using a special projects application form available online from the commission website. Forms must be signed by the registered

president, treasurer, and advisor of the organization and must include: identification of the items for which additional funding is needed and how much more is needed for each; and appropriate documentation of new circumstances necessitating the increased allocation, including documentation to support the contention that they could not have been foreseen at the last regular deadline or when the organization last submitted its application.

Procedure for Review and Allocation

The commission: reviews the amended application at the next date set in its calendar and renders a decision by the same process as for the original application, but without a hearing except by request of the Chair(s) of the commission; rejects the application or any parts of it that do not meet criteria for an amended application; and, considers the parts it accepts on the merits as if it were the original submission and allocates accordingly.

Chapter 4

Hearings

Any applicant requesting more than \$500 may schedule a hearing to answer any questions commissioners may have about the request. Applicants requesting less than \$500 may not request a hearing.

The commission:

1. provides no more than four and no less than two commissioners for the hearing;
2. makes no decisions, determinations, or speculations about the disposition of the application;
3. accepts no documentation or amendments to the application; and,
4. keeps minutes which document the names of participants in the hearing, the questions asked of the applicant, and responses received.

The applicant:

1. provides no less than one and no more than three representatives of whom all shall be either undergraduate student members or registered advisors; and,
2. limits responses to the questions posed by the commissioners.

The applicant may cancel a hearing until one business day before it is scheduled without penalty. If no representative of the applicant attends a scheduled hearing, the commission notes the absence and reduces the allocation to ninety percent of what it would otherwise be.

Chapter 5

Allocation

The commission allocates funds according to these guidelines and its bylaws. Allocations do not guarantee that specific reimbursements or payments will be issued. For this reason, organizations are strongly advised to consult with the Office of the Assemblies before entering into any commitment with financial consequences.

Chapter 6

Appeals

6.1 Purpose

To assure fairness and oversight, applicants may appeal actions of the commission.

6.2 Procedure for Initial Appeal

Applicants may submit an appeal of a decision on the grounds that an error was made on behalf of the commission; or that new information is available that could not have been obtained prior to budget submission. The appeal must:

1. be submitted in the same academic semester as the disputed action;
2. cite the specific actions it alleges to be in error or new information;
 - 2.1. include appropriate *documentation* (p 37) to support any contention of an error of fact or interpretation made by the commission;
 - 2.2. proof that information could not be available before budget submission deadlines, if applicable.
3. propose a remedy that:
 - 3.1. the applicant finds agreeable, and
 - 3.2. the commission can provide.

In deciding the appeal, the commission first rules on any disputes of factual circumstances. After the facts of the decision are resolved, the commission will examine the question of whether it is arbitrary and capricious with respect to the commission's policies.

6.3 Appeal to Commission

6.3.1 Procedure

6.3.1.1 Receipt of Appeal and Scheduling the Hearing

1. The Office of the Assemblies^(w) informs the Chair(s) of any appeal requests received.
2. The Chair(s) contact the officers and advisor of the organization which submitted the appeal.
3. The hearing occurs within ten business days of receipt of the appeal by the office.

6.3.1.2 Appeal Hearing

The appeal hearing (the hearing) is a meeting of the Commission where the organization filing the appeal:

1. presents a case for its appeal and information in support of its case;
2. answers questions of commissioners about the rules and circumstances surrounding the case; and,
3. proposes a remedy.

6.3.1.3 Decision of the Appeal

The Commission privately discusses the case and then votes in the following sequence:

1. on each dispute of fact raised by the organization;
2. on each assertion of an error or new information raised by the organization, in light of the facts provided;
3. on each remedy proposed by the organization, if the commission finds an action to be in error; and,
4. on other remedies proposed by members of the committee, if the commission finds an action to be in error but does not accept the remedy proposed by the organization.

The remedy provided to the organization should provide what the organization would have received if the error had not occurred or they had all necessary information at the time of the budget submission. The Chair(s) will compose a rationale to explain the decisions of the committee and provide it to:

- the organization; and,
- the Office of the Assemblies^(w).

6.3.2 Further Appeals

All decisions of the Commission are subject to *external appeal to SA Appropriations Committee* (p 16).

6.4 External Appeal to SA Appropriations Committee

6.4.1 Purpose

An external appeal process is provided to assure fairness and proper oversight of the commission's decision.

6.4.2 Jurisdiction of the SA Appropriations Committee

The SA Appropriations Committee^(w) and Student Assembly may review appeals of decisions made by the Commission and Executive Committee^(w) that are submitted by affected organizations.

6.4.3 Procedure

6.4.3.1 Receipt of Appeal and Initial Action

1. The Office of the Assemblies receives appeals and transmits them to the SA Vice President of Finance, after verifying that the Appropriations Committee may review them.
2. The SA Vice President of Finance contacts the members of the organization within five business days of receipt of the appeal to schedule a hearing with the Appropriations Committee to occur within ten business days of receiving the appeal request.

6.4.3.2 Appeal Hearing

The appeal hearing shall occur as part of an Appropriations Committee meeting.

The applicant:

1. provides any supporting documents for its case at least two business days prior to the hearing;
2. presents its case and supporting information;
3. answers questions concerning its presentation; and,
4. proposes a remedy to resolve the dispute.

The Chair(s) of the commission:

1. provides any supporting documents for its case at least two business days prior to the hearing to the SA Vice President of Finance ^(w) and files such documents with the Office of the Assemblies;
2. presents the commission's case and supporting information;
3. answers questions concerning its presentation; and,
4. proposes a remedy to resolve the dispute.

6.4.3.3 Decision

The committee then deliberates in closed session and decides on the proper decision of the appeal.

6.4.3.4 Notice

The SA Vice President of Finance informs the following of the decision in writing or by e-mail:

- the president, treasurer, and advisor of the organization,
- the Chair(s) of the commission, and
- the Office of the Assemblies.

Such notice includes:

1. a report of the committee's decision on each question considered;
2. a rationale for the decision of the committee; and,
3. the date, time, and location of the Student Assembly meeting where the decision will be reported, in case either the commission or the applicant wishes to seek reconsideration at that meeting.

6.4.3.5 Report to the Student Assembly

The SA Vice President of Finance reports the committee's decision orally at the new meeting of the Student Assembly after he or she has provided written notice of the committee's decision.

The Student Assembly may reverse the decision of the Appropriations Committee by two-thirds (2/3) majority vote. If the SA reverses, the decision of the commission will stand unless the the assembly adopts a different decision by a majority vote in the same meeting.

6.4.3.6 Effectuation of Appeal Decision

The Vice President of Finance reports the outcome of the Student Assembly meeting to the Office of the Assemblies for action.

6.4.4 Further Appeals

Organizations may dispute decisions of the Student Assembly through a *Final Appeal to Ombudsman* (p 18).

6.5 Final Appeal to Ombudsman

For disputes about the propriety of policies themselves or further appeal of decisions already reviewed by the SA Appropriations Committee or the Student Assembly, organizations should appeal to the *Office of the University Ombudsman*.¹

The Student Assembly will cooperate with any investigation and will consider any recommendation for action decided by that office.

¹ ombudsman.cornell.edu

Chapter 7

Spending Funds

This section establishes the procedures for applicants to spend allocated funds.

7.1 Reimbursement

7.1.1 Purpose

Both because of university policy and personal preference, some expenses are paid out of pocket by members or agents of the organizations. For these expenses, organizations may authorize reimbursement of the individual who has paid out of pocket.

7.1.1.1 Advantages

Reimbursement provides a mean to recover eligible expenses through the commission. It is the only way to obtain payment for expenses incurred without prior approval by the commission.

7.1.1.2 Limitations

Expenses for services or purchases exceeding \$500 are ineligible for reimbursement. Expenses for taxes are ineligible for reimbursement. The organization and its members risk the possibility of expenses not being approved because of insufficient remaining funds.

These risks are mitigated when direct payment is sought in advance of the expense, and the office therefore strongly encourages organizations to use *direct payment* (p 20) methods whenever possible.

7.1.2 Procedure

Applicant must complete a *Reimbursement Authorization Form* provided online by the Office of the Assemblies, including the following:

- identification of expenses and specific funds to use for their payment;
- identification of individual to be reimbursed, including taxpayer identification information;
- signature authorization of the president or treasurer and the advisor; and,

- receipts for each expense which include:
 - date of expense,
 - itemized breakdown of purchase items, and
 - itemized breakdown of any taxes included in expenses.

The office will not authorize payment for:

- expenses more than 30 days old at time of submission to office;
- expense items exceeding \$500;
- tax expenses; or,
- expenses in excess of remaining funds available.

For payments less than \$50, the office provides cash reimbursement. For larger expenses the office will issue a check. The office provides notice to the applicant of any discrepancies between the request received and payment issued.

7.2 Direct Payment

7.2.1 Purpose

Organizations may request that the university pay expenses directly, either because university policy or personal preference. The Office of the Assemblies recommends that organizations utilize direct payment procedures whenever possible, because such expenses avoid personal financial risk and liability for certain taxes.

7.2.1.1 Advantages

Use of a direct payment method is required when expense items exceed \$500. Direct payments are not subject to state sales tax.

7.2.1.2 Risks

All direct payments must be approved before the expense is paid to a vendor. Therefore, the organization must plan ahead to allow adequate time for processing of forms before payment is due.

7.2.2 Direct Charge Authorization

An approved *Direct Charge Authorization Form*, obtainable online from the Office of the Assemblies is a promissory on behalf of the university to pay up to certain amount for certain goods or services. Many units of the university and local vendors accept approved direct charge authorizations.

The applicant must allow one business day for approval of the form. The applicant may then pick the form up from the office and present or fax to the vendor. To secure payment, the vendor must contact the Office of the Assemblies according to instructions provided in the form.

7.2.2.1 Direct Charge Authorization for Lodging

The *Direct Charge Authorization for Lodging Form* is a specialized variant of the *Direct Charge Authorization Form* to use for lodging accommodations.

7.2.3 Purchase Order

An applicant may request a university purchase order for vendors that do not accept direct charge authorization forms. Applicants may secure a purchase order by completing a *Purchase Order Request Form*, available online from the Office of the Assemblies. The applicant must allow three business weeks from the date of submission for a purchase order to be issued.

7.2.4 Speaker/Performer Expenses

Applicants must complete a *Speaker/Performer Expense Form*, obtainable online from the Office of the Assemblies, to secure payment of honorarium and travel expenses for visiting speakers and performers. The office may only issue payments directly to the speaker, performer, or his or her agent. The applicant must allow four business weeks from the date of submission for payment to be issued.

Chapter 8

Reversion of Funds

If an organization has unspent funds remaining in its account at the end of the academic semester for which those funds were allocated, those funds will automatically revert to the commission.

Chapter 9

Supported Expenses

This section describes the kinds of expenses which the commission may fund.

9.1 Administrative

9.1.1 General Purpose

Administrative expenses support the basic functioning cost for meetings and operations copying.

9.1.2 Maximum Funding

Administrative expenses may not exceed \$200 per semester.

9.1.3 Eligible Expenses

9.1.3.1 Copying

Applicant:

- specifies the number of copies required; and,
- may not request funds for documents intended for internal circulation only among the group's members such as newsletters and agendas.

Commission:

- allocates for the number of copies specified according to rates negotiated between local vendors and the Office of the Assemblies for single-sided, black and white, US letter impressions (see *Negotiated Rates* (p 35) for more information); and,
- allocates for a maximum of 1,000 impressions.

9.1.3.2 Chalk

Applicant:

- indicates the specific number of buckets of chalk required; and,
- may request no more than three buckets per semester.

Commission must:

- allocate for the number of buckets specified according to rates negotiated between local vendors and the Office of the Assemblies (see *Negotiated Rates* (p 35) for more information); and,
- allocate for a maximum of three buckets per semester.

9.1.3.3 Advertising

Applicant:

- uses advertising funds only for the purpose of membership recruitment; and,
- utilize the Cornell Daily Sun.

Commission:

- allocates for the number of advertisements specified according to rates negotiated between local vendors and the Office of the Assemblies (see *Negotiated Rates* (p 35) for more information); and,
- allocates for a maximum of two eighth page advertisements per semester.

9.1.3.4 Repairs and maintenance of equipment

Applicant:

- uses funds only for:
 - the repair of equipment purchased with commission funds, or
 - the purchase of or restocking of first-aid medical kits; and,
- specifies the equipment to be repaired.

9.1.3.5 Mailbox fee

Applicant:

- requests funds only for a student organization mailbox in Willard Straight Hall;
- specifies whether mailbox is newly registered or previously registered and being renewed; and,
- provides proof of mailbox rental in its application.

Commission:

- allocates for mailbox at rate determined by the Office of the Assemblies in coordination with staff that administer the mailbox.

9.2 Local Event

9.2.1 Purpose

This category includes expenses which support the costs related to speaker, performer or coach engagement fees and costs associated with putting on an event, program or practice.

9.2.2 Eligibility for Funding

To be eligible for funding the event must:

- occur between the first and last day of classes:
- occur on weekday when classes are in session or a weekend that is not part of a university holiday such as Fall Break or Spring Break; and,
- be one of the following:
 - a practice session for athletic or performance organizations, or
 - a public event open to the Cornell community to the extent permitted by spatial, temporal, or financial constraints; and,
- not have a primary or substantive purpose of:
 - conversion/worship
 - influencing legislation
 - partisan political activity
 - social activity.

The applicant:

- must include include documentation of a reservation for a room or practice space in its request, even if it enjoys exclusive control over the room.

The commission:

- will not allocate for the event without *documentation* (p 37) of room reservation.

Expenses related to the event will not be paid unless the organization complies with the *Use of University Property Policy*.¹

9.2.3 Eligible Expenses

9.2.3.1 Engagement fee

An engagement fee is a payment provided to a speaker, performer, or coach as compensation for participation in an event. The engagement fee is considered taxable income for the recipient and must be reported as such.

Applicant:

- includes in its application a Proof of Contact (see *Documentation* (p 37) for more information) for each engagement fee of \$500 or less;
- include a completed Letter of Intent Form (see *Documentation* (p 37) for more information) for each engagement fee greater than \$500; and,
- provides an explanation for engagement fee requests that exceed \$500 in the application; and,
- may not request an engagement fee for any of the following:
 - a university student,
 - a university employee,
 - an alumnus who graduated within five years, or
 - a parent, adopted parent, sibling, step-sibling, or child of a Cornell student.

¹ www.activities.cornell.edu/AboutUUP/default.htm

The commission:

- allocates a maximum of \$3,000 per event for single-organization events and \$5,000 for co-organized events.

9.2.3.2 Speaker, performer, or coach travel expenses

The commission funds certain expenses related to speaker travel.

Transportation expenses Funds allocated for transportation may be used for any means of transportation, including bus, car, plane and train.

Applicant:

- indicates the number of people traveling, if the performer consists of more than one person; and,
- includes in its application Proof of Distance (see *Documentation* (p 37) for more information) for the speaker or performer's round trip.

Commission:

- funds transportation at the Internal Revenue Service rate, obtained from the Office of the Assemblies. See *Negotiated Rates* (p 35) for more information; and,
- funds for the number of people traveling or for one person, if the number of people is not specified in the request.

Meals Applicant:

- specifies the number of breakfasts, lunches, and dinners requested; and,
- uses funds toward reimbursement of restaurant costs and not groceries.

Commission:

- allocates at the following rates for each meal:
 - \$5 per breakfast
 - \$10 per lunch
 - \$15 per dinner; and,
- allocates a maximum of \$30 per person per day.

Lodging Applicant:

- indicates the number of people requiring lodging, if performer is a group of multiple people; and,
- specifies the number of nights requested; and,
- may not request more nights of lodging than the number of days of the event plus one; and,
- may not use funds toward the following expenses:
 - valet parking at the hotel
 - phone calls from room
 - video rentals.

Commission:

- allocates a maximum of:
 - \$75 per night for a single speaker or performer and
 - an additional \$10 for each additional person if performer is a group of people

9.2.3.3 Venue fees

The commission allocates funds for rental of venues and services related to use of that venue.

Applicant:

- includes a Price Quote (see *Documentation* (p 37) for more information) for each fee or service associated with its use of the venue; and,
- includes in the application, for the venue use fee, *documentation* (p 37) of the following:
 - location,
 - duration of event, including set-up and take-down time, and,
 - fee rate
- includes in the application, for services provided by units of the university (such as Cornell Police, Environmental Health and Safety, electricians, custodians) and for services provided by off-campus vendors:
 - a copy of the service agreement.

Commission:

- allocates according to provided Price Quotes.

9.2.3.4 Program materials

The commission funds non-perishable, re-usable items or materials essential to the success of a program.

Applicant:

- includes in the application Price Quotes for all materials; and,
- may request funds toward the rental, but not the purchase, of costumes, props, and clothing.
- may not request funding for food, food preparation or food service items.

9.2.3.5 Media rental or copyright fees

The commission funds rental and copyright expenses associated with movies and video games necessary for an event.

Applicant:

- specifies titles of each copyrighted item that will be used, regardless of associated fees; and,
- includes in its application a Price Quote (see *Documentation* (p 37) for more information) for each movie rental or copyright fee; and,
- includes Proof of Cornell Cinema Approval (see *Documentation* (p 37) for more information).

9.2.3.6 Publicity

The commission funds certain publicity expenses for the event. The applicant may not use more than \$20 of its allocation toward copying and chalk. See Negotiated Rates for more information.

9.2.4 Advertisements in the Cornell Daily Sun

If an event is eligible for funding, the commission will provide up to two complementary, vertical eighth-page advertisements to publicize the event in the Cornell Daily Sun. Funding is not allocated for these ads in the organization's budget, but the organization may pay for the ads using the Cornell Daily Sun Advertisement Authorization Form.

9.3 Travel Event

9.3.1 Purpose

The commission funds expenses related to student travel to conferences and tournaments.

9.3.2 Eligibility

To be eligible for funding the event must:

- occur between the first day of classes and the last day of exams for the semester in which it occurs; and,
- be organized and hosted by another institution.

Applicant includes in its application:

- a *Proof of Travel Event documentation* (p 37);
- a written explanation of how participation in the event supports the mission of the organization;
- the dates of event;
- the number of people for whom travel funding is requested, and
 - if travel is requested for more than four individuals, *documentation* (p 37) from the event organizers or a signed note from the applicant's advisor stating the number of students traveling; and,
- the location where the event will occur.

All travel expenses outside the contiguous United States will be limited to total funding of \$1500.

9.3.3 Eligible Expenses

This section describes travel event expenses which the commission funds.

9.3.3.1 Transportation

The commission funds transportation for students to and from the event.

Applicant:

- provides Proof of Travel Distance (see *Documentation* (p 37) for more information).

Commission:

- funds for travel at the student travel rate, listed in the *Negotiated Rates* (p 35) and set as one-eighth the IRS mileage rate.

9.3.3.2 Lodging

The commission funds lodging for students at the event location.

Applicant:

- specifies the number of nights for which it needs lodging; and,
- for any nights of lodging requested that do not fall between the start and end of the event, explains the need for such nights of lodging.

Commission:

- allocates \$15 per participant per night for each night occurring during the event; and,
- allocates at the same rate for other nights if the organization is required to stay extra days because of travel limitations such as:
 - the start of the event is so early on one day that it is necessary to travel the day before, or
 - the end of the event is so late that travel is not possible until the following day.

9.3.3.3 Membership Fee

The commission will fund membership fees required for participation in a travel event.

Applicant:

- provides *documentation* (p 37) of membership fee which includes:
 - amount and structure of the fee.

9.3.3.4 Event Registration Fee

The commission funds fees required for admission of the organization and its members to the event.

Applicant:

- provides *documentation* (p 37) of the registration fee including:
 - amount and structure of the fee, and
 - description of services provided with the fee.

Commission:

- funds for registration of the number of members approved for travel,

- does not fund registration fees unless documentation shows that food is not included in the fee, or
 - unless documentation is provided that shows how much of the fee goes toward food and how much goes toward other expenses.

9.3.4 Prohibited Expenses

The commission does not fund:

- food for travelers, or
- social activities for travelers.

9.4 Durable Good

9.4.1 Purpose

The commission funds consumer goods that are typically used repeatedly over a period of years and able to exist without significant deterioration.

9.4.2 Eligible Expenses

9.4.2.1 Equipment

Applicant includes in its application:

- a list of items requested with the following for each:
 - quantity of item,
 - total request for item,
 - unit price for item,
 - the cost of shipping the item, if desired, by the cheapest means available (express shipment will not be funded),
 - detailed description and explanation of purpose of equipment, and
 - specify where item will be stored;
- *Price Quote documentation* (p 37) for each item; and,
- an inventory of all goods previously purchased with commission funds.

9.4.2.2 Books, Periodicals, Magazines, Videos, CDs, and DVDs

Applicant includes in its application:

- a list the following for each item requested:
 - title,
 - location to store,
 - cost,
- for each item that will be stored in the university library, printout of an e-mail from library staff indicating that the library will not purchase the item itself,
- for each item, printout of *library catalog*² search showing that the item is not available; and,
- for each item, *Price Quote documentation* (p 37) to support the cost listed.

² library.cornell.edu

9.4.3 Prohibited Expenses

The commission does not fund any item which:

- is purchased for personalized use;
- cannot be stored in an on-campus facility managed by the organization or its advisor;
- duplicates functionality or service already available on campus;
- is used to produce publicity items;
- is an office good such as, but not limited to:
 - pens,
 - pencils,
 - markers,
 - paper,
 - filing cabinets,
 - hole punches,
 - staplers,
 - and paperweights; or,
- is media for physical copying or production of music or video.
- purchase of video game software

9.4.3.1 Qualifications

The commission will fund art production supplies will be funded if production of art is part of the organization's mission.

9.5 Publication

9.5.1 Purpose

The commission funds production of publications for distribution to the campus community.

9.5.2 Maximum Allocation

The commission allocates a maximum of \$2,500 per semester for production of a publication.

9.5.3 Eligibility

To be eligible for funding, the publication must:

- be available to the entire Cornell community and distributed in areas frequented by this community, including campus dining facilities, student centers, libraries.

9.5.4 Supported Expenses

9.5.4.1 Publication Production

Applicant organization must include in its application:

1. number of issues and pages per issue; and,
2. *Price Quote documentation* (p 37) for each cost associated with production.

Commission:

1. allocates funds up to the documented production cost.

Before production expenses are approved, organization must provide a copy of the publication to the Office of the Assemblies to demonstrate that it includes the e-mail, phone, or mailing address for the president, treasurer, and advisor of the organization.

Chapter 10

Negotiated Rates

The following rates are determined by the Office of the Assemblies by negotiation and consultation with other units and external vendors that serve applicant organizations. The rates are subject to change by the Office of the Assemblies without notice:

Expense Type	Current Rate	Vendor or Unit Providing Service	Updated
Copying	\$0.03 per impression	Olin Library Copy Center	Wednesday, 1 August 2007
Chalk	\$8 per bucket	Campus Store	Wednesday, 1 August 2007
Advertising	\$5.95 per column inch (\$59.50 per 1/8 page vertical advertisement)	Cornell Daily Sun	Wednesday, 1 August 2007
Speaker/performer transportation	\$0.505 per person per mile	US Internal Revenue Service	Tuesday, 1 January 2008
Student travel rate	\$0.063 per person per mile	SAFC and US Internal Revenue Service	Friday, 1 August 2008

Chapter 11

Documentation

Applicant organizations must submit documentation to support certain kinds of requests and demonstrate that the funds are likely to be used as proposed.

11.1 Proof of Contact

A proof of contact is documentation that show's the speaker has confirmed non-binding intent to participate in an event organized by the applicant organization. A valid Proof of Contact must:

- be a letter, fax, or e-mail from a speaker or performer; and,
- include the following details:
 - speaker or performer's name,
 - date of engagement, and
 - amount of proposed engagement fee or stipulation that there will not be an engagement fee

11.2 Letter of Intent Form

A Letter of Intent Form is a form available online from the Office of the Assemblies, which must be completed by the speaker or performer and the group organizing the event. It is not binding upon either party, but it documents the good-faith intent of the parties to organize the event.

The form is considered invalid unless completed and signed by both parties.

11.3 Price Quotes

A price quote is a good faith estimate of the cost of goods or services for which the applicant is requesting funds. To be valid for the commission the price quote must:

- be dated within the last two calendar years;
- include in English or be accompanied by written translation to English which includes:
 - unit costs or prices for each requested expense for which the quote is used as documentation,

- cost of shipping and handling, if additional funding is requested for those costs, and
- name and means of contacting vendor by mail, phone, or internet;
- be provided in hard copy, including computer printout from an email or website, fax, or mailing from the vendor.

11.4 Proof of Travel Distance

Where mileage is provided to support a request for travel funding, the applicant organization must provide proof of round trip distance, satisfied by a printout directly from a mileage and directions website such as, but not limited to *Google Maps*.¹

The travel distance must be calculated to and from Ithaca, New York.

11.5 Proof of Travel Event

The following are suitable as proof of a travel event:

- a printout directly from a website that includes the title, description, and dates of an event (e.g. a conference) and any other relevant event details, or
- a letter or fax from the event organizer is also suitable, provided it includes contact information for the organizer.

¹ maps.google.com

Chapter 12

Calendar

This section is included from the SAFC Bylaws.

By the last day of classes in any semester, the commission adopts a *calendar of events and deadlines*¹ consistent with these funding guidelines. The calendar is subject to change without notice and the online version supersedes any other version. Applicants are expected to review the calendar before making any fiduciary commitments.

¹ assembly.cornell.edu/SAFCCalendar/Home

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<http://assembly.cornell.edu/SAFCGuidelines/Home>

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