

Philosophy of Funding of the Wittenberg University Student Senate

Revised February 5, 2019

I. Introduction

This funding philosophy was created to give the Student Senate and the Student Senate Finance Committee guidelines to use when considering funding student organizations and student-centered initiatives. The goal of this philosophy is to establish a broad set of guidelines to use when allocating a significant portion of the Student Activity Fee (100/student/semester). It is not intended to cover every possible scenario that may arise. Therefore, when circumstances that are not explicitly outlined in the guidelines arise, the members of the above stated bodies shall use good judgment and make decisions following the spirit of this philosophy.

II. The Mission of the Student Senate in Funding

The mission of the Student Senate in Funding is to promote opportunities for development and education outside the classroom. To facilitate the efficient allocation of funding, registered student organizations may apply for annual funding during spring Budget Hearings (section IV), or may apply for additional funding through Tiger Fund Hearings held throughout the semester (section X).. Non-student organizations are able to apply for funding from Build a Better Wittenberg (BABW) for projects which focus on improving the greater Wittenberg community (Section VIII).

III. Annual Percentage Allocation per Category

1. Each year the following categories will be allocated the following percentage based on the income generated from the Student Activity Fee.

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| Student Organizations | 16% |
| Intercultural Organizations | 5% |
| Club Sports | 11% |
| Union Board | 38% |
| Student Senate | 4% |
| Tiger Fund | 10% |
| BABW | 4% |
| Class Allocations | 2% |
| NY Times | 3% |
| Recreation & Well-Being | 3% |
| Witt Late Night | 4% |
2. The allocations at annual budget hearings will be based on the estimated Student Activity Fee Income and then will be adjusted to reflect the actual Student Activity Fee Income when that number is determined.

1. Once the actual Student Activity Fee Income is determined, any leftover amount that wasn't allocated during budget hearings will stay in the Student Activity Fee Income fund. Student Senate and the Finance Committee will then decide where to allocate these extra funds.
2. If the actual Student Activity Fee Income is less than the estimated amount, the funds needed to obtain the amounts promised at annual budget hearings will come from the Fund Balance Account.
 1. However, Student Senate reserves the right to reduce/adjust any allocation should the revenue from the Student Activity Fee Income be less than estimated.
3. Funding for class allocations are split up into the senior, junior, sophomore, and freshman class. The senior class will receive \$5,000 and the junior, sophomore, freshman class will receive \$1 per enrolled student in their respective class.
 1. Any leftover funds will be reallocated where Student Senate and the Finance Committee feel is necessary.
 2. If there are not enough funds to allocate to each class based on the allocation, the funds needed will come from the Fund Balance Account.
4. Each year, the percentage per category will be reviewed by the Finance Committee to make sure that the percentage is still appropriate based on the Student Activity Fee Income and the amount of funds spent.

IV. Intercultural Organizations

1. The purpose of the 5% allocation to Intercultural Organizations is to provide more opportunities on campus for diversity programming and initiatives.
2. Every year during budget hearings, the students representing Intercultural Organizations will be responsible for presenting to the Finance Committee their budget for part of the 5%. Once approved by the Finance Committee, the budget must also be approved by Student Senate in order to receive funding.
 1. Any excess funds allocated towards Intercultural Organizations after the allocation hearings can only be used for diversity initiatives that benefit the whole student body.

V. Recreation and Well-Being

3. The purpose of the 3% allocation to Recreation and Well-Being is to provide more opportunities on campus for fitness programming and funding for maintenance/repairs for the fitness machines in HPER.
 1. The funds allocated towards Recreation and Well-Being can only be used for initiatives that benefit the whole student body.

4. Every year during budget hearings, the Athletic Director or a student representing the Athletic Director will be responsible for presenting to the Finance Committee their budget for the 3%. Once approved by the Finance Committee, the budget must also be approved by Student Senate in order to receive funding.

VI. Expectations & Responsibilities of Student Organizations

Student Organizations must keep accurate records of all organizational income and expenses. They must maintain sound fiscal policies ensuring that their expenditures do not exceed their income (Senate allocated money and fundraising money). Any organization which misappropriates funds, overspends their budget, and/or goes into debt is subject to penalties imposed by Student Senate as set forth below. Furthermore, Wittenberg students may be held responsible for any flagrant, personal misuse of organizational funds and tried by Wittenberg's Student Conduct Hearing Board.

Fundamental Parameters of Funding

1. Organizational Responsibilities and Obligations
 1. Funding may be given for items from which all students may benefit.
 2. Organizations funded by Student Senate will not have non-Wittenberg bank accounts.
 3. Organizations may reallocate their funds without the approval of Student Senate as long as they do so in an ethical manner.
2. Unacceptable Use of Funds
 1. Student Senate funds may not be used to purchase alcohol, tobacco products, firearms, and any other illegal substances.
 2. Funding will not be given to student organizations which not registered with the Office of Student Involvement and therefore are outside of Student Senate's jurisdiction.
 3. Funding may not be given for expenses judged by the Finance Committee to be the responsibility of individual members of student organizations.
 4. Non-student organizations should direct requests for funding to the Build a Better Wittenberg headed by the Student Senate Vice President.
3. Necessary Equipment
 1. Purchasing of uniforms for any club must be specifically approved by Student Senate Finance Committee. Monies allocated for uniforms

may not be reallocated within the organization's budget. Uniforms must stay within the club.

4. Organizational Conferences and Retreats

1. Funding may be given for conference fees if all students have the opportunity to participate.
2. Funding may be given for organizational retreats if they are open to all students and clearly advertised as so.
3. Student organizations may receive funding to send their officers to conferences to broaden their skills/knowledge, establish connections with other schools and to better serve the members of the Wittenberg Community.
4. Organizations wishing to attend an event more than 200 miles outside of campus must be approved by the Office of Student Involvement and develop a risk management plan to ensure safe travel.

5. Food

1. Funding may be given for food cost as long as it is presented as a public event on campus and invitations are clearly extended to all Wittenberg Students.
2. Due to contractual obligations, all catered events that exceed \$200 which take place in university facilities must be arranged through the Dining Services office, with the exception of pizza vendors, unless permission is granted by Parkhurst to use another vendor. For more information see the "Dining Services" section of the Student Organization Handbook.
3. Funding may not be given for pizza or food to be used at regular meetings held by an organization.
4. Funding may be given to fund food for cultural or ethnic organizations, only when the food contributes to the programming of the event by adding significant cultural value to the event.
5. Events held off campus are not required to consult Parkhurst before using another vendor as long as the organization has received the Finance Committee's approval.
6. Student organizations may host a banquet for their organization once a semester to commemorate their organization's accomplishments.

6. Traveling

1. Student Senate recommends that Student Organizations use University Transportation, Motorpool, when traveling as an Organization.

7. Apparel, Gift Cards, Gifts

1. Student organizations, without the permission of the Finance Committee, may not give out apparel items free of charge. Club shirts and other apparel items may be purchased with organization funds and

distributed to members of said organization if the student organization can justify the expense to the Finance Committee.

2. Gift cards may not be purchased as prizes to be given away at events sponsored by student organizations.

8. Donations, Campaigns, Sponsorships, Philanthropies

1. Funding may not be given to seed-fundraisers without permission from Student Involvement.
2. Funding may not be given for honoraria or given to pay for any expenses related to the appearance of a candidate for public office.
3. Funding may not be given for donations of any kind. Only proceeds from a fundraiser may be donated.
4. Wittenberg Student Senate allocated funds may not be given to a non-Wittenberg (external) organization for use as sponsorships.
5. Outside organizations may sponsor, or donate to, Wittenberg student organizations as long as they do not require the alteration of the organization's identity and funds are spent in an ethical manner. Funds given in this way should be added to the organization's account and reported as "general income".
6. Organizations may add a philanthropic dimension to a program funded by Wittenberg's Student Activity Fee by soliciting donations at the event. All donations by attendees must be voluntary. Attendees MUST be informed in advance of the program that a donation will be solicited, the benefactor of the donation and its intended use. No admission fee will be approved to generate funds for a donation, and the collection of the donation may not be taken at the door when entering so as to avoid any inference that giving a donation is a pre-condition for admittance. The collection of voluntary donations can be taken during or after the event. No funding provided by Wittenberg's Student Activity Fee may be used as monetary donation. Though this philanthropic dimension may be added, funding for the program itself must be judged on the merit of its primary purpose first and foremost. All programming of this nature must be approved by the Director of Student Involvement at least two weeks prior to the desired date of said activity and the sponsoring organization(s) must complete the Sales, Solicitation, and Fundraising Request Form found on the Office of Student Involvement Website. For additional information on the rules and regulations involved with holding a sales, solicitation, and/or fundraising event, please refer to the Sales, Solicitation & Fundraising Policy in the Student Handbook.

9. Academic Journals

1. All academic journals funded by Student Senate must distribute a set number copies of their most current publication to the following locations on campus: Five (5) copies at Thomas Library, five (5)

copies at the Benham-Pence Student Center, and five (5) copies at the Office of Admissions. The journals must be placed where they are easily accessible by students.

10. Organizations which Require a Skilled Coach/Advisor

Student organizations and club sports teams which require or desire the oversight of a skilled professional may ask for additional funding to compensate and/or to train a volunteer coach or advisor. All requests of this nature may be made to the Finance Committee at the time of a Tiger Fund hearing or Budget Hearing session and would be formalized by a volunteer contract. This contract would outline the responsibilities and powers of the volunteer coach or advisor in detail; would be signed by the president of the organization, volunteer coach, faculty-staff advisor, Student Senate Treasurer, and Director of Student Activities; and would be submitted to the Office of Human Resources. Volunteer contracts may not last longer than one fiscal year at which point a new contract should be submitted to the Finance Committee for modification and/or re-approval by the sponsoring student organization or club sport team. Compensation for volunteer coaches/advisors may not exceed the amount of \$1500 annually. However, funding to send a volunteer coach or advisor to additional training seminars or to earn required certifications could be charged to the organizations operating budget and would not be accounted for in the agreed upon contract.

1. Advisor stipends for WUSO and the Torch are allowed to exceed \$1500 annually.

VI. Annual Budget Hearings

Annual Budget Hearings for all student organizations and club sports teams are conducted every spring semester in order to allocate funding for the next fiscal year. The purpose of the hearings is to grant funding for programs and events which are held annually by student organizations. Organizations presenting new events, or events requiring unknown costs, will be directed to a Tiger Fund hearing at a time closer to the event.

At the end of every fiscal year, every student organization will have its operating account reset to reflect next fiscal year's budget allocations. Organizations wishing to retain any money left in their account may make an appeal to the Finance Committee during the time of their budget hearing. For the appeal process, the organization requesting the rollover of funding should be able to explain why they believe the funds should be carried over to the next fiscal year, how the rollover of funds is crucial to the future success of the organization, and how the rolled over funds will remain distinct from the organization's operating budget.

VII. Tiger Fund

Tiger Fund is a source of additional funding for use by all student organizations and club sports teams for events which are unable to be planned for in the spring semester Budget Hearings. The Finance Committee hopes to use Tiger Fund to more efficiently allocate money to organizations by periodically hosting hearings throughout the semester where organizations, who have completely planned and priced their event, may attend to obtain funds. The Student Senate Treasurer will communicate the times and dates of such hearings to all organization treasurers. At Tiger Fund Hearings, student organizations present proposals for events to the Finance Committee, the committee then discusses the merit of proposal and whether the proposal meets the criteria laid out in the Fundamental Parameters of Funding. The process for applying to Tiger Fund, as well as additional information, can be found at www.Wittenberg.edu on the Student Senate webpage or by contacting the current Treasurer of Student Senate.

VIII. Build a Better Wittenberg (BABW)

The purpose of BABW is to promote student engagement beyond student organizations, which is central to creating a sense of community and important educational experience beyond classroom material. The BABW fund aims to provide funding for projects and programs which: help foster a relationship; between Wittenberg's campus and the surrounding community; offer financial support to detailed strategies in order to further enhance life on campus and Springfield; encourage cooperative initiatives with local organizations; offer an alternative to Tiger Fund for individuals or groups affiliated with Wittenberg University.

BABW is intended for students (including student organizations and alumni), staff, and faculty interested in obtaining one-time funding for a project or program which cannot be covered by a student organization's annual funding or by Tiger Fund. BABW will distribute funds from a rolling account which is annually determined by Student Senate. The process for applying to BABW, as well as additional information, can be found at www.Wittenberg.edu on the Student Senate webpage or by contacting the current Vice President of Student Senate.

IX. Organizational Reports and Audits

Finance Committee will periodically review each organization to make sure that the Philosophy of Funding Initiatives are being met and that organizational funds are being used in an appropriate manner. The Finance Committee will report any misuse of funds or other conflicts that may arise to Student Senate. The Finance Committee may require supplementary information, conduct additional

investigations, or schedule additional reports/meetings at the Committee's discretion.

Audits will typically be scheduled at the midterm point and the two weeks before finals of each semester. Student organizations which have spent more than \$300.00, or have charges to their account from unclear sources are eligible for auditing.

A. Student Organization Not on Senate Observance:

1. Each student organization receiving funding must submit a end of fall semester and semester spring semester budget report up till Spring Break to Student Senate Treasurer. The report must detail items purchased in an itemized budget, activities and events sponsored, attendance at events, and any other pertinent information.
2. Any Organization in the category receiving more than \$4,500 in funding may be asked to meet with the Finance Committee at least once per semester to discuss the organizations financial status.

B. Student Organization on Senate Observance:

1. Each student organization in this category receiving funding must submit a monthly written status report to the Senate Finance Committee. This report must detail items purchased, activities and events sponsored, attendance at events, re-organizational activities of the organization, and any other pertinent information.
2. Each student organization in the category will meet with the Finance Committee at least once a month per semester to discuss the organization's activities and events.

X. Penalties

Student Senate has the authority to sanction organizations which misappropriate or overspend their allocated funds. Penalties for organizations include being placed on probation (Senate Observance), revocation of the right to reallocate, and prohibition from future funding. All sanctions will be removed at Student Senate's discretion.

When a club is placed on Senate Observance, organizations will meet monthly with the Student Senate treasurer and Finance Committee to review the club's expenditures. They are also required to submit a monthly report to the Student Senate Treasurer and Finance Committee.

Organizations which severely underspend their budget may have money in their accounts returned to Student Senate.

A. Types of Penalties

1. If an organization misappropriates their funds, it will be instituted in their organization's account, that they cannot reallocate money within their allocated budget. If they were allocated \$500 dollars for a speaker, they must find a speaker where all cost relevant to the event are covered by \$500 or less. These organizations do not have the opportunity to move money from one anticipated project to another.
2. If it is evident that a club is unable to stay within their allocated budget, and repeatedly overspends, Senate also reserves the right to discontinue funding the organization and withdraw any funding already allocated.
3. If an organization's president or treasurer does not attend the president/treasurer workshops, their organization's account will be frozen until the information presented in the aforementioned workshops is made clear to the president and treasurer at the Senate Treasurer's convenience.
4. When an organization fails to re-register during the registration period, typically held during the early spring semester, said organization will be unable to participate in the annual budget hearing process and the account will be frozen. The account will remain frozen until they meet with the Student Organizations Senator. If an organization wishes not apply for a budget, but remain operational, the organization must contact the Student Senate Treasurer.