



*University Funding Board
Funding Facts
2015-2016*

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Letter from the President 2015-2016

Dear Student Organization Leaders,

We are all students of this **great university**, and with that we are afforded privileges, resources, and opportunities that shape our collegiate experience and in turn, our lives.

The Office of Student Activities & Leadership Development continuously facilitates the framework for this outstanding Bearcat career consisting of **student involvement, passion, and pride**.

I would like to congratulate and thank you for stepping up and becoming a student leader for the University of Cincinnati and I am excited to see what you can do for not just yourself, but your student organization throughout your years here at UC.

As a branch of student government, the University Funding Board is made up of a representative field of students who work alongside SALD staff to ensure that each of your student organizations is able to accomplish its goals.

The board itself provides numerous resources for student groups, such as office hours, workshop education, and direct advice to student leaders.

Cell: (937) 545-9538 | Office: (513) 556-1195
UCFundingBoard@gmail.com | ambalamj@mail.uc.edu

UFB exists to work with you and your organization and assist you in your success. We take pride in being able to be part of your experience with our ability to foster, fund, and promote your initiatives on campus and around the country.

We model ourselves after the office of Student Activities & Leadership Development and share their **core set of values** of:

- growth
- community
- diversity
- integrity
- learning

With those pillars in mind, I would like to personally wish you the best of luck in the upcoming year. Please don't hesitate to contact me for any help this year. It is our responsibility to make this University grow for the better.

Proudly Cincinnati,

Manoj Ambalavanan



About the University Funding Board

The University Funding Board is a group of diverse students interested in making sure that Student Organizations are able to get the funding they need to bring their student organization to a higher level of education while also fitting their organization's purpose. The money used comes from the general fee (as part of your tuition) allocated by the Student Advisory Council on the University Budget (SACUB). As part of Student Government, UFB makes sure that the money set aside for funding student organizations is considered in several perspectives and adheres to the Criteria Governing the Allotment of Funds (found in this packet!) as consistently as possible.

UFB has several responsibilities throughout the year. These include working with other branches of Student Government, including the Student Activities Board and Student Senate. UFB makes sure that organizations granted funding are doing things worthwhile for their members and the UC community. UFB evaluates budgets based on the Criteria Governing the Allotment of Funds (Criteria). The criteria must be submitted to the Student Senate for approval and voted on by Senate yearly. Until the Criteria have been approved, the prior year's Criteria will remain in full effect.

The criteria are based on the following:

- Submission of budgets and funding requests
- University accounting and auditing procedures
- Purposes for which money may be allocated



So, what is UFB?

We're a branch of Student Government, and we're advised by Student Activities and Leadership Development (SALD).



Who we are and what we do:

- We are funding criteria experts
- We help student leaders build budgets
- We triple-check your budgets for errors and missing documentation
- We meet every THURSDAY
- We oversee the yearly AIC (Academic Intercollegiate Competition) allocation
- We hold office hours
- We are full time students and lead our own organizations (just like you!)
- We're here to help you get funded

The UFB Executive Board 2015-2016

Manoj Ambalavanan
President

Ceejay Boyce
Internal Vice President

Bhargav Vemuri
External Vice President

Dustin Buchanan
Treasurer

Shivank Singh
Secretary

Where does it come from?



Every year, you pay a **\$650.00** General Fee as part of your UC tuition

From that fee, the University Funding Board gets **\$6.85** (thanks!)

That gives us around

\$300,000.00!

So, what do we do with that money? We give it to you, of course!

There are over **300 student organizations** at UC that are eligible for this funding

Each UFB student organization can request up to **\$7,000.00** per year.

PLUS **\$300.00** in operational funds

to run your organization!

BUT

Not so fast, we don't just give everyone **\$7,000.00**. And you're not guaranteed all of it. First, you have to fill out what we call an "Request for Additional Funding Form."

(Use the Budget Building Toolbox on Campus Link!)

You use it to tell us about your event – and how much it costs.

If it meets our Criteria, we'll vote to approve it! **And you're on your way to an awesome event for your student organization.**

There's a copy of the Criteria in this packet too!

Then, UFB votes to decide whether or not it meets our **Criteria for Funding**

Then, come to our Office Hours, we'll help you put everything together.



Student organization responsibilities

- To attend one RESET Presentation each academic year.

If you have officer elections in the middle of that same academic year, the **new Treasurer is required to attend a RESET Presentation** as well. Your signature must be on the Student Organization Verification form.

- To be responsible for all of your student organization's financial transactions in conjunction with your organization advisor.
- To manage the \$300 in operating funds that is given to your student organization. You must get approval of each expense from your student organization advisor. You are accountable if you overspend (like a checking account). This means if you overspend then you will owe the University money.

The purpose of operating funds is to help your student organization operate as smoothly as possible. If a student organization is abusing funds appropriate action will be taken.

After you have attended a RESET Presentation, turned in the Student Organization Verification Form with the appropriate signatures on file in the UFB Office, and re-registered on CampusLink, you can start accessing your \$300 operating funds pending approval from SAB.

Every time you want to purchase something, your student organization **advisor MUST sign off on the Purchase Order /P-Card request form.**

In circumstances where it is difficult to have your student organization advisor sign the original form, you may use the fax machine in our office and fax it back over to the UFB office and the student organization advisor must e-mail the UFB Administrative Advisor with an explanation of what they are approving.

The \$300 is intended to help purchase any supplies or other materials that a student organization feels they need to hold a productive meeting or event

Examples of acceptable uses of operating funds	Inappropriate uses of operating funds
Food for your recruiting events, website maintenance*, apparel for your organization, office supplies**, supplies for programs (e.g. decorations, reusable items, costumes, building supplies, etc.), national chapter registration fees, event prizes or giveaways, contingency funds for budget overages.	Anything in violation of University policies (alcohol, etc.), food for a limited number of organization members, unethical purchases, excessive purchases, gift cards, bake sale supplies, seed money etc., and any purchases made after the operating funds deadline.

*If your student organization would like to have a website through UC, please contact the Student Activities & Leadership Development.

**Your student organization can purchase supplies through Central Stores who buys in bulk from GBEX Products. The office supply book is available at the UFB Administrative Advisor's desk. UC receives about a 40% discount or more from the listings in the catalog.

- If your Student Organization is seeking additional funding outside of operating funds, your responsibility as the Treasurer is to formally request additional funding using the **Request for Additional Funding form**.

Your signature must be on every Request for Additional Funding Form. The president or alternate officer may sign in your absence **ONLY IF** they have attended a workshop and signed an attendance form. Remember – you should have knowledge of how to fill out a REQUEST FOR ADDITIONAL FUNDING FORM. Please do not hesitate to ask UFB members to help you during their office hours.

If approved for additional funding, YOU are responsible for follow-through on paperwork for actually spending money allotted to your student organization following the approved budget.

- Process the Conference/Event Assessment Form correctly and in a timely manner-- **no later than 10 business days after an event**.

If the form or receipt is more than 3 days late, funds will be frozen for ½ of the amount of days they are late. (e.g. If a form is ten (10) business days late, the organization's funds will be frozen for five (5) business days from the day the form was turned in).

If an organization's funds have been frozen due to a failure to submit an assessment form or receipts a budget request will not be heard while the organization's funds are frozen.

- **Inform other members in your Student Organization about UFB procedures if you are not the one who processes the paperwork.**

Important Dates and Deadlines

*Please note that you (presentation attendee) are responsible for knowing these dates and deadlines throughout the year.

**UFB Meetings – always on Thursday at 6:00 p.m. in TUC 423
Any time or location changes will be posted in the UFB Office
and on the UFB Campus *LINK Page***

Thursday, March 31st, 2016 AIC Week: Budgets will not be heard during this week

Please note that in order to be heard at the Thursday meeting, your budget must be submitted by WEDNESDAY at 5:00 p.m. of that week.
We do not make exceptions for late budgets.

Important Dates and Deadlines

*Please note that you (workshop attendee) are responsible for knowing these dates and deadlines throughout the year.

RESET Presentation Verification Forms are due by:

Friday, October 2, 2015

The last day for your student organization to use operating funds:

Friday, April 1, 2016

The deadline to apply for spring break events:

Wednesday, March 2, 2016

The deadline to apply for summer events:

Wednesday, April 20, 2016

The deadline to apply for early fall semester 2016 events (first 21 days):

Wednesday, April 20, 2016

Also, please note that funds are allocated on a first come, first served basis. UFB encourages you to start planning as early as possible.

How to plan for your program or conference

If your student organization would like to request additional funding, fill out a UFB Request for Additional Program Funding form and utilize the Budget Building Toolbox. Use this timeline to plan ahead. Suggested timing listed in parentheses (N is the day of your event.)



Start planning early! UFB requires that you turn in your Request for Additional Funding before Wednesday at 5:00 p.m. to be heard on a Thursday meeting **no less than 14 days prior to your event.** For events that require a lot of planning, we suggest that you begin preparation a month ahead of time (more time is needed if you plan on contracting a performer.)

Turn in the UFB Request for Additional Program Funding form signed by your student organization advisor with supporting documentation by **Wednesday at 5:00 p.m. to 655 Steger.** When you turn in your request, be sure to have someone from UFB initial and time-stamp your budget.

DO NOT pay for anything on your personal credit card prior to your budget being approved. If your budget is denied for any reason, you cannot be reimbursed for those funds

UFB strongly encourages all organizations to attend the UFB meeting the evening your budget is being heard. This meeting takes place at **6:00 PM on Thursday** of the week your budget is submitted. Budgets start being heard promptly at 6:00 PM and go in the order that they were received that week. **UFB members may have questions about your proposal, so you should be prepared to discuss them.** If you do not attend, you will receive an email on Friday with results from the meeting.

Once approved, see the UFB Financial Administrator starting at 1pm the Friday after your budget's decision to start paperwork. **YOU ARE RESPONSIBLE** for following through on making reservations, payments, and any other items associated with your event. UFB strongly encourages organizations to **use the university credit card instead of going through the reimbursement process.**

Once the event is over, you have up to 10 business days to complete the necessary paperwork. After 10 business days, **FUNDING IS NOT GUARANTEED even if you were approved** for the event.

Lastly, the Treasurer is required to fill out the Assessment Form online to evaluate the event and the actual money spent. This **form MUST be filled out 10 days after an event** in order to receive further funding. If this form is not completed, UFB will "freeze" your operating funds for a period of time

proportional to the number of days past due the assessment form is completed online.

Submitting a budget request for funding

Each organization eligible to receive UFB funds may request **\$7,000** for programming and conference type events.

Programs and conferences funded by UFB **must facilitate educational interaction** and awareness among the student body.

These events **must coincide with the organization's primary purpose registered with SAB.**

Programming events must be **open and free of charge to all UC students**; however, this rule does not apply when requesting conference funds (see the Criteria – Section IV.C.2.).

A conference is defined as an event off campus in which any member of the organization will stay overnight as a part of the event. A program is defined as any event that is held on or off campus that does not require the organization to stay overnight to attend.

Budget submission deadlines

***Please note that though you or your student organization leader receives a reminder email about these deadlines, you are responsible for knowing these dates.** They are listed here as well as within the calendar on CampusLINK.

UFB hears funding requests at 6PM every Thursday school is in session during fall and spring semesters except for the **first week of fall semester, any day the university is closed, and every final exam week.**

Early fall semester requests

Fall semester requests for funding during the first twenty-one (21) days of the fall semester **must be submitted by the fourteenth week of classes** in the Spring Semester of the previous year.

Summer semester requests

Organizations are eligible for funding for two events in the summer semester and these events must be unable to be held during the fall and spring semester. Summer funding requests must be turned in by the **fourteenth week of classes** of the spring semester. Summer is defined by the criteria as the time between the first **Monday following Commencement** and the day immediately prior to the **first day of classes for fall semester the following Academic Year.**

Office hour procedures

UFB office hours will be posted outside of 655 Steger and on the UFB Campus *LINK* page during the first week of each new semester. If you can't make one of the scheduled office hours, feel free to contact any UFB member to schedule an appointment.

To be heard at the weekly Thursday meeting, your budget must be turned in to 655 Steger by
WEDNESDAY at 5:00 p.m.

Not a minute later. No excuses.

Your budget is due on Wednesday at 5:00 p.m. This gives UFB an extra day to review your budget, and let you know if you're missing anything. If you are concerned, please be proactive about speaking with a UFB member prior to the Wednesday deadline.

If documentation is missing, you have until **THURSDAY at 3:00 p.m.** to turn in that additional documentation without penalty.

UFB's liability

UFB offers office hours as a service. We're here to help you! We'll check through your budget and advise you on how it adheres to our criteria. (We even give you our criteria!) **UFB is not liable for any missed documentation after the notification of the student group or the denial of a budget. We offer our best advice to student organizations, but are subject to the funding criteria to approve or deny budgets.**

Office hour etiquette and helpful tips

1. **Be prepared.** It will take a lot more time to build a budget from scratch in the office than it will if you bring all of your information with you.
2. **Be proactive.** We rarely have students come to our Monday or Tuesday office hours. If you feel that you'll need extra help – schedule an individual appointment or come in early in the week.
3. **Be educated.** You are responsible for all the material in this packet (dates, deadlines, rules, etc.) Hang on to this packet as a resource, or contact a member with questions if you get stuck.



*Criteria Governing
the Allotment of Funds*

UNIVERSITY FUNDING BOARD
Criteria Governing the Allotment of Funds
Revised for 2015 – 2016

Purpose: The purpose of the University Funding Board (UFB) is to allocate the general fee money to the undergraduate and University organizations that promote interaction and awareness through programs and conferences that serve to directly benefit the entire student body of the University of Cincinnati.

I. Eligibility for Funding

A. Student organizations eligible for funding from UFB:

1. Student organizations must be open to all students.
2. The treasurer and president of the organization must attend one of the mandatory RESET Presentations (Presentations are given in the spring, summer, and early fall semesters and a makeup session is held the first Thursday of every month).
 - a. Student Organizations must stay for the duration of the workshop, fill out the Student Organization Verification Form verifying attendance, and submit it to Student Activities Board (SAB) .
3. The organization must register with SAB ;the via CampusLINK and remain in good standing with SAB.
4. Any newly formed and registered organization with SAB will be placed on a provisional status, which includes the following terms:
 - a. Newly formed student organizations must wait ten weeks of class until they may request programming and conference funding from UFB.
 - b. Newly formed student organizations may use operating funds immediately.

B. Student organizations not eligible for funding from UFB:

1. Any organization with restrictive or selective membership, which is not open to all University students (i.e. honoraries and social fraternal organizations);
2. Any organization that receives academic credit;
3. Any organization that receives funding from other areas of the general fee;
4. Any organization eligible for Graduate Student Government Association funds

II. Description of Funds Available to Student Organizations

Each organization eligible to receive UFB funds may request funding for Operating, Programming and Conference funds.

A. Operating Funds

1. Each organization eligible to receive UFB funds may request (up to) \$300 for operating expenses.
2. These expenses may be used for the general management of the organization at their discretion.

3. All operating expenses require the advisor's signature and the online tracker form for operating expenses must be completed before purchase is made.
4. Operating expenses cannot be used for alcohol, fundraising money, or for anything that may be in violation of University policies.
5. The last date to use operating funds is the last Friday of March of every academic year

B. Programming/Conference & Investment Funds

1. Each organization eligible to receive UFB funds may request up to \$7,000 each academic year for programming and conferences. The academic year is defined as fall through summer semesters.
2. Programs and conferences funded by UFB must facilitate educational (see II.B.3) interaction and awareness among the student body.
3. These events must coincide with the organization's primary purpose registered with SAB.
4. Programming events must be open and free of charge to all UC students; however, this rule does not apply when requesting conference funds. (See IV.C.2.)
5. A conference is defined as an event off campus in which any member of the organization will stay overnight as a part of the event.
 - a. For UFB's purposes, a conference held on UC's campus would be considered a program.
6. A program is defined as any event that is held on or off campus that does not require the organization to stay overnight to attend.
7. An essential investment is defined as a material and/or equipment to be used on a regular basis which is essential to the fundamental purpose of the group.

III. Preparing Funding Requests

A. General Information for UFB Funding Requests

1. UFB hears funding requests at 6PM every Thursday school is in session during Fall and Spring Semesters except for the first week of Fall Semester, any day the university is closed, and every final exam week. For information on meeting location please visit the UFB CampusLINK page.
2. Organizations must complete a funding request for each event in accordance with this UFB Criteria.
3. Organizations must use the UFB provided Funding Request Form.
 - a. Funding requests should be submitted to the UFB mailbox in the Steger Student Life Center, Room 655. They can be found online on UFB's CampusLINK page.
4. All Funding Requests must be typed. **Budgets that are not typed will not be heard.**
5. Signatures and printed names on submitted funding requests for RESET Presentation Attendee and Student Organization Advisor must be an **exact** match to signatures submitted from the RESET Presentation and Student Organization Verification Form (See Sec. V. B. 1. b. and Sec. V. B. 1. c.)
 - a. Digital signatures on the Student Organization Verification Form (see Sec. V.B. and Sec. VIII.B.) will not be accepted.
6. All funding requests require an agenda outlining the program or conference.

7. All funding requests including supporting documentation and correct signatures must be received by 5PM on Wednesday to be reviewed at that Thursday's meeting. The next day (Thursday), UFB members will check budgets and notify organizations of outstanding requirements. Documentation requested by UFB must be submitted by 3PM that Thursday. Any documentation submitted after 3PM the Thursday the budget is to be heard will not be included with the funding request.
7. All requests must be heard on a Thursday no fewer than 14 days prior to the event.
8. Only one funding request application per event may be submitted (see Sec. IV. G. 6. for exceptions)

B. Early Fall Semester Requests

1. Fall semester requests for funding during the first twenty-one (21) days of the fall semester must be submitted by the fourteenth week of classes in the spring semester of the previous year.
 - a. Student organizations approved for these funds will not have access to them until they have attended a RESET Presentation, have turned in their Student Organization Verification Form and are approved for that year by the Student Activities Board.

C. Summer Semester Requests

1. Organizations are eligible for funding for two events in the Summer Semester and these events must be unable to be held during the fall and spring Semester.
2. Summer funding requests must be turned in by the fourteenth week of classes of the Spring Semester.
3. For our purposes, the summer semester will be defined as follows:
 - a. It will begin the first Monday following Commencement, and
 - b. It will end the day immediately prior to the first day of classes for fall semester the following Academic Year.

IV. Guidelines for Programming and Conference Funding Requests

A. Documentation

1. All expenses (that are not listed in the UFB Funding Facts Packet) must be included with the funding request and justified by supporting documentation.
2. Conferences, regardless of conference fees, must include documentation of the event, including an agenda or itinerary for the conference to support the educational value of the event.
 - a. If the conference is not being organized by a University of Cincinnati organization, documentation and an agenda from the organizers of the conference must be provided if published at the time of budget submission.

B. Advertising

1. For food and beverage and off campus events, please see (Sec. IV.C.2) below.
2. If requesting funding for advertisement, a copy of said advertisement must be included as documentation.

C. Food and Beverages

1. A portion of the \$7,000 available to each organization may be used for food and beverages for up to two (2) events. The combined total for the two events shall not exceed \$1,500.
 - a. Generally, these funds should go towards UC students. However, funding for non-UC students will be left to the board's discretion. This decision will be determined based on how closely the event aligns with the organization's mission and/or purpose.
2. If food will be provided at the event, organizations must provide an advertisement for the event.

D. Transportation

1. For any events that are greater than 50 miles from UC, funded organizations must use UC transportation. This rule still applies during winter and summer breaks.
 - a. The Transportation Rental Form can be found on UFB's Campus*LINK* page.
 - b. Organizations must assign a cost of \$0.25 per mile traveled for gas expense for rented UC vehicles.
2. Organizations traveling must provide a Travel Authorization Form listing all students traveling.
 - a. A travel roster with M-numbers for all students traveling must also be submitted with the funding request.
3. Citations and other violations are the responsibility of the funded organization.
4. UFB does not fund airline tickets for students.
5. Purchases of airline tickets for speakers or performers may not be made through third party sites (eg: Expedia, Travelocity, etc.)

E. Registration Fees

1. When requesting funding for a conference, an attached list of all participants must be submitted with the funding request. This list must include each student attendees' full name and student M identification number.

F. Lodging

1. Lodging requests for outside performers (non-UC students) are funded.
2. Incidental charges are the responsibility of the funded organization.
3. Purchases of lodging may not be made through third party sites (e.g.: Expedia, Travelocity, etc.)

G. Essential Investments

1. Student organizations may request a maximum of \$500 for essential investments per year.
2. An essential investment is defined as material and/or equipment to be used on a regular basis which is essential to the fundamental purpose of the group.
3. When requesting funding for essential investments the following documentation is required:
 - a. Essential Investments Request Form (available on Campus*LINK*)
 - b. Documentation of the item(s)'s price
 - c. Documentation of the storage facility (visual or written)

4. Once investments are approved, quality assurance will be implemented in the following ways:
 - a. If materials and/or equipment are damaged, lost, or stolen, then an Incident Report Form (available on CampusLINK) must be submitted immediately to 655 Steger for traceability. If stolen, a police report must be filed and included with the Incident Report Form as documentation.
 - b. Audits, based on random selection, will be conducted before the conclusion of spring semester. Audits will ensure that there are no unreported discrepancies between the approved request and the current condition of the investments.
 - c. If discrepancies during an audit are found, the organization will not be able to request for new materials and/or equipment for the subsequent fall semester.
5. The items listed in Section IV.J.6.a do not apply to Essential Investments
6. Organizations are responsible for informing UFB of the new storage location and contact person during re-registration in the spring, summer, or fall semesters.

H. Co-Sponsorships

1. A co-sponsorship request should be submitted as follows:
 - a. One cover page similar to that of a traditional funding request; however, the cover page must have a president/treasurer's signature and an advisor's signature of each co-sponsoring organization.
 - b. One single funding request on which organizations must indicate which line items they are sponsoring.
2. The co-sponsorship format outlined above must be completed regardless of whether or not the co-sponsoring organization is a UFB funded organization except in the case of the exceptions outlined in Section IV.H.7.b.
3. The maximum food and beverage request for co-sponsored events is \$2,000 for two student organizations with an individual organization spending no more than \$1,500. This food and beverage cap will increase by \$500 for each additional co-sponsoring organization.
4. If two or more organizations wish to co-sponsor food and beverage items, each organization must count the co-sponsorship as one of its food and beverage events.
5. The purpose of each co-sponsoring UFB funded organization must align with the purpose of the event.
6. More than one (1) organization may apply for funding for:
 - a. Organizations attending the same conference do not need to submit requests as co-sponsorships.
 - b. Large-scale events not hosted by another UFB funded organization.

I. Performer & Performer-Related Expenses

1. Events based around a speaker or guest lecturer, regardless of honoraria paid to the guest for any charges incurred, must include the following:
 - a. Documentation of the speaker's intent to attend.
 - b. Credentials for how the speaker fits with the event and the purpose of the organization (e.g. resume, CV, biography, etc.).
2. For performer transportation organizations should assign \$0.55 per mile for gas expenses.

J. Items Generally Not Funded

1. Seed money for fundraisers (e.g. loans); this includes any event related to fundraising.
2. Student gifts or giveaways of any type (e.g. philanthropic donations, novelty items, live flowers, clothing, non-essential decorations, balloons, office supply items, gift cards);
3. Honoraria for University of Cincinnati students, faculty, staff, or administrators;
4. Service contracts that do not pertain to the organization's purpose or are used solely for the benefit of the organization (e.g. photographers, therapists, coaches);
5. Media paraphernalia (e.g. magazines, videos, films, books, newspaper publications, and newsletters) not essential to the educational value of the event.
 - a. Electronics (e.g. computer hardware and software, printers and printer equipment, web page development, typewriters);
 - b. Insurance, national, or state membership fees or dues;
 - c. Alcohol;
 - d. Any item deemed excessive by UFB and/or not fully justified by the organization to be essential to the operations, primary purpose, or programming of the organization.
6. Any students competing at a program or conference for monetary prizes.
7. Any purchase not made in US dollars.
8. The above items are generally not funded if they are not central to the organization's event or mission.

V. Automatic Deductions

A. Signatures - 100%

1. The organization's advisor and the treasurer/president must sign each request for funding.
 - a. Also, see (Sec. VII.B.) regarding forged signatures.
 - b. A digital signature shall be defined as a signature that is in any form of digital document/ media, a picture, or reproduced image. See (Sec. III. A.7.b.) for further information.
 - i. In the case where an advisor is not available to sign the funding request, UFB will accept an email from the missing party sent from an official UC email address.
 - c. In the case where an organization shall change officers (President or Treasurer who attended the treasurer's workshop) or obtain a new advisor, it shall be the responsibility of the organization to ensure that new signatures are recorded with UFB. See (Sec.III.A.7.).
 - i. New officers must attend the next scheduled treasurer's workshop and sign the appropriate paperwork.
 - ii. It is the organization's responsibility to obtain and submit the signature of a new advisor.

B. Documentation - 100%

- a. Each line item not fully supported by proper documentation shall be cut 100%.

C. Conference Travel - 100%

1. Any conference budget or event involving travel not accompanied by all of the attendees' M identification numbers within the Travel Authorization form shall be cut 100%.
2. Any conference budget involving international travel must register and be approved by UC International before applying for funds. Lack of this documentation of this approval will result in a 100% deduction.

VI. Post-Event Paperwork/Administration

- A. All original itemized receipts from approved funded requests or purchases made with the (up to) \$300 Operating funds must be turned in within ten (10) business days from the end of the program or event in order to receive reimbursement for expenses. Per University of Cincinnati policy, any receipts older than 30 days will not be accepted for reimbursement.
- B. The Conference/Event Assessment Form needs to be completed no later than ten (10) business days after an event.
1. All funds will be frozen after ten (10) business days from the end of the event if above form or receipts are not turned in and will remain frozen for at least three (3) days from the day the form/receipts are submitted.
 2. If the form or receipts are more than 3 days late, funds will be frozen for ½ of the amount of days they are late. (e.g. If a form is ten (10) business days late, the organization's funds will be frozen for five (5) business days from the day the form was turned in).
 - a. If organization's funds have been frozen due to a failure to submit an assessment form or receipts a budget request will not be heard while the organization's funds are frozen.
 3. If an assessment form is due past the final day of the spring semester, it is still the responsibility of the student organization to complete the assessment form within 10 business days of that event.
 - a. All late assessment forms turned in during the summer semester will carry the same penalty as during the spring and fall semesters until a maximum of 30 frozen days has been reached.
 - b. All frozen days incurred over the summer semester will be applied after the student organization re-registers with SAB during the fall semester.
 - c. Any additional frozen days acquired during the spring semester will be added to the total frozen days gathered over the summer semester
- C. The conference and event assessment forms are available online on the UFB CampusLINK page.

VII. Appeal Process

- A. To appeal a UFB decision, an organization must submit a typed letter of explanation stating why the organization is appealing, listing the line item(s) and article(s) that are being appealed.
1. This typed explanation must be submitted by 5:00 pm the following Wednesday.
 2. Organizations may not appeal any Automatic Deductions.

3. Organizations desiring additional appeals must submit them to the President of UFB and UFB Advisor within one (1) week of the UFB decision.

a. The appeal should be formatted as a letter from the student organization leader explaining the situation with any additional documentation needed.

B. To appeal for additional funds on a budget that has been approved by the Board please submit a typed letter stating the reasoning for the additional costs incurred as well as necessary supporting documentation.

1. Any appeal for additional funding must be submitted no later than 5pm on the Wednesday following the event/conference.

VIII. Additional Funding

A. If 20% or more of UFB funds are left to allocate after the tenth week of spring semester (i.e. spring break), groups will be notified and can request up to \$2,000 in additional funding for a total of \$9,000 for the academic year.

1. The budget request process will be maintained for these additional funds and funds will continue to be allocated on a first-come first-serve basis.

2. Organizations must not exceed two food events or \$1,500 for the Food and Beverage line item when applying for additional funding.

IX. Audits and Sanctions

A. Any organization found to have exceeded their budget, forged documents or signatures, or to have purchased any item with UFB funds without explicit approval of UFB, could have their account frozen for a determined amount of time.

B. UFB reserves the right to audit any organization for any reason and refer any funded organization to judicial sanctioning processes if desired.

X. UFB Consultation

A. Office hours are held by board members in order to address questions about funding requests. Students are highly encouraged to attend. The hours are posted in the Student Government office and online on the UFB Campus *LINK* page.

B. Consulting a UFB member prior to submitting a budget is highly encouraged; however, any consultation provided by members of UFB, their advisor, or any person associated with UFB, is to be construed only as advice, and in no way can consultative advice be taken as a binding agreement on the Board's behalf, as final decisions on funding allotment are always a Board decision.