

## **Student Fee Allocation Board Organization Leader Training Packet**

### **What is SFAB?**

SFAB stands for Student Fee Allocation Board and is a neutral board that allocates student fee funds to Registered Student Organizations (RSOs). The organizations must be primarily made up of undergraduates, have at least three active members, and be registered with the Student Union to be eligible for funding. In addition, they must follow all guidelines laid out in the SFAB bylaws, in written communication from SFAB or USGP personnel, or from Arizona State University.

SFAB is an arm of Undergraduate Student Government, Polytechnic (USGP). All members of SFAB are appointed by USGP and our budget is determined by USGP. In addition, SFAB's Chief of Staff and Treasurer are the same individuals as USGP's Chief of Staff and Treasurer. However, USGP is generally not involved in hearing or voting on proposals.

SFAB is composed of nine individuals. These include: the Chair, Secretary, Chief of Staff, Treasurer, and five Voting Members. Each position will be discussed in a latter section.

SFAB allocates funds in a first-come, first-serve manner. In addition all allocations must meet at least one of the following criteria:

- Is of probable interest to a broad segment of the student population
- Assists students in furthering career or educational objectives
- Furthers the educational objectives of the University
- Enhances student's cultural awareness.
- Promotes community service and involvement

SFAB also considers the number of students benefited, efforts by the RSO to generate funds or provide services to students, the RSO's previous use of funds, the RSO's past completion of the End of the Year Report, community service event, and campus activity events, the RSO's completion of the mandatory SFAB Training, and the goals of ASU.

### **SFAB's Mission Statement**

*SFAB is an undergraduate student governing board that allocates funding for registered organizations on the Polytechnic campus to enhance the student experience. We encourage an inclusive environment and opportunity for students to grow personally, professionally, academically, and as a community*

### **The goals of Arizona State University**

SFAB seeks to make funding decisions that align with the goals of Arizona State University. These include the ASU Charter, the Design Aspirations of the New American University, EOSS's goals and principles/values, and the Sun Devil Way.

The ASU Charter reads:

"ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves"

More information about the ASU Charter may be found at: <https://president.asu.edu/about/asucharter>

The Design Aspirations of the New American University include:

- Leverage Our Place
- Enable Student Success
- Transform Society
- Fuse Intellectual Disciplines

- Value Entrepreneurship
- Conduct Use-Inspired Research
- Be Socially Embedded
- Engage Globally

For more information about these principles please visit:

<https://newamericanuniversity.asu.edu/about/design---aspirations>

The goals, principles, and values of EOSS include:

**Goals:**

- Provide the best possible environment for student learning
- Provide the best possible timely and effective services for students.

**Principles/Values:**

- Health/Wellness
- Spirit/Pride
- Civic Engagement/Entrepreneurship
- Culture

More information about these may be found at: <https://eoss.asu.edu>

The Sun Devil Way asks students to be involved at ASU through:

- Achievement
- Responsibility
- Engagement

For more information about the Sun Devil Way please visit: <https://eoss.asu.edu/sundevilway>

While these principles are key influences on SFAB's decisions, and should be taken into account when hearing a proposal, they are not the sole deciding factor on whether or not a proposal is funded. Voting Members must also consider the SFAB bylaws, mission statement, and goals.

## **Job Descriptions**

### **Chair**

The SFAB Chair is responsible for facilitating and leading SFAB meetings. He or she is also responsible for reaching out to RSO's and answering any questions that they may have. In addition, the Chair is knowledgeable of all bylaws and regulations and works with USG to set the budget for SFAB

### **Secretary**

The SFAB Secretary is responsible for collecting proposals, scheduling RSO's to present, updating RSO's of their funding allocations, and informing RSO's of any paperwork they need to submit. He or she also takes minutes during each SFAB meeting.

### **Chief of Staff**

The Chief of Staff insures that SFAB follows all bylaws and regulations. He or she also records attendance of all SFAB members.

### **Treasurer**

The Treasurer keeps an updated record of the budget and informs SFAB and USG personnel of the balance. He or she also works with Sarah and Lydia to ensure the budget stays up to date.

### **Voting Member**

SFAB Voting Members discuss and vote on funding proposals, interact with RSO's that have been funded, review all proposals before the SFAB meetings, asks questions of presenters after their presentations, and are knowledgeable of all bylaws and regulations.

## **SFAB Voting Member Liaisons**

Each organization that receives funding from SFAB will be assigned a Voting Member Liaison after their funding is allocated. This liaison will be one of the voting members for SFAB and will serve as the primary link between SFAB and the organization. The liaison will be responsible for answering any questions that an organization has, assisting the organization in carrying out events or items that SFAB funded,

reminding organizations to turn in any necessary paperwork or receipts, reaching out to organizations for feedback regarding events or items that SFAB has funded, and, if appropriate, attending organization's meetings. In short, the Voting Member Liaisons should be the person organizations contact when they need help or support.

### **Community Service Events**

Each organization that receives funding from SFAB must complete **two** community service events in the semester that the organization received funding. A community service event is defined as an event that the organization plans or participates in that serves or benefits the community. Some past examples are: volunteering in Drumstick Dash, volunteering to help with move in, volunteering at the ASU Preparatory Academy, or designing an event to serve others. Organizations are encouraged to find or organize an event that aligns with the goals of their organization. This does not have to be something that the organization puts on themselves nor does it have to be something that takes place on the ASU campus.

This requirement is designed to align with the Design Aspirations of the New American University and with the principles/values of EOSS. Furthermore, SFAB wants the organization as a whole to be involved in whatever event the organization selects. Therefore, more than one member of the organization must participate in the event.

Proof of completion of this requirement will be included in the End of the Semester Report that all organizations receiving funding in a particular semester must complete. Furthermore, this requirement must be completed in each semester that an organization receives funding. This means that if an organization receives funding in both the fall and spring semester, they are expected to complete **two** community service events in both the fall and spring semesters.

If an organization is having trouble selecting events to meet this requirement, they should contact their assigned Voting Member Liaison or contact Changemaker to find out about their service opportunities.

### **Campus Activity Events**

Each organization that receives funding from SFAB in a semester is expected to complete **two** campus activity events in the semester that they receive funding. A campus activity event is defined as an event with the primary purpose of building a community within ASU. This event may be something that the organization facilitates or an event that the organization attends. Some past examples are, attending campus events such as Welcome Week, professional networking events, and teambuilding events. This can also include tabling where the organization talks to students about their organization, how to get involved, and upcoming events.

Organizations are encouraged to find or organize an event that aligns with the goals of their organization. This does not have to be something that the organization puts on themselves, although it can be.

This requirement is designed to align with the Design Aspirations of the New American University and with the principles/values of EOSS. Furthermore, SFAB wants the organization as a whole to be involved in whatever event the organization selects. Therefore, more than one member of the organization must participate in the event.

Proof of completion of this requirement will be included in the End of the Semester Report that all organizations receiving funding in a particular semester must complete. Furthermore, this requirement must be completed in each semester that an organization receives funding. This means that if an organization receives funding in both the fall and spring semester, they are expected to complete two campus activity events in both the fall and spring semesters.

If an organization is having trouble selecting an event to meet this requirement, they should contact their assigned Voting Member Liaison.

### **Allocation Limit**

SFAB has an allocation limit of \$5,000 per academic year. This means that no one organization may be allocated more than \$5,000 in one academic year. An academic year is defined as beginning on the first day of classes of the fall semester and ending on the last day of classes of the spring semester. The sum of all SFAB allocations for a particular organization will be used to determine if an organization has reached the allocation limit.

If an organization requests an allocation in excess of \$5,000 both SFAB and the executive board of USGP must vote on the proposal. Both SFAB and the executive board of USGP must vote to allocate the proposal with a two-thirds vote.

Purchases should be made w/ US based companies to avoid monetary exchange charges.

Note: SFAB may choose to only partially fund a club's proposal, even if it is within the allocation limit. Another ASU sponsored resource is PitchFunder. Please take a look at the links below, or ask your SFAB representatives about this resource for additional funding.

Website: <https://asu.useed.net/>

Overview of PitchFunder: <https://www.youtube.com/watch?v=Bf9ykrFb-ps>

### **Items that SFAB Cannot Fund**

SFAB is unable to fund any of the following items:

- Items that violate rules or regulations set out by Arizona State University
- Alcohol
- Activities which discriminate on the basis of race, color, religion, national origin, citizenship, gender identity, sex, sexual orientation, age, disability or veteran status
- Activities, which are limited to a single political partisanship
- Food or beverages, in excess of \$300 total for reoccurring events or \$20 per person for one-time events
  - Recurring events are defined as events that occur two times or more in a semester, serve the same public purpose, or are a general RSO meeting
  - A one time event is defined as an event that only occurs once in a semester and has a unique public purpose, separate from other events held by the RSO
- Scholarships or cash awards
- Office supplies in excess of \$100 (One hundred dollars);
  - Note: if a club is using a type of office supply as marketing materials, they must include the Club's logo/information and be used specifically for outreach purposes. This is up to the discretion of the SFAB voting members.
- Postage (must use ASU Mail Services)
- Travel in or out of state in excess the \$5,000 per year allocation limit
- Activities that pose a substantial risk of death or serious bodily injury.
  - Any RSOs seeking exemption from this provision must submit to the SFAB Chair liability waivers, proof of health insurance, and other documentation deemed necessary by University general counsel for all individuals' participation in the funded activity.
- T-shirts or polo shirts in excess of \$12 (twelve dollars) per shirt

- Athletic wear such as hats, tank tops, pants, shorts, hoodies, sweatshirts, and athletic bags, in excess of \$15 (fifteen dollars) per item
- Rental car fees.
- Anything that will later be sold to drive a profit
- Hotel Costs or any Costs Associated with Hotels.
- Conference fees. Costs associated with travel to and from conferences may be funded
- SFAB may only provide reimbursement for fuel
- Flammable materials (charcoal, lighter fluid, propane)
- Materials or items that need to be inventoried and tracked
- Construction materials will be evaluated based on usage

### **Spending Money Prior to Receiving Funds**

SFAB cannot fund a proposal for which funds have already been spent. This means that if an organization requests funding for an event or item that has already been bought SFAB will be unable to fund that item. Organizations are expected to receive an allocation from SFAB prior to expending funds.

### **Preparing a Proposal**

The SFAB proposal template may be found on the USGP webpage:

<http://115402.orgsync.com/org/usgp/SFAB>. All proposals must be submitted on the proposal template. Proposals not on the proposal template will not be accepted.

RSO's should use quotes that are as accurate as possible when building their proposals. For example, if they are asking for funding for Aramark catering for one of their events, the RSO should contact Aramark for a quote on how much the catering will cost. Likewise, if a RSO is asking for items from a retail store, such a Wal-Mart, they should make every effort to gather the most accurate prices for their requested items. Organizations should ensure that their proposals include sales tax and shipping charges.

An example of a properly filled out SFAB proposal template is included on the next two pages:

### Student Fee Allocation Board (SFAB) Proposal

Email a completed proposal to the SFAB secretary at least forty-eight hours prior to the SFAB meetings to be added to the SFAB meeting agenda. The form will only be accepted if it is emailed to the secretary. If you have any questions please visit <http://asu.orgsync.com/org/usgp/SFAB> or email the SFAB Chair. A representative from your organizing must have completed the SFAB training before your organization will be allowed to present. The training needs to be completed once per academic year.

Fall 2015 meeting dates and times:

**Organization name:** Sparky's Pride

**Name of officer presenting:** Sparky Devil

**Position of officer presenting:** Treasurer

**Email address of officer presenting:** Sparky.Devil@asu.edu

**Phone number of officer presenting:** 480-123-4567

**Requested day to present:** Friday, August 28, 2015

**Number of active individuals in organization:** 20

#### **Tell us about your organization:**

Sparky's Pride was founded three years ago. Our goal is to spread ASU pride in all that we do! We currently have around twenty students involved in our organization and we are planning several events this semester. Two of these events will focus on building a community among ASU students. The other two events focus on professional development.

#### **Note:**

The contact information in this section will be used by SFAB to contact your organization throughout the semester. It will also be used to inform your organization of your presentation time, the outcome of your proposal, and to contact you if you are late to your presentation time

This section seeks to help SFAB get to know your organization. You should include any information that you think will allow us to get to know you. Some ideas to include: what is the primary goal/purpose of your organization, what are you planning this semester, or what you have done in the past.

#### **Please fill out this table with all expenses that you are asking to be funded.**

	Project Name	Date	Quote
1	Promotional Items	Fall 2015	\$360
2	Fall Kick-off	August 31, 2015	\$200
3	End of the Semester Celebration	December 2, 2015	\$200
4	Networking Event	October 21, 2015	\$100
5	<b>Note:</b> This section lists the total amount requested for each project your organization is asking for funding for. If your organization does not have an exact date for a project, then give your best estimate. If the project does not take place on an exact date (like promotional items), then list the semester that your organization expects you will use the items.		
6			
7			
8			
9			
10			
<b>Total:</b>			<b>\$860</b>

### Details for Project One: Promotional Items

[illegible]

**Please explain how this expense will benefit your organization:**

This expense will benefit our organization because it will allow us to market our activities to the students of ASU. The marketing will increase attendance at our events and allow us to reach more students.

**Please explain how this expense will benefit Arizona State University and the Polytechnic Location:**

The promotional materials will benefit ASU and the Polytechnic Location because they will allow our organization to market our events and organization to the students of ASU, thus reaching a broader segment of the student population then we would otherwise reach. This means that more students will benefit from the professional development and community that our organization provides.

Note:

This page should be completed for each project that the organization is requesting funds for. For example, this proposal has four projects, which means this page would need to be completed for each of those four projects.

### **Submitting a Proposal**

Proposals must be submitted forty-eight hours prior to the SFAB meeting (any last minute changes must be submitted by 9a.m. Wednesday mornings). Proposals are submitted to the SFAB secretary via email.

### **Presenting a Proposal**

Once the SFAB secretary has received an organization's proposal, he or she will assign the organization a time to present during the next SFAB meeting. Time slots are generally 15 to 20 minutes in length. The SFAB Secretary will then send the organization's proposal to all SFAB members. The SFAB members will review the proposal prior to the start of the SFAB meeting.

When the organization comes to a SFAB meeting at their appointed time they should wait outside the room because the previous presentation may not be done. A SFAB member will invite the organization to enter the meeting room when the previous presentation is finished.

A presentation will start with the presenter introducing their organization to SFAB. **Clubs are expected to come ready with a 5-minute slideshow presentation to explain their proposal.** This should include explaining each project in detail along with how the project benefits your organization, ASU, and the Polytechnic Location. Once the organization has finished presenting their proposal, the SFAB members will get a chance to ask the presenter questions. After the questions are finished, the presenter will leave.

### **Questions to Ask Presenters**

The questions that are asked of the presenters will pertain to their presentation and organization. Some examples of appropriate questions:

- How does your organization exemplify the Sun Devil Way?
- SFAB requires every organization to participate in two community service events per semester. How does your organization plan to complete this requirement?
- For international service orgs: How do you and your members commit to sustainable service not only internationally, but locally, in an impactful way?
- How does your organization plan to market their events to students?

SFAB members may also ask any questions that aim to clarify a specific part of an organization's proposal.

Organizations will not be asked questions that do not pertain to the organization or proposal in questions. They will also not be asked any questions that compare one organization to another. When asking questions, all members are expected to maintain a respectful and professional demeanor.

### **Voting on a Proposal**

After an organization finishes presenting their proposal and any questions have been asked, presenters will be asked to leave the room. The SFAB members will then discuss and vote on the proposal. At this time, any SFAB members that are involved in the organization will leave the room. This is to ensure that all SFAB decisions are impartial. The discussion and voting will proceed according to Robert's Rules of Order. The SFAB Voting Members are the only ones that vote and they can decide to fully fund, partially fund, or not fund a proposal. All decisions are made in accordance with SFAB bylaws, University rules and guidelines, and the goals of the University. Items and situations that are not clearly defined are up to the discretion of SFAB Voting Members.

### **Notifying Organizations of the Results of their Proposal**

Organizations will be notified of the results of their proposal no later than forty-eight hours after the



conclusion of the SFAB meeting. The SFAB secretary will email the organization with the results. This email will also include information about the next steps the organization needs to take.

### **Funding Appeal**

If an Organization wishes to appeal a funding decision, they must contact the SFAB Chair, Secretary, and Chief of Staff, in writing, within one week of receiving the decision. The Chief of Staff will ensure that the appeal is added to the agenda of the next USGP Senate meeting. The SFAB Chair will then submit SFAB's reasoning for the decision to the USGP Senate. The organization must submit what they are appealing, their reasoning for appealing, and what they are requesting the change to be to the USGP Senate. These may be submitted in writing or in person at the Senate meeting. Written reasoning's must be submitted at least forty---eight hours prior to the Senate meeting and should be submitted to the USGP Secretary. After hearing from both the SFAB Chair and the organization, the USGP Senate will vote to change on the appeal. A two---thirds vote is required to overturn SFAB's original decision. The Organization and the SFAB Chair shall be notified of the results of the appeal within forty---eight hours after the end of the USGP Senate meeting.

### **Spending Money Allocated**

After an organization has been notified of the results of their proposal, they must set up a meeting with the purchasing liaison to discuss how they can spend the money allocated to them. An organization may not spend any of the money allocated to them until this meeting has been completed.

### **Changing an Allocation**

Organizations must spend their allocation on exactly what SFAB allocated the money for. If an organization wishes to change how their money is allocated or request a higher allocation, they must resubmit a new proposal. This proposal follows the same guidelines as an original proposal would. If a club needs to change more than one allocation in a semester, they must come re-present with all of the same guidelines as the first presentation.

If an organization does spend money on something that the money was not allocated for, or they spend more than the allocated amount, they may be deemed ineligible to receive funding in future semesters and/or face other disciplinary action.

### **Redacted Money**

Any funding that is not spent by the last day of the semester in which the funding was granted will be redacted back into the SFAB account. This means that organizations must spend any funds allocated to them by the last day of the semester or they will lose the funds.

If an organization wishes to keep allocated funds past the last day of the semester, they must request this in writing to the SFAB Chair. The request will then be voted on by the SFAB voting members.

### **End of the Semester Report**

Every organization that receives funding from SFAB is required to submit an End of the Semester Report. This report will show proof of completing the two community service events, two campus activity events, and will allow SFAB to better evaluate the effect it has had on ASU. Please include sign-in sheets and flyers from all events.

End of the Semester Reports are due on the last day of classes and can be found at:  
<http://115402.orgsync.com/org/usgp/SFAB>

The End of the Semester Reports should be submitted to the organization's assigned Voting Member Liaison.

### **Conference Report**

Any organization that attends a conference partially or fully funded by SFAB must submit a conference report. These reports allow SFAB to see the benefits it provided to ASU, the organization, and the students that attended.

Conference Reports are due two weeks after returning from the conference or the last day of classes, whichever is sooner. They should be submitted to the organization's assigned Voting Member Liaison and can be found at: <http://115402.orgsync.com/org/usgp/SFAB>

### **Sustainability Report**

Any organization that receives SFAB funding for an event must complete a Sustainability Report no later than ten days after the event or the last day of classes, whichever is sooner. A Sustainability Report must be completed for each event that SFAB provided partial or full funding for. An event is defined, as any programming the organization puts on that is not a general club meeting that has the primary purpose of discussing club business. These reports align with the University's sustainability goals and should be submitted to the organization's assigned Voting Member Liaison. The Sustainability Report may be found at: <http://115402.orgsync.com/org/usgp/SFAB>

### **Ineligibility to Receive Funding**

An organization may be deemed ineligible to receive funding if they have broken any regulations set forth in the Bylaws, Arizona State University, or in written communication from SFAB or USGP. If an organization fails to turn in their End of the Semester Report, Conference Report, receipts, or other required documentation the organization will be deemed ineligible to receive SFAB funding in the following semester. If an organization misuses specifically allocated funds, they will be deemed ineligible to receive funding for one year. For all other offenses, the USGP Senate will determine the length of time that an organization cannot receive funding.

USGP Senate has the sole authority to deem an organization ineligible to receive funding. However, the SFAB Chair, SFAB Secretary, SFAB Voting Members, or USGP Executive Board Members may recommend to the USGP Senate that an organization be deemed ineligible to receive funding.

If an organization is deemed ineligible to receive funding, the USGP Secretary must notify the SFAB Chair and the organization no later than twenty-four hours after the decision. This notification must include the reasoning behind the decision, the length of time they are ineligible, and the appeal process if the organization does not agree with the decision.

If an organization wishes to appeal the decision, they must notify the USGP Secretary within one week of receiving the decision. The USGP Secretary will then notify the USGP Executive Board, SFAB Chair, and USGP Senate of the appeal and add it to the agenda for the next USGP Executive Board Meeting. The USGP Senate President must submit the Senate's reasoning for the decision and the organization must submit their reasoning for appealing the decision and what they are asking it be changed to. This may be done in person at the Executive Board Meeting or in writing. If it is in writing, it must be submitted to the USGP Secretary no later than forty-eight hours prior to the Executive Board Meeting. The Executive Board may then vote to overturn the Senate's decision by a two-thirds vote. The organization, SFAB Chair, and USGP Senate must be notified if the results of the appeal no later than twenty-four hours after the end of the meeting.

### **SFAB Bylaws**

While this training packet sought to provide a complete guide to SFAB and the funding process, it is not meant to replace the SFAB bylaws. All organizations are required to read and be familiar with the SFAB bylaws, which are Title III and IV of the USGP bylaws and may be found at <http://115402.orgsync.com/org/usgp/SFAB>.

Original Document Created by Mariah Patton

Edited on August 4, 2016



### Club Acknowledgement Form

I \_\_\_\_\_, Officer of \_\_\_\_\_ Club/Organization hereby acknowledge that I have read all ASU code of conduct rules and SFAB bylaws. I have also completed the SFAB training packet and understand the steps I need to take to receive funding, which includes mandatory service and campus events. I understand the rules I must follow and how I am able to use funds received from SFAB. I also understand that I must schedule an appointment with the assigned purchasing liaison **before I can purchase anything with SFAB allocated money. This appointment will be made 48 hours in advance of the desired purchasing date.** I understand that the money will be spent only on what SFAB approved, and any change in allocation will need to be dealt with as the training packet states. I understand that any violations or failures to comply, by myself or my club members, are subject to punishment that could include loss of funds as a club. **This form must be submitted before any club may give their proposal.**

Club Officer's signature \_\_\_\_\_ Date \_\_\_\_\_

Club President's signature \_\_\_\_\_ Date \_\_\_\_\_

Club Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

SFAB Chair's signature \_\_\_\_\_ Date \_\_\_\_\_