

University of Colorado Colorado Springs

(UCCS) Student Government Association

Funding Guidelines and Procedures

Adopted August 14, 2015

Amended May 3, 2018

Amended Aug 30, 2018

Amended Oct 10, 2019

Amended June 1, 2020

Amended April 21, 2022

Amended May 5, 2023

Amended February 5, 2026

Amended August 31, 2026

Table of Contents

Preamble 3

Article I. Funding Eligibility 3

Article II. Funding Principles 3

Article III. Funding Restrictions 4

Article IV. Category Allocations 4

Article V. Funding Process 6

Article VI. Appeal Process 7

Article VII. Adoption and Enablement 7

Definitions 7

Preamble

The UCCS Student Government Association (SGA) supports student activities. These Funding Guidelines and Procedures define the club funding process to facilitate student activity and involvement at UCCS.

The Budget Advisory Committee (BAC) shall provide funding in accordance with these established guidelines as it pertains to any Club and Organization requesting or receiving funding from the Student Government Association.

Capitalized terms used but not defined herein shall have their meanings set forth in the SGA Constitutional Bylaws or the Constitution.

Article I. Funding Eligibility.

- A. No Club will be eligible for SGA funding unless it is a registered student Club with the Student Life & Leadership Office. Club Sports are eligible for funding only if they are registered through Campus Recreation.
- B. Funded events and travel must be open to all students, except as otherwise provided in this subsection.
 - a. "Open to all students" shall mean that participation is made reasonably accessible through active and public solicitation. Such solicitation must occur through open and broadly accessible channels, including but not limited to campus-wide flyers, Mountain Lion Connect postings, public meetings, or other university-recognized communication platforms.
 - b. Travel or events that restrict participation to a closed or pre-selected group without public solicitation shall not be considered "open to all students."
 - c. A funded activity may include advanced registration, attendance caps, or prior logistical approval when reasonably necessary because of venue limitations, transportation limits, safety requirements, or event management needs.
- C. Failure to comply with these Funding Guidelines may result in actions up to suspension and disqualification from requesting future funds for the remainder of the fiscal year, and/or sanctioning by the Department of Student Life & Leadership.

Article II. Funding Principles.

- A. All funding decisions will be made in a viewpoint-neutral and non-discriminatory manner and shall not be based on or influenced by the views or beliefs of the requesting Club. Funding decisions shall not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, pregnancy, veteran status, political affiliation, or political philosophy.
- B. The following will be considered in no particular order by the BAC when making determinations about fund allocations:
 - a. The furtherance of the club.
 - b. The benefit to the campus community.
 - c. The ability of the SGA Student Activities Fee Fund to help the requesting Club to effectively and efficiently hold events.
 - d. The educational, civic, and cultural value to the campus and the greater community –the extent to which the proposed activity is likely to foster growth and excellence among students.
 - e. The number of expected event participants.
 - f. The location of the event (e.g. whether the event is held on campus or off campus.)
 - g. The amount of money available to the SGA to allocate to student Club events.
 - h. Compliance with the Funding Guidelines and Procedures for the current fiscal year.
 - i. The ability and willingness of the Club to comply with these Funding Guidelines, University Policy, and the laws of the State of Colorado.

Article III. Funding Restrictions.

- A. Funding will not be allocated for:
 - a. any Club's individual membership fees, national affiliations, or state delegations.
 - b. any Clubs's individual or organizational insurance fees.
 - c. the purchase of alcohol, tobacco, controlled substances, or firearms.
 - d. the purchase of debt.
 - e. personal expenses or cash equivalents. Cash equivalents include, but are not limited to, prizes, awards, gift cards, gift certificates, or any item readily convertible to cash value.
 - f. faculty, staff, coaches, or instructor expenses, but may be implicitly allocated if the addition of faculty, staff, coaches, instructors does not change the amount of funds allocated.
- B. After-the-fact funding may be considered only in the event the campus closes when: 1) the closure is for a day when a BAC meeting is scheduled; and 2) the funding proposal was scheduled to be considered at said meeting.
- C. Clubs seeking funding may request funds under three categories: Travel, Events, and ROAR Days. All goods, including durable goods, shall be considered within the Events or ROAR Days categories. Durable goods must still comply with all applicable limitations and requirements outlined in these guidelines.
- D. Allotted funding cannot be reallocated or donated among different organizations. This provision does not prohibit collaborative events or travel. In cases of collaborative proposals:
 - a. Each collaborating club must submit their own funding proposal for their intended expenses.
 - b. Funds may not be transferred, redistributed, or exchanged between clubs.
 - c. Each club must independently comply with all applicable funding guidelines.

Article IV. Category Allocations.

- A. Travel
 - a. Travel category costs will be limited to \$3,000 per fiscal year for each Club
 - b. Travel may only include airfare, lodging, ground transportation, and/or Per Diem meal reimbursement.
 - c. All Clubs must attach a minimum of two (2) travel quotes. At least one (1) airfare quote must come from the University of Colorado approved travel agency: Christopherson Business Travel; At least one (1) ground transportation quote must come from the University of Colorado motor pool (if available). Driving time shall be determined using a standard mapping service (e.g. Google Maps) from UCCS to the destination. Exceptions may be requested of and granted by the Director of Finance.
 - i. Travel exceeding 10 driving hours: minimum of two (2) airfare quotes required
 - ii. Travel between 6 and 10 driving hours: minimum of one (1) airfare quote and one (1) ground transportation quote required
 - iii. Travel less than 6 driving hours: minimum of two (2) ground transportation quotes required
 - d. Before any SGA funds may be expended for travel, all Clubs must comply with all University and/or Student Life & Leadership policies and procedures including, but not limited to, filling out the Travel Packet in the Student Life & Leadership office or on Mountain Lion Connect.
 - e. Clubs must secure funding at least 2 weeks in advance if the funding is going towards travel costs, to ensure enough time for the club to follow Student Life & Leadership Travel Procedures. Exceptions may be made if travel occurs during the first 4 weeks of the semester.
- B. Events
 - a. Events category costs will be limited to \$3,000 per fiscal year for each Club
 - b. Clubs must secure funding 2 weeks in advance if the funding is going towards event costs, to ensure sufficient time for the requesting club or organization to follow Student Life

Event Procedures. Exceptions may be made if an event happens within the first 4 weeks of the Fall semester.

c. Subcategories

- i. Facility and Equipment Rentals. Note: Sport facility rental should select "Sports".
- ii. Consumable Supplies. Consumable supplies are non-durable goods. Non-durable goods retain less than a significant value after the completion of the event, activity, or program. Consumable supplies can be, but is not limited to, trash bags, cups, napkins, single-use eating utensils, or small giveaway items such as pens or pins.
- iii. Conferences. A conference includes lectures, conferences, symposia, or similar activities. Cost includes registration fee.
- iv. Food and Beverages.
 1. Food and Beverages will include, but are not limited to, food, beverages, and catering services.
 2. All funds requested for Food and Beverage must be in conjunction with the Campus Catering Policy.
- v. Advertising.
 1. Advertising includes any and all banners, posters, fliers, media, and other items used to advertise events, activities, or programs.
 2. All advertising for SGA funded events, activities, and programs must clearly display "Sponsored by SGA".
 3. Clothing. All clothing items must clearly display "Sponsored by SGA".
- vi. Sport Expenses.
 1. Sport Expenses may only be used by registered Club Sports, or clubs and organizations that predominantly engage in sport or sporting activities as determined by the BAC.
 2. Sport Expenses consist of:
 - a. Facilities (e.g. ice rinks, fields, courts, etc.)
 - b. Officials (e.g. referees, umpires, etc.)
 - c. Team league participation fees
 - d. Equipment, and/or uniforms used for sports activities
- vii. Honorariums
 1. Honorariums shall only be funded for outside performers or speakers.
 2. Honorariums may not be funded for UCCS staff, alumni, faculty, or students.
- viii. Durable Goods.
 1. Durable Goods consist of goods with an estimated value of \$50 or more per unit at time of purchase, as determined by submitted quotes, and retain usable value after the completion of the event, activity, or program, or is expected to remain in service for more than one (1) year after purchase. In determining whether an item is a Durable Good, BAC may consider the item's purchase price, expected useful life, reusability, and whether the item retains substantial functional value after its initial use.
 2. A composite of items intended to be built as one item (i.e. drone) total costing more than \$50 is considered a durable good.
 3. All Clubs requesting funding for Durable Goods must present a plan for keeping the Durable Goods under the ownership and care of UCCS, the University of Colorado, or the State of Colorado for the entirety of the estimated lifespan of the Durable Goods to the BAC. "Ownership and care" is not intended to require on-campus storage.
 - a. The Director of Finance reserves the right to audit or inventory

durable goods, as they see fit.

4. Equipment and uniforms used for sports activities shall be classified as durable goods.

C. ROAR Days

- a. ROAR Days funding is considered separate from general club funding and as such has different event requirements not specifically mentioned in these guidelines. ROAR Days guidelines may change from year to year and requires clubs to be up to date on those requirements.
- b. Funding clubs for ROAR Days will not be limited per fiscal year for each club. It is up to the BAC to set reasonable limits applied equitably per club, based on the number of clubs that submit proposals.
- c. ROAR Days funding shall be exclusively for ROAR Days programming. Clubs can seek to use general club funding for their ROAR Days event, however it will count against their club's yearly total request under the Event category.

Article V. Funding Process.

A. Prior to BAC

- a. Clubs will submit a Mountain Lion Connect (MLC) event or travel request. The event or travel request will then be reviewed and approved by Student Life & Leadership staff. Clubs may apply for funding prior to approval of the event or travel request if pending.
- b. The requesting Club shall initiate the club funding process by completing the Funding Proposal Form.
- c. Documentation.
 - i. Each line item will require Quotes.
 - ii. All Clubs requesting funding must submit the SGA Funding Proposal Form, an itemized budget, and required Quotes, and a proposed "Anticipated Expense Date" to the BAC.
 - iii. Clubs must also show proof of contact with Event Services if an event occurs on campus. If an event does not occur on campus, clubs must present proof of contact with the event location.
 - iv. Quotes will consist of official price estimates from each vendor for the current funding request.
 - v. All funding requests must be submitted and reviewed using tax-exempt pricing whenever the University or the Student Government Association is eligible to make the purchase on a tax-exempt basis.
 - vi. Clubs shall indicate on the Funding Proposal Form whether each requested purchase will be made through University processes or otherwise qualify for tax-exempt treatment.
 - vii. BAC may reduce or deny any portion of a request that includes avoidable sales tax, unless the Club demonstrates that tax-exempt purchasing is not available for that specific expense.
 - viii. If tax is included in a quote, the Club must identify whether the tax will be removed at the time of purchase.
 - ix. The BAC reserves the right to request additional documentation (including but not limited to competitive quotes) from the Club.
 - x. The Director of Finance shall work with each person submitting a club funding request to ensure all funding requirements are met prior to being placed on the next BAC agenda.
 - xi. The Director of Finance reserves the right to establish a deadline for all funding proposals to be complete prior to being placed on the BAC agenda.

B. BAC Meeting

- a. Clubs may request funding:
 - i. Clubs seeking SGA Clubs and Organizations funding may not exceed \$4,000

combined across Travel and Event categories. Example: \$2,000 for travel AND \$2,000 for events.

- ii. Clubs seeking SGA ROAR Days funding will not be limited per fiscal year for each club. It is up to the BAC to set reasonable limits applied equitably per club, based on the number of clubs that submit proposals.
- b. A student member of the requesting Club, who is knowledgeable on the funding process as well as their club or organization's respective funding proposal, must be in attendance physically (unless otherwise authorized by the Director of Finance) to present their proposal at the BAC Meeting in order for the request to be considered.
- c. A Quorum of Senators, as defined in the SGA Constitutional Bylaws, must be present for the BAC to conduct any business.

C. After BAC

- a. Clubs must expend or submit reimbursement requests for all allocated funds within two (2) weeks following the completion of the approved event or travel or by Spring Commencement, as defined by the University's academic calendar, (whichever is sooner). Any funds not expended or submitted for reimbursement within this period shall be automatically forfeited and returned to the Budget Advisory Committee for reallocation. Exceptions may be granted by the Director of Finance.
- b. Clubs who receive any funding from BAC for any event or travel must provide documentation to BAC relating to the outcome of the event or travel. Information could include documentation in the form of photos, written impact statements, and the number of students who attended the event as well as other information the club deems relevant. Clubs must submit this information back to BAC (via MLC form) within 30 days of returning from their travel.

Article VI. Appeal Process.

- A. Disputes arising from decisions of the BAC regarding the club funding process, in accordance with the provisions of the Constitution and subsidiary documents, will be submitted to the Judicial Board.
- B. Clubs may submit a dispute to the Judicial Board by completing the Judicial Review Form.
 - a. The Judicial Board's review shall be limited to whether a procedural error occurred in the consideration of the funding request under the Constitution, bylaws, or these Funding Guidelines and Procedures.
 - b. The Judicial Board shall not substitute its judgment for BAC on the merits of the funding decision absent a procedural violation.
 - c. Clubs may submit an appeal to the Judicial Board by completing the Judicial Review Form.
 - d. If the Judicial Board finds a procedural error, the remedy shall be remand via the Senate
 - e. The J-Board shall decide a reasonable timeline for the clubs proposal to be remand via the Senate following their ruling.
- C. Complaints of financial misconduct, criminal acts, discrimination, sexual harassment and/or any other violation of the Student Code of Conduct or other violations of university policy, will be forwarded to the campus administration for processing.
- D. In the case of a processual error by the BAC, as determined by the Judicial Board, the funding proposal will be remanded to the BAC.

Article VII. Adoption and Enablement.

- A. These guidelines must be approved by a majority vote of the Senate. These guidelines will supersede all previous guidelines.
- B. These guidelines will become effective immediately after approval, or on a date after their approval as established by the Senate.
- C. These established guidelines will not be suspended unless by a majority vote of the Senate.

Definitions

After-the-fact: Any period of time after an event has occurred - this does not prevent reimbursements.

Anticipated Expense Date: The date submitted by the Club and approved by BAC by which allocated funds must be used, encumbered, or otherwise committed in accordance with University procedures.

Cash equivalent: Any item or instrument that can be readily exchanged for cash or used in place of cash, including but not limited to gift cards, gift certificates, prepaid debit cards, or similar items.

Club: A student group registered with the Student Life & Leadership office or a student group registered with Campus Recreation.

Collaborative proposal: A funding proposal submitted by two or more clubs for a shared event or travel, in which each participating club submits and manages its own budgeted expenses in accordance with these guidelines.

Disqualification of Funds: The ineligibility to request and/or receive Student Government funding.

Driving hours: The estimated travel time by ground transportation from the University of Colorado Colorado Springs to the travel destination, as determined using a standard mapping service (e.g. Google Maps) under typical travel conditions.

Durable Goods: Goods with an estimated value of \$50 or more per unit at time of purchase, as determined by submitted quotes, and which are not expended during a singular event.

Fiscal year: July 1st through June 30th as determined by the state controller's office.

Forfeiture of Allocated Funds: The return of previously approved but unused funds to the BAC funding pool when a Club fails to use or encumber the funds by the applicable deadline.

Open to all Students: An event or travel opportunity that is made reasonably accessible to all currently enrolled students through active and public solicitation via broadly accessible channels. Participation may not be restricted based on membership, invitation, or selective criteria, except for reasonable capacity limitations.

Procedural Error: Any violation of these by-laws, or University policies, procedures, rules, or regulations.

Tax-Exempt Pricing: Pricing that excludes sales tax when a purchase is made through University or other authorized tax-exempt procedures.

Quote: Official price estimates from each vendor for the current funding proposal.