

# Manual on Financial Affairs Support Document

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# Overview

## **How to Use this Document**

This document was created to support student group budget requests. Before starting the budget application process, review this document for support. Suggested steps include: 1.

Review the [Overview Section](#) and all external links

2. Review [Mandatory Requirements for All Submissions](#). This section will cover important guidance that relates to all budget submissions, budget submitters, and all specific line item requests.
3. Review [Restrictions](#) and [Powers of the Finance Committee](#). This section will outline general limits to budget requests.
4. Navigate to your specific line item request to review request specific information and guidance.
  - a. The individual line item sections will help you understand what type of documentation you need to provide to the Finance Committee with your budget request.
5. Review the [Appendix](#) for sample documentation

All requests must align with current University, Department, and SGA policies. This document is not exhaustive. The Finance Committee will do its best to communicate any policy changes to student groups, however to do the evolving nature of processes and procedures there may be occasions when last minute policy changes prevent a group from being funded.

## **Budget Cycle**

There are 6 budget deadlines throughout the year. 3 fall semester and 3 spring semester.

- Student must submit an application by 5pm on the date of the deadline
- The Finance Committee will meet for the following 2 weeks to review budgets
- Budget recommendations will be emailed to all groups once all budgets have been reviewed
- Student groups will have 2 days to appeal decisions to the Finance Committee. Students who are not satisfied with the Committee appeal decisions can bring appeal to the Legislature.
- All budget recommendations will be brought to the Legislature on the 3rd week during the General Body Meeting (GBM). Legislature will approve or deny the budget recommendations.
- Final Budget approval will be sent to SORC Finance following the GBM.
- Groups will receive communication from SORC Finance when funds are available in accounts.
  - Groups must complete SPEND (SORC Payment Education and Noteworthy Deadlines) Training before getting access to funds.

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### **Definitions**

GBM	General Body Meeting
Finance Committee	Common name for SGA Committee on Financial Affairs. This committee reviews all budgets and provide recommendations to the legislature for funding
Line Item/Sub-code	A specific category of expenditures
MTS	Motor Transportation Services. Also known as Motorpool. This is the University's vehicle rental service.
SGA	Student Government Association
Student Activities Fee	Mandatory fee collected from each undergraduate student. Each full time undergraduate student pays \$80 for this fee.

### **Justification**

Every request must include sufficient justification that clearly connects each piece of request to the group's mission statement and event purpose.

- **Poor Justification:** *We need to rent the bowling alley because we are putting on a bowling event.*
- **Better Justification:** *The earliest form of bowling can be traced back to Egyptian culture. This bowling event will allow us to explore the historical roots of our culture and share this part of our culture with those who may not be familiar. We are requesting 5 lanes because each lane accommodates 5 people and we are expecting 25 undergrad students to come to our event because this is how many students came last year.*

### **Related Documents**

- [Manual on Financial Affairs and Discretionary Guidelines](#)
- [SGA Bylaws](#)
- [SORC Finance Inventory Policy](#)
- [University Policy on the Disbursement of the Student Activities Fee](#)

### **Related Websites**

- [Student Government Association](#)
- [SGA Finance](#)
- [TerpLink](#)

## Mandatory Requirements for All Submissions

### Pre-Check

Organization is registered and Active in TerpLink

All officers are undergraduate students

Organization is SGA Recognized

Budget Submitter (President or Treasurer) have attended a Budget Training Workshop

### Budget

- All budget applications must include the budget item “Required Budget Information” to be eligible for funding. (1A)
- Funding requests of \$1,500.00 or less must have a date of payment/ program at least 30 days after the budget deadline. Funding requests over \$1,500.00 must have a date of program at least 60 days after the budget deadline. (1B)
- An application will be considered for funding for a program that exceeds \$1,500 and will occur at least 30 days after the budget deadline if an application for the same program has been submitted at some point during the current school year but was denied (or only partially funded). The line items requested must be the same as the original with changes/additions included to correct errors or provide missing information or clarifying information needed to meet SGA guidelines. (1B-i)
- Funding requests with a program date more than eight (8) calendar months away from the deadline will not be granted unless reasonable justification is provided to the Committee of Financial Affairs. (1C)
- All requests to purchase physical items must include an up-to-date inventory record that shows all items currently held by the student group that were purchased with the Student Activities Fee. (1F)
- Any aspect or item of an application that has been previously funded will not be funded again without a reasonable justification as to why a group would need to apply for that aspect or item more than once. (1F-i)
- When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary. (1F-ii)

### Submitter

- Funding applications may only be submitted by an Executive Board Officer (President or Treasurer) of an SGA recognized student group. The submitter must be an undergraduate student and must be accurately listed as an officer on the application and up to date in their group’s Terplink profile. (1D)
- The submitting officer must have attended a budget training workshop in the current

academic year in which the budget was submitted. (1E)

### **General Guidelines**

- **All requests for anything must include sufficient justification as to why they are being requested.** (1F-iv)

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### **Documentation Requirements for All Requests**

- Cannot be more than 1 year old
- Uncropped - must show URL, dates, times, names, emails, etc
- For *services*: Must include: service name, phone number, email address, dates of service, service description
  - Invoice, quote, estimate authored by the service provider **or**
  - **Unsigned** contract
- For *products*:
  - Uncropped screenshot of email/webpage/document/invoice/quote/estimate authored by the product provider **and**
  - Direct URL to the product (when available)
  - Proof of on campus storage

### **On-Campus Storage**

- Proof of secure, on-campus storage is required when requesting purchase of any physical item
- University policy does not permit off-campus storage or storage in on-campus housing
- Examples of on-campus storage
  - Faculty/staff office - Uncropped, recent email from faculty/staff advisor indicating your group is allowed to keep items in their office
  - SORC Locker - Uncropped email from SORC detailing that you have reserved a locker for your group
  - Department storage facility - uncropped email from facility manager, detailing storage location
- Groups must demonstrate secure, on-campus storage for all items purchased (past or present) with the Student Activities Fee. (1G)
- Any on-campus storage space must be in the name of the President, Treasurer, or Group. Otherwise groups must provide documentation showing that they have permission to use that space. (1G-i)

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## Restrictions

### General Funding Restrictions

- All fields on the SGA budget application must be completed accurately and adequately based on the field's specific instructions. (2A)
- Programs whose purpose and description are not apparently relevant to the SGAreognized Mission Statement of the group are not funded. Any social program or event must be primarily relevant to the non-social aspects of the group (i.e. culture, religion, academic interest). (2B)
- A specific item whose purpose is not apparently relevant to the Program Description will not be funded. (2C)
- Payments that are due after the Date of Program are considered reimbursements. Reimbursements are not funded. (2D)
- Free items, giveaways, non-uniform wearing apparel, products/services that are only for the material benefit of individuals are not funded. (2E)
- Papers that are demonstrated as having an educational purpose are not considered giveaways. (2E-i)
- Items that are justified as being an essential part of a program a group puts on may not be considered giveaways. (2E-i)
- The primary beneficiaries of any program must be undergraduate students at the University of Maryland, College Park. (2F)
- Any item(s) or service(s) of material benefit that primarily benefit non-undergraduate UMD students are not funded. (2G)
- Exclusionary programs are not funded. Programs are considered exclusionary if: only the target audience may attend the event, or specified person(s) or group(s) may not attend the event. (2H)
- Documentation that groups provide must align with the standards set in the Documentation Guide of the Manual on Financial Affairs. (2I)
- Costs must be accurately reflected (in US dollars) in the documentation presented by a

group. If documentation shows lower costs than what was requested, the amount funded will be adjusted down to match the documentation. (2J)

- Groups that have not received funding for at least the past four semesters are limited to a \$2,000 cap per program in the first allocation period they apply. (2K)
- Services that are provided for free by either the Stamp Student Union or any entity at the University of Maryland are not funded (contingent upon the fact that the services are available to all the students at the university). (2L)
- Groups must justify why they need an outside vendor as opposed to a university sponsored service. (2L-i)
- Permanent or semi-permanent structures that require yearly maintenance and recurring financial support are not funded. (2M-i)
- Online software and subscription services that require a separate account and management by SORC are not funded. (2M-ii)
- Fundraisers without other sources of funding are not funded. 'Other sources of funding' must be proven not to include any money allocated from the Student Activities Fee. (2N)

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- Anticipated expenses that have a possibility of not being incurred are not funded. (e.g. Insurance, Warranties) (2O)
- Funding applications are not reviewed for groups whose KFS accounts are currently frozen. (2P)
- Programs utilizing any amount of SGA funding may only charge admission to cover the per person cost of expenses directly incurred by the event which are not funded by the SGA (food, insurance, giveaways). Programs with all other admission charges are not funded. Programs may not otherwise receive any form of payment from undergraduate students. Mandatory registration, fees, donations, and other forms of payment are not permitted. (2Q)
- Requests for items or services that would violate University, Local, State, or Federal policy or law will not be funded. (2R)
- Any request that the Student Organization Resource Center (SORC) does not have the ability to pay for will not be funded. (2S)
- Only payments to U.S. based vendors will be funded. (2T)
- The finance committee will not fund any purchase if it would violate the University Policy on the Disbursement of the Student Activities Fee. (2U)
- If a group uses documentation from a previous event, the group must provide sufficient proof or documentation that the new event will take place. (2V)
- Documentation cannot be more than one year-old unless the committee on financial affairs deems there that there are extenuating circumstances. (2W)
- Groups buying uncapped, non-single-use (decorations, cutlery), physical items shall be capped at \$80 per undergraduate member (on Terplink by the first allocation period submission deadline of the semester)
- Groups which fail to provide a roster shall (Changed to not require it during the first finance period) automatically receive a cap of \$3,000 for uncapped, non-single-use physical items. (2X-i)
- If a group is requesting funding for an item that is mandated by an administrator of a

- space, they must submit documentation of that requirement. (2Y)
- Groups are Capped at receiving \$60,000 per academic year. (2Z)

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## **Powers of the Finance Committee**

The Student Activities Fee (SAF) is one of the mandatory fees that are collected from each undergraduate student. Each full time undergraduate student pays \$80 for this fee. The appropriation of these funds is entrusted to the Student Government Association (SGA) in order to fund and support programs and initiatives that are undertaken by undergraduate students. This is accomplished by recognizing student groups whose missions are aligned with the stated goals and objectives of the SGA.

The responsibility of fairly and equitably distributing the SAF is delegated to the Committee on Financial Affairs, which implements and oversees a monthly SAF allocation process. In order to balance the total amount of requested SAF funds and the total amount of available SAF funds, the Finance Committee establishes funding guidelines and standards that apply to all allocation decisions. That is, the decision on whether or not to fund items for a requested program will never be determined based on the mission or values of the group itself. A student groups application will always be reviewed along the same parameters as all other applications.

The SGA seeks to support non-exclusionary programming that enhances the University of Maryland community and the overall student experience. Both the SGA and Student Groups are responsible for the use of the SAF. These expectations are laid out in the SGA Bylaws: Article VII, Section 1:D, Section 2, and Section 4.

### **Relevant Discretionary Guidelines**

- It is up to the discretion of the Committee of Financial Affairs to correct a misclassification of a line item, so that a program can be reviewed appropriately. (16A)
- The Finance Committee may treat multiple applications from the same group during the same Allocation Period as a single application if the Committee determines those applications to be for the



same program. All relevant caps will be applied to the program as one program. (16B)

- If more than one budget application is submitted by a group for the same program in the same funding period, the most recent submission will be reviewed, and the others will be disregarded. (16C)
- If the Committee on Financial Affairs can find a comparable product to the item requested by a group at a lower cost, funding will be adjusted to the amount of the lower-cost product. (16D)
- The Committee on Financial Affairs reserves the right to temporarily deny funding to a group pending an investigation by the Committee on Audit & Review. (16E) ● The Finance Committee reserves the right to implement progressive budget cuts to groups if it is determined that the total amount meant to be fully funded to groups would significantly deplete the amount of money available in future budget periods. These cuts may not be appealed or funded in a different period. (16F)

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## Appeals

### What is an Appeal?

A Budget Appeal is an opportunity for student groups to request to the Finance Committee or the SGA that their budget decisions be reconsidered.

### Types of Appeals

- **Committee Appeals** - This is the first level in the appeal process. Student groups can contest a Committee decision directly to the Finance Committee.
- **Legislative Appeals** - This is the second level in the appeal process. If a group is not satisfied with the outcome of their Committee Appeal, they can appeal the decisions to the SGA Legislature.

### Appeal Guidelines

- General Guidelines
  - If your budget received a mandatory cut, you are NOT eligible to appeal this decision. You CANNOT appeal a mandatory budget cut
  - If your group is NOT SGA Recognized, you are NOT eligible to appeal this decision.
  - If your officer did not attend a budget workshop training, you are NOT eligible to appeal this decision.
  - If your budget is not inline with any University Policy, you are NOT eligible to appeal this decision
- Committee Appeals (on Zoom)
  - Committee Appeals are not meant for new information to be provided to supplement an application. They are meant for student groups to clarify information that was originally provided with an application or to correct a mistake

made by the Committee on Financial Affairs

- Budget recommendations are sent out by email after all budgets have been reviewed
- Information for requesting an appeal will be included in the budget email
- Each appeal is 20 minutes. The group will have 10 minutes to explain their case and then be asked to leave the room. The Committee will discuss the appeal.
- Appeal decisions will be sent out at the conclusion of all appeals
- If you are not satisfied with the Committee Appeals decisions you can appeal to the SGA Legislature .
- Legislative Appeals (in-person)
  - Student groups are permitted to bring in new information to the Legislative Appeal (payment documents, presentations, group statements, witnesses, etc)
  - Group must email the [SGA President](#), [SGA VP](#), and [SGA CFO](#) indicating their intention to appeal the Finance Committee's decision no later than 12pm on the day of a GBM.
  - SGA will add the student group to the Agenda

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- The student group must arrive in person to the GBM to present their budget to the SGA and answer any questions the SGA may have. The Finance Committee will have an opportunity to explain their recommendations and answer any questions.
- In most cases, a decision will be made during the GBM.

### **Relevant Discretionary Guidelines**

- New information presented in appeals will not be accepted without the express consent of the Chief Financial Officer. (15A)
- The following guidelines are deemed as strict financial procedural or university guidelines that are beyond the scope of the finance committee. Therefore, denial for a violation of the following guidelines will not be appealable to the SGA Legislature:

- |        |                          |       |
|--------|--------------------------|-------|
| ○ 1A   | ○ 2N                     | ○ 13B |
| ○ 1E   | ○ 2P                     | ○ 13C |
| ○ 1F   | ○ 2R                     | ○ 13D |
| ○ 1G   | ○ 2S ○ 2T ○ 2U ○ 3A ○ 3B | ○ 14A |
| ■ 1G-i | ○ 3C ○ 3D ○ 3E ○ 3F ○ 3G | ○ 15B |
| ○ 2D   | ○ 3H ○ 3I                | ○ 16E |
| ○ 2F   | ○ 4A ○ 4C ○ 4D           | ○ 16F |
| ○ 2G   | ○ 5A                     |       |
| ○ 2H   | ○ 5B                     |       |
| ○ 2M   | ○ 5C                     |       |
| ■ 2Mi  | ○ 6D                     |       |
| ■ 2Mii | ○ 11A                    |       |
|        | ○ 11B                    |       |

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## **Emergency Funding (previously Group Help)**

### **Typical Expenses**

- Any unexpected charges not anticipated in original budget request

### **Request Specific Requirements**

- The deadline for emergency funding is 15 business days before the event.
- Refer to individual line item guidance for request specific requirements.

### **Important Notes and Guidelines**

- Emergency Funding is reviewed under the same guidelines and restrictions as a regular budget application. All requests must align with the guidance in the Manual on Financial Affairs and Discretionary Guidelines.

### **Funding Caps**

- Caps reflect all standard budgets limits. See individual line items for details.

### **Relevant Discretionary Guidelines**

- Any event or program already funded through a regular allocation period that has incurred unexpected expenses (after submitting the original funding application), must apply for those unexpected costs through Group Help funding with documentation. (15A)
- Submissions for Emergency Funding must be submitted at least ten (10) business days prior to the date of payment or program. (15B)
- Submissions for Emergency Funding must be submitted by the close of business in order for the submission day to count as a business day. (15B-i)

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# Advertising

## Typical Expenses

- Event specific flyers and posters
- Tablecloths
- Banners

## Request Specific Requirements

- Documentation must include
  - Description of items
  - Quantity requested
  - Cost per item
  - Total Cost
  - Direct links to items (when available)
  - Justification for items
  - Justification for quantity of items
- Must provide proof of secure on-campus storage space
  - Must provide up-to-date inventory for any physical items funded by SGA for the group

## Important Notes and Guidelines

- Advertising that involves printing and copying must justify the use of color ink
- Advertising requests need to be event-specific
- General Advertising for a group is not funded unless it is for a banner, table throw or similar item that will stay with the group

- Off campus advertising and newspaper advertisements are not funded ●
- Justification for items must relate back to mission statement

### **Funding Caps**

- \$1 per anticipated undergraduate attendee
- \$150 per item that stays with groups (banners, table throws, etc.).
  - Printing and Copying Services will be capped at \$5,000 per student group per semester.

### **Relevant Discretionary Guidelines**

- When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary. (1F-ii)
- Papers that are demonstrated as having an educational purpose are not considered giveaways. (2E-i)
- Any form of advertising is capped at \$1 per undergraduate student attending the event or program being put on. (4A)
- General advertising (advertising not targeted for a specific program or event) is not funded, with the exception of banners, table throws, or similar items that will stay with the group. (4B)

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- Items that will stay with groups (banners, table throws, etc.) are capped at \$150 per item. Groups may only receive funding for one of each item (banners, table throws, etc.). (4B-i)
- Off-campus advertising is not funded. (4C)
- Newspaper advertisements are not funded. (4D)
- Printing and Copying Services will be capped at \$5,000 per student group per semester. (7C)

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## **Contractual Services**

### **Typical Expenses**

- Guest speakers
- DJs & Performers
- Police services

### **Request Specific Requirements**

- Invoice, quote, estimate, proposal, or unsigned contract must include:
  - Name of person/business executing services
  - Description of service(s)
  - Cost of services
  - Total cost
  - Vendor phone
  - Vendor email (when available)
- Must include proof of room/space reservation
  - See [Room & Space Rental](#)
- Justification for items - must relate back to mission statement

### **Important Notes and Guidelines**

- Final price must be exact, and not still in negotiation (note: this does not mean you should sign something before coming to us!)
- Group members cannot be contracted for events without pre-approval from SGA Legislature
- Contractual agreements used to authenticate a funding request must be in the name of a student group or its officer

### **Funding Caps**

- \$20 per anticipated undergraduate per day of the program **OR** the membership roster as listed on Terplink
- Photographers/videographers are capped at \$500 as a whole
  - This cap is still superseded by the total contractual services cap

### **Relevant Discretionary Guidelines**

- When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary. (1F-ii)
- Contractual services are capped at \$20 per day per undergraduate student attending a program or event OR the membership roster as listed on Terplink. (5A)
- This cap will be lifted for one-on-one training only when the training is demonstrated to benefit the entire group. (5A-i)
- A student member of an organization who is providing a service that is directly related to the mission of that organization may not receive monetary compensation without pre-approval from the SGA Legislature. (5B)

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- Funding for photographers will be capped at \$500 per event. However, this cap will also be in line with the total contractual services cap. (5C)

## **Decorations**

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### **Typical Expenses**

- Centerpieces
- Table clothes
- Balloons

### **Request Specific Requirements**

- Documentation must include
  - Description of items
  - Quantity requested
  - Cost per item
  - Total Cost
  - Direct links to items (when available)
  - Justification for items
  - Justification for quantity of items
- Must provide proof of secure on-campus storage space
- Must provide up-to-date inventory for any physical items funded by SGA

### **Important Notes and Guidelines**

- Decorations will not be funded unless are essential to the mission statement
- Justification for items - must relate back to mission statement

### **Funding Caps**

- \$1 per anticipated UMD undergraduate attendance

### **Relevant Discretionary Guidelines**

- When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary. (1F-ii)
- Funding for decorations is capped at \$1 per undergraduate student attending the program or event. (14A)

# Equipment Rental

## Typical Expenses

- Tables & Chairs
- AV Equipment
- Pipe & Drape

## Request Specific Requirements

- Invoice, quote, estimate, proposal, or unsigned contract must include:
  - Name of person/business executing services
  - Description of service(s)
  - Cost of services
  - Total cost
  - Vendor phone
  - Vendor email (when available)
- Justification for items - must relate back to mission statement
- Must include proof of room/space reservation (see [Room & Space Rental](#)) **OR** Group must provide proof of a secure on-campus storage facility **OR** provide proof that they will only have possession of the item(s) for the day in which it will be used.
  - Storage must demonstrate sufficient space for equipment

## Important Notes and Guidelines

- If an off campus supplier is used, groups must explain why an on-campus supplier could not be used instead

## Funding Caps

- \$35 per UMD undergraduate student in anticipated attendance
- 

## Relevant Discretionary Guidelines

- When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary. (1F-ii)
- Groups must demonstrate a secure on-campus storage facility or reasonable expectation of care during the rental period. (11A)
- Equipment Rental is capped at \$35 per UMD undergraduate student anticipated to attend. (11B)
- Any request to use an off-campus provider must be justified with an explanation as to why an on-campus provider is insufficient. (11C)

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## Equipment Repair

### Typical Expenses

- Replacing worn parts of existing equipment
- Service or tune-ups for existing equipment
- Updates to out-of-service parts

### Request Specific Requirements

- For Contractual Services:
  - Invoice, quote, estimate, proposal, or unsigned contract must include:
    - Name of person/business executing services
    - Description of service(s)
    - Cost of services
    - Total cost
    - Vendor phone
    - Vendor email (when available)
- For Physical Items:
  - Documentation must include
    - Description of items
    - Quantity requested
    - Cost per item
    - Total Cost
    - Direct links to items (when available)
    - Justification for quantity of items
- Justification for repair - must relate back to mission statement

### Important Notes and Guidelines

- These requests are treated as either Contractual Services or Miscellaneous Supplies depending on the nature of the request.

### Funding Caps

- Contractual Services - \$20 per undergraduate member as listed on Terplink ●
- Miscellaneous Supplies - \$80 per undergraduate member as listed on Terplink

### Relevant Discretionary Guidelines

- Groups seeking funding for equipment repair must explain why repair is necessary.  
(10A)

- Groups buying uncapped, non-single-use (decorations, cutlery), physical items shall be capped at \$80 per undergraduate member (on Terplink by the first allocation period submission deadline of the semester) (2X)

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## Food

### Typical Expenses

- Catering
- Produce
- Packaged food

### Request Specific Requirements

- Documentation must include
  - Description of items
  - Quantity requested
  - Cost per item
  - Total Cost
  - Direct links to items (when available)
  - Justification for items
  - Justification for quantity of items
- Must include Event Flyer
- Must include anticipated attendance
- Must provide proof of secure on-campus storage space
- Catering requests must also include
  - Vendor name
  - Vendor phone
  - Vendor email (when available)
  - Official quote/estimate/invoice

### Important Notes and Guidelines

- Justification for why that exact amount and kind of food is required. Justification must tie back to the mission statement.
- Food is not funded unless absolutely essential to the mission and program of the group.
  - For example, food for a “Cooking Club” would be considered essential for that group because they cannot cook without food

### Funding Caps

- Based on University per diem guidelines
  - Breakfast: \$15 per anticipated UMD undergraduate attendance
  - Lunch: \$18 per anticipated UMD undergraduate attendance

- Dinner: \$30 per anticipated UMD undergraduate attendance

### **Relevant Discretionary Guidelines**

- When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary. (1F-ii)
- Food is only funded for a group for which food is essential to the mission statement and purpose of that group. (9A)

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## **Miscellaneous Supplies**

### **Typical Expenses**

- Office supplies
- Tools
- Electronics
- Sports Equipment
- Event-specific supplies

### **Request Specific Requirements**

- Documentation must include
  - Description of items
  - Quantity requested
  - Cost per item
  - Total Cost
  - Direct links to items (when available)
  - Justification for items
  - Justification for quantity of items
- Must provide proof of secure on-campus storage space
  - Must provide up-to-date inventory for any physical items funded by SGA for the group

### **Important Notes and Guidelines**

- Permanent or semi permanent furniture is not funded
- SORC will not purchase any equipment if they do not have capacity or proper equipment to receive, manage, transport, or dispose of these items.
- Generally, any item that does not fall in one of the other line item categories will be classified as Miscellaneous Supplies.

### **Funding Caps**

- \$80 per undergraduate group member (on Terplink by the first allocation period submission deadline of the semester)
- \$60,000 per year

### **Relevant Discretionary Guidelines**

- When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary. (1F-ii)
- Items that are justified as being an essential part of a program a group puts on may not be considered giveaways. (2E-i)
- Online software and subscription services that requires a separate account and management by SORC are not funded (2M-ii)
- Any request that the Student Organization Resource Center (SORC) does not have the ability to pay for will not be funded. (2S)

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- Groups buying uncapped, non-single-use (decorations, cutlery), physical items shall be capped at \$80 per undergraduate member (on Terplink by the first allocation period submission deadline of the semester) (2X)
- Groups are capped at receiving \$60,000 per academic year (2Z)

# Postage

## Typical Expenses

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- Stamps
- Postal service fees

### **Request Specific Requirements**

- Documentation must include
  - Description of items
  - Quantity requested
  - Cost per item
  - Total Cost
  - Direct links to items (when available)
  - Justification for items
  - Justification for quantity of items

### **Important Notes and Guidelines**

- Must explain why email can't be used
- Must include size of mailing list

### **Funding Caps**

- 
- 

### **Relevant Discretionary Guidelines**

- When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary. (1F-ii)
- Groups must justify why email is insufficient for their needs. (12A)

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## **Printing & Copying**



### **Typical Expenses**

- Pamphlets/Flyers
- Posters

### **Request Specific Requirements**

- Documentation must include
  - Description of items
  - Quantity requested
  - Cost per item
  - Total Cost
  - Direct links to items (when available)
  - Justification for items
  - Justification for quantity of items
- Must provide proof of secure on-campus storage space
  - Must provide up-to-date inventory for any physical items funded by SGA for the group

### **Important Notes and Guidelines**

- Funding will be adjusted to the costs of [UMD Copy Services](#) prices, UNLESS a cheaper alternative is demonstrated (alongside the cost from Copy Services).
- Requests for colored paper, colored ink, and higher quality stock must be justified

### **Funding Caps**

- Event Specific: \$1 per anticipated UMD undergraduate attendance at event being advertised
- General: [8SR]: Printing and Copying Services will be capped at \$5,000 per student group per semester.

### **Relevant Discretionary Guidelines**

- When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary. (1F-ii)
- Papers that are demonstrated as having an educational purpose are not considered giveaways. (2E-i)
- All funding will be adjusted to the costs of Stamp Copy Services unless a cheaper alternative is demonstrated alongside the costs from Copy Services. (7A) ● Use of colored paper, colored ink, and higher quality stock must be justified in the application. (7B)
- Any request to use an off-campus provider must be justified with an explanation as to why an on-campus provider is insufficient. (11C)

# Room and Space Rental

## Typical Expenses

- Room rental
- Venue Rental

## Request Specific Requirements

- An Invoice that is clearly authored by the service source **OR** An unsigned contract that contains:
  - Event date
  - Event times
  - Rooms reserved
  - Capacity of Rooms (when available)
  - Cost
  - Payment due dates (when available)
  - Venue Name (eg. Stamp, Clarice, Riggs)
  - Venue Phone
  - Venue Email (if available)
  - Student Organization Name (or requesting officer's name)

## Important Notes and Guidelines

- Payment due dates must align with budget guidelines ([Mandatory Requirements for all Submissions](#))
- If submitting a screenshot of a website – the URL to the specific page must be visible. It is highly recommended to take a screenshot of the whole screen.
- Documentation can not be more than one year old unless the Committee on Financial Affairs deems there are extenuating circumstances.
- If a group uses documentation from a previous event, it must provide sufficient documentation that the new event will take place.

## Funding Caps

- \$20 per anticipated UMD undergraduate attendance for events
  - This applies to each date of the event. For example: if a group requests for room/space rental for a 2-day event, the request would be capped as if they had requested for 2 different events.
- If the room/space rental is not for an event, it is capped at \$20 per organization member on TerpLink.

## Relevant Discretionary Guidelines

- When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary. (1F-ii)
- Groups must provide proof of a reservation before asking for any funding for a program or event that requires a physical space. If the group has not yet reserved a space, the

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group must provide sufficient reasoning for why the space has not yet been reserved.  
(6A)

- If a group wishes to hold an event or program off-campus, the group must explain why on-campus space is insufficient for their needs. **Pending University Legal Policy, off campus spaces CANNOT be funded.** (6B)
- All space reservations, invoices, and contractual agreements used to authenticate a funding request must be in the name of a student group or its officer. (6C) ●
- Room/Space Rental is capped at \$20 per anticipated undergraduate attendance for events. (6D)
- If the Room/Space Rental is not for an event, it is capped at \$20 per organization member on Terplink. (6D-i)

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## Telephone Lines

### Typical Expenses

- UMD Phone Lines

### Request Specific Requirements

- Documentation must include
  - Description of items
  - Quantity requested
  - Cost per item

- Total Cost
- Direct links to items (when available)
- Justification for items
- Justification for quantity of items
- Must provide proof of secure on-campus approved office space

### **Important Notes and Guidelines**

- Must clearly explain their need for a phone line
- Groups may only be funded for phone lines if they have an office space on campus.

### **Funding Caps**

- Telephone charges are based on current UMD guidance. Charges are based on the number of staff within a specific office.

### **Relevant Discretionary Guidelines**

- When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary. (1F-ii)
- Funding for phone lines will only be granted for groups with office spaces outside of Stamp. (8A)
- Groups must demonstrate a compelling need for office phones. (8B)

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## **Travel & Transportation Requests**

### **Typical Expenses**

- Airfare
- Conference Fees
- Event Tickets
- DOTS Charters
- Train fare (does not include WMATA)
- Vehicle Rentals

### **Request Specific Requirements**

- Must include official estimates from provider (MTS or DOTS)
- Documentation must include
  - Name of provider
  - Service Provided
  - Dates of service
  - Total costs
- Additional Documentation
  - Google maps of the entire round trip, including all planned stops (including total mileage)

### **Important Notes and Guidelines**

- **DO NOT sign a contract** or you otherwise legally obligate your organization to pay for reservations without the funds to do so. SGA will not provide funding for charges where the contract has already been signed.
- Conference Fees:
  - Name and location of Conference
  - Cost per attendee
  - Must include a breakdown of what the fee covers (cannot include food or lodging)
  - Cannot be a fundraiser
- Vehicle Rentals
  - Must be through Motor Transportation Services (MTS aka Motorpool)
  - Must include Google maps of entire trip, including all planned stops
  - Must include a motor pool rental estimate (from SORC Finance)
- Charter Services
  - Must be through DOTS
  - Must include Google maps of entire trip, including all planned stops
  - Must include DOTS estimate

### **Funding Caps**

- Travel: \$80 per anticipated UMD undergraduate attendance
- Dues and fees: \$50 per anticipated UMD undergraduate attendance

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### **Relevant Discretionary Guidelines**

- When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary. (1F-ii)
- All forms of transportation are capped at \$80 per undergraduate student traveling. This cap is applied for each round trip individually. (3A)
- International travel will not be funded unless the group provides proof that the university has already cleared their travel plans. (3B)
- Out of State travel requests must be submitted at least 60 days prior (3B) ● All

forms of automotive transportation must be rented from Motor Transportation Services or Shuttle UM. (3C)

- Fuel and parking costs are not funded. (3D)
- Roadway tolls are not funded. (3E)
- Lodging is not funded. (3F)
- Dues and fees are capped at \$50 per undergraduate attendee. (3G)
- Food and lodging cannot be included in the conference fee. (3H)
- The conference fee may not be a fundraiser for a parent organization or for a political party/campaign. (3I)

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## **Wearing Apparel**

### **Typical Expenses**

- Costumes
- Uniforms

### **Request Specific Requirements**

- Documentation must include
  - Description of items
  - Quantity requested
  - Cost per item
  - Total Cost
  - Direct links to items (when available)
  - Justification for items
  - Justification for quantity of items
- Proof of on-campus storage space.

### **Important Notes and Guidelines**

- Must demonstrate that items will not go to the material benefit of individuals. That is: Wearing apparel items must be passed on through future years and members of the group.

### **Funding Caps**

- \$50 per undergraduate member

### **Relevant Discretionary Guidelines**

- When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary. (1F-ii)
- Sizes of wearing apparel funded by SGA must be clearly indicated on attached inventory (1F-iii)
- Groups buying uncapped, non-single-use (decorations, cutlery), physical items shall be capped at \$80 per undergraduate member (on Terplink by the first allocation period submission deadline of the semester) (2X)
- Groups must demonstrate that the items will not go to the material benefit of individuals. Wearing Apparel items must be passed on to future years and members of the group. (13A)
- Shirts or other obviously visible apparel (i.e. top half of the body) requested to use as a way for members to identify themselves as part of a group will be capped at \$20 per undergraduate student in the group. Such requests are limited to one item of apparel per member and one request per year. (13B)
- Costumes- for the purposes of performance, competition, or similar events- are capped at \$50 per undergraduate student taking part in the event. (13C)
- Shoes, undergarments, and makeup will not be funded. (13D)

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## **Appendix A: Complete List of Discretionary Guidelines**



# Appendix B: Sample Documentation

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**Room & Space Rental**

**Event & Guest Services**  
 Adele H. Stamp Student Union  
 3972 Campus Drive, Suite 1133  
 College Park MD 20742  
 (301) 314-8488 / (301) 405-0573 Fax

**REQUEST SUMMARY**

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**Group** **Reservation 160322**

██████████  
 Testudo Fan Club  
 College Park, MD 20742

Event Name: **Testudo Gala**  
 Phone: 2407██████████  
 Email Address: ██████████  
 Event Type: Ceremony  
 Event Coordinator Joshua Poston  
 Status: 01-Web Student  
 Estimated Attendance: 0

---

bookings	Quantity	Price	Amount
<p><b>Saturday, April 1, 2023</b>            5:00 PM - 10:00 PM ██████████ (Web Student) Stamp Atrium 1107</p> <p><small>Cancellation for this room must be made at least 10 (ten) business days prior to the date of event. Groups will be held liable for the entire room rental charge if cancellation is received after the deadline. Cancellation notifications must be confirmed in writing.</small></p> <p><small>Be aware that the maximum seating capacities established for each setup type in this room will not allow for additional elements in the room including staging, tables for food, etc. These elements take up space that reduce the overall seating capacity in the room.</small></p>			
Banquet for 60 Room Charge: (4 hours @ \$21.00/hr)	1	\$84.00	\$84.00
Room Charge			\$84.00
Subtotal			\$84.00
Grand Total			\$84.00

- Venue Name
- Venue Phone
- Venue Email
- Student Orga  
Name (or req  
officer's name

- Event date
- Event times
- Rooms reserv
- Capacity of Ro  
(when availabl
- Cost

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**Travel Request**

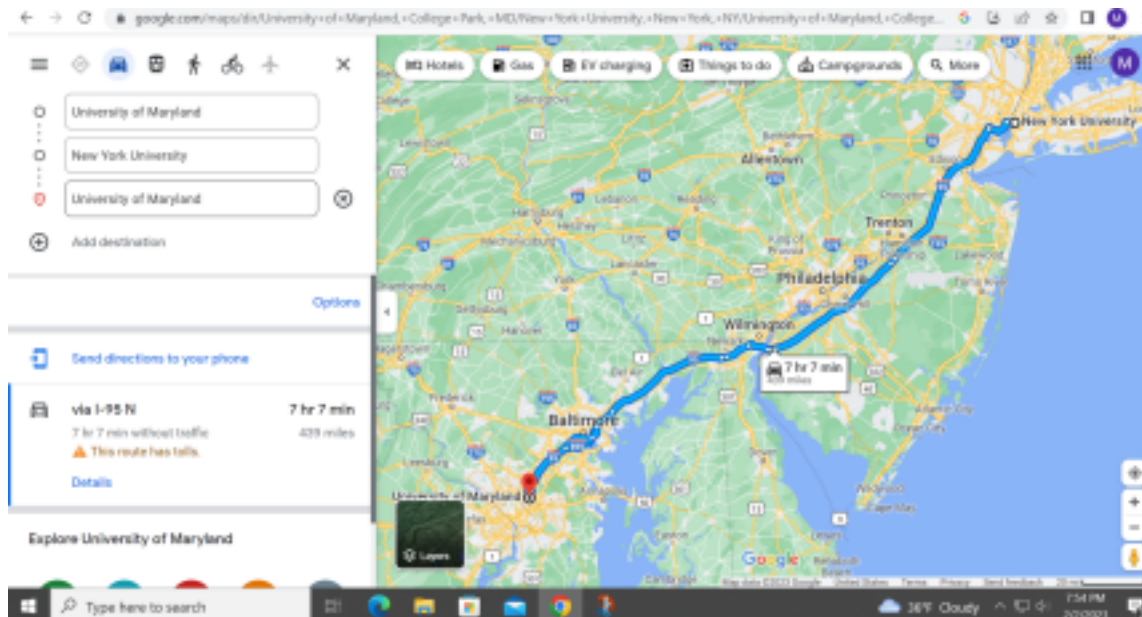
- A. Trip Information
  - a. Name of provider: UMD Motor Transportation Services
  - b. Service Provided: Vehicle Rentals
  - c. Dates of service: 4/21/23-4/23/23
  - d. Total costs: \$398.04

B. MTS Estimate (Provided by SORC)

PROGRAM:	New York University Debate Tournament Spring 2023		<a href="#">Link to Fleet Services Rate Schedule</a>
	Mileage	439	
Total Passengers:	14		
Number of Full Days	3		<b>TOTAL MILEAGE SHOULD REFLECT INCLUDED MILES AT MINIMUM</b>
Number of Full Weeks	0		
	Quantity	Cost	
Compact Cars	0	\$0.00	
Compact Car - Electric	0	\$0.00	
Sedan - Midsize (5 passengers)	0	\$0.00	
Sedan - Full Size (5 passengers)	0	\$0.00	
Truck (Pickup) - Compact	0	\$0.00	
Truck (Pickup) - Full Size	0	\$0.00	
Van - Full Size Cargo	0	\$0.00	
Van - 7 passenger	2	\$398.04	
Van - 12 passenger	0	\$0.00	
High Cube 1 Ton Van	0	\$0.00	
<b>PASSENGERS REMAINING:</b>	0		
<b>TOTAL</b>		\$398.04	
Passengers remaining must not be less than -4	0		

C. Map of

round trip



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## Appendix C: Other Funding Sources

### University Offices & Units

Consult your advisor for the most appropriate academic department, program, or any unit that may have funding available to provide to student groups for co-sponsored programming. Each unit will have their own standards and requirements for requesting funding.

### SEE Funding Board

Co-sponsorship with the Student Entertainment Events.

SEE Funding Director

301-314-8498

[seefunding@umd.edu](mailto:seefunding@umd.edu)

<https://www.see.umd.edu/sfb>

### **Pepsi Enhancement Fund**

Through the Pepsi Enhancement Fund, \$50,000 is available each semester to student groups, departments and offices to underwrite the cost of programs that broadly affect the campus population.

[pepsi@umd.edu](mailto:pepsi@umd.edu)

[stamp.umd.edu/pepsi\\_enhancement\\_fund](http://stamp.umd.edu/pepsi_enhancement_fund)

### **Do Good Mini-Grant**

Do Good Mini-Grants provide funding for the development and implementation of student-led, student-run proposals that aim to create a positive social or environmental impact. Receive up to \$500 to support your project or venture!

[dogood@umd.edu](mailto:dogood@umd.edu)

[dogood.umd.edu/research-impact/projects/mini-grants](http://dogood.umd.edu/research-impact/projects/mini-grants)

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## **Appendix D: On Campus Resource Index**

### **Student Government Association (SGA)**

SGA's goal is to best represent the interests and needs of students. Feel free to contact SGA with any issues of interest, questions, or general inquiries about how you can get involved in serving our campus community.

[sgacommunications@umd.edu](mailto:sgacommunications@umd.edu)

[umdsga.com](http://umdsga.com)

## Student Groups Committee

The Student Groups Committee is responsible for the SGA recognition process.

[sgastudentgroups@umd.edu](mailto:sgastudentgroups@umd.edu)

## Committee on Financial Affairs

The SGA Committee on Financial Affairs (Finance Committee) implements and oversees a monthly SAF allocation process.

[sgacfo@umd.edu](mailto:sgacfo@umd.edu)

[ter.ps/sgafinance](https://ter.ps/sgafinance)

## **Undergraduate Legal Aid**

For questions about tenant issues, speeding tickets, or other student legal issues, a portion of the Student Activities Fee is used to fund a salaried lawyer who offers free legal advice and student defenders who can provide counsel for students in on-campus hearings. 3125 South Campus Dining Hall

301-314-7756

[slao@umd.edu](mailto:slao@umd.edu)

[legalaid.umd.edu](https://legalaid.umd.edu)

## **Student Organization Resource Center**

SORC is where student groups can access budgets, fill out financial forms, seek fundraising advice, and ask questions about terplink. SORC also handles all transactions from student group University accounts.

Student Involvement Suite

Ground Floor, Adele H. Stamp Student Union

301-314-7158

[SORCfinance@umd.edu](mailto:SORCfinance@umd.edu)

[stamp.umd.edu/sorcfinance](https://stamp.umd.edu/sorcfinance)

## **Adele H. Stamp Student Union**

Stamp is the central hub of campus where students and student groups can find many resources for student affairs.

[stamp.umd.edu](https://stamp.umd.edu)

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**Eve**

