

Manual on Financial Affairs for Club Sports

Last edited: March 2024

This document contains only the guidelines written by the SGA which pertain to the funding of Sports Clubs. For the general Manual of Financial Affairs which applies to all other SGA-recognized student groups, please refer to ter.ps/sgafinance

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Other Financial Affairs Resources:

- Financial Affairs website: ter.ps/sgafinance

Publications:

- SGA Funding Guide (step-by-step process of applying for SGA funding)
- Spending Guide (step-by-step processes of how to spend money from KFS accounts)

Student Activities Fee:

The Student Activities Fee (SAF) is one part of the package of mandatory fees that are collected from each undergraduate student. The appropriation of the SAF 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 SGA seeks to support non-exclusionary programming that enhances the University of Maryland community and the overall student experience.

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 discretionary guidelines and standards that apply generally 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. As long as the program is relatable to the SGA-recognized mission statement, the application will be reviewed along the same parameters as all other applications.

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.

Other Funding Sources:

University offices and 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 Review Board:

Eligibility requirements for funding application if all of the following applies:

- Your organization is recognized by SGA
- Your event is occurring on-campus
- Your event is open to the entire UMD community
- Your event is not for fundraising or charitable purposes
- You are not requesting funding for food or decorations
- You have not signed any contracts pertaining to your event prior to applying for funding

SEE is happy to help your event on a promotional level, completely free.

Funding Director

seefunding@umd.edu - for any questions or to express interest!

Applications for all co-sponsorships must be submitted to the SEE Funding Director and SEE Funding Board Advisor by Friday at 5 p.m. no fewer than 25 days prior to the event.

SEE Co-Sponsorship Director

(301)314-8498

seecosponsorship@umd.edu

www.see.umd.edu/co-sponsorship

Pepsi Enhancement Fund:

Each semester the Review Committee for the Pepsi Enhancement Fund sends out a call for proposals for program funding. We encourage student organizations and departments to submit proposals for programs and events that will occur during the 2024 fall semester, Monday, August 26, 2024 - Tuesday, December 10, 2024. Due to a recalibration of the enhancement fund, a total of \$40,000 is available for spring grants. In order to support multiple grants, all requests must not exceed \$2,000.00. We will accept one (1) submission per student organization/department. The fund, generously provided by PepsiCo, will be used to underwrite the cost of programs that broadly affect the campus population.

<https://stampunion.umd.edu/pepsi/>

University Department And Student Organization Discount

If you are a university department or a registered student organization, the room rental and IT related fees that you are charged for events is already discounted from what you would be expected to pay as an off-campus client. Links to view room rental rates and the technology price list are available on this website.

https://stamp.umd.edu/events/event_guest_services/discounts

Cross Cultural Programming Series:

Intended for cross-cultural programming that fosters communication across lines of difference. Sponsored by the University's Office of the VP for Student Affairs.

Hana Zewdie

Coordinator for Multiracial and Transracial Adoptee Student Involvement

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https://stamp.umd.edu/mica/mica/programs/crosscultural_program_fund

Line Item and Documentation Guide:

Documentation is meant to provide evidence **from the source of the product or service** that the cost requested is the actual cost. Documentation must be one of the following (listed in order of most effective documentation):

- An Invoice/Contract/Receipt, can be a past, identical, or comparable event (that is clearly authored by the product/service source) (DG: 0001-09201301)
- A Screenshot of an Email/Webpage/Document/etc. from the product/service source (DG: 0001-09201301)
- A URL (the link must lead **directly** to the items requested) (DG: 0001-11201404)

While filling out a Funding Application, it is important to use this Guide.

Line Item	Description	Typical Expenses and Notes	Minimum Requirements for Documentation **Some line items require specialized information	Typical reasons why funding might be denied: **All reasons listed are specific to the particular line item; ANY item might not be funded due to insufficient documentation and breakdown, or any other Discretionary Guideline.
3311/3321	3311 Tournament/Entry Fees	<ul style="list-style-type: none"> • Tournament Fees • Entry Fees 	<ul style="list-style-type: none"> • Name and location of event • Breakdown for what event fee will be used (in order to demonstrate that food and lodging are not included in calculations for Total Amount Requested) • Regular Documentation requirements (DG 0001-09201301) 	<ul style="list-style-type: none"> • Food and lodging cannot be included in the conference fee (DG 3311-00201320) • Conference fee cannot be a fundraiser for the parent organization, or for a political party/campaign (DG 3311-00201321) • Tournament/entry fees are capped at \$50 per quantity of anticipated attendance (DG3311-10201401)
3620	Transportation	Vehicle Rental (Motorpool)	<ul style="list-style-type: none"> • Motorpool is funded at \$182.01 per weekend plus \$60.67 for each additional day • The only acceptable provider for vehicle rental is Motorpool (Motor Transportation Services) 	Funding is not awarded for a provider other than Motor Transportation Services
		Airfare	Regular Documentation requirements (DG 0001-09201301)	Funding for airfare is capped at \$300 per quantity of anticipated attendance (DG0001-04201701)
		Bus Rental	<ul style="list-style-type: none"> • Buses must be rented from Shuttle UM (DOTS) (DG: 0002-00201317) • Regular Documentation requirements (DG 0001-09201301) • GoogleMap screenshot showing route and distance to be traveled (in miles) (DG 3620-00201327) 	<ul style="list-style-type: none"> • Fuel and parking costs are not funded (DG: 0002-00201318) • Roadway tolls are not funded (DG: 3620-03201402) • Buses are capped at \$57.64 per quantity of anticipated attendance (DG0001-11201403)
3752	Contractual Services	<ul style="list-style-type: none"> • Referees • EMT's • Personal trainers • Athletic trainers • Police services 	<ul style="list-style-type: none"> • Name, description, and cost of service, shown in an invoice, or screenshot of email correspondence (must be exact price quote) • Phone number and/or email for service • The \$10 cap per Anticipated Attendance (DG 3752-00201328) for one-on-one training will be lifted only when demonstrated to benefit the entire group (DG 3752-10201302) 	<ul style="list-style-type: none"> • Funds are not awarded if the final price is still in negotiation or if the final price is not exact • 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 from the Student Activities Fee without pre-approval from the SGA Legislature (DG: 3752-02201402) • Contractual Services are capped at \$10 per quantity of Anticipated Attendance (DG: 3752-00201328)

4930	Dues & Fees (Annual)	<ul style="list-style-type: none"> Non-event based fees Dues to national affiliation (for group as a whole) 	<ul style="list-style-type: none"> Must demonstrate that expenses for individual memberships are not funded; however if the dues are required for the team to compete as a whole then we will be able to fund those fees (DG 4930-00201329) Regular Documentation requirements (DG 0001-09201301) 	<ul style="list-style-type: none"> Annual fees for individuals are not funded (they are only funded for groups as a whole) Non-conference/event-based fees capped at \$10 per quantity of anticipated attendance (DG: 0002-00201316)
3717	Equipment Rental	Equipment rental	Regular Documentation requirements (DG 0001-09201301)	
3716	Equipment Repair	Equipment repair	<ul style="list-style-type: none"> Reason why repair is necessary Regular Documentation requirements (DG 0001-09201301) 	
3952	Supplies/ Equipment	<ul style="list-style-type: none"> Event decorations Sports equipment 	Regular Documentation requirements (DG 0001-09201301)	<ul style="list-style-type: none"> Funding for decorations is capped at \$1 per quantity of anticipated audience. Decorations are items that do not serve practical purpose, and include but are not limited to ribbons, streamers, balloons, flowers, balloon weights, vases and flowers, etc. (DG: 3952-00201332) Purchases are tax-exempt and sales tax will not be funded (DG 0002-00201311)
3718	Printing and Copying	<ul style="list-style-type: none"> Flyers for Advertising Pamphlets Posters Banners 	<ul style="list-style-type: none"> Printed items that will be used for Advertising will also be reviewed under 3724 Advertising standards Color paper must be justified Color ink must be justified (DG 3718-00201337) Higher quality stock must be justified (DG 3718-00201338) Regular Documentation requirements (DG 0001-09201301) 	Funds will not be awarded if an off campus provider is listed without justification as to why an on-campus provider is insufficient (DG 4970-00201341)
4970	Space Rental	<ul style="list-style-type: none"> Room rental Venue rental A/V equipment 	<ul style="list-style-type: none"> Time period of rental Venue capacity (must not be more than Anticipated Attendance (DG 4970-00201340) Regular Documentation requirements (DG 0001-09201301) If an off-campus space, must demonstrate why on-campus space is insufficient (DG 4970-00201341) 	<ul style="list-style-type: none"> Funds will not be awarded if an off campus provider is listed without justification as to why an on-campus provider is insufficient (DG 4970-00201341)
3925	Wearing Apparel	<ul style="list-style-type: none"> Costumes Uniforms Practice jerseys 	<ul style="list-style-type: none"> Must demonstrate items will not go to the material benefit of individuals; That is: Wearing Apparel items must be passed on to future years and members of the Group (DG 3925-00201344) Regular Documentation requirements (DG 0001-09201301) 	<ul style="list-style-type: none"> Clothing that will ultimately be owned by the individuals in the group (and not passed on to future members) is not funded Clothing that will be a giveaway is not funded Purchases are tax-exempt and sales tax will not be funded (DG 0002-00201311)

General & Non-Specific Discretionary Guidelines

These Guidelines include the Legacy Guidelines (002013), and all FY24 guidelines as denoted by the code xxYEAR, where xx is the month (ex. September 2014 guidelines are denoted by 092014)

Description	Line Item	Code	Content
General	0001	00201301	Funding Applications are not reviewed unless submitted under the name of a Treasurer or President of an SGA recognized student group. The submitting officer must have been certified at a Budget Training Workshop that occurred in the current fiscal year (school year).
	0001	00201302	“Insufficient Breakdown”/ “Adjust to Breakdown” is when the Itemized Breakdown presented for this line item is not in keeping with the standards stated in the Manual on Financial Affairs, OR sums to a value that is unequal to the Total Amount Requested.
	0001	00201303	“Insufficient Documentation”/ “Adjust to Documentation” is when the Documentation presented for this line item is not in keeping with the standards stated in the Manual on Financial Affairs, OR is not reflected in the Itemized Breakdown and/or Total Amount Requested.
	0001	00201305	If the Committee on Financial Affairs can find a subjectively comparable product to the item requested at a lower expense, the funding will be adjusted to that amount.
	0001	00201307	Services that are provided for free by either the Stamp Student Union or any unit at the University of Maryland (contingent upon the fact that the services are available to all students at the university) are not funded.
	0001	09201302	It is up to the discretion of the Committee of Financial Affairs to correct a misclassification of a line item, so that the program can be reviewed appropriately.
	0001	11201405	If a program requires an admission charge, monetary or otherwise, the charge must be justified. Admission charges will only be admissible as long as the admission revenue funds elements of that specific program that SGA does not fund. Any admission revenue may not serve as fundraising for the student group.
	0001	11201301	Documentation must be expressed in an official operating language of the Committee on Financial Affairs.
	0001	11201302	English is an official operating language of the Committee on Financial Affairs.
	0001	11201303	Funding Applications are not reviewed for groups whose KFS accounts are currently frozen.
	0001	11201304	Payments that are due after a Date of Program are considered reimbursements. Reimbursements are not funded (BL: Article VII, Sec 4, Sub A:5).
	0001	11201305	Programs are only funded if the primary beneficiaries are undergraduate students at the University of Maryland, College Park.
	0001	03201401	Information and/or documentation that was not submitted with the original Funding Application may be considered during an Appeal to the Committee on Financial Affairs IF AND ONLY IF the new information and/or documentation directly relates to a Discretionary Guideline that was enacted during the deliberation period that the Application was first under review.
	0001	09201404	The Finance Committee reserves the right to 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.
	0001	11201402	Programs with an admission charge where any part of the proceeds go toward charitable organizations will not be funded if philanthropic endeavors are not paramount to the mission statement of the group.
	0001	11201403	Expenses for bus rental are capped at the amount paid per student for the SGA portion of the student activities fee per academic year (for the 2014-2015 school

			year: \$57.64) per Anticipated Attendance (expected attendance). This cap is applied for each round trip individually.
	0001	03201501	A specific item whose purpose is not apparently relevant to the Program Description will not be funded.
	0001	11201501	Any aspect of a program or application that has been previously funded will not be funded again for that same instance of the program or application.
	0001	02201601	The President and Treasurer must be undergraduate students. The President and Treasurer must be accurately listed on the application and up to date on their group's OrgSync external profile.
Non-specific items	0002	00201308	Programs whose purpose and description are not apparently relevant to the SGA-recognized Mission Statement of the group are not funded.
	0002	00201309	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.
	0002	00201310	Anticipated expenses that have a possibility of not being incurred are not funded (ex: insurance, warranties).
	0002	00201311	Purchases are tax-exempt and sales tax will not be funded.
	0002	09201403	Fundraisers without other sources of funding are not funded. 'Other sources of funding' must be proven to not include any money allocated from the Student Activities Fee.
	0002	00201313	Free items, Giveaways, Non-uniform wearing apparel, massage services, and other products/services that are only for the material benefit of individuals are not funded.
	0002	00201314	Papers that are demonstrated as having an educational purpose are not considered as a Giveaway.
	0002	00201315	Lodging is not funded.
	0002	00201316	Funding for non-Conference, event-based fees is capped at \$10 per quantity of anticipated attendance.
	0002	03201403	Permanent or semi-permanent structures that require yearly maintenance and periodic financial support are not funded.
	0002	10201501	Any item(s) or service(s) of material benefit that primarily benefit non-students are not funded.
	0002	10201502	Groups must demonstrate secure, on-campus storage for all items purchased with the Student Activities Fee.
		0002	04201701
	0002	02201801	All round-trip travel must begin and end in the area of the University of Maryland, College Park or the DC/Metro Area