

UNIVERSITY PROGRAM AND FACILITY FEE GUIDELINES

Student organizations that would like to request a UPFF Student Programming allocation must adhere to the following regulations:

1. Officially recognized student organizations only may submit a Budget Request.
 - a. UNK Student Senate will consider for recognition those organizations that submit an approved constitution including a statement of purpose and membership qualifications. To be considered, student organizations must have an advisor who is currently a member of the UNK faculty or staff.
 - b. Recognized campus organizations must adhere to the goals and mission statement of the University of Nebraska at Kearney.
 - c. In order to petition for UPFF funding, an organization must have a current, approved constitution on file with UNK Student Government.
2. Granting of UPFF funding is made on a fiscal year basis (Fall semester beginning in August through Spring semester terminating in May); funding for a single organization may not occur more than once in a two-year period.
3. An officer of the student organization shall present a UPFF Student Programming Allocation Request (Budget Request) consisting of the following:
 - a. A statement regarding the purpose of the organization.
 - b. Description of the event requesting funds for.
 - c. An itemized statement detailing how funds will be used.
 - d. The number of members in the group and the names of the President, Treasurer, and Advisor.
 - e. The current balance of the organization's treasury.
4. Prior to submitting a budget request, an organization should seek funding from all other possible resources including the department the organization is structured under.
5. Student Programming Board (SPB) will utilize the following guidelines to approve UPFF Student Programming Allocation Requests:
 - a. The activity must be open and free to all UNK students.
 - b. The activity must be held on the UNK campus.
 - c. Allocations will be made upon the discretion of SPB weighing UNK student benefit.
 - d. SPB will not allocate UPFF Program funds for wages, non-contractual, equipment, office supplies, travel, fundraising or membership drives.
 - e. A majority of the quorum of SPB must vote in favor of an allocation in order for the UPFF allocation request to proceed to the Director of the Nebraskan Student Union & Student Engagement for approval.

6. Any SPB student must abstain from voting on matters relating to an organization's allocation request, if they are a member.
7. **Organizations receiving funding or partial funding from UPFF shall be required to place the words "Funded by University Program and Facilities Fees" or "Partially Funded by University Program and Facilities Fee" on all printed (advertising) material for such events.** An organization's president shall be given a written warning for failure to comply. After the second offense within the same academic year, the organization may become ineligible to receive UPFF funding for the next year that it would normally submit a budget. The latter will be decided by SPB.
8. Because funding is limited, generally, no student organization will be allocated a disproportionate amount of money over the course of the academic year their funding is granted.
9. Purchases must first be requested by **coming to** the Nebraskan Student Union and Student Engagement Office in the Nebraskan Student Union. Shopping trips must be completed **one (1) week prior to event date**. Shopping trips are limited to two (2) separate trips.

Local vendors that may be used are:

UNK Dining Services	Menards
UNK Advertising & Creative Services	Oriental Trading
The Antelope Bookstore	Party America
Builder's Warehouse	Recognition Unlimited
Dick Blick	Family Fresh
Eakes	

10. Funding for FOOD requests must be open to all students. On campus food requests must be catered by UNK Dining Services. A request for Food/Refreshments Expense Form must be completed and submitted with receipts immediately after the event to the Office of Student Life. Forms are available at the Nebraskan Student Union Office.
11. PRINTED items must be submitted to University Communications and Marketing (865-8134), located in the Communication Center Building, or Student Organizations Advertising and Promotions (865-8523), located in the Nebraskan Student Union.
12. Funds allocated for a specific line can only be spent for costs incurred under the line. Any money left over will be returned to the general UPFF fund. Contracts with speakers/performers must be submitted to the Associate Director or Director of the Nebraskan Student Union and Student Engagement Office for review and approval **six weeks** in advance.
13. At UPFF funded events, student I.D. cards should be presented, and checked by the sponsoring organization. **Signup sheets** are required to identify the attendance at the event.

14. If an event sponsored by a recognized student organization receives any funding from SPB allocated University Program and Facility funds, that group **will not be able to assess charges or disburse contributions of any kind** as a result of that event.
15. If a requested item that falls under the SPB definition of Equipment, Capital Item, or Office Supply **can be proven to be used for setup or decoration for an event; the SPB holds the authority to grant or refuse funding for the item.**

The following is a list of most items that cannot be funded by SPB dollars:

SPB Definition of Equipment or Capital Items

- (1) Fabric: banners, uniforms, clothing of any type, ribbon, tablecloth, etc.
- (2) Furniture: couch, table, desk, chair, wall hangings, filing cabinet, etc.
- (3) Building Materials: twine, rope, wire, lumber, nails, hammer, screws, paint, etc.
- (4) Electronic Equipment: typewriter, computer, printer, calculator, phone, DVD Player, copier, extension cords, etc.
- (5) Office Supplies

SPB Definition of Office Supplies:

letterhead	paper
pencils	pens
rubber bands	notebooks
tape	tacks
staples	stapler
paper clips	clip boards
scissors	envelopes
postage	files
three ring binders	hole punches, etc.