

University Program and Facility Fee (UPFF)

(revised August 2026)

Fund A – Student Programming Guidelines

Recognized Student Organizations (RSOs) requesting funding through the University Program and Facility Fee (UPFF) Student Programming Fund must comply with the following guidelines.

1. Eligibility

Only officially recognized student organizations (RSOs) are eligible to submit a UPFF funding request.

To be eligible, an organization must:

- a. Be officially recognized by UNK Student Government through submission of an approved constitution that includes the organization's purpose and membership qualifications.
- b. Have a faculty or staff advisor who is currently employed by the University of Nebraska at Kearney and maintains at least five (5) student members.
- c. Support the mission, vision, and values of the University of Nebraska at Kearney.
- d. Have a current, approved constitution on file before submitting a funding request and complete annual registration in Loper Links.

2. Funding Cycle

UPFF Student Programming applications are accepted annually between **September and March**.

- Applications received after **March 30** may be considered for funding during the following Fall semester, subject to available funding.
- An organization is generally eligible to receive UPFF funding only **once within a two-year period**.

3. Budget Requirements

A student officer of the organization must present the funding request. Applications must include:

- a. Organization purpose or mission statement.
 - b. Description of the event or project requesting funding.
 - c. A detailed, itemized budget explaining how funds will be used.
 - d. Current membership total and contact information for the organization President and Advisor.
 - e. Current balance of the organization's treasury.
 - f. Funding must be expended during the academic year for which it is awarded.
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4. Departmental Funding

Prior to requesting UPFF funds, organizations are encouraged to seek financial support from the academic department or campus unit with which the organization is affiliated.

5. Student Programming Board (SPB) Review

The Student Programming Board (SPB) will evaluate funding requests using the following criteria:

- a. Events must be open and free to all UNK students and comply with all University nondiscrimination policies.
 - b. Funding decisions are based upon the educational, cultural, recreational, or developmental benefit provided to UNK students.
 - c. UPFF funds may not be used for wages, capital equipment, office supplies, or travel expenses, except as otherwise authorized in these guidelines.
 - d. Approval requires a majority vote of the SPB quorum before being forwarded to the Chancellor or the Chancellor's designee for final approval.
 - e. Funding decisions shall not be based upon the viewpoints, beliefs, or opinions expressed by the requested student organization.
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6. Conflict of Interest

Any SPB member who belongs to an organization requesting funding must abstain from discussion and voting regarding that request.

7. Prohibited Uses of UPFF Funds

UPFF Fund A funds shall not be used for:

- a. Expenditures that do not directly support or benefit the University of Nebraska at Kearney or its students.
- b. Political contributions, campaign activities, or other partisan political purposes.
- d. Events, programs, or activities whose primary purpose is to raise funds or solicit contributions for a charitable organization, entity, or cause that does **not** directly benefit the University, regardless of whether UPFF Fund A dollars are directly transferred or contributed to the charitable organization.
- e. Any other expenditure prohibited by applicable University of Nebraska Board of Regents policies, rules, regulations, or applicable federal, state, or local law.
- f. Any non-capital equipment purchased with UPFF Fund A funds shall remain under the ownership and control of UNK Student Government or the recognized campus programming organization designated by Student Government. Such equipment should be maintained as University property and made available for use in accordance with policies established by Student Government and/or the recognized campus programming organization.

8. Recognition of Funding

Organizations receiving UPFF funding must include the statement:

"Funded by the University Program and Facility Fee."

This acknowledgment must appear on:

- Printed promotional materials
- Digital advertising
- Social media promotions

Failure to comply:

- First violation: Written warning.
 - Second violation: The organization may become ineligible for future UPFF funding, subject to review by the Student Programming Board.
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9. Funding Distribution

Because funding is limited, allocations are intended to benefit a wide variety of student organizations. Generally, no single organization will receive a disproportionate share of available funding.

10. Purchasing Procedures

Organizations receiving funding must schedule a meeting with the Student Engagement and Leadership Office Coordinator.

Purchases must:

- Be requested at least one (1) week before items are needed.
 - Be limited to:
 - Two (2) in-person shopping trips; or
 - One (1) online order.
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11. Marketing and Promotion

Marketing materials should be designed by the student organization.

Organizations are encouraged to consult with the UNK Communications and Marketing Office to ensure compliance with university branding standards.

All postings must comply with the University's **Policy on Posting Materials and Display of Signage on University Property**.

12. Budget Line Items

Funds awarded for a specific budget category may only be spent on expenses within that approved category. Any remaining funds shall be returned to the general UPFF Fund.

13. Contracts and Performers

Organizations must work with the Student Engagement and Leadership Office Operations Coordinator regarding all contracts for speakers, entertainers, or performers.

Whenever possible:

- Contracts should be submitted at least six (6) weeks prior to the event.
 - Four (4) weeks is considered the minimum approval timeline unless unavoidable circumstances exist.
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14. Attendance Tracking

All UPFF-funded events must:

- Be registered in Loper Links.
 - Be submitted to the University Events Calendar.
 - Utilize the Engage/Loper Links application to record attendance.
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15. Admission Fees

Organizations receiving UPFF funding may not:

- Charge admission.
- Collect entry fees.
- Require donations or financial contributions as a condition of participation.

All funded events must remain free and open to all UNK students.

16. Equipment, Capital Items, and Office Supplies

UPFF funding is generally **not available** for equipment, capital purchases, or office supplies.

The Student Programming Board (SPB) may approve the purchase of non-capital equipment or supplies when the organization demonstrates that the item is necessary for the setup, decoration, or successful implementation of a student event and the purchase primarily benefits the University community.

Any approved non-capital equipment purchased with UPFF funds shall remain under the ownership and control of UNK Student Government or the recognized campus programming organization designated by Student Government and shall be made available for future student programming in accordance with established policies.

Approval of these requests is at the sole discretion of the Student Programming Board.

17. Appeals Process

Organizations denied UPFF funding may appeal the decision by completing the **UPFF Appeal Form** available through the **UNK Student Government website**. Appeals must follow the procedures, timelines, and requirements established by UNK Student Government and will be reviewed through the official appeals process.

a. Funding decisions shall not be based upon the viewpoints, beliefs, or opinions expressed by the requesting student organization.

2. Conflict of Interest

Any SPB member who belongs to an organization requesting funding must abstain from discussion and voting regarding that request.

3. Prohibited Uses of UPFF Funds

UPFF funds may **not** be used for:

- a. Academic programs or activities directly supporting academic coursework.
- b. Payments to individuals, except approved wages for services performed.
- c. Charitable donations or contributions.
- d. Political lobbying, political campaigns, ballot initiatives, or candidates.
- e. Gift cards, gift certificates, or cash equivalents.
- f. Any purpose that violates University policies or federal, state, or local laws.

4. Recognition of Funding

Organizations receiving UPFF funding must include the statement:

"Funded by the University Program and Facility Fee."

This acknowledgment must appear on:

- Printed promotional materials
- Digital advertising
- Social media promotions

Failure to comply:

- First violation: Written warning.
- Second violation: The organization may become ineligible for future UPFF funding, subject to review by the Student Programming Board.

5. Funding Distribution

Because funding is limited, allocations are intended to benefit a wide variety of student organizations. Generally, no single organization will receive a disproportionate share of available funding.

6. Purchasing Procedures

Organizations receiving funding must schedule a meeting with the Student Engagement and Leadership Office Coordinator.

Purchases must:

- Be requested at least one (1) week before items are needed.
- Be limited to:
 - o Two (2) in-person shopping trips; or
 - o One (1) online order.

7. Marketing and Promotion

Marketing materials should be designed by the student organization.

Organizations are encouraged to consult with the UNK Communications and Marketing Office to ensure compliance with university branding standards.

All postings must comply with the University's **Policy on Posting Materials and Display of Signage on University Property**:

<https://www.unk.edu/about/files/unk-policy-on-posting-materials-on-university-property.pdf>

8. Budget Line Items

Funds awarded for a specific budget category may only be spent on expenses within that approved category. Any remaining funds will be returned to the general UPFF fund.

9. Contracts and Performers

Organizations must work with the Student Engagement and Leadership Office Coordinator regarding all contracts for speakers, entertainers, or performers.

Whenever possible:

- Contracts should be submitted at least six (6) weeks prior to the event.
- Four (4) weeks is considered the minimum approval timeline unless unavoidable circumstances exist.

10. Attendance Tracking

All UPFF-funded events must:

- Be registered in Loper Links.
- Submit to the University Events Calendar.
- Utilize the Engage/Loper Links app to record attendance.

11. Admission Fees

Organizations receiving UPFF funding may **not**:

- Charge admission.
- Collect entry fees.
- Require donations or financial contributions as a condition of participation.

All funded events must remain free and open to all UNK students.

12. Equipment, Capital Items, and Office Supplies

UPFF funding is generally **not** available for equipment, capital purchases, or office supplies.

However, the Student Programming Board (SPB) may approve an item if it can be demonstrated that it is necessary for the setup, decoration, or successful implementation of a student event. Approval of these requests is at the discretion of the Student Programming Board.

13. Appeals Process

Organizations that are denied UPFF funding may appeal the decision by completing the **UPFF Appeal Form** available on the **UNK Student Government website**. Appeals must follow the procedures, timelines, and requirements established by UNK Student Government and will be reviewed through the official appeals process.

Questions

For assistance with UPFF funding requests, purchasing procedures, contracts, event planning, or other questions regarding these guidelines, please contact the **Student Engagement and Leadership Office**.