

# SUBMITTING A BUDGET

## University Programming and Facility Fees Guidelines for Recognized Student Organizations at UNK (Updated September 2022)

I have read and understand the guidelines for requesting University Programming and Facility Fees funding. I understand that any overages or expenses of any kind not covered in this budget are the responsibility of the associated organization. In the event of no organizational funds available, such expenditures and/or overages will become the responsibility of the individual signing this request.

**\*\*All food purchases must first be presented to Sodexo (865-8428) located on the second floor of the Nebraskan Student Union.**

Student organizations are welcome to create and produce their own posters, advertising, etc. All advertising requires UNK stamp of approval and to who is funding. However, any professionally designed materials purchased for the event, can be purchased through University Communications & Marketing (865-8134), located in the Communications Center Building.

**Contracts or agreements for service/vendor contracts must be processed four weeks in advance and it is advised to run through the Office of Student Engagement and followed by the P2P (Procure to Pay) contract process.**

*\*Note: Please use [PaymentServices@nebraska.edu](mailto:PaymentServices@nebraska.edu) for all general questions about payments that have already been processed, policy or "how to" questions, help with vendor create/setup/changes, IRB related items and any other questions for unique payment situations.*

It is the organization's, and its representatives', responsibility to notify the Office of Student Engagement (865-8523) to ensure the process is started in time for your event. **\*\*All purchases also must be requested in advance from the Office of Student Engagement.**

**Do not spend any personal funds or out-of-pocket money including cash, credit card, or checks! No individual student or advisor will receive payment or reimbursement for purchases!**

Thank you for your help in these matters, and best wishes for a great event!

\_\_\_\_\_  
Signature of Student Representative

\_\_\_\_\_  
Signature of Advisor

Date \_\_\_\_\_

Date \_\_\_\_\_

**University Programming and Facility Fees**  
**Allocation Request Form**  
**(Budget Request)**

\_\_\_\_\_   
Date Submitted

Organization \_\_\_\_\_

What is the purpose of the organization and of this request?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Number of Students Affect by Event \_\_\_\_\_

Number of Active Members \_\_\_\_\_

Current Balance in Organization's Treasury \$ \_\_\_\_\_

President (please print) \_\_\_\_\_

Email \_\_\_\_\_

Treasurer (please print) \_\_\_\_\_

Email \_\_\_\_\_

Advisor (please print) \_\_\_\_\_

Email \_\_\_\_\_

Please explain each individual expense on the form on the next page. List only the total dollar amount below.

**Total UPFF Request \$ \_\_\_\_\_**

# UPFF Funding Form

## **ADVERTISING EXPENSES**

Campus resources should provide all signs, posters, and other printed materials. In the event campus resources are not able to provide your specific needs, then off campus resources may be used

	Event 1	Additional Event(s)
University Communications & Marketing	_____	_____
Community Paper, Radio, TV	_____	_____
UNK Newspaper	_____	_____
UNK Radio	_____	_____

## **FOOD EXPENSES**

Sodexo must provide all food and beverage. If Sodexo is unable to provide the food or beverage needed, then the possibility exists to find services off campus. Sodexo must verify that it is okay to go off campus for food orders they cannot provide

Sodexo	_____	_____
Other (if unavailable with Sodexo (check policy))	_____	_____

## **MISCELLANEOUS OPERATING EXPENSES**

Contract	_____	_____
Equipment	_____	_____
Sound System, DJ Service	_____	_____
UNK Facilities Services	_____	_____
Other	_____	_____

## **TRAVEL EXPENSES FOR GUESTS COMING TO UNK**

Air	_____	_____
Car (Current Mileage Rate)	_____	_____
Hotel	_____	_____
Meals (\$10 for breakfast and lunch, \$20 for dinner)	_____	_____
Miscellaneous	_____	_____

## **LIABILITY EXPENSES**

Insurance Expense-Premium	_____	_____
Legal Services	_____	_____

## **OTHER REQUESTS**

Decorations	_____	_____
Prizes	_____	_____
Other	_____	_____

(NOTE: List of items not allowed on final page of Guidelines)

**Additional pages with more clearly defined estimates for spending may be attached**

# **UNIVERSITY PROGRAM AND FACILITY FEE GUIDELINES**

## **Updated September 2022**

Recognized Student Organizations (RSO's) that would like to request a UPFF Student Programming allocation must adhere to the following regulations:

1. Only officially recognized student organizations 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 on Campus!
  - b. Recognized campus organizations must adhere to the goals and mission statement of the University of Nebraska at Kearney.
  - c. 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 June.); funding for a single organization may not occur more than once in a two-year period.
3. A student officer of the student organization shall present the 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 with their contacts (emails).
  - 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 may be structured under. Other funding opportunities can be found on the Student Government website and include Loper Nites, RSO Catering and/or SET Funding.
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. Abiding by UNK Non-Discrimination rules.
  - 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 away from campus, fundraising or membership drives.
  - e. A majority of the quorum of SPB must vote in favor of an allocation for the UPFF allocation request to proceed to the Director of Student Engagement.
6. Any SPB student must abstain from voting on matters relating to an organization’s allocation request if they are a member.
7. **Organization 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) materials for such events.** An organization’s president shall be given a written warning for failure to comply. After the second offence withing the same academic year, the organization may be 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 Office of Student Engagement. The shopping trip must be completed by **one (1) week prior to the event date**. Shopping trips are limited to two (2) separate trips.

Local vendors that may be used are (Check with the Office of Student Engagement):

- |                                       |                   |
|---------------------------------------|-------------------|
| Sodexo                                | Menards           |
| University Communications & Marketing | Loper Spirit Shop |
| Recognition Unlimited                 | Family Fresh      |
| Builder’s Warehouse                   | Eakes             |

10. FOOD funded for events must be open to all students. On campus food requests must be catered for by Sodexo. A request for Food/Refreshments Expense Form must be completed and submitted with receipts before the event to the Office of Student Engagement. Forms are available in the Student Engagement Office.

**NOTE: Please check Sodexo Policy prior to food orders:**

*Sodexo has exclusivity to provide all food/catering needs for all on-campus events. These event requests require ordering and planning by UNK Loper Catering and should be submitted at least 72 hours in advance to ensure your event's needs can be met.*

*The only exceptions to this catering exclusivity include closed organization/department meetings or the use of Brewed Awakening. Please contact UNK Loper Catering at [lopercatering@unk.edu](mailto:lopercatering@unk.edu) or 308-865-8637 or visit <https://unkcatering.catertrax.com/> for questions or orders.*

*In addition, UNK is a Pepsi campus and all beverages, including water, sold, or distributed on campus or at any UNK event must be of the Pepsi brand. This applies to all events/needs no matter if the product is paid for with funds from State, Revenue Bond, Foundation, or Sponsorship accounts (including any trade or donations).*

11. PRINTED items should be designed and coordinated within your own student organization. Guidance on design of flyers, posters and digital signage should be vetted through the UNK Communications and Marketing office to ensure branding is acceptable and congruent with university policy. For questions about design of marketing materials, consult with UNK Communications and Marketing at: (865-8134), located in the Communication Center Building. Again, as stated above, all flyers (digital and/or paper) must include the UNK Checkmark provided by the Office of Student Engagement.
12. Funds allocated for a specific line-item can **only** be spent for costs incurred under that line-item. Any money left over will be returned to the general UPFF fund.
13. Contracts with speakers/performers should be vetted through UNK Business services and follow the UNK contract (P2P) policy. It is suggested approvals of performers/speakers and various artists follow approval policy of **six weeks, with the minimum acceptance of four weeks unless that goes against any time constraints**, in advance.
14. At UPFF funded events, student I.D. cards should be presented, and checked by the sponsoring organization. **Signup sheets** or Checkpoint by Presence app should be used to check attendees into events. In addition, it is highly encouraged that the Student Organization utilize the Student Engagement Software, Presence, to promote the event and collect attendance data.
15. 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, entry fees or disburse contributions of any kind** because of that event.

**16. 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: 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.	