

## Chapter 804 A&S Fee Proviso Language

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### 804.1. Purpose

- 804.1.1. This chapter serves to outline the funding conditions for the allocation and expenditure of A&S Fees Proviso in the current fiscal year.
- 804.1.2. This chapter shall replace the previous A&S Fee Proviso, which shall be archived and used for the remainder of the current fiscal year.

### 804.2. Restricted Reserve Allocation

- 804.2.1. The ASRC shall set aside an amount between 5% and 10% of the projected revenue to be used if fee collections are fewer than projected or in case of unforeseen circumstances as approved by the University President or designee.

### 804.3. Rules and Regulations for all A&S funded programs, services and activities:

- 804.3.1. All A&S funded programs, services, and activities that benefit the Student Body must be submitted with a detailed explanation and justification for each item.
- 804.3.2. Any event or service funded fully or partially by A&S fees shall be open to all USF students, free of any kind of charges unless specified otherwise within SG Statutes.
- 804.3.3. Any revenue collected from any A&S funded events shall be placed in an auxiliary account with a product code specific to that event.
- 804.3.4. A&S funded materials shall be distributed in a manner open to all students on a first come first serve basis.
  - 804.3.4.1. A&S funded departments may deviate for items related to job performance.
- 804.3.5. A&S funds may be expended on speaker fees and/or honorariums if it benefits USF students.
- 804.3.6. A&S funds may be expended in recognition of USF faculty, staff, advisors, and/or coaches in non-monetary forms.
- 804.3.7. A&S funds shall not be expended on or in behalf of any direct donation to any political campaign.
  - 804.3.7.1. Direct donations shall include, but shall not be limited to, cash donations or any type of campaigns materials.
- 804.3.8. The ASRC shall establish a set of internal standards and guidelines on the Student Government website.

- 804.3.8.1.** All guidelines must be submitted to be updated onto the Student Government website at most fifteen (15) business days after being revised.
- 804.3.9.** The CAFC and Campus Council may allocate an allowance to any A&S funded entity for the purpose of purchasing services provided by the USF Print Shop partnership or its equivalent.
- 804.3.10.** The CAFC and Campus Council have the authority to allocate monies lower than the maximum amount of maximum occurrence based on campus culture.
- 804.3.10.1.** The CAFC and Campus Council must provide a detailed justification for allocating monies that deviate from the Proviso and will be sent to the appropriate committee based on request.
- 804.3.10.2.** If it comes from Campus Council, it will go to the appropriate committee based on request.
- 804.3.10.2.1.** Any deviation from the Proviso during the annual funding process shall be authorized by ASRC based on a supermajority vote.
- 804.3.10.2.2.** Any deviation from the Proviso during the interim process shall be authorized by the Senate Finance committee based on a supermajority vote.
- 804.3.10.3.** Each campus will have authority and autonomy over a campus budget.
- 804.3.11.** The CAFC and Campus Council have the discretion to deny funding to any Activity & Service fee budget request with proper justification.
- 804.3.12.** The Senate shall delegate allocation authority, when appropriate, to the respective Campus Councils for the purposes of allocating grants, with the exception of Conference Presentation Grant which shall be delegated to SBS or business office equivalent.
- 804.3.12.1.** Grant allocations shall adhere to all restrictions as set forth by this Proviso.
- 804.3.13.** Any request to deviate from Proviso by CAFC must be presented by the CAFC chair with the committee's justification for deviations from Proviso during the first reading of the ASRC Bill to Senate.
- 804.3.14.** Any-request to deviate from Proviso from Student Government, Student Government Sponsored events, Student Success Departments and student organizations must include a detailed justification. The request to deviate Proviso must be approved jointly by a supermajority vote of the Senate and Student Body President.
- 804.3.14.1.** The request must be presented at the next regularly scheduled Senate meeting.

**804.3.14.2.** In the event that the Senate is out of session, the Senate President shall have the authority to approve or deny the deviation on behalf of the Senate. In the event that this happens, the Senate President shall inform the Senate of the decision at the next regularly scheduled Senate meeting.

**804.3.14.3.** If a party does not respond within ten (10) business days of the request that party's decision will be considered an approval.

**804.3.14.4.** Once a deviation request from a department has passed Senate by a supermajority vote the deviation is valid for two (2) years, provided that the same items are being purchased.

**804.3.14.4.1.** Every two (2) years a new deviation request must be presented to Senate by the department.

**804.3.14.5.**

**804.4.** Rules and Regulations for Student Government

**804.4.1.** A&S fees allocated to Student Government may be **funded** to a maximum amount or maximum occurrence:

**804.4.1.1.** Shirts: \$10 per t-shirt

**804.4.1.2.** Long Sleeves: \$15 per long sleeve shirt

**804.4.1.3.** Polo's: \$35 per polo shirt

**804.4.1.4.** Food: \$10 per student in attendance per event

**804.4.2.** Telephones can be funded at a base rate of current IT charges or at last year's usage levels. New phones can be funded with proper justification. Existing telephones which have not been funded by July 1 of each fiscal year will be terminated by SBS or business office equivalent.

**804.4.3.** A&S Fees shall be allocated to the Federal Student Government Branches on the basis of the current fiscal year's enrollment rate respective to each campus

**804.4.3.1.** All Federal Student Government Branches shall request their respective budgets according to the current fiscal year's enrollment rate through their respective CAFC process.

**804.5.** Rules and Regulations for all A&S funded Student Success Departments

**804.5.1.** Only Student Government sponsored concerts may charge students.

**804.5.1.1.** Requests to hold a Student Government sponsored concert that charges students can be submitted by any A&S funded student affairs department.

**804.5.1.2.** Requests must be submitted to the Senate President and Student Body President at minimum twenty (20) business days prior to the scheduled concert.

- 804.5.1.3.** The department must present to the senate, if the request is passed by the Senate with a majority vote, and approved by the Student Body President, a memorandum of agreement shall be created requiring that all revenues be swept back into the appropriate Student Government Auxiliary Account.
- 804.5.1.3.1.** Revenue generated from the Student Government sponsored concert may be used to offset the cost of the concert.
- 804.5.1.3.2.** The memorandum must be agreed upon at a minimum of ten (10) business days prior to the scheduled concert, between the Student Body President, Senate President, and the Director of the requesting department.
- 804.5.2.** Only A&S funded departments and registered student organizations with a focus on community service shall be funded for off campus volunteer and/or service work.
- 804.5.2.1.** Determined by the respective Campus Councils in conjunction with the department's mission or the RSO's constitution.
- 804.5.3.** Telephones can be funded at a base rate of current IT charges or at last year's usage levels. New phones can be funded with proper justification. Existing telephones which have not been funded by July 1 of each fiscal year will be terminated by SBS or business office equivalent.
- 804.5.4.** Any New Payroll Position Request shall be accompanied by a memorandum entailing both the job description and a justification for the necessity of the positions' funding. For the purpose of this clause, a New Payroll Position Request shall be defined as any position specific payroll request not funded in the prior Fiscal Year.
- 804.5.5.** A&S fees allocated to A&S funded departments may be **funded** to a maximum amount or maximum occurrence:
- 804.5.5.1.** Shirts: \$10 per t-shirt
- 804.5.5.2.** Long Sleeves: \$15 per long sleeve shirt
- 804.5.5.3.** Polo's: \$35 per polo shirt
- 804.5.5.4.** Food: \$10 per student in attendance per event
- 804.6.** Rules and Regulations regarding A&S funded RSOs (Registered Student Organizations)
- 804.6.1.** The ASRC shall establish standards for funding eligible RSOs in a manner consistent with the purpose of the A&S Fee and Title 8. These standards may be less than or equal to the caps outlined in Title 8.
- 804.6.1.1.** SG may allocate for RSO event expenses, up to \$4 per USF student attendee.
- 804.6.1.2.** SG may allocate for RSO promotional items, up to \$5 each and \$500 per FY.
- 804.6.1.3.** SG may allocate for RSO crafts and publications, up to \$2,000 per FY.

- 804.6.1.4.** SG may allocate for RSO capital assets, up to \$2,000 per FY.
- 804.6.2.** RSOs shall be permitted to maintain some flexibility in the expenditure of their allocated A&S funds, however they shall not be permitted to:
  - 804.6.2.1.** Expend greater than \$10 per USF student attendee for food at RSO events.
  - 804.6.2.2.** Expend greater than \$10 per item, with the exception of \$12 for t-shirts in sizes XXL or larger, \$1,400 per FY on RSO promotional items.
  - 804.6.2.3.** Expend greater than \$500 on non-event related items within 2 months of the end of the fiscal year.
- 804.6.3.** RSOs shall not be permitted to expend any of their allocated A&S Funds on:
  - 804.6.3.1.** Awards of cash value and/or scholarships
  - 804.6.3.2.** Fundraising-related expenses
  - 804.6.3.3.** Personalized clothing (i.e. individual products)
  - 804.6.3.4.** Personal items not intended to be used as a promotional give-a-way or made available to the general student body, including but not limited to personal electronics, personal hygiene products, medicine/medical supplies, books or testing materials (not provided in the library and on a first come first serve basis), and personal groceries, determined at the discretion of SBS or business office equivalent
  - 804.6.3.5.** Individual membership fees (except for competition participation fees)
  - 804.6.3.6.** Door Prizes that are not first come first serve
  - 804.6.3.7.** Any controlled substances
  - 804.6.3.8.** Food for general body meetings where business is conducted
  - 804.6.3.9.** Materials and/or services that are available to USF students or to RSOs via other funding sources. (i.e. SG Student Printing Allocation)
  - 804.6.3.10.** Service work outside 50 miles of the respective campus
    - 804.6.3.10.1.** Service work may be further defined within the respective Campus Councils SOPs
  - 804.6.3.11.** Social Media Advertising
  - 804.6.3.12.** Speaker/Honorarium travel accommodations
  - 804.6.3.13.** Room reservations outside of the Marshall Student Center (MSC) or the Sarasota-Manatee Campus
    - 804.6.3.13.1.** If the respective student centers are unable to accommodate, RSO's may submit written documentation to Student Business Services or business office equivalent for an exemption
  - 804.6.3.14.** Materials or crafts to be dispersed to non-USF individuals
- 804.6.4.** RSO's shall be permitted to expend their allocated A&S Funds at the following locations:

- 804.6.4.1. Official USF-Owned Property (excluding personal living spaces)
- 804.6.4.2. Raymond James Stadium (for USF Home Games)
- 804.6.4.3. Religious and Spiritual Life property (excluding personal living spaces)
- 804.6.4.4. A location approved by the respective Campus Council

804.7. Additional Rules and Regulations for Organizations under purview of the Sport Clubs Council (SCC):

804.7.1. A&S fees will not **fund** nor be **expended** on the following items:

- 804.7.1.1. T-shirts
- 804.7.1.2. Food

804.7.2. A&S fees may be **funded** and **flexibly expended** to a maximum amount listed below at the discretion of ASRC and/or the SCC Executive Board with the proper justification.

- 804.7.2.1. Personal equipment items
- 804.7.2.2. Membership dues only if required for the organization or individual to participate in a competition or conference
- 804.7.2.3. University Approved Coach/Instruction Fees: \$5,000 total per club

804.7.3. A&S funds may be expended to a maximum amount for travel per year listed below (“least cost” method will be used)

- 804.7.3.1. Total travel expenses: Maximum of \$20,000 per year

804.8. Additional Rules and Regulations for the Travel Grant Program:

804.8.1. Student organizations seeking travel funds may request a travel grant from the Senate Grants Committee, except for organizations within Funding Councils that have been allocated travel funds.

804.8.2. A&S fees may be **funded** and **flexibly expended** to a maximum amount for travel per year listed below (“least cost” method will be used):

- 804.8.2.1. Total travel expense: Maximum of \$7,000 per year
- 804.8.2.2. Food for travel may be provided as defined by state statutes or university policy
- 804.8.2.3. Personal Vehicles: as defined by state statute or university policy

804.8.3. A&S fees may be **funded** to a maximum amount before taxes for travel per year listed below (“least cost” method will be used):

- 804.8.3.1. Vehicle Rental (Up to 6 passengers): \$60 per day, per vehicle
- 804.8.3.2. Vehicle Rental (7-11 passengers): \$75 per day, per vehicle
- 804.8.3.3. Vehicle Rental (12+ passengers): \$100 per day, per vehicle

- 804.8.3.4.** Lodging: \$50 per student or advisor per night
- 804.8.3.5.** Registration: \$250 per student or advisor per conference
- 804.8.3.6.** Bus Rental: \$1,500 per event
- 804.8.4.** RSOs may have the option to bring up to one advisor per trip.
- 804.8.5.** Student organization advisors shall check with their colleges or department to see if college funding for advisor lodging and registration is available before utilizing A&S fees.
  - 804.8.5.1.** Documentation of attempt to acquire alternative college or department funding shall be submitted with the request.
- 804.8.6.** A&S funds that are allocated in an SG Travel Grant shall be equally divided among the recipients.
  - 804.8.6.1.** A&S funds allocated to recipients that do not travel shall not be expended.
  - 804.8.6.2.** Recipients who do not travel may find another member of the organization to replace them within 10-business days of the first day of travel, in which case the travel grant funds shall be expended.
  - 804.8.6.3.** Students and advisors shall be physically present at conferences to be eligible to receive funding.
  - 804.8.6.4.** In the case that travel is restricted for any and or all USF campuses due to unforeseen circumstances, RSOs will be allowed to request for virtual conferences registration fees.
    - 804.8.6.4.1.** Registration: \$250 per attendee per conference
      - 804.8.6.4.1.1.** The registration shall be pre-paid only by SBS or equivalent business office
    - 804.8.6.4.2.** Total travel expense: Maximum of \$7,000 per year
- 804.9.** Additional Rules and Regulations for the Homecoming Grant Program:
  - 804.9.1.** To receive Homecoming funds, student organizations shall request a SG Homecoming Grant. The Senate Grants Committee shall decide the amount allocated per request in compliance with these Statutes.
    - 804.9.1.1.** No grant shall exceed \$1,550
  - 804.9.2.** Organizations are not allowed to submit more than one (1) Homecoming Grant per year.
- 804.10.** A Homecoming Grant should not be allocated for more than one (1) event per organization.
- 804.11.** Additional Rules and Regulations for the Conference Presentation Grant Program (CPGP)

**804.11.1.** Each student traveling within the State of Florida may be awarded with a maximum of \$250 per fiscal year.

**804.11.2.** Each student traveling within the United States except in the state of Florida may be awarded up to an additional \$250 once per fiscal year.

**804.11.2.1.** No domestic traveler may be awarded more than \$500 per fiscal year.

**804.11.3.** Each student traveling outside of the United States may be awarded up to an additional \$250 per year to offset the cost of international travel.

**804.11.3.1.** No international traveler may be awarded more than \$750 per fiscal year.

**804.12.** In the case that travel is restricted for any and all USF campuses due to unforeseen circumstances, individuals who have been awarded the Conference Presentation Grant will be allowed to request for virtual conference registration fees.

**804.12.1.** Students may be awarded with a maximum of \$250 per fiscal year.

**804.12.1.1.** Registration shall be pre-paid only by SBS or equivalent business office.