



Clarion Students' Association

Clarion University of Pennsylvania
278 Gemmell Student Complex
840 Wood Street
Clarion, Pennsylvania 16214-1232
Phone: 814-393-2423
Fax: 814-393-1760
Text Telephone (TTY/TDD): 814-393-1601

**Registered Student Organization (RSO)
Budget Guidelines Fiscal Year (July Thru June)**

2022-2023

**** ALL budget request must be submitted to the CSA office, 278 Gemmell Complex, during the Spring Semester for the subsequent Fiscal Year. ALL BUDGETS MUST BE IN ELECTRONIC FORMAT.**

Timetable for RSO Budget Process

	Mandatory CSA Budget Roundtables
Feb 21st to Feb 25th	
March 4, 2022	RSO Budgets EMAILED to CSA Admin Office - smachokas@clarion.edu - due by 3:00 p.m.
March 7th to 11th	Budgets Reviewed by Student Senate Appropriations Committee
March 14th	Budget Recommendations Returned to CSA
March 18th	Final Recommendations (if changes)
TBD	CSA Board Meeting - CSA Votes

Need (Necessary for Operation) VS Want (Wish List, Long-Range Goals, etc.)

All RSOs are to request only the amount that is **actually needed** to accomplish their annual objectives. The Student Senate Appropriations Committee reserves the right to recommend to Student Senate an amount that is deemed appropriate in the interests of the students of Clarion University of Pennsylvania.

The Student Senate Appropriations Committee reserves the right to **not** consider any budget that violates any of the instructions and/or guidelines. We also reserve the right to **not** consider any request that is not fully justified or any request form that is incomplete. It is very important to **CITE AS MANY REASONS/EXPLANATIONS FOR JUSTIFICATION AS POSSIBLE.**

NOTE: Effective Fall of 2012 - Supplemental Requests can be submitted to assist RSOs with funding toward decoration/construction of Floats for the Autumn Leaf Festival, with a maximum of \$300 to be awarded.

The following policies and funding procedures apply to the CSA funded Recognized Student Organizations (RSOs):

A. Budgets and supplemental requests will be broken down into two (2) major categories:

1 Operating Expenses

Defined as any non-profit administrative costs

2 Campus Programming

Defined as any widely publicized event offering educational or entertainment value that is open to **ALL** Clarion University Students at no cost.

***** RSOs do not include conferences in this initial budget application. This includes travel and lodging. Any submissions for travel or lodging will be removed from the budget submission. Conferences are applied for via the Supplemental Request process. Supplemental Requests for Conferences must be submitted a minimum of **four (4) weeks prior to the event.****

***** CSA may reimburse up to the maximum allowance, the PASSHE Lodging and Subsistence Rates for High Cost Areas, for all groups attending conferences or events in large metropolitan areas.**

B.

To ensure that funds are spent appropriately each organization's funds will be allocated within the line item accounts mentioned above. In addition, there will be sub-accounts (e.g. Under Campus Programming Expenses for Interhall Council, sub-accounts could be named: Hall Wars, Semi-formal Ball, etc.) Actual expenditures must represent the amount of the original allocation. Student Senate reserves the right to oversee expenditures to ensure the proper accountability of each organization and will request a minimum of one (1) expenditure report per year. Funds may be transferred between line items and sub-accounts within the organization's account with proper justification.

C. Per Act 188 of 1982 (Section 20-2010-A-6) the Student Association, in cooperation with the President of the University, is charged with the responsibility of setting, collecting and allocating Student Activity Fee monies. In accordance with PASSHE policy 1983-03-A Student Activity Fee monies shall not be used for any of the following expenditures:

1 *Partisan Political Activity*

Student Activity Fee monies shall not be used for any type of partisan political endorsement nor for the contribution to the campaign fund of any candidate for elective office. Nothing in the foregoing shall prohibit the payment of fees to political speakers.

2 *Non-campus and Nonstudent Activities*

Expenditures shall be made only for university sponsored or related activities, which involve the students, faculty, or staff of the university.

3 *Not-for Profit Organizations and Local Governmental Units*

No direct contributions may be made from student activity fees for charities, not-for-profit organizations, or local governments and their units as further defined under subsection (i).

- a. Up to 25% of the full price of items being purchased by said organization in order to fundraise for a charity or non-profit organization can be funded. **CSA funding cannot assist in any fundraisers directly benefiting an RSO.** CSA funding cannot directly be allocated to a charity or non-profit organization.

BUDGETING POLICY GUIDELINES

As stated in Article 5, Section 1 of the Student Senate Constitution, Student Senate is duly authorized to budget and allocate the Student Activity Fee.

Recognized student organizations (RSOs) must adhere to the requirements listed below in order to receive a budget allocation from the CSA. All of these guidelines must be followed. If at any time an organization does not meet these requirements, the Appropriations Committee and CSA reserves the right to freeze current funding and deny future budget requests from that organization until these requirements are met.

The money used to fund CSA funded RSOs is the result of the Student Activity fee. Therefore, speakers and programs must be open to **ALL** students who wish to participate in these activities. Except where special considerations should be given, the CSA will only fund those programs and speakers that are open to the entire campus. Advertisements of programming events must be made through CU Connect and contain "Free & Open Event" and "Powered by CSA" in the content.

The following list of requirements also contains how the Appropriations Committee stands on certain items and how to appropriately justify your request.

REQUIREMENTS

In order for any CSA funded RSO to receive a budget allocation certain requirements must be met. These include:

- 1 ALL CSA funded RSOs must have **at least fifteen (15) members**. If an organization falls below the 15 member requirement, their account will be frozen until they meet this requirement. A provisional budget can be awarded and will not be active until the membership requirement is met.
- 2 Newly recognized student organizations that have been approved for funding by Student Senate will be limited in terms of funding eligibility. An organization that is recognized at any item during the year before the Spring Semester RSO roundtable sessions is considered to be in the 1st year of recognition.
Newly recognized student organization funding Maximums

1st year of recognition	\$500 Maximum Budget and supplemental requests limited to campus events.
2nd year of recognition	\$500 Maximum Budget and supplemental requests.
3rd year of recognition	\$1,000 maximum Budget and supplemental requests.
- 3 The money used to fund CSA funded RSOs is the result of the Student Activity fee. Therefore, speakers and programs must be open to **ALL** students who wish to participate in these activities. Except where special considerations should be given, the CSA will only fund those programs and speakers that are open to the entire campus. Advertisements of programming events must be made through CU Connect and contain "Free & Open Event" and "Powered by CSA" in the content.
- 4 Any RSO who fails to have either a member of their organization or their advisor attend the mandatory RSO budget roundtable in the Spring and check in via the CORQ App or Zoom login, can only receive a **maximum budget of \$1,000** but may still request supplemental funds the following school year.
- 5 Any RSO who neglects to submit budget before the Friday deadline at 3:00 p.m. to the CSA office can only receive a maximum budget of \$500 but may request supplemental funds the following school year.

ITEMS THE CSA WILL NOT FUND

- 1 Banquets or Awards
 - a. Exceptions - Social Equity and the Reinhard Awards.
- 2 Salaries
 - a. Exceptions - student workers and employees of CSA
- 3 Alcohol

- 4 Food that only benefits the organization
- 5 Shirts or clothing that only benefits the individual organization member
 - Shirts or clothing that are used for promotion or anything other than individual benefit cannot exceed a total cost of \$500 for the academic year.
 - a. If a reason is found to justify exceeding this limit, a supplemental request to Student Senate to review and approve must be submitted.
 - b. submitted.
- 6 Cash Awards or Gift Cards/Certificates unless prior approval has been granted in writing from the CSA Executive Director.
 - RSOs may not use the CSA Credit Cards to purchase gift cards/certificate unless prior written approval has been granted by the organization advisor and the CSA Executive Director.
 - a.
 - i. Purchases of Gift Cards for prizes, speaker honorariums, band meal allowances or others may be purchased with the CSA Credit Card only with PRIOR approval in writing of the organization advisor and the CSA Executive Director.
- 7 Books

IF AT ANY TIME ANY ORGANIZATION NEGLECTS TO FOLLOW THESE POLICIES, THE STUDENT SENATE APPROPRIATIONS COMMITTEE RESERVES THE RIGHT TO RESCIND ANY OR ALL FUNDING

Financial Affairs Policies

The following outlines the procedures and guidelines for all CSA funded RSOs. It should be noted that any CSA funded RSO which fails to comply with the constitution of the CSA, shall forfeit its budget allocation for the remaining of the fiscal year, upon decision of the Appropriation Committee and the Student Senate.

Any questions concerning financial procedures or financial problems can be addressed to either the Chairperson of the Appropriations Committee of the CSA/Student Senate or the CSA Executive Director, 278 Gemmell Complex.

- 1 Funds for institutional dues may be approved for the organization but not for individual members of the organization.
- 2 ALL CSA funded RSOs may utilize the postage meter in the CSA Business Office for organization mailings
- 3 CSA will not assume responsibility for any commitment of expenditures made outside of the standard contracts or purchasing procedures without PRIOR approval and signature of the CSA Executive Director.
- 4 Any request for supplemental allocation must be submitted **AT LEAST FOUR (4) WEEKS** in advance to the Student Senate Appropriations Committee via email to both the CSA office at csa.clarion.edu and Student Senate Appropriations Committee at ssac.clarion.edu. **SUPPLEMENTAL ALLOCATIONS MUST BE FOR SPECIFIC PURPOSES NOT PREVIOUSLY ALLOCATED TO THE RSO.** Approved forms for Supplemental Requests are available at www.clarion.edu/csa/forms.
- 5 All CSA funded RSOs are required to maintain an accurate record of expenditures. Upon request of the Student Senate, the organization must submit an expenditure report to the Student Senate in a timely fashion, as determined by the Appropriations Committee.
- 6 CSA funded RSOs must maintain their organization's self-supporting funds in the CSA Treasury. No organization receiving CSA (Student Activity Fee) funding may maintain funds in any off-campus depository. **VIOLATION OF THIS POLICY WILL RESULT IN THE AUTOMATIC FORFEITURE OF THE ORGANIZATION'S BUDGET ALLOCATION FOR THAT FISCAL YEAR.**
- 7 The CSA Vans should be used for travel by all CSA funded RSOs if a van is available. CSA will not reimburse gas mileage if a van is not used when one is available. Maximum personal mileage reimbursement is \$.48 per mile when applicable. Any damage or traffic violations occurring while an organization is using the vehicle can be charged to the organization. Abuse of a CSA vehicle will result in the termination of that organizations privilege to use CSA vehicles.
- 8 CSA funded RSOs will not be funded for an overnight stay when distance travelled makes it possible to return to Clarion the same evening, unless specifically approved by the Appropriations Committee.
- 9 The Appropriations Committee will not consider any requests for competitions, conferences, conventions, and/or any travel in the initial budget submission.
- 10 Unexpended RSO allocations revert to the CSA Central Treasury at the end of the fiscal year, no exceptions.
- 11 The Executive Director of the CSA must sign all contracts and purchase orders issued for services. All contracts must be submitted for review at least four (4) weeks prior to the date of the event or service to be rendered for which funding is requested.
- 12 The RSO advisor must sign all budget requests and all supplemental requests for the organization.

- 13 If any RSO has questions concerning the policies of the CSA as set forth in this document, the organization is advised to consult with:
 - Sandra J. Machokas, Executive Director, CSA
278 Gemmell Student Complex
x2423
email: smachokas@clarion.edu
 - or
 - Samuel Shannon, Treasurer, Student Senate
268 Gemmell Student Complex
x2318
email: ssac@clarion.edu

REMINDERS

BUDGET DUE DATE:

BUDGETS ARE DUE ON A **FRIDAY** THIS YEAR, **March 4, 2022**

CLARION STUDENTS' ASSOCIATION/STUDENT SENATE WILL NOT REIMBURSE ON AN EX-POST FACTO BASIS. ANY EXCEPTIONS MUST BE PRE-APPROVED IN WRITING BY THE EXECUTIVE DIRECTOR OF THE CSA.

THE POLICIES CONTAINED IN THIS DOCUMENT ARE SUBJECT TO AN ANNUAL REVIEW AND UPDATE AS NEEDED.

STUDENT SENATE RESERVES THE RIGHT TO MAKE ANY EXCEPTIONS/CHANGES TO THIS POLICY AS DEEMED NECESSARY.