

# Clarion Student Association

## RSO Funding Policy

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 for the following:

- *Partisan Political Activity*  
Student activity fee monies shall not be used for any type of partisan political endorsement nor for contributions to the campaign fund of any candidate for elective office. Nothing in the foregoing shall prohibit the payment of fees to political speakers.
- *Noncampus and Nonstudent Activities*  
Expenditures shall be made only for university sponsored or related activities, which involve the students, faculty, or staff of the university.
- *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. Nothing in the foregoing shall prohibit a student association or student organizations from engaging in fund raising activities to benefit these entities.

Additionally, Student Activity Fee monies shall not be used for the following:

- Alcohol
- Books
- Banquets or Awards, with the exception of the Social Equity Banquet and the Reinhard Awards ceremony.
- Cash Awards
- Clothing for individual group members, with the exception of t-shirts produced to be promotional materials for specific group activities or programs. A group's allocation for promotional t-shirts cannot exceed \$500 in an academic year.
- Decorations
- Dues for individual members, however Institutional Dues for the organization are permissible.
- Food that benefits only organization members (i.e. food at meetings or members only events), with the exception of per diem monies allocated in accordance with the travel policy. Additionally, groups must use Chartwells for food at any on-campus event, unless they receive permission from Chartwells to use another vendor.
- Salaries, with the exception of CSA employees.

The CSA Board authorizes Student Senate to review all funding requests and allocate Student Activity Fee money to Recognized Student Organizations (RSO) in accordance with this policy.

Senate's Appropriations Committee will review all funding requests and recommend a Student Activity Fee allocation for all RSOs to the full Senate for approval. Annual RSO Appropriation Requests must be submitted to the CSA Business Office by 4:00 p.m. Friday of the ninth (9<sup>th</sup>) week of the spring semester. All annual budget requests must be signed by the organization's advisor and the undergraduate leadership. Failure to submit an Annual Appropriations Request by this date will exclude the RSO from receiving funds for that fiscal year. Requests will be broken down by the following categories:

- Operating Expenses (RSO operating expenses may not exceed 15% of the total allocation request)
- Campus Programming (Publicity must acknowledge that the activity/event was made possible by the Student Activity Fee)

In order to be eligible to receive CSA Funding, an RSO must be in good standing with the Student Senate and have a minimum of 15 student members. If an RSO falls below 15 members during the course of the academic year, their account will be frozen until such time as this requirement is met. All RSOs receiving CSA are required to maintain all of the accounts (both CSA Funded & Self-Supporting) with the CSA Business Office. Any CSA funded RSO found to be maintaining office campus bank accounts will lose their ability to request for a period of two years.

All contracts and purchase orders for items purchased with CSA funds must be signed by the CSA Business Manager. All unspent CSA funding allocations will revert to the CSA Central Treasury at the end of the fiscal year.

Newly formed RSOs may make Supplemental Funding Requests in the year that they are recognized, however, those funds may only be used for campus programming. Should a group be recognized after the Annual Appropriation Request submission deadline, the RSO will only be eligible to make supplemental Funding Requests in the next fiscal year.

#### ***Supplemental Funding Requests***

Supplemental Funding Requests must be submitted to the CSA Business Office a minimum of four weeks in advance. Supplemental Funding Requests should be for specific purposes not previously allocated to the RSO in its Annual Appropriation Request and may only be for Campus Programming or Travel.