

SUBMITTING A BUDGET

University Programming and Facility Fees Guidelines for Recognized Student Organizations at UNK

Organization:

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 available organizational funds, such expenditures and/or overages will become the responsibility of the individual signing this request.

All food purchases must first be presented to UNK Dining Services (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. However, any printed or professionally designed materials purchased for the event, including advertising, must be purchased through UNK Advertising and Creative Services (865-8134), located in the Communications Center Building, or Student Organization Advertising & Promotions (865-8523), located in the Student Union.

Contracts or agreements for service must be processed six weeks in advance through the Nebraskan Student Union and Student Engagement Office. It is the organizations' and its representatives' responsibility to notify the Nebraskan Student Union and Student Engagement Office (865-8523) to assure the process is started in time for your event. **All purchases also must be requested in advance** from the Nebraskan Student Union and Student Engagement Office.

Do not spend any personal funds or out-of-pocket money including cash, credit cards, 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 Affected by Event _____

Number of Active Members _____

Current Balance in Organization's Treasury \$ _____

President (please print) _____

Address and Phone Number _____

Treasurer (please print) _____

Address and Phone Number _____

Advisor (please print) _____

Address and Phone Number _____

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 must provide all signs, posters, and other printed materials. Examples of the resources to be used are Student Organization Advertising & Promotions (865-8523) in the Student Union and UNK Advertising and Creative Services (865-8134) in the Communications Center Building. In the event campus resources are not able to provide your specific needs, UNK Advertising and Creative Services must document verification of this.

	Event 1	Additional Event(s)
Student Organization Advertising & Promotions	_____	_____
UNK Advertising & Creative Services	_____	_____
Community Paper, Radio, TV	_____	_____
UNK Newspaper	_____	_____
UNK Radio	_____	_____

FOOD EXPENSES

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

UNK Dining Services	_____	_____
Other (if unavailable with UNK Dining Services)	_____	_____

MISCELLANEOUS OPERATING EXPENSES

Contract	_____	_____
Equipment	_____	_____
Sound System, DJ Service	_____	_____
Janitorial Staff	_____	_____
Other	_____	_____

TRAVEL EXPENSES FOR GUESTS COMING TO UNK

Air	_____	_____
Car (\$0.57/mile or current university rate)	_____	_____
Ramada Inn (\$59.00/night)	_____	_____
Meals (\$10 for breakfast and lunch, \$20 for dinner)	_____	_____
Miscellaneous	_____	_____

LIABILITY EXPENSES

Insurance Expense-Premium	_____	_____
Legal Services	_____	_____

OTHER REQUESTS

Decorations	_____	_____
Prizes	_____	_____
Other	_____	_____

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

UNIVERSITY PROGRAM AND FACILITY FEE GUIDELINES

Student organizations that would like to request a UPFF Student Programming allocation must adhere to the following regulations:

1. Officially recognized student organizations only 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.
 - b. Recognized campus organizations must adhere to the goals and mission statement of the University of Nebraska at Kearney.
 - c. In order 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 May); funding for a single organization may not occur more than once in a two-year period.
3. An officer of the student organization shall present a 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.
 - 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 is structured under.
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.
 - 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, fundraising or membership drives.

- e. A majority of the quorum of SPB must vote in favor of an allocation in order for the UPFF allocation request to proceed to the Director of the Student Life for approval.
- 6. Any SPB student must abstain from voting on matters relating to an organization's allocation request, if they are a member.
- 7. **Organizations 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) material for such events.** An organization's president shall be given a written warning for failure to comply. After the second offense within the same academic year, the organization may become 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 Nebraskan Student Union and Student Engagement Office. Shopping trips must be completed **one (1) week prior to event date**. Shopping trips are limited to two (2) separate trips.

Local vendors that may be used are:

UNK Dining Services	Menards
UNK Advertising & Creative Services	Oriental Trading
The Antelope Bookstore	Party America
Builder's Warehouse	Recognition Unlimited
Dick Blick	Family Fresh
Eakes	

- 10. Funding for FOOD requests must be open to all students. On campus food requests must be catered by UNK Dining Services. A request for Food/Refreshments Expense Form must be completed and submitted with receipts immediately after the event to the Nebraskan Student Union and Student Engagement Office.
- 11. PRINTED items must be submitted to UNK Advertising and Creative Services (865-8134), located in the Communication Center Building, or Student Organization Advertising & Promotions (865-8523), located in the Nebraskan Student Union.
- 12. Funds allocated for a specific line can **only** be spent for costs incurred under the line. Any money left over will be returned to the general UPFF fund.

13. Contracts with speakers/performers must be submitted to the Associate Director or Director of the Nebraskan Student Union for review and approval **six weeks** in advance.
14. At UPFF funded events, student I.D. cards should be presented, and checked by the sponsoring organization. **Signup sheets** are required to identify the attendance at the event.
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 or disburse contributions of any kind** as a result 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: typewriter, 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.	