Finance Board Policies
Revised 5/10/2002

Advertising
1. Advertising for campus-wide events must be in all living units and academic buildings (including the Bart Luedekoe Center and Dining Hall) at least 5 days before the event.
2. Advertising for campus-wide events must clearly state: “Funded by the Student Activities Fee.”
3. See #2 of “Campus Programming” from the Finance Board Policies.

Advisors
1. Each student life group must have an advisor to receive funding.
2. Advisors of funded organizations are limited to staff, faculty, and administration of Rider University.

Alcohol
1. Alcoholic beverages or related items (i.e. taps) may not be purchased with funds provided through the Student Activities Fee.

Allocation
1. All Type I or Type II organizations that do not wish to submit a budget may submit an Allocation form. The Allocation form allows all qualified student life groups to receive $100 - $250 per year at the discretion of the Finance Board. These forms must be submitted when budgets are required to be reviewed at the Budget Retreat.

Audit [Type I Clubs]
1. Clubs and organizations may be called by their liaison or the Finance Board to present their records for audit purposes.

Budgets
1. Type I clubs and approved student life groups will be eligible to participate in the budget process.
2. There will be one budget process per year, in the spring.
3. You must participate in the budget clinic to be eligible to receive a budget. If you are not present you will not receive your allotment.
4. A three minute time period will be given to each group to explain and elaborate on their budget for the entire Finance Board to hear. This three minute presentation will take place on a General Meeting before the Finance Board Retreat.
5. Each Type I group must develop their budget in conjunction with their Finance Board liaison. The liaison will present your budget to the Board at the Budget Retreat. Consequently, the liaison’s involvement in your budget decision-making process is paramount. You will be notified of your liaison’s name, address, and phone number after the first Finance Board meeting of the fall semester.
6. All unused budgeted funds will be forfeited at the end of the budgetary period.
7. No more than 10% of a budget may be used for general operating expenses or supplies.
Campus Programming

1. If the opportunity to sponsor a program which was not included in your annual budget arises or you did not submit a budget, you may be eligible for funding for this “spontaneous” event. In order to receive funding, you must submit a “Spontaneous Funding Form” to the Finance Board Chairperson. During the proposal meeting, the Finance Board will decide to deny or pass the proposal.

2. Any campus program planned must:
   a. Proposals must be submitted to the Finance Board Chairperson 24 hours in advance of the Finance Board meeting.
   b. Proposals must be submitted 2 weeks prior to the event.
   c. Must not support a specific political party or view.
   d. Must not be biased toward any specific religion.
   e. Must not discriminate towards race, color, sex, sexual orientation, or creed.
   f. Must not be advertised prior to the organization coming before the Board for funding; otherwise the proposal will not be heard.
   g. Must clearly state Funded by the Student Activities Fee in its advertising. The penalty for not following this procedure will result in the organization being fined 10% of the amount allocated for the specific program.
   h. Must advertise in all living units and academic buildings (including the Bart Luedke Center and Dining Hall) at least 5 days before the event.
   i. Receipts and bills must be received within 30 days following the event. The Finance Board is not responsible for any payments after this 30-day period.

Capital Expenditures

1. A capital expense is money spent on equipment, which will have a useful life of at least two years.

2. The Finance Board reserves the right to conduct a full investigation of the feasibility of the request and a letter of approval from the Director of Facilities Management must accompany a proposal when any permanent physical modifications are made.

3. For further reference please see the “Capital Expenditures Funding Form.”

Charity/Community Service

1. Budgets may not include contributions to charities/community services. However funds may be used to cover expenses for sponsoring an event or services for the student body with the purpose of raising funds for charity/community service.

Check Requests

1. All check requests must be filled out completely and have all appropriate signatures. No check requests may be submitted that totals under $1.00.

2. The fiscal year is July 1st to June 30th. The submission deadline for all major check requests ($200 or more) is May 20th of the present fiscal year.

3. Cash advance clubs/organizations (i.e. SEC) must turn in all receipts and invoices for money spent, on a monthly basis.

4. All check requests, with receipts, from Spontaneous, Capital, and/or Conference funding must be turned in 21 days from the date of the Event, Proposal, or Conference; respectively.
Conferencing
1. A Conference is any organizational event, which is held with both students from the organization as well as students who do not attend Rider University.
2. To receive consideration for conference funding, the club/organization must be Type I and must submit a "Conference Funding Form" to the Finance Board Chairperson no more than 24 hours prior to the Proposal Meeting.
3. No budget may allocate money for a conference.
4. An approved advisor must attend any conference with the club or organization. Finance Board may allocate funds for the advisor.
5. For further reference please see the "Conference Funding Form."
6. If the organizational event involves only members of your group please see Retreats.

Contracting
1. Funding for contract events such as concerts, theater production, and lectures must have the contracts reviewed and authorized by the designated Campus Life professional.
2. Student organizations contracting for services must not eliminate any contracts for the bidding process. Unless specific approval is given by the Finance Board prior to contracting, it shall be a violation of the board policies for a student in an organization to receive a bonus or commission from any vendor, agency, or individual for services rendered to this organization.

Dues
1. The Finance Board will not pay for individual membership dues. However, the Finance Board will fund organizational membership dues of recognized and qualified clubs and organizations.

Elections
1. Finance Board funds may not be used to sponsor individual candidates for any elections.

Field Trips
1. Field trips or any other expense required as part of the curriculum of an academic department may not be included in an organization’s budget.

Fundraising
1. The Finance Board encourages fundraising. These funds are the responsibilities of the group. They may be carried over from year to year and dispersed as they please.
2. Money spent for fundraising, allocated from SAF, must be submitted to the Finance Board through the SGA Treasurer. This money will be returned to the account from which it was allocated. Any excess funds raised may be kept by the club or organization in its own organizational account.
3. If a club or organization wishes to use ticket sales as a fundraiser, they must seek approval at a Finance Board Proposal Meeting. If classified as a fundraiser, fundraising policies must be followed.

Meals
1. Student life groups may include the cost of food incurred while on group business in their budget requests per person per meal may not exceed the following, inclusive of tips. These numbers are also to be used when determining food expense for conferences:
Breakfast: $10.00  -  Lunch: $15.00  -  Dinner: $20.00

2. Refreshments are allowed for programs and should be included in the Food Expense line of your budget or spontaneous form.

Retreats/Training
1. A Retreat or Training is any organizational event which is held with Rider Students and advisors with the intent of providing skill enhancement for the organization’s welfare. Most retreats will consist of only students from Rider and your organization.
2. Money may be allocated from an organizations budget for a retreat.
3. If the organizational event involves any students who do not attend Rider University, see Conferencing.

Speakers’ Gifts
1. Student life groups may include in their budgets up to $50.00 for a gift for a non-student speaker who is not receiving any other form of compensation.

Sports Equipment
1. Any equipment purchased with the Student Activities Fee must be kept from year to year and stored in a secure area.

Stationary
1. No stationary with officer’s names may be purchased for any student life group.

Supplies
1. Office supplies, when possible, should be purchased from the University Store.

Telephone
1. The Finance Board will fund organization related telephone expense reports. Finance Board may request telephone expense reports for audit purposes at any time.

Ticket Sales
1. Tickets for all events must be sold through the Rider Ticket Booth.
2. Groups must pay the salary of the Ticket Booth Clerk when the hours of service are required are outside of the standard operational hours.
3. All ticket sale proceeds will be returned to the Finance Board.
4. If a club or organization wishes to use ticket sales as a fundraiser, they must seek approval at a Finance Board Proposal Meeting. If classified as a fundraiser, fundraising policies must be followed.

Travel Expenses
1. Travel will be paid at the rate of $0.36 per mile. To get reimbursed, a “Travel Expense” form must be completed for mileage driven; gas receipts are not necessary. All vehicles leaving from the same location and arriving at the same destination will receive the same travel expense amount.
2. The Finance Board will not fund the travel expenses of sport teams. However, sport clubs’ travel expense will be funded within consideration.