



**RUTGERS UNIVERSITY STUDENT ASSEMBLY**  
**ALLOCATIONS BOARD**  
**GUIDELINES FOR FUNDING**

**I. GUIDELINES FOR RECEIVING FUNDING**

- A. In order to be eligible to receive funds from the RUSA Allocations Board (which shall be referred to hereafter as the Allocations Board) a student organization must:
1. Register with Rutgers University through the Rutgers University Student Organization Online registration process, which is managed by the Division of Student Affairs. (These guidelines do not apply to student organizations that are affiliated directly with a professional school; refer to Section 5.04 of the RUSA Constitution for more details). **Only registered student organizations can apply for funding from the RUSA Allocations Board. Registered student organizations can apply for funding from only one governing council. A student organization who requests funding from another governing council may not request funding from RUSA Allocations.** Please note each year, your student organization must re-register and must provide proof of its members. Please see the Student Organization Handbook for more details.
  2. List "RUSA Allocations Board, paid for by student fees", as a funding agent on all advertising for a program or event when the Allocations Board funds over 20% of the entire program or event.
  3. Submit a budget application, which will include:
    - a) An organization's constitutional purpose.
    - b) An itemized budget of all organizational maintenance costs.
    - c) An itemized budget of all the programs/events/trips and all needed expenses for programs/events/trips.
    - d) List of programs/events/trips in priority ranking.
  4. The Treasurer and President of the organizations must complete the required Sakai online training or the in person training by the dates set by the Involvement Office. Failure to do so may put future allocations in jeopardy and the organization's account may be frozen.
  5. Maintain all the organization's funds, including but not limited to, allocations funds, generated revenue, fundraising, donations, co-sponsorships, dues, etc. in the Student Activities Business Office in an account that is provided by Rutgers University. Use of an outside bank account is prohibited.

6. *Repealed.*<sup>1</sup>
  7. Have at least two of their executive board officers complete bystander intervention training through the Office of Violence Prevention and Victim Assistance (VPVA) if the organization is allocated more than \$1000 in funding in a semester on or after September 4th, 2018. This clause refers to the Bystander Prevention Bill passed by RUSA in the Spring 2017 semester<sup>2</sup>. The Bill encourages members of the student body to become active bystanders and supports overall Rutgers University advocacy against sexual violence.
- B. Newly recognized Rutgers University organizations (please refer to the Division of Student Affairs for more information regarding the process of creating a new student organization) may receive a maximum of \$450 programming and \$50 organizational maintenance, for a total of \$500 per semester, while under provisional status. Student organizations shall not be eligible for additional funding during the greater of the organization's provisional organization status or one academic year.
  - C. Any requested expenditures must serve the interests of Rutgers University and must be completely pertinent to the organization's mission statement/purpose. All funded programs must contain some sort of educational component that is related to the organization's mission. This could include guest speakers, raising awareness about a related issue, presentations about the work of organization members, etc.
  - D. Funded programs must be readily available to all Rutgers University students, regardless of club membership or any other identifying factors. Priority will be given to those programs held on Rutgers University property and those that are more accessible to Rutgers University students.
  - E. No organization may charge more than \$10 for Rutgers' student admission to a program if at least 50% of the funding comes from the Allocations Board. The \$10 maximum applies only to Rutgers undergraduate students. There are no ticket charge limits on Rutgers graduate students, Rutgers faculty and staff, and members outside the Rutgers community.

If budgets are not handed in on time, they will not be accepted. NO EXCEPTIONS TO THIS RULE WILL BE MADE REGARDLESS OF THE SITUATION. If an organization's budget is not accepted, they may apply for an appeals meeting during the semester to secure funding.

## **II. GUIDELINES FOR THE USE OF STUDENT FEES:**

- A. Deficit Spending: No organization may exceed the maximum they have been allocated by the Allocations Board unless they utilize their generated revenue. If no generated revenue exists, the co-signees of the voucher shall be held responsible for all payments.
- B. Advanced Funding: Loans are available to organizations at the discretion of the Allocations Board. The Allocation Board auditors will be responsible for

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<sup>1</sup> See RUSA Funding moratorium and RUSA Resolution S17-5 for more information on repealed language.

<sup>2</sup> See RUSA Bill S17-1.

effecting repayment by the agreed date and for maintaining an accurate record of all outstanding loans. Student organizations may work with their advisors on managing loan payments.

- C. Past Debts: A newly registered organization will not be funded for debts incurred in the past.
- D. Student Activities Business Office (SABO) Close Down Periods: Student organization accounts are closed during official breaks, however, groups can access their generated revenue at all times. The two official breaks are Winter Recess and Summer Session. Student Programming and Organizational Maintenance accounts are not accessible during winter break and summer session. Accounts may be kept open on a case-by-case basis if approved by the student organization's advisor and SABO.
- E. Programs cannot occur during reading days, finals, or university breaks. Exceptions may be made at the discretion of RUSA upon recommendation of the Allocations Board. These exceptions may be granted during the budget approval process or in separate legislation.
- F. Take Back: All unused allocated programming funds will be taken back at the end of each semester and returned to the RUSA pool of funds. The funds may be reallocated next semester or held in abeyance at the discretion of the Allocations Board. Organizational Maintenance (shown as 'Overhead' in SABO) funds will carry over from the fall semester to the spring semester but will be taken back at the end of the academic year and returned to the RUSA pool of funds. These funds may also be reallocated next semester or held in abeyance at the discretion of the Allocations Board. Generated Revenue will not be altered. The amount of funding taken back from student organizations **will not** have any impact on future allocations decisions.
- G. Adherence to Submitted Budgets: Student organizations should conform as closely as possible to their submitted itemized budget.
  - 1. Organizations funded for a particular type of program (lecture, film, etc.) may only substitute a similar type of program consistent with the mission of the organization.
  - 2. If an organization wishes to transfer funding from a cancelled event to a new event, its representative(s) must meet with the organization's advisor and/or the Allocations Board to request permission to do so.
- H. Accounting Requirements: Student organization treasurers must maintain an accurate record of their student organization's financial transactions and make this ledger of account available to member of the Allocations Board upon request.
  - 1. Any funds allocated towards a specific event/program/trip must be used for that specific program only. Organizations may not use excess funding on events that were not included on their original budget unless the Allocations Board approves of the transfer of excess funding (i.e. if an organization is given \$500 for Event A and has \$100 left over, they may not use that funding for Event B without permission).
- I. Organizations may not transfer any program funding from The Allocations Board to another organization's event. Only generated revenue may be transferred in order to co-sponsor another organization's event.

### III. FUNDABLE ITEMS

#### A. Events/Programs and Trips

##### 1. Individual programs/events

- a) Run one time and not repeated.
- b) Take place on:
  - (1) Rutgers University premises; OR
  - (2) immediate Rutgers University--New Brunswick area if relevant to the mission of the event.

##### 2. Series programs/events

- a) Series programs/events:
  - (1) Occur multiple times throughout the year (up to seven per semester).
  - (2) Each iteration must have a similar or identical structure and/or theme.
- b) All events must take place on:
  - (1) Rutgers University premises; OR
  - (2) immediate Rutgers University--New Brunswick area if relevant to the mission of the event.
- c) General organization meetings are NOT considered fundable programs. Please refer to the section on Organizational Maintenance to learn how they may be funded.
- d) A student organization may only request one series per semester.

##### 3. Event/Program Funding Categories

- a) Rental of a building, rooms, and/or equipment, as well as any other facility or related labor costs necessary to accomplish the goals of the program.
- b) Advertising in print media, flyers, or mass emails is mandatory for every program.
- c) Contracts and rights. Speakers, DJs, live music, film rights, etc. are paid using this funding. No University Staff or faculty member can be paid for their services, nor can a student belonging to the organization hosting the event. However, if a student is **not** a member of the hosting organization they may be paid for their services for an event or program. All payments must be facilitated using official legal contracts between the student organization and the party in question. No funding may be given as a gift.
- d) Food and beverages must be ordered from a Rutgers approved vendor. Information can be obtained from the Student Organization Handbook and your advisor.
- e) General organization meetings are NOT considered fundable programs. Please refer to the section on Organizational Maintenance to learn how they may be funded.
- f) Supplies/Materials/Decorations, which should be stored in University approved storage.

##### 4. Stand Alone Trip - Conference/Team Competition

- a) Take place off of the Rutgers University campus.
  - b) May be one day or multi-day trips but only occur once during the semester.
  - c) Attendees of Team Competitions are usually members of an organization that is a competitive team.
  - d) Conferences are more observational in nature. Conference attendees are required to present an information session at their organization's general meeting to inform students of the issues addressed at the conference. Maximum number of conferences per semester is limited to 2, of which only one can be national (exceeding 400 miles round-trip).
  - e) Attendees of Conferences need not be but are usually executive board members of a student organization.
5. **Stand Alone Trip - Other**
- a) Any trip that is not a Conference/Team Competition.
  - b) Take place off of the Rutgers University campus.
  - c) May be one day or multi-day trips but only occur once during the semester.
  - d) Attendees are generally any member of the student organization or any member of Rutgers University--New Brunswick.
6. **Series Trip - Conference/Team Competition**
- a) Any trip which falls under the criteria of category three (Stand Alone Trip - Conference/Team Competition) but occurs multiple times throughout the semester.
  - b) A maximum of six trips may be made each semester, and one series trip is permitted per semester. This rule applies to both competitive and noncompetitive events.
7. **Series Trip - Other**
- a) Any trip which falls under the criteria of category four (Stand Alone Trip - Other) but occurs multiple times throughout the semester.
  - b) A maximum of six trips may be made each semester, and one series trip is permitted per semester. This rule applies to both competitive and noncompetitive events.
8. **Trip Funding Categories – Conference/Team Competition**
- a) Transportation to and from the destination.
  - b) Parking fees.
  - c) Food.
  - d) Lodging.
  - e) Registration costs for the event.
  - f) Advertising is **not** funded for conferences or team competitions due to the typically small number of attendees.
9. **Trip Funding Categories – Other**
- a) Transportation to and from the destination.
  - b) Parking fees.
  - c) Admission fees.

d) Other.

B. Organizational Maintenance Allocation

1. Organizational Maintenance funds should be used for any costs that an organization incurs from its normal operation and are not directly related to a specific event. Most basic upkeep expenses can be put under this category. Organizational Maintenance-eligible items include:
  - a) Room and equipment rental costs.
  - b) Office supplies.
  - c) Software/website costs.
  - d) Storage fees.
  - e) Uniforms, which may only be purchased as part of organizational maintenance by performing groups.
  - f) Duplications for general meetings.
  - g) Food for general meetings.
  - h) Film processing.
  - i) Involvement fair supplies.
  - j) T-shirts or similar items of clothing.

C. Publication (for Media Organizations only)

1. Maximum of 13 issues per semester for newspapers.
2. Maximum of 14 issues per semester for magazines.
3. Maximum of 2 issues per semester for journals.
4. Student organizations whose publication is posted through online media outlets may be funded for related costs such as website maintenance.
5. Student organizations whose focus is to produce a publication may also apply for different categories of funding (see section A under Fundable Items) if the purpose of the request aligns with the student organization's mission.

D. Co-Sponsorship Events/Programs

- a) Co-Sponsored events/programs are events/programs paid for by the funds of two or more registered Student Organizations.

In the event that two or more groups wish to cooperatively execute a program, the following guidelines must be observed:

1. Only one organization can receive funding towards this event from The Allocations Board. The cosponsoring organization may not transfer any of their allocated funding toward the co-sponsored event.
2. One of the Treasurers from the co-sponsoring organizations will be designated as the primary Treasurer of the event and will be responsible for the processing and management of the event budget.
3. At least one member of each sponsoring group must be in attendance at the event to oversee the program and ensure that all commitments and plans are satisfactorily completed.

E. Advanced Funding (referred to as 'loans')

1. An organization may only apply for a loan if they are in need of funding outside the normal allocations cycle. Loans may only be used for fundable items.

2. Advanced Funding must be paid back within three semesters of their receipt. Organizations may use Generated Revenue for this purpose. Otherwise, the outstanding amount will be removed from the appropriate semester's budget allocation. Exceptions will be made at the discretion of the Allocations Board.
3. Organizations with outstanding advances or a remaining advance balance are not permitted to appeal for additional allocations until the amount of the advance(s) are paid in full.
4. Organizations may not apply for an additional loan if the first one is still outstanding.
5. The approval of loan requests lies within the discretion of the Allocations Board. Meeting the minimum requirements set out by the Funding Guidelines does not guarantee approval.

F. Capital Equipment

1. This fund shall be open to any organization in need of capital equipment in excess of \$300.
2. The maintenance, replacement, renovation and purchasing of equipment requested at the same time as the budget.
3. All capital expenditures made by a student group through student fees are the property of RUSA, and not the student organization. Should a group disband, RUSA will assume responsibility for the property and it will be kept for student use.
4. Storage should be appropriate for the security of the equipment and must be in an on-campus location. Documentation must also be used for use of the equipment. A storage contract must be prepared and presented before applying for Capital Equipment.
5. Organizations can apply for Capital Equipment one time within the span of 6 semesters.
6. Organizations must sign up for an appeals meeting in order to be considered for Capital Equipment allocations.
7. The Allocations Board encourages student organizations to share capital equipment with one another.

G. Special Events

1. The event must be open to all Rutgers University students and it must **NOT** already be funded through the Semester Budget process.
2. **Three of the four** following criteria must be met for recognition as a special event.
  - a. Annual event that has funded as a Special Event at least three times in the past five years.
  - b. Must have at least one co-sponsorship from an academic or administrative department or outside company. This co-sponsorship must be equal or greater than 20% of the proposed total cost of the event.
  - c. A total event cost of over \$17,000.00 and accommodating a minimum of 250 people.
  - d. Co-sponsorship by seven or more campus groups.

3. Marketing for the event must be placed throughout all University Student Centers and all five campuses, in addition to co-sponsorship advertising.
4. Please keep in mind that the RUSA Allocations Board has discretion as to whether or not to fund an event, regardless of compliance or lack thereof with these criteria. Other factors that may be considered include the organization's mission, the event's purpose, and prior funding.
5. An organization that receives special events funding is not allowed to apply to RUSA or RUSA Allocations for additional funding for the special event.
6. The Rutgers University Student Assembly Allocations Board shall present its final funding decisions to the RUSA body for approval.

#### **IV. NON-FUNDABLE ITEMS**

The Allocations Board will notify an organization if there are non-fundable items included in their application. The event in question may still be funded, but any funds received may not be used for items designated as non-fundable. Exceptions to the items listed below as non-fundable will only be made at the discretion of the Rutgers University Student Assembly upon recommendation of the Allocations Board.

The following items may not be funded by RUSA Allocations:

- A. Bail, lawyer fees, parking tickets, etc.
- B. Personal business cards
  1. Organization-wide business cards are permitted
- C. Lobbying
  1. Contacting, or urging the public to contact, members of a legislative body for the purpose of proposing, supporting or opposing specific legislation.\*
  2. Advocating the adoption or rejection of a specific legislation.\*
  3. Participating or intervening directly in any political campaign on behalf of or in opposition to any candidate in public office.
  4. No organization shall violate in their activities NJ Rev Stat § 18A:62-22 or other related university policies.

\* The only exceptions to (1.) and (2.) shall be the Rutgers University Student Assembly, (which shall be referred to hereafter as the Assembly) committees, subcommittees, task forces or other groups established by the Assembly where policies relevant to (1.) and (2.) are approved by majority vote of the Assembly.
- D. Personal loans.
- E. Wages.
- F. Honorarium for advisors, coaches, professors, or any University staff or student acting in the full capacity of their responsibilities as ascribed to them by Rutgers University.
- G. No dues or honorarium may be paid to other registered Student Organizations.
- H. Expenses incurred for activities during the summer/winter or intercessions (Organization may utilize generated revenue). Events occurring over official breaks may only be funded if they are a competition or conference with an unmovable date.



- I. Religious services.
- J. Debts incurred while unregistered.
- K. Purchase of alcoholic beverages or any illegal substance.
- L. Unregistered organizations (this includes membership fees in National organizations).
- M. Membership fees (this includes membership fees in national organizations).
- N. Gifts, Prizes, Trophies or awards unless paid for by the organization's generated revenue. Any giveaways must be available to all attendees of the event in question.
- O. Materials specific to Rutgers Day.
- P. Banquets, parties, formals or semi-formals with no educational value. Organizations should attempt to refrain from naming their events banquets, balls, formals, etc. when applying for funding to avoid confusion. An organization will only be funded for socials if the socials are critical to the mission of the organization.
- Q. Athletic teams or organizations recognized by Recreational Services.
- R. Donations (Organizations may raise money and donate funds to a charity, but if holding a fundraising event the charity must be connected to the mission statement of the organization. Generated revenue may be donated to any charity).
- S. Recruitment of students to the University.
- T. Organizations that limit membership based on gender or academic progress (example: honoraries, honor societies, social fraternities and sororities, etc.).
- U. Personal profiteering by students in the organization.
- V. Illegal Activities.
- W. Exceptions will only be made at the discretion of the Rutgers University Student Assembly upon recommendation of the Allocations Board.
- X. The Allocations Board will notify an organization if there are non-fundable items included in their application. The event in question may still be funded, but any funds received may not be used for items designated as non-fundable.

## **V. VIOLATIONS AND PENALTIES**

The Allocations Board reserves the right to hold hearings for organizations that are discovered to be conducting themselves in violation of the Guidelines. Should this hearing conclude that violation(s) did indeed occur, the case will be referred to the *Division of Student Affairs*, which has the authority to review alleged violations and place this organization on probation (based on the understanding that should the same organization violate the Guidelines, it will not receive funding from the Allocations Board the following semester).

- A. The Allocations Board has the authority to review individual accounts and obtain organizations' official statements to discover violations.
- B. No Student fee monies may be paid as dues or honorarium to other Rutgers University organizations without the authorization of the Allocations Board. Student Organization can use their generated revenue to pay such fees.

- C. The Allocations Board may order an organization to replace its Treasurer when that Treasurer continually violates financial policy and hinders the financial operations of the organization.
- D. All revenues collected by Student Organizations must be deposited in individual accounts in the Rutgers Student Activities Business Office. Violations of this policy will cause all privileges to be withdrawn and student activities money to be frozen.
- E. Any organization whose executive officers or members forge names or records of members lists for an organization or activity shall forfeit the privilege to use any student allocated funds and be in violation of University code of conduct. All parties to a forgery shall be referred to the Office of Student Conduct.
- F. If a group is accused of an infraction of the Guidelines, funds may be temporarily frozen at the discretion of the RUSA Allocations Board for a period of at most three weeks, at which point the Allocations Board will hold a hearing with the accused group to determine their eligibility for receiving their funding.
- G. No organization's treasurer shall be a member of the Allocations Board. No member of the Allocations Board may provide inappropriate assistance to any student organizations, including but not limited to sharing internal budgeting figures or providing strategies on how to maximize funding. Additional instances of inappropriate assistance may be defined in the Allocations Board Bylaws.

\*Please note that any funds allocated by the Allocations Board with the approval of the RUSA belong to the Rutgers University student body at large, not to individuals. Use of allocated fees is a privilege, which may be withdrawn or curtailed.