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Budget Review Description and Origin of Funding

- I. The Budget Review Committee is composed of nine students. Eight of the members must hold the position of Student Senator. The ninth member of the Committee will be the Student Body Treasurer.
 - a. The eight Student Senator Positions are held by any of the Student Senators elected by the Student Body.
 - b. Senators will be appointed by the Student Body President and approved by the Senate, to serve on this committee.

- II. The Student Body Treasurer will chair the Budget Review Committee.
 - a. All funding to be allocated from the Senate to any organization must comply with guidelines thus set forth by the Student Senate, as detailed later in this manual.
 - i. According to the Constitution, any group, club, or organization receiving funding from the Senate must be a Senate-recognized organization or their request needs to be deemed beneficial to the whole Wartburg College Student Body by the full Senate. If the organization is not officially recognized, a College Department must sponsor the organization.
 - ii. The Budget Review Committee shall aid the Student Body Treasurer in estimating and allocating of funds to all clubs, groups, and organizations under Student Senate.

- III. Allocation money for the Student Senate is derived from the General Fee at Wartburg College.
 - a. The General Fee is a fee that is paid by every full-time Wartburg College Student.
 - i. Of this General Fee, the Student Senate shall receive an allotment to distribute each year to organizations. Half of Senate's allotment will be received at the start of each semester.
 - ii. The Wartburg College Board of Regents, along with the recommendation of the Student Body through the Student Senate shall determine the amount of the General Fee and how it is allocated.

Recognition of Clubs

WARTBURG COLLEGE **PROCEDURE FOR OFFICIAL RECOGNITION OF STUDENT CLUBS** **AND ORGANIZATIONS**

The official recognition of student clubs and organizations is governed by policies established by the Office of Campus Programming and Student Senate. Organized student activities and programs are an integral part of the college educational program. The application of student clubs and organizations will be reviewed in terms of both their congruence with the mission of Wartburg College and their ability to contribute significantly to the students' educational process and personal development.

All organizations at Wartburg College are required to be officially recognized and annually registered with the Office of Campus Programming and Student Senate. Recognition provides for official identification as an affiliated organization, use of college facilities, opportunities for leadership training,

and access to communication between the college administration and other clubs and organizations. New organizations may apply for conditional recognition. Conditional recognition gives unrecognized clubs and organizations the privileges of using on-campus facilities for organizational meetings for sixty (60) days. During this time, new organizations are expected to recruit members and complete the formal recognition process.

Clubs and organizations must be established for purposes that are legal, consistent with the educational aims and the mission of the college, and in accordance with the regulations, guidelines, and policies of Wartburg College, the City of Waverly, and the State of Iowa. However, recognition does not imply college endorsement of the purposes of the organization on or off the property of the college.

In order to become an officially recognized student club or organization by Wartburg College, a group must:

- A. Complete the student Organization Registration Application. This application must be fully completed and will not be accepted without the names of officers or a faculty/staff advisor. **Two copies of the organization constitution and the Student Organization Registration Application must be submitted to the Office of Campus Programming.**
- B. The Director of Campus Programming and Student Senate will review the organization constitution and will make their respective recommendation for acceptance or denial of recognition to the Vice President for Student Life/Dean of Students. The Vice President for Student Life/Dean of Students will make a decision to grant recognition after reviewing the organization's alignment with the college's mission and ensuring that the student officers are enrolled and in "good standing" with Wartburg College.
- C. If the Vice President for Student Life/Dean of Students denies the request for recognition, the organization may request reconsideration. In reconsidering the request, the Vice President/Dean of Students must consult with the Student Life and Retention Committee before making a final decision.

To maintain eligibility, a recognized student organization must register annually with the office of Campus Programming. All recognized student organizations will receive renewal instructions from the Office of Campus Programming at the beginning of every academic year. This annual registration process must include, but is not limited to, **providing the Office of Campus Programming with the following:**

1. two copies of an updated list of officers or contact persons and the faculty/staff advisor(s)
2. two copies of the current organization constitution and bylaws (if amended since last registration)

Any student organization that has been inactive or failed to register for two consecutive years will lose its recognition status. Groups that have lost recognition must reapply for official recognition.

General Funding Guidelines

- I. Student Senate has established funding guidelines to facilitate and standardize the funding process. The purpose of the funding guidelines is to set standard rules and procedures for funding to be allocated to various recognized clubs and organizations as well as for academic presentations and continued learning.
- II. Student Senate has instituted the policy that every club and organization must proactively fundraise, seek funding from other on-campus sources, or the organization members must personally be liable for some of the expenses. Senate will fund a maximum of 80% of any request up to the applicable guidelines.

Example 1:

A student applies to attend a conference with a \$243 fee, \$75 hotel room for one person for one night and Airfare totaling \$145.

Expenses	Dollar Amount	After Guidelines	Explanation
Hotel	\$75	\$60	80% of \$75 is \$60 which is less than
			the guideline of \$100. Therefore,
			\$60 will be awarded.
Airfare	\$145	\$100	80% of \$145 is \$116 which exceeds
			the guideline of \$100. Therefore,
			\$100 is awarded.
Registration	\$243	\$194.40	80% of \$243 is \$194.40. Since there
			isn't a specific guideline for this
			request, \$194.40 is awarded.
Totals:	\$463	\$354.40	

- III. Attached to each typed request should be a detailed itemization of expenses. For events with more than one student in attendance, only one request for that event is strongly recommended by the Student Senate.
- IV. Student Senate reserves the right to give priority to the following expenditures if deemed appropriate:
1. On-campus functions that benefit the entire community.
 2. Regional Events instead of National Events
 3. Students presenting academic papers
 4. Students who are either running for or currently hold a nationally recognized office.
 5. Ground transportation over air transportation expenses.
- V. Student Senate will fund trips on the ground according to the policies followed by Wartburg College concerning vehicle rental. These prices are outlined below:

- \$.50 per mile for 15-passenger van
- \$.34 per mile for mini-van
- \$.30 per mile for car
- \$.30 per mile for student vehicles
- Financial support for ground transportation will be capped at \$500.

- VI. Student Senate recognizes that students must occasionally travel by air transportation due to time constraints. In this instance, Student Senate will provide up to \$100.00 per person up to 5 participants per off campus activity.
- VII. Student Senate has instituted the policy of funding requests that directly benefit the Wartburg Campus or a majority of the Student Body. From time to time certain requests come to Senate to request funds to disperse to causes other than those benefiting the Wartburg Campus or the Student Body. In such cases, these requests should be amended to \$500, following precedent set forth by the Budget Review Committee and Student Senate.
- VIII. Student Senate has set the precedent of funding \$1000 per service trip. Student Senate will therefore continue to fund a maximum of \$1000 per service trip until the amount of the Student Senate Budget allotted to service trips reaches 20%.
- IX. The items listed below are items which Student Senate **will not fund:**
- Social Gatherings (Alcohol)
 - Food and Beverage expense not part of a special program
 - Prizes
 - Club Awards
 - Club Honorariums
- X. The Student Senate feels that every cost saving measure should be considered when attending conferences or other events which require staying in a hotel. Student Senate also feels that a hotel room should be able to comfortably house 4 same sex students. As such, the Student Senate shall pay at a maximum \$100 per night per hotel room for up to four same sex occupants, not to exceed \$800 for the entirety of the trip.

Number of Students	Number of		Amount
	Males	Number of Females	
1	-	-	\$100.00
2 (same sex)	-	-	\$100.00
2	1	1	\$200.00
3 (same sex)	-	-	\$100.00
3	2 (or 1)	1 (or 2)	\$200.00
4 (same sex)	-	-	\$100.00
4	1 (or 3)	3 (or 1)	\$200.00
4	2	2	\$200.00
5 (same sex)	-	-	\$200.00
5	4 (or 1)	1 (or 4)	\$200.00
5	2 (or 3)	3 (or 2)	\$200.00
6 (same sex)	-	-	\$200.00
6	5 (or 1)	1 (or 5)	\$300.00
6	2 (or 4)	4 (or 2)	\$200.00
6	3	3	\$200.00
7 (same sex)	-	-	\$200.00
7	6 (or 1)	1 (or 6)	\$300.00
7	2 (or 5)	5 (or 2)	\$300.00
7	4 (or 3)	3 (or 4)	\$200.00

Allocation Process

- I. The allocation process allows the Budget Review Committee and the Student Senate to fund the various recognized clubs and organizations as accurately and fairly as possible. This fairness and accuracy is accomplished through the budget and finance hearings as described below. Priority in funding will be given to those clubs and organizations that have best demonstrated their ability to remain active during the academic year and have some sort of effect on the entire campus population.
- II. Each year Budget hearings take place the second and third week after Winter Tem Break. It is the responsibility of the Student Body Treasurer to set up the Budget Hearings. The Student Body Treasurer will send out notices to all recognized clubs and organizations notifying the officers/advisors of the appropriate hearing schedule. Those club officers/ advisors are then *responsible* for contacting the Student Body Treasurer and notifying him/her of the desired hearing time.
- III. Upon receiving confirmation of a hearing time, all *clubs must adhere* to the following proposal guidelines. Failure to do so may result in complete denial of a hearing and funding.

Proposal Format: Forms are available at www.wartburg.edu/senate

1. All budgets must be typed
2. Nine (9) copies of the proposal must be provided at the time designated by the Student Body Treasurer.
3. List of officers, advisors, account number (if applicable) must be included.
4. Synopsis of the previous year's activities along with a detailed accurate account of expenses for the above listed activities must be included.
5. A **DETAILED** itemization of expenses for the proposed budget must be included.

- IV. The club's elected Treasurer or another member of the current executive board should present the proposals. During the hearing, the Budget Review Committee, the Student Body President, and the Student Body President-elect will ask pertinent questions about the proposal to gain any clarification that will help in giving the club/organization the best possible funding allocation for the upcoming academic year.
- V. At the end of the hearing process, the Budget Review Committee will compile all requests and negotiate within the Committee, a fair amount for each group to receive. Once these numbers are made into a proposed budget, the Budget Review Committee will vote on final passage of their proposal. The Budget Committee will then propose a list of itemized expenditures that are deemed appropriate by the Executive Committee to create a budget proposal for the next fiscal year. This proposal will then go before the full Senate for approval.
- VI. After final passage by the Senate, each club will be notified by letter, as to what amount of funding was granted (if any). The allocation will not be placed into the accounts until receipts from the expense have been submitted to the Student Body Treasurer.

1. Note-Keep in mind that during the academic year, a club may contact the Student Body Treasurer, but sending a funding request (as seen in this manual) in typing for additional funding. Please see the Supplementary funding section.

Contingency Funds

- I. It is understood that the Student Senate will keep a contingency fund of their own designation to accommodate new organizations and groups that require additional funding throughout the year.
- II. This contingency fund must be at least 35% of the total anticipated budget.

Supplemental Funding

- I. With the contingency funds that are available each fiscal year, the Student Senate will allot money throughout the year to organizations that need additional funding. There are five groups that may obtain funds through Supplemental Funding.
 1. Groups that were denied in the spring budgeting process.
 2. Newly formed Senate-recognized organizations.
 3. Organizations that were granted allotments but need additional funding.
 4. Organizations that did not present an allocation request in the spring.
 5. Students sponsored by a department.
- II. All supplemental requests will be processed in the following order.
 1. Given first reading in a Student Senate meeting and assigned to the Budget Review Committee.
 2. Reviewed, edited, and passed as seen appropriate by the Budget Review Committee.
 3. Presented to the full Student Senate for final passage.
- III. All Supplemental money requests are required to adhere to the funding guidelines mentioned above.
- IV. Priority will be given to organizations requested money before an event **instead of** after an event has already occurred.
- V. Once all contingency funds are depleted, the Senate will not process any funding requests for that fiscal year.

Club Accounts and Transfer of Money

- I. Club accounts are organizational funding and expenditure accounts for each recognized organization. These accounts allow organizations to maintain an accurate gauge of their current and past financial standing. The Controller's Office of Wartburg College maintains the club accounts. The accounts are typically in the 60-0850-#### series of counting.

Note: If any recognized organization does not have an account, or wishes to ascertain the correct account number, please contact the Controller's Office.

- II. When it is necessary to have a check cut from the College by the Controller's Office to reimburse a student, the following procedures must be followed.
 - a. The organization/individual that has requested funding must provide the names and Social Security numbers of the people who will receive the checks to the Student Body Treasurer.
 - b. The information needs to be provided in a timely manner to ensure proper accounting practices.
 - i. Failure to provide the proper documentation can result in the loss of funding.
- III. All club/organizational accounts ***will not have*** a "roll-over" feature. If an organization is allocated money for an academic year, and that money is not spent, the money will stay in the Student Senate account. The club/organization will not just receive the money, nor will their allocation transfer to the next year. The organization will have to request funding on a per year basis.

<p><u>Student Organization Debt Assistance Process</u></p>

- I. The Debt Assistance Process allows the Budget Review Committee and the Student Senate to assist in reconciling any debt incurred by various recognized clubs and organizations. Priority in assistance will be given to those organizations that have best demonstrated their ability to remain active during the academic year and have demonstrated a considerable effort in attempting to reconcile their own debt.
- II. Only organizations that meet the following requirements will be allowed to apply for debt assistance:
 - 1. Those organizations that are currently in debt.
 - 2. Those organizations that are officially recognized by Senate or are in the process of recognition by Senate.
 - 3. Those organizations that have been active in the past, lost interest, but are restarting under the same name and objectives.
 - 4. Did not apply for debt assistance the previous academic year
- III. Only organizations that have shown a considerable effort to reconcile their own debt will be given consideration and funding. This includes, but may not be limited to:
 - 1. Fundraising
 - 2. Financial contributions from outside sources (including advisors, students, alumni, etc.)
 - 3. Consolidation with a club or organization with similar interests that is not currently in debt and would not fall in to debt as a result of said consolidation.
- IV. All debt assistance requests will be processed in the following order:
 - 1. Given a first reading in a Student Senate meeting and assigned to the Budget Review Committee.
 - 2. Reviewed, edited, and passed as seen appropriate by the Budget Review Committee.
 - 3. Presented to the full Student Senate for final passage.

4. After approximately one half of the semester has passed, the club or organization will be required to submit all information pertaining to their active contribution of the club or organization in reconciling their own debt. This information will pass through Budget Review and funding will be given after approval of Budget Review and Student Senate.
- V. Student Senate will only provide funding for up to one-half of the total debt currently held by the organization or club submitting the request, but is limited a total amount of \$500.
- VI. Student Senate will not reconcile the debt of *any* organization that is no longer active. This debt or credit will be handled by the Controller's Office.

Wartburg College Student Senate Supplemental Request Form

THIS FORM MUST BE TYPED

Name: _____

Date: _____

Position: _____

Phone: _____

Club/Organization: _____

E-mail: _____

Account Number in which money is to be transferred: ____ - ____ - ____

Reason for Requesting Funding:

Amount Desired:

Total Amount Requested: _____

Additional Comments:

For Senate Use Only:

1st Reading: Date: _____ Committee Assign. _____ Vice-
President _____

Presented to Senate Date: _____ Vote: ____ to ____ to ____ Passed Failed

Briefly explain all of the requested information below and include it with the Supplemental Request Form.

Goals of the Organization:

Purpose of the Expenditure:

How will this expenditure benefit the Wartburg Community?

Has your organization had any past fundraising efforts? Include date, amount raised, and a description.

What financial contribution will your group be paying and what are the individual students paying?

Will you be coming back to Senate later this year for additional funding?

Wartburg College Student Senate Allocation Request Form

THIS FORM MUST BE TYPED

Club/Organization: _____ Date: _____

President: _____ Phone: _____ E-mail: _____

Vice-President: _____ Phone: _____ E-mail: _____

Recorder: _____ Phone: _____ E-mail: _____

Treasurer: _____ Phone: _____ E-mail: _____

Advisor: _____

Reason for Requesting Funding: (Use additional sheet if needed) Amount Desired:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

For Senate Use Only:

Hearing Date: _____ Hearing Time: _____

Student Body Treasurer _____

Student Body President _____

Amount Budgeted by Budget Review: _____

Final Vote of the Senate: _____ to _____ to _____ Passed Failed **AMOUNT GRANTED:**

Briefly explain all of the requested information below and include it with the Allocation Request Form.

Goals of the Organization:

How will your expenditures benefit the Wartburg Community?

Has your organization had any past fundraising efforts? Include date, amount raised, and a description.

What financial contribution will your group be paying and what are the individual students paying?

Will you be coming back to Senate later this year for additional funding?

Please describe in detail, each itemized requested listed above:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Wartburg College Student Senate Debt Assistance Request Form

I. THIS FORM MUST BE TYPED

Club/Organization: _____

Executive Members: Pres: _____

VP: _____

Advisor: _____

Total Amount of Debt (please include statements from the Controller's office or Inet attached to the back of the request form): _____

Total possible assistance available (.5 X total amount of debt): _____

Additional Comments:

For Senate Use Only:

1st Reading: Date: _____ Committee Assign. _____ Vice-
President _____

Presented to Senate Date: _____ Vote: ____ to ____ to ____ Passed
Failed

Briefly explain all of the requested information below and include it with the Debt Assistance Request Form.

Goals of the Organization:

What is the current status of your organization (i.e. starting up, restarting, simply in debt)?

How does your club/organization benefit the Wartburg Community?

Possible fundraising ideas (include at least 5 different ideas):

What is/are the financial goal(s) of your organization when fundraising?