

Student Activities Allocations Application
FY 2024-2025

I. Instructions

Complete the application form **and** the budget spreadsheet and **no later than 4:30 p.m. Eastern Standard Time on Wednesday, March 20, 2024.** Applications must be emailed/submitted electronically. If you have questions regarding your submission, please email jenkinscp@etsu.edu or call 423-439-6633. Prior to completing this application, organizations and departments are expected to be familiar with the eligibility requirements for Student Activities Allocations.

II. Description

A portion of the funds generated from the ETSU General Access Fee will be designated annually for student activities and services. The allocation of these funds to specific groups will be recommended to the President by the Student Activities Allocations Committee with the concurrence of the Vice President for Student Life & Enrollment. Allocations will be awarded on a competitive basis to eligible student organizations and university departments which seek to offer activities, services, or programs to the general student population.

III. Eligibility Requirements

- A. Student organizations must be registered and up to date with officer/advisor/membership roster listing with the Office of Student Activities & Organizations (www.etsu.edu/buc-hub).
- B. University departments must be so designated in the university's organizational structure and offer a direct activity or service to students.

IV. Funding Criteria

- A. Organizations and university departments shall be eligible for funds if they meet the following criteria:

- 1. Funds will be used to support student services, programs, and activities that are primarily educational in nature and consistent with the university's mission and goals.
- 2. Funds will be used to subsidize those student organizations and university departments that provide a significant service or program for the benefit and welfare of the entire student body. Activities that benefit only student members of a specific organization or department are not eligible for funding. If benefits accrue only to the group, the group itself is expected to finance them or seek alternative funding.
- 3. Activities providing significant, widespread benefits to the university community are eligible for funding if there is no feasible way of charging a fee to those who benefit (which reflects the cost of providing them with the activity). The amount of net funding will be based on the amount of benefit accruing to people outside of the organization or department sponsoring the activity. (Where the beneficiaries cannot reasonably be identified and charged, or where the efficient fee is too low to cover programming costs, the Student Allocations Committee will consider a subsidy.)
- 4. In cases where an activity meets the requirements of the first criterion, the Student Activities Allocations Committee will also make a judgment concerning funding at a level sufficient to maintain that organization's or department's effectiveness in providing the proposed activity. With limited funds available, it will not always be possible to fund every group which requests support, even when that group may meet the requirements of the first criterion.
- 5. Any registered student organization or Student Life & Enrollment department that has a campus-wide scope of activities as defined above, and has not applied for, received, nor intends to apply for BUC Funds within the fiscal year, may apply for funding from the Student Activities Allocations Committee. (This provision does not apply to SAAC funded student organizations or Student Life & Enrollment departments that may have received additional BUC fund funding for "unforeseeable campus opportunities" or "special emergencies.")

- B. Student Activities Allocations funding shall be limited according to the following criteria:

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1. Proposals requesting support for projects that violate federal, state, local law or university policy will not be considered.
 2. Funds will not be allocated for any of the following:
 - a. an organization's or department's deficit
 - b. an organization's or department's off-campus rent or non-university related services
 - c. the duplication of materials, supplies, or services whose primary use will be for the classroom instructional program of an academic department
 - d. equipment whose primary use will be for the classroom instructional program of an academic department.
 3. Funds will not be allocated for food except when it constitutes an itemized per diem expense in conjunction with a sponsored program or travel authorized by the Student Activities Allocation Committee. The only other exception will be banquet meals for a limited number of guests not associated with the sponsoring organization or department.
 4. Funds for individual student workers will not exceed the campus minimum hourly wage. Organizations or departments must be able to document that they have recruited and hired workers on the Regular Student Work Program, College Work Study, or Work Scholar Program whenever possible.
 5. Funds for travel will be limited to student members of the organization or department with the following stipulations:
 - a. the cheapest available transportation for any trip must be used
 - b. no more than three students will be funded for any trip
 - c. rarely will the full amount of travel expenses be granted--students will generally be expected to pay a portion of their expenses
 - d. funding for lodging will be limited to three nights
- C. Procedural requirements for application for Student Activities Allocations funding:
1. A proposal to fund an organization's or department's project in conjunction with another group must include an itemized request for each group's proposed share of the project (amount and percentage) even if one of those groups in the project is not requesting funds.
 2. The following is to be included in the application for funding:
 - a. a line item budget request with reasonable description and justification for each item proposed for funding
 - b. a description of planned activities and objectives for the coming fiscal year
 - c. full disclosure of student involvement in the organization's or department's activities
 - d. a description of the scope of the organization's or department's proposed activities (number of students who will be directly affected by the planned activities of the group)
 3. The completed application must be submitted to the Dean of Student Engagement's office on or before the annual deadline specified by the Student Activities Allocation Committee. These budget requests will be considered during the spring semester for the coming fiscal year.
 4. Any organization or department that uses appropriated funds contrary to the purposes presented to the Student Activities Allocations Committee may be subject to financial sanctions upon the next request for funding.