

**Undergraduate Student Government at  
Michigan Technological University**

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Subsidiary  
**INFORMATION  
PACKET**

**Student Activity Fee (SAF)  
Funding Request Material  
For Academic year 2017-2018**

Presented by the  
Ways and Means Committee

Joshua Davis, Chair  
Samuel Casey  
Joseph Heltsley  
Melanie Thomas  
Daniel Henderson  
Max Sexauer

Maryann Wilcox, Financial Advisor

This document may be found:  
In print: USG Office

**Online\***: <http://usg.mtu.edu/usg/ways-and-means/saf-funding-information>

**\*All documents found in this packet will be found on this web page.**

Undergraduate Student Government



at Michigan Technological University

**Memorial Union  
Building  
Room 113  
usg@mtu.edu  
906.487.2406**

# Application and Allocation Timeline

Date (year 2017)	Event	Time, Location, Notes	Page #
Tuesday Jan. 24 <sup>th</sup>	Mandatory Information Session	Fisher 135, 6:00PM	N/A
Friday Feb. 10 <sup>th</sup>	Submission Requirements Due	<u>Budget and financial statements:</u> Upload to Involvement link.  <u>Questionnaire:</u> Found on page 8. Turn in to USG office.  <u>Funding agreement:</u> Found on page 7. Turn into USG Office.	3
Friday, Feb. 10 <sup>th</sup> – Wednesday Feb. 22 <sup>nd</sup>	Sign up for a Budget Hearing Time Slot	Signups will be posted outside the USG office.  <u>Note:</u> ALL submission requirements must be turned in before you sign up for a hearing slot!	4
Thursday Feb. 23 <sup>rd</sup> to Sunday Feb. 26 <sup>th</sup>	10 minute budget hearing with the Ways and Means Committee	MUB Alumni Lounge Thursday: 6pm-11pm Friday: 6pm-11pm Saturday: 8am-11pm Sunday: 8am-11pm	4
Wednesday Mar. 1 <sup>st</sup>	Allocation Recommendations Announced	An email will be sent to Student organization officers.	5
Wednesday Mar. 15 <sup>th</sup>	Budget Appeals	Signup forms will be posted outside USG office on March 1 <sup>st</sup> . Signups will close on March 14 at 5:00pm.  Appeals will take place from 5:00pm to 7:00pm	5
Monday, March 20 <sup>th</sup>	Final Allocation Recommendations Announced	An email will be sent to all student organization officers.	5
Wednesday Mar. 22 <sup>nd</sup>	<b>USG Votes on 2017-2018 Allocations</b>	Vote will take place at USG general body meeting, beginning at 7:00pm.	5

## Checklist of Important To-Do's


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- #1  Read this packet carefully.
- #2  Upload proposed budget and past financial statements.
- #3  Complete the Student Organization Questionnaire.
- #4  Sign the Student Activity Fee Funding Agreement.

**Note: Items #1-4 must be completed before item #5!**

- #5  Sign up for a ten minute Budget Hearings time slot.
- #6  Attend your budget hearing.
- #7  Watch for initial allocation recommendations.
- #8  Watch for final allocation recommendations.
- #9  Watch for final 17-18 allocation confirmation.

**BE SURE TO CHECK THE TIMELINE FOR APPLICABLE DUE DATES!!**

~Look for  throughout this packet for information on each item~

# SAF Funding Request Submission Requirements

## 2017 – 2018 Proposed Budget and Past Financial Statements

- Each registered student organization is required to submit a proposed budget for the 2017-2018 academic year to their [involvement link](#).
  - A sample budget can be found on page 6, and on the USG website (see cover page for URL), along with a budget template.
- Each organization must also upload financial statements for the past two years to involvement link.
  - Include all sources of funding, including department contributions, Michigan Tech Fund accounts, corporate donations, and any other funding sources.

Checklist  
#2

### ***TIPS** for Creating a Budget*

- Budgets may be generally broken into three categories:
  1. **Projects and Activities** (campus events, advertising, copying, rental costs, etc.)
  2. **Equipment**
  3. **Competitions / Conferences / Symposiums** (travel costs, entrance fees, etc.)
- Each line item should be numbered, with one column estimating the total cost for each item, and another column with the requested amount (see sample on page 6).
- All events paid for with SAF funding must be open to all students, and any equipment purchased with SAF funding must be accessible to all members of the organization. Keep this in mind when creating your budget.

## Student Organization Questionnaire

- The student organization questionnaire is used to help the Ways and Means committee learn a bit about each organization prior to budget hearings.
- The questionnaire is page 8 of this packet, and may be found online (see cover page for URL).
- The questionnaire should be turned into the USG office.

Checklist  
#3

## Student Activity Fee Funding Agreement

- The Student Organization funding agreement is page 7 of this packet, and may be found online. The agreement must be signed by each officer of the applying organization and a current advisor.
- The funding agreement should be submitted to the USG office.

Checklist  
#4

# Budget Hearings

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- **Location** : Budget hearings will be located in the Alumni Lounge of the Memorial Union Building (MUB).
  
- **Time Frame** : Budget Hearings will take place in **February**:
  - Thursday, 23: 6:00pm to 11:00pm**
  - Friday, 24: 6:00pm to 11:00pm**
  - Saturday, 25: 8:00am to 11:00pm**
  - Sunday, 26: 8:00am to 11:00pm**
  
- **Required** : Each organization that wishes to receive SAF funding from the allocation fund for the 2017-2018 year must attend a budget hearing.
  
- **Sign Ups** : Signups will be located outside of the USG Office.
  - Signups will open **02/10/2017** and close on **02/22/2017**.
  - Student organizations must sign up for a budget hearing on time in order to receive a slot.
  - Once you have signed up, changes to your chosen slot will need to be approved by the Ways and Means Committee.
  - It is *highly* recommended that organizations sign up early. Signing up late may cause scheduling difficulties.
  
- **Additional Important Information**
  - Budget hearings will be ten minutes long.
  - During the hearing, each organization will have the opportunity to discuss their budget and discuss their organizations goals with the Ways and Means committee. The ways and means committee will ask each organization questions about the items on their budget, and about the organization itself.
  - Budget hearings are **NOT** supposed to be intimidating! They are an opportunity for organizations to brag about their accomplishments, and discuss goals for the upcoming year.
  - Please arrive to your hearing 10-15 minutes early. You will be called in when the Ways and Means committee is ready for you. Failure to show up at budget hearings will result in a default allocation of \$0.

Checklist  
#5

Checklist  
#6

# Allocation Recommendations and Appeals

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## ➤ Initial Recommendations

- The Ways and Means committee will announce initial allocation recommendations on March 1<sup>st</sup>. A spreadsheet with each organizations recommended allocation will be sent out via email to all student organization officers listed on involvement link.

Checklist  
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## ➤ Appeals Requests

- Student organizations may request an allocation appeals hearing for three general reasons:
  1. You feel you should receive a higher allocation than the Ways and Means committee has recommended and you can demonstrate why.
  2. You did not show up or sign up for a budget hearings slot, and you can demonstrate to the Ways and Means committee there is a valid reason why.
  3. You have questions about why we recommended an allocation amount.
- Appeals hearings will take place on **Wednesday, March 15<sup>th</sup>** and signups will be made available at the same time initial recommendations are announced.

**NOTE:** The Ways and Means committee will assign appeals hearing times to student organizations on a first come, first serve basis. If your request is approved, you will be notified via email of your hearing time. Notifications will be sent within 24 hours of signup.

- The Ways and Means committee reserves the right to deny appeals requests for any reason.

## ➤ Final Allocation Recommendations and Vote

- Final allocation recommendations will be announced via email to all student organization officers on **Monday, March 20<sup>th</sup>**. An email will be sent to all student organization officers.
- The Undergraduate Student Government will vote on final allocation amounts for the 2017-2018 academic year on **Wednesday, March 22<sup>nd</sup>, 2017**.
- The allocation amounts voted on at this time will reflect original WAM allocation recommendations and any changes as a result of the appeals hearings.

Checklist  
#8

Checklist  
#9

# Sample Budget

## [ Organization Name ]

### Budget Proposal for the 2017 - 2018 Academic Year (FY18)

Item #	Revenue	Total Amount	
1.0	Membership Dues (20 Members x \$1)	\$	20.00
2.0	Tech Fund	\$	100.00
	<b>Total Revenue:</b>	<b>\$</b>	<b>120.00</b>
	Expenditures	Total Amount	Request Amount
	Equipment		
4.0	Practice Balls	\$ 150.00	\$ 100.00
5.0	Nets	\$ 250.00	\$ -
	<b>Total Equipment Cost</b>	<b>\$ 400.00</b>	<b>\$ 100.00</b>
	Projects and Activities	Total Amount	Request Amount
6.0	Pool Time at SDC	\$ 100.00	\$ 100.00
7.0	Ice Time at SDC	\$ 250.00	\$ 250.00
	<b>Total Projects and Activities Cost</b>	<b>\$ 350.00</b>	<b>\$ 350.00</b>
	Competitions and Conferences	Total Amount	Request Amount
11.0	Game vs UofM in Ann Arbor, MI		
11.1	Travel	\$ 200.00	\$ 200.00
11.2	Hotel	\$ 250.00	\$ 250.00
12.0	Game vs UW-Madison in Madison, WI		
12.1	Travel	\$ 200.00	\$ 200.00
12.2	Hotel	\$ 250.00	\$ 250.00
	<b>Total Competitions and Conferences</b>	<b>\$ 900.00</b>	<b>\$ 900.00</b>
	<b>Total Expenses/Request</b>	<b>\$ 1,650.00</b>	<b>\$ 1,350.00</b>

## Funding Agreement 2017-2018

I have read and understand the guidelines of the Student Activity Fee allocation process. I understand that failure to comply with all aspects of this process could jeopardize the allocation of funding for the organization I represent, and by affixing my signature below agree to all of the rights and duties herein as an executive board member / advisor of the organization I represent, including the responsibility of transferring this knowledge to the next executive board.

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**Organization Name**

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President (print)

(Signature)

Email:

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Vice President (print)

(Signature)

Email:

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Treasurer (print)

(Signature)

Email:

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Secretary (print)

(Signature)

Email:

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Advisor (print)

(Signature)

Email:

This agreement should be turned into the USG Office, Located in the Memorial Union Building.  
This agreement should be turned in no later than February 10, 2017.



# Student Organization Questionnaire

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**Organization Name**

**Membership Questions:**

- Number of members (Michigan Tech Students Only):\_\_\_\_\_
- Number of members regularly attending meetings:\_\_\_\_\_

**Organization Questions:**

- Are you registered with the student activities office? (Circle one) Yes / No
- Is your current constitution uploaded to [Involvement Link](#)? Yes / No
- Does your group have an office? Yes / No
  - If so, where? \_\_\_\_\_

Tells us about your organization. What is its purpose, and what does it provide to the campus community?

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