

GREEN BAY

Segregated University Fee Allocation Committee

Auxiliary and Non-Allocable Funds Request Guidelines

In order to protect the rights of the students attending the University of Wisconsin – Green Bay and to ensure a fair and view-point neutral process, and to establish clear year-to-year guidelines as to SUFAC’s expectations for auxiliary presentations, the SUFAC has developed the following guidelines to aid auxiliaries in their presentations before SUFAC.

Guidelines with Regards to SUFAC Funds

(During annual budget allocations and regular requests)

I. Timeline

- a. Auxiliary materials shall be presented before the Chair and Vice Chair no later than the commencement of the winter recess for the academic year prior to the fiscal year request.
- b. No initial presentations before SUFAC shall take place the Thursday before D-Day.

II. Appeals for exceptions to these guidelines

- a. Appeals for exceptions to these guidelines must be submitted in writing to the Chair and Vice-Chair with all other materials no later than the commencement of the winter recess for the academic year prior to the fiscal year request.
- b. Appeals for exceptions to these guidelines must provide clear explanations with legitimate reasoning for the failure to conform.
 - i. Clear explanations with legitimate reasoning are those that 1) identify the guideline breached; 2) identify the offending material; 3) provide substantial evidence to support the claim that this violation is necessary to serve student needs.

III. Auxiliary Data Reporting and Presentation Guidelines

- a. In line with our mission as an academic institution, it is expected that all claims are supported with data and information necessary to access data sources.
- b. Detailed usage data for student utilization of SUF-funded events are expected, including total student usage, attendance per event, and number of unique students served when possible.
- c. Detailed itemization of line-items is expected in the complete budget, though a summary budget with less detailed categories may be presented to SUFAC, so long as the complete budget is made available for review.
 - i. Detailed itemization is that which clearly identifies exactly how funds will be spent to secure specific items or services where practicable.
 - ii. When detailed itemization is not possible for future expenses due to uncertain conditions, past records of individual expenses may be used to assemble a reasonable projection of the expected budget.
- d. Presentations seeking to provide information on the value of SUF-funded programs shall:
 - i. Provide citations to support all claims
 - ii. Address SUFAC’s specific concerns related to student needs.

** If the procedure is not followed, no SUFAC funds may be used.*
** All exceptions must be approved by SUFAC with a 2/3 majority.*
** This policy will be reviewed by SUFAC annually.*
** Established April 7, 2022*

GREEN BAY

Segregated University Fee Allocation Committee

- iii. Exclude claims about value provided to non-students or non-student entities (such as community relations, enhancement of the university, etc.), as these are not related to SUFAC or SUF funds.
- iv. Follow a consistent, professional format that provides factual information with only necessary visual aides (“graphics”).

IV. Responsibilities of SUFAC

- a. The SUFAC Chair and Vice Chair shall request any additional information necessary for consideration.
- b. The SUFAC Chair and/or Vice-Chair shall read into the minutes failures to adhere to these guidelines before presentation of the respective budget and before consideration on D~Day.

V. Miscellaneous Guidelines

- a. Auxiliaries should not have a cash reserve any larger than 12.5% of their annual request to SUFAC. Auxiliaries which have a cash reserve larger than this must justify this to SUFAC.