

GREEN BAY

Segregated University Fee Allocation Committee

Club Sports 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, the SUFAC has developed the following guidelines in which committed funds are to be allocated towards Student Organizations. All guideline exceptions will be made on a case-by-case basis and, in accordance to the SUFAC By-laws (**Article V, Section 5.12**), requires at least a two-thirds affirmative vote.

Club Sports are defined as any student organization that participates in Athletic Competitions on a Regional and/ or National Level.

Guidelines With Regards to SUFAC Funds

(During annual budget allocations and regular business)

1. Club Sports Organizations are unlike other student organizations due to their high value capital items with short shelf lives. Therefore, Club Sports must pay 1/3 of the cost of all capital items.
2. Uniforms being sold as fundraisers may be funded. All money collected from purchased uniforms must come back to SUFAC up until the allocated amount. Any additional funds that exceed the allocated amount will be distributed into the organization's agency account.
 - a. Footwear will not be considered part of a uniform and will not be funded even as a fundraiser item.
3. Equipment will be eligible for replacement every two years.
4. Community members/non-UWGB students must be charged the full amount for their participation. This includes travel costs, registration into events and national/regional organizations if individualized. For example if team registration is due; a non-student will not be required to pay because their participation has no additional cost. On the contrary, in the event individual registration is due the non-student is responsible for additional cost. SUFAC will not fund teams that are not at least 2/3s UWGB students.
5. Club Sports will have a maximum travel allocation of \$3,500 per fiscal year, although the number of trips allowed per organization may exceed the normal travel guideline of four trips per year.
6. SUFAC will seriously scrutinize and analyze any travel that has a cost of over \$40.00 per person per day (this amount includes registration, transportation and lodging)
7. All Committed and S&E requests must first be submitted to the Director of Operations and the Program Coordinator of the Kress Events Center to verify that items are reasonable, feasible, and will have storage available. SUFAC either needs a confirmation email from these parties or the request itself needs to be signed by Kress Officials.
 - a. If items are not stored at Kress the board must have knowledge of storage location.
8. SUFAC reserves the right to review current agency account and promote its use in reducing the club sport requests. (Financial Administration: Segregated University Fees (F50) Section II.B.3)
9. All physical or digital material that will be presented to the board during SUFAC meetings must be submitted to SUFAC at least one week before the presentation will take place.
10. A representative must be present at the SUFAC meeting to answer questions. A SUFAC board member cannot be the sole representative being questioned by SUFAC.

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11. Requests must be presented at least 5 weeks prior to a scheduled event. Exceptions will be considered on a case-by-case basis.

12. **Any money owed to SUFAC must be repaid within two weeks of purchase. After two weeks, a hold may be placed on all the fund officer(s) or other students' university records.**