

**GREEN BAY**

*Segregated University Fee Allocation Committee*

**Contractual Services 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 contractual 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 (2/3) two-thirds affirmative vote.

Contractual services involved are all lectures, performers, demonstrations, films etc. which will foster one or more of the following services:

- Educational development for the organization members and the University community (namely, the student body).
- Promote membership in the organization(s).
- Further the goals of the organization(s) as listed in its constitution.
- Provide services to the organization(s) or the student body.

**Guidelines With Regards to SUFAC Funds**

(During annual budget allocations and regular requests)

1. To equitably distribute limited funds to all student organizations for committed items; a maximum of \$3,500.00 is available to each student organization per fiscal year (July 1 to June 30) for contractual funds.
2. Organizations are encouraged to co-sponsor events so as to raise the amount of monies needed per performance.
3. SUFAC funds cannot be used to provide honorariums or gifts to speakers, performers, demonstrators and others. A de minimus gift under \$25, usually a coffee mug or t-shirt from the university bookstore, will be able to be purchased for those presenters that are not being paid.
4. **SUFAC funds cannot be used to pay for photography fees or costs.**
5. Advertising must be posted in at least 15 areas, a minimum of one week before the event/performance.
6. All proper contracts must be completed and co-sponsorship secured five weeks in advance with the program coordinator in Student Life and OFO.
7. Segregated Fees are not to be used for purposes of academic courses or classes. (Financial Administration: Segregated University Fees (F50) Section I.B.3.a)
8. All Contractual events that involve co-sponsors must provide a breakdown of cost per organization and total cost of the event.
9. Promotional Items for events will be considered on a case-by-case basis.
10. Requests under \$200.00 can be approved by the chair and vice chair and may be brought to the board at their discretion.
11. SUFAC reserves the right to review current agency account and promote its use in reducing the contingency request. (Financial Administration: Segregated University Fees (F50) Section II.B.3)
12. 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.
13. 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.
14. Requests must be presented at least 5 weeks prior to a scheduled event. Exceptions will be considered on a case-by-case basis

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*\* If the procedure is not followed, no SUFAC funds may be used.*

*\* All exceptions must be approved by SUFAC with a <sup>2</sup>/<sub>3</sub> majority.*

*\* This policy will be reviewed by SUFAC annually.*

*\* Reviewed April 2019*

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15. Any money owed to SUFAC must be repaid within two weeks of a final bill being emailed to the org's soaccount by OFO. After two weeks, a hold may be placed on all the fund officer(s) or other students' university records.

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\* Reviewed April 2019*