

**GREEN BAY**

*Segregated University Fee Allocation Committee*

**Food 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, the SUFAC has developed the following guidelines in which food 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.

**Guidelines with Regards to SUFAC Funds**

(During annual budget allocations and regular requests)

1. To equitably distribute limited funds to all student organizations for food items; a maximum of \$1,500.00 is available to each student organization per fiscal year (July 1 to June 30) for food funds.
2. All food and beverages funded by SUFAC must be purchased through the University Dining Service unless the event is held in the Mauthe Center or a food waiver has been obtained from the Union Director. (Note: SUFAC policy states that all events seeking funding for food must be held on campus or the Mauthe Center.)
3. Segregated fees cannot be used to provide food for faculty or staff events.
4. An itemized list of all food items, quantities, and cost per unit must be provided for requests over \$150.
5. All events, whether they are weekly meetings or programs, that use Seg Fee funds must be advertised in a minimum of fifteen campus wide areas. These advertisements must be posted one week in advance of the event.
6. SUFAC encourages co-sponsorship with other groups for food events.
7. Organizations requesting funding for food must meet with the Organization Finance Office for guidance prior to the SUFAC meeting in which their request is to be considered.
8. SUFAC will fund up to \$150 per semester for recruitment, welcome, or farewell meetings, but will limit to one such meeting per semester.
9. Requests under \$200.00 can be approved by the chair and vice chair and may be brought to the board at their discretion.
10. **Major Food Events (Food Day, Earth Week Food, International Dinner, Soul Food Dinner, etc.) must follow a specific procedure in order to have those items considered by SUFAC for funding. Please see the SUFAC chair for an explanation BEFORE submitting such budget requests.**
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 3 weeks prior to a scheduled event. Exceptions will be considered on a case-by-case basis.
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 place on all the fund officer(s) university records.**

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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  $2/3$  majority.*

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

*\* Reviewed April 2019*

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