

**GREEN BAY**

*Segregated University Fee Allocation Committee*

**Scholarship 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, the SUFAC has developed the following guidelines in which scholarship funds, a monetary token of gratitude (“thank you”) to student leader(s) that dedicate much of their time and talent for the better of the university community, 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.

**Guidelines with Regards to SUFAC Funds**

(During annual budget allocations and regular requests)

1. **SUFAC will only consider requests for scholarships for the SGA. No other student organizations may apply.**
2. All scholarship receiving Student Organizations must carry out University business, provide services to the whole student body through time and talent, and have a mission statement and by-laws.
3. Student Organizations must have and carry out an application process for scholarship positions. Applications must be made available to all students and scholarship receiving positions should be advertised to the student body when vacant.
4. Student Organizations must establish “leadership contracts” with the person filling the scholarship position. “Leadership contracts” need to *establish* the position’s requirements and responsibilities therefore notifying the potential scholarship recipient of his or her duties within the Student Organization.
5. All scholarship receiving Student Organizations must create and carry out an evaluation process for their scholarship positions.
6. A student cannot receive two scholarships for serving in the same organization.
7. Scholarships cannot exceed the amount approved by SUFAC; therefore, no scholarship reallocation requests may be made to SUFAC.
8. Every two fiscal years, scholarships can potentially increase **or decrease** a maximum of 10%. Scholarship increases must be justified to SUFAC with valid reasons and evidence.
  - a. Scholarships will be considered for possible changes in budgeting for the **2021-2022** fiscal year.
  - b. No scholarships may be changed in the budgeting years that end in an odd number (ex:**2020-2021**)
9. Scholarships should be arranged in a hierarchy with the head position being granted the most money and each subsequent position receiving less as work load decreases.
10. Student Organizations requesting scholarships need to provide SUFAC with a copy of the Organizations mission statement, by-laws, the application form, and “leadership contract” forms for each scholarship receiving position.
11. Individuals who receive an internship credit in a scholarship funded position will not receive a scholarship for serving in that position.
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.

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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.*  
*\* Revised April 2019*