

GREEN BAY

Segregated University Fee Allocation Committee

Supplies 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 supplies 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.

Supplies items are material items used by the organization. These items could be office supplies, books, promotional materials, and many other physical objects that 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 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 supplies items; a maximum of \$2,500.00 is available to each student organization per fiscal year (July 1 to June 30) for supplies funds.
2. SUFAC will provide new organizations with \$200.00 for supplies on their initial request.
3. SUFAC will provide upfront funds to purchase materials being sold as fundraisers. All apparel items including Tee-shirts, uniforms, and any other wearable and/or clothing items will automatically be considered “fundraiser” allocations, and the amount funded will be expected to be paid back to SUFAC within two weeks of a final bill being emailed to the org’s so account by Student Life.
4. SUFAC funds cannot be used to purchase flags, media equipment, bags for individual use, and other printed material or signage including posters larger than 11x17in, honor cords, sashes, or other graduation materials for individual students—unless it can be justified as critical to the daily function of the organization.
 - a) Media equipment is defined as: microphones, mixers, headphones, editing software, video camera, XLR cable, SDI cable, HDMI cable, camera, tripod, zoom control, video chips, focus controls, lav mics, graphic software, replay system, switcher, wind covers, SD cards, phones, fiber cable, triax cable, tablets, etc.
 - b) Effective October 1st 2021, banners used to promote student organizations or their events are allowed to be purchased, if purchased through the University Union. Banners will not be purchased for individual students, for any reason.
 - a) Student organizations shall be permitted to purchase no more than two banners annually.
5. S&E requests of \$100.00 or less will be approved automatically unless an objection is raised by a board member for a specific reason during the budget process.
6. Requests under \$500.00 can be approved by the chair and vice chair and may be brought to the board at their discretion.
7. S&E requests of over \$200.00 must provide an itemized list. (SUFAC By-laws, Section 5.03 (c))
8. Advertising for organizations must be located in at least 15 areas and posted a minimum of one week prior to their first meeting.
9. Promotional materials and giveaways, including materials requested for Org Smorg, for the Organization will be limited to a maximum of \$250.00 per semester. “Giveaways” shall be limited to inexpensive items which can be given to many people and shall not be spent on expensive items only given to a few people.
10. All fundraising requests will 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)

** All exceptions must be approved by SUFAC with a 2/3 majority.*

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

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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 Student Life. After two weeks, a hold may be placed on all the fund officer(s) or other students' university record.