Skidmore College

Student Government Association (SGA)

Financial Policies and Procedures

Updated April 16, 2013
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1.0. INTRODUCTION

1.1. Overview of SGA Finance Structure and Goals

The financial branch of SGA is composed of the Vice President for Financial Affairs, the Budget and Finance Committee (B&F), and the SGA Financial Coordinator. These parties work in conjunction with the Office of Leadership Activities to maintain the flow of SGA accounts while upholding and executing the SGA Financial Policies and Procedures. The duties of the financial branch include: ensuring the continued financial success of SGA, providing assistance to those in need of financial policy and procedural explanation, ensuring that the SGA Financial Policies and Procedures are upheld and revised when necessary, and representing the financial interest of SGA and the Skidmore community in all matters.

The SGA Financial Policies and Procedures define the policies and procedures that pertain to the allocation and distribution of SGA funds. While SGA, along with the Office of Leadership Activities, strives to help all student groups to the fullest extent possible, due to the limited amount of funds, SGA serves only to subsidize the costs of clubs/committees and not to cover all expenses. The Financial Policies and Procedures are intended to promote enrichment of the Skidmore College community and to discourage excessive spending for personal benefit.

The expenditure of all funds must follow the guidelines set forth by the SGA Constitution, the Financial Policies and Procedures, and ultimately, the Skidmore College Financial Policies. Because of the administration’s liability for the financial decisions of SGA, the financial branch will work in cooperation with the administration to ensure the consideration of all interests whenever possible.

1.2. Funding for Clubs/Committees

Funds for the SGA Budget are collected from the Student Activity Fee, paid by all students to create and sustain a vibrant, active, and inclusive social environment for Skidmore students while supporting individual initiatives; the focus is typically on community events and collaborations. The amount of the Student Activity Fee is voted upon annually by the Skidmore College Board of Trustees and is billed through tuition payments.

1.3. Guidelines for Budgeting

Before making allocation or budgeting decisions of any nature, the following will be considered: (not in any particular order)

ØØ The number of students involved in, benefited, or served by the club/committee’s activities and the quality of the services provided.

ØØ The degree of necessity to fund the club/committee in order to achieve the desired effectiveness in its activities.
ØØ The contributions made by the club/committee’s activities to an environment
of greater student involvement in the Skidmore community.

ØØ The club/committee’s record of supporting goals of both SGA and Skidmore College.

ØØ The club/committee’s record of performance and financial responsibility.

ØØ The impact as it relates to funding other clubs/committees, and their
comparative benefits.

ØØ When applicable, the club/committee’s ability to raise revenue in order to lessen
their need for SGA funds.

ØØ The budget allocation to the club/committee the previous years.

ØØ It is applicable to a club’s mission

### 2.0. FINANCIAL SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>General Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Treasurers and Presidents Lists the SGA Financial Policies and Procedures</td>
<td>By the end of the first week each semester</td>
</tr>
<tr>
<td>Club Renewal (Budget Activation)</td>
<td>Within one week after classes start fall semester</td>
</tr>
<tr>
<td>Treasurer’s Training Meeting</td>
<td>1-3 weeks after start of the year</td>
</tr>
<tr>
<td>Treasurer’s Meeting</td>
<td>As needed</td>
</tr>
<tr>
<td>Budgeting Info Meeting</td>
<td>1-2 weeks after Spring Break</td>
</tr>
<tr>
<td>Clubs/Committees submit proposed budgets to the B&amp;F Committee</td>
<td>1-2 weeks after Info Meeting</td>
</tr>
<tr>
<td>The B&amp;F Committee meets with clubs/committees about budgets as necessary; budget is balanced</td>
<td>For 1 week after budgets are submitted</td>
</tr>
<tr>
<td>Recommended budget is distributed to clubs/committees for review/appeals; Leadership Activities and Financial Services are consulted</td>
<td>1-2 weeks after B&amp;F balances the budget</td>
</tr>
<tr>
<td>Budget is recommended to Senate for approval</td>
<td>End of second semester</td>
</tr>
<tr>
<td>Clubs/Committees are notified of approved budget</td>
<td>End of second semester</td>
</tr>
</tbody>
</table>
3.0. BUDGETING

3.1. Spring Budgeting Process

ØØ The SGA Senate approves every club/committee’s annual budget during the preceding spring semester.

ØØ The SGA operating budget is derived through a method of shared responsibility between Senate and the B&F Committee, with review and input from the Office of Leadership Activities and Financial Services. The B&F Committee operates independently of the Senate and in consultation with the Director of Leadership Activities, the SGA Financial Coordinator, and the Director of Financial Services to compile and balance the budget before making a recommendation to the Senate.

ØØ In the spring, clubs/committees apply for their budgets and meet with the B&F Committee upon request. Applications for budgets will be accepted in accordance with the Financial Schedule (See 2.0).

ØØ The B&F Committee reviews all submitted budget requests, consults with the aforementioned parties from the Office of Leadership Activities and Financial Services, balances the budget, and announces the budget recommendation.

ØØ Before the Senate votes, the B&F Committee will hold a period to hear appeals from clubs/committees not satisfied with their budgets. Additionally, any club/committee has the right to appeal directly to the Senate before the vote if they are still unsatisfied with their budget allocation.

ØØ The Senate passes the entire budget and has the authority to make changes to the B&F Committee’s recommendations.

3.2. Budgeting Policies and Procedures

3.2.1. Revenue/Fundraising Policy

ØØ Any club/committee may have a revenue category to supplement the budget allocated to them from the Student Activity Fee. Revenue is meant to offset the cost of an event or initiative. Revenue includes money made from the sale of goods/services, tickets, merchandise, member dues, and/or through donations to the club/committee.

ØØ SGA strongly encourages clubs/committee not to charge Skidmore students
for admission to an event. Members of the Saratoga Springs community may be charged.

ØØ If a revenue requirement is not already included in the club/committee’s budget for a specific event, then a club/committee may apply for special permission to charge at that event by using a Budget Modification Request. Applications will be granted at the discretion of the B&F Committee.

3.2.2. Revenue Procedures

ØØ The B&F Committee will consult with a club/committee to decide reasonable revenue requirements for activities that include, but are not limited to, large entertainment events, the sale of goods or merchandise, trips, or activities that require a contribution from individual club/committee members.

ØØ Clubs/Committees are encouraged to use tickets for events to keep track of anticipated attendance and to provide a method for charging people from outside the Skidmore community. Skidmore students should be able to obtain tickets by showing their student identification card.

ØØ All revenue must be deposited into a club/committee’s revenue category with a Deposit Form within three days of collection. Failure to deposit collected revenue into a club/committee’s budget will be considered a violation of the Financial Policies and Procedures and the appropriate disciplinary actions will be taken.

ØØ A surplus in revenue is available for a club/committee’s activities in the same manner as the allocated budget. All spending of revenue needs to be processed through the Office of Leadership Activities in the same way as other expenditures.

3.2.3. Refreshments/Entertainment Policy

ØØ Clubs may not use more than 8 percent of their allocated budget or $500.00 (whichever is lower) for their refreshments category. Clubs with budgets smaller than $1,000.00 are exempt from this policy; it is up to the discretion of the B&F Committee to recommend what they deem is an appropriate amount of funding for refreshments.

ØØ Refreshments are defined as food and drinks to be used occasionally for meetings, rehearsals, event production staff (event productions of an extraordinarily long nature and involving physical labor are exempt – the Event Production Expenses category may be charged).

- Events associated with the purpose of the club (i.e. Shabbat dinner, barbeques, etc.) may be charged to other categories (i.e. Event Production Expenses).
SGA will pay for no more than 50% of entertainment or programs that do not expressly further the purpose of the club and/or are for personal enjoyment (i.e. e-board retreats, group entertainment). This policy may be waived on a case-by-case basis, at the discretion of the Vice President for Financial Affairs and the Director of Leadership Activities.

3.2.4. Travel Policy

When calculating travel categories or Budget Modification Requests, clubs/committees should use the following guidelines:

- SGA will pay up to $25.00 per student per day for day trips and $50.00 per student per day for overnight trips. This money may be used for transportation and accommodations as the club/committee chooses but may not exceed the amount allotted per day. SGA will not reimburse any portion of a trip exceeding 2 weeks.
  - SGA will reimburse club members for mileage driven up to $0.35 per mile; however, clubs/committees may choose to reimburse their members at a lower rate.
- SGA will pay up to $20.00 per student per day for food expenses.
- Club/Committee expenses (i.e. conference fees, admission, etc.) that occur during a club/committee member’s travel are not associated with this policy.

3.2.5. Disclosure Policy

All assets controlled by a club/committee (i.e. endowments, donations, and other capital) must be disclosed during the budgeting process. Failure to do so will result in disciplinary action up to and including loss of the budget for the year.

3.2.6. Closed Events Policy

SGA will not pay for closed events. Closed events are defined as events that are not advertised to the Skidmore community at least one week before the event or that limit attendance with preference given to certain individuals. Likewise, SGA will not pay for the activities of clubs/committees that restrict membership. Inter-Class Council and are exempt from this policy if using class/dorm dues or the class budget.

3.2.7. Publicity

Appropriate advertising will be considered on a case-by-case basis, but should generally include announcements in public forums that are accessible to all Skidmore students (i.e. Student Activity Monitor (SAM), Student Announcements, Skidmore News, posters, etc.). Club/Committee e-mail lists do not qualify.

Both paper and electronic announcements are acceptable, however SGA will only reimburse for up to 25 posters per event.
Appropriate advertising may be confirmed with the Vice President for Financial Affairs or the Office of Leadership Activities prior to an event.

3.2.8. Giveaways/Gifts/Awards/Prizes Policy

SGA will allocate money for prizes under certain circumstances. Prizes for contests, tournaments, and raffles may not be used solely as incentive for attendance at an event. **Cash prizes are not allowed.**

SGA will not pay for a club/committee’s giveaways/gifts/awards/prizes that are not intended for a specific event or promotional purposes (e.g. senior gifts, end-of-the-year awards).

SGA will pay for no more than $75.00 for giveaways/gifts/awards/prizes at a single event. Additionally, SGA will pay for no more than $35.00 per individual giveaway/gift/award/prize.

SGA will allocate money for gifts for advisors and noncontract honorariums. Clubs/committees may spend no more than 50 dollars for gifts for advisors and no more than 200 dollars for noncontract honorariums. Clubs/Committees must go to the B&F committee in order to obtain the funds for advisor or noncontract honorarium.

SGA clubs/committees may appeal for permission to distribute gifts/awards/prizes that cost more than the allowed amount by submitting a Budget Modification Request at least **three weeks** prior to the event. Appeals will be granted at the discretion of the B&F Committee.

3.2.9. Alcohol Policy

SGA will not subsidize the cost of alcohol at an off-campus venue or pay for alcohol for clubs/committees to sell for profit or give away for free on campus. Alcohol used for cultural/religious purposes (i.e. Shabbat Dinner) is exempt. A club/committee must apply for a beer/wine temporary permit to sell alcohol on campus. Clubs/Committees may apply for permits at the Office of Leadership Activities at least five weeks before the event.

3.2.10. Membership/Entry Fee Policy

SGA will only pay membership/entry fees if the student is associated with the club/committee. Only memberships/entry fees purchased in the name of the club/committee are permitted.

3.2.11. Induction Ceremonies Policy
SGA will not pay for the induction ceremonies

3.2.12. Athletic Gear/Required Clothing Policy

SGA will not pay for individual athletic gear that is to become the personal possessions of club/committee members. Protective gear (i.e. athletic equipment that can be passed down from one club/committee member to another) and required clothing items (i.e. costumes, security or event staff shirts) may be purchased with the allocated budget.

- All clothing items purchased in part or in whole with the use of SGA funds must outwardly display the word(s) “Skidmore” or “Skidmore College” in a legible shape or form except for theatrical costumes.

3.2.13. Shipping Policy

SGA will not pay for expedited shipping charges. This policy may be waived on a case-by-case basis, at the discretion of the Vice President for Financial Affairs and the Director of Leadership Activities

3.2.14. Promotional Giveaway Policy

SGA will pay for up to 300 worth of promotional giveaways (e.g. t-shirts, wristbands, pens) per club per year to promote awareness for the organization. Clubs can choose to use this money to purchase items for members, but for all items that will become personal possessions, individuals must pay for 50% of the total cost per unit.

- Class budgets, Committee on Student Life, and the New Student Orientation budget are exempt from this policy.
- All clothing items purchased in part or in whole with the use of SGA funds must outwardly display the word(s) “Skidmore” or “Skidmore College” in a legible shape or form except for theatrical costumes.

3.2.15. Budget Rollover Policy

If there is money left in a club/committee’s revenue line at the end of the fiscal year, the money may be rolled over into the next year’s revenue line if the following criteria are met:

- The club/committee has used the allocated budget to earn the revenue while adding value to the Skidmore community in the forms of entertainment, education, and/or services.
- There is an intended purpose for rolling revenue over into the next academic year. Clubs/Committees may apply to the B&F Committee for rollovers from the preceding year during the fall semester with a Budget Modification Request.
ØØ  It is not permissible to roll over revenue if it has been in the club/committee’s revenue account for longer than one year. These funds will be re-allocated to Retained Earnings

3.2.16. National Affiliation Policy

ØØ  Any club/committee affiliated with a national or regional organization must declare that affiliation during the spring budgeting process and submit copies of the larger organization’s constitution for review by the Vice President for Financial Affairs and the Director for Leadership Activities. In cases of conflict of policy between national organizations and Skidmore College, College policy shall prevail.

3.2.17. Conference Policy

ØØ  Clubs/Committees may **not** have money allocated for annual conferences in their budgets.

ØØ  Chartered clubs and all other SGA Committees may apply for conference grants. Individuals may not apply on their own behalf; they must apply as a member of a club/committee (See 5.9. Conference Grants for more information). At maximum eight students are able to apply for conference funding.

ØØ  Clubs/Committees are able to apply up to $1000.00 for conference fees. Food and accommodations are not associated with this policy, but with the travel policy. There may be exceptions for this policy at the discretion of the VP for Financial Affairs.

3.2.18. Advisor Policy

ØØ  Clubs/Committees may not use SGA funds to pay for an advisor’s expenses excluding the fees paid to instructors/coaches/advisors (i.e. salaries). An exception may be made if an advisor’s attendance is required for a certain activity.

4.0. SPENDING

4.1. Spending Policies and Procedures

4.1.1. Raising Funds for Donation Policy

ØØ  Because Skidmore College is a not-for-profit institution, there are certain regulations that clubs/committees must follow when raising money and making charitable donations.
- Fundraising efforts should be for the benefit of charities and not-for-profit organizations unaffiliated with Skidmore College. SGA will not allocate funds directly to a charity.
- The sponsoring club/committee must pay back all costs incurred by the operation of the program from collected revenue. After all expenses are paid back, the profit from an event/program/project may be donated to a not-for-profit organization. Separate “bucket drives” may be done at the event to raise additional revenue specifically for the charitable organization.
- The parent group for which funds are raised must be registered as a not-for-profit organization, and be classified as a 501(c)-3 organization by the IRS.
- Fundraising events must include educational programs about the charity and the services it provides.
- Funds may not be raised for a political candidate or a political party.
- Student organizers of fund-raising events should not receive any payment from the charities for which they are raising funds.
- If publicity for an event (i.e. posters, etc.) advertises the event as a fundraiser, then the expenses associated with the event must be paid back in full to SGA before any funds can be donated to a not-for-profit organization.

4.1.2. Accepting Donations Policy

ØØ Student organizations may accept donations to be deposited by the Office of Leadership Activities. College department donations made to student organizations should be spent out of the respective departmental account and therefore money should not be transferred from a College department into the student organization fundraising account. Donations received from off-campus benefactors must be received by the Office of Advancement for proper processing, and will be assigned to the appropriate club account after receipt.

4.1.3. Donation Procedure

ØØ Collected money should be deposited into a club/committee’s revenue category with the Deposit Form. There should be a distinction made between money collected for the club/committee and money collected on behalf of the charitable organization. A check will be made out to the charitable organization on behalf of SGA.

4.1.4. Tax-Exempt Policy

ØØ Skidmore College is a tax-exempt organization; therefore, SGA will not reimburse clubs/committees for sales tax. Before making purchases, provide vendors with SGA’s tax-exempt information or pick up a tax-exempt form in the Office of Leadership Activities to bring to off-campus businesses.
4.1.5. Tip Policy

ØØ SGA will pay no more than a 15 percent tip for the delivery of food by an outside vendor (i.e. pizza delivery).

ØØ SGA will pay no more than a 20 percent tip on a restaurant bill.

4.1.6. Deficit Policy

ØØ Clubs/Committees are not permitted to carry out financial operations while they have a debt, except for fundraisers that are not expensed to SGA.

ØØ Any Club/Committee expenses in excess of their budget will not be reimbursed by SGA.

4.1.7. Wages/Stipends Policy

ØØ Clubs/Committees may not pay their own members out of the allocated budget under any circumstances for services that are provided.

ØØ Clubs/Committees may not pay other students out of the allocated budget without a valid contract.

ØØ It is at the discretion of the Vice President for Financial Affairs and the Director of Leadership Activities, to decide whether the monetary amount agreed upon between the club/committee and the performer in the contract is appropriate. If these parties deem that the monetary amount is inappropriate, the payment amount may be decreased at their discretion.

4.1.8. Advisors/Coaches/Instructors Policy

ØØ Advisors/coaches/instructors may be paid by the club/committee out of the allocated budget. The B&F Committee will try to maintain a level of uniformity in the salaries for advisors/coaches/instructors for similar activities.

ØØ Advisors/coaches/instructors may advise the club/committee on financial matters, but they may not make financial approvals. SGA encourages the student officers of the club/committee to work collaboratively with their advisor/coach/instructor, but handle the majority of the financial workload and communication with the SGA financial branch and the Office of Leadership Activities on their own.

4.1.9. Speaker Policy

ØØ Clubs/Committees may pay to take a speaker to dinner. All expenses associated with the speaker should be charged to the Performers/Speakers category in the budget. Students accompanying the speaker (up to 8) may spend up to &18.00 each excluding tip. The students are expected to go to the B&F committee to get the funds
for the dinner with the speaker at least 2 weeks in advance.

ØØ Funding for a speaker’s fees, accommodations, meals, and/or transportation will not be allocated to a club/committee’s budget. Clubs/Committees should apply to the Speakers Bureau for co-sponsorships for speakers. Refer to the gift policy for honorariums.

ØØ Clubs/Committees may have funding allocated in their budget for receptions for speakers. This type of expense should be charged to the Event Production Expenses category. Receptions must be on campus, catered by Dining Services, and open to the entire Skidmore community.

4.1.10. CD and Recording Policy

ØØ SGA will sponsor the recording and production of one CD, to be a compilation of all participating clubs, up to once every other academic year. No other recording or production will be funded with SGA or club funds, not including loans (See 5.7.) and club revenue.

  o SGA will spend no more than $5,000 for this CD, additional expenses may be supplemented with club revenue
  o All vocal performance clubs are eligible to participate in this CD, a minimum of 4 clubs must participate for SGA funding
  o Price and other decisions will be left up to the discretion of the Vice President for Financial Affairs, the B&F Committee, and the Director of Leadership Activities, in consultation with participating clubs.

4.1.11. Summer Spending Procedure

ØØ Financial operations for SGA end on the last day of classes (with the exception of the Senior Class in the spring semester). Clubs/Committees that wish to spend during the summer must make previous arrangements with the SGA financial branch and the Office of Leadership Activities.

4.1.12. Membership Card Procedure

ØØ Membership cards (e.g. BJ’s/Wal-Mart card) are available in the Office of Leadership Activities for clubs/committees to use on a temporary basis. Failure to return membership cards within 3 business days may result in a fine to the club/committee of $10 for each additional day it is late.

4.1.13. Supplies Policy

ØØ Clubs/Committees shall be provided with cutlery (i.e. forks, spoons, and knives), plates and cups by SGA. Clubs/Committees will not be reimbursed for buying any of these supplies for events or meetings on campus. These items will be distributed by the Case Information Desk workers and managed
by the Case Desk Manager. If more supplies are needed the Case Desk Manager shall be responsible for informing the Director of Leadership Activities and either the SGA Financial Coordinator or the VP for Financial Affairs.

5.0. FINANCIAL FORMS

All financial forms can be found outside of the SGA Financial Coordinator’s office or online at the Office of Leadership Activities website and should be placed in the drop box below the financial forms upon completion. Financial forms are reviewed and approved twice a week by the SGA Vice President for Financial Affairs, the Director of Leadership Activities, the Assistant Director of Leadership Activities and the SGA Financial Coordinator during the check approval process. Some forms require additional review/approval by the B&F Committee, Academic Council, Dining Services, and/or the Senate. These additional requirements are noted in the descriptions below.

5.1. Expense Requests

ØØ The Expense Request Form can be used to request reimbursements up to $200.00, cash advances up to $200.00, on-line credit card purchases with the SGA credit card, payment for contracted students/employees, and/or checks to be made out directly to outside vendors. It is preferred that clubs/committees make checks out directly to outside vendors.

ØØ Documentation is required for most requests in the form of original, itemized receipts, price quotes/invoices, itemized lists of anticipated purchases, or written confirmation of prices from a vendor.

ØØ Only one cash advance may be taken out at a time per event. Left-over money and receipts from cash advances must be returned to the Office of Leadership Activities within three days of the purchase.

5.2. Contract Approval

ØØ The Contract/Event Approval should be used for any event involving contracts or expenditures greater than $500.00. Attach contracts to the back of the Contract/Event Approval.

ØØ Contract/Event Approvals must be approved before Expense Requests are submitted. Contract/Event Approvals should be submitted at least 3 weeks prior to the event, and at a minimum, must be approved before an event takes place.

5.3. Travel Form
A Travel Form should be filled out for each member of a club/committee that spends money on a trip and should be submitted as documentation with an Expense Request.

Only one check may be requested per Travel Form, but multiple days may be documented.

All original itemized receipts must be attached to the Travel Form. A MapQuest (or comparable website) printout should be attached for mileage reimbursements. Clubs/Committees should not submit for gas reimbursement unless rented vehicles were used. SGA will reimburse for mileage driven up $0.35 per mile; however, clubs/committees may choose to reimburse their members at a lower rate.

The Travel Form may be used for mileage reimbursement, hotels, meals while traveling, tolls, etc. Refer to section 3.2.4. for details on spending limits, etc.

5.4. Dining Services Authorization
(Approval by Dining Services Representative Required)

The Dining Services Authorization should be used for any event involving Dining Services catering or equipment. Forms should be submitted 2 weeks prior to an event. 4—3 weeks should be allowed for any events of an exceptionally large or complex nature.

5.5. Co-Sponsorship Agreement

SGA encourages co-sponsorship among clubs/committees and departments as a means of financing activities. There are 3 types of co-sponsorship forms: Club to Club, Club to Department, and Department to Club. All parties involved in the co-sponsorship must sign the Co-Sponsorship Agreement before funds will be transferred.

5.6. Budget Modification Requests

*All Budget Modification Requests must be reviewed during the check approval process before being approved or recommended to the Senate by the B&F Committee*

Program Support Fund
- Clubs/Committees may request a supplemental, uniform grant, technology grant, and conference grant from the Program Support Fund by filling out a Budget Modification Request.
- Requests for a supplemental generally take 2 weeks. The B&F Committee will meet with the requesting club/organization/Senator and make a recommendation to the Senate, which votes on final approval.
- A Senator may allocate funds from Program Support to an already established line with a supplemental request. To create a new line or category, a combined
resolution and supplemental must be passed by Senate for approval.

- A new club chartered at a point in the year that does not allow the club to participate in the spring budgeting process may obtain an operating budget by applying for a supplemental. Clubs chartered during the first semester may apply for up to $3,000.00 and clubs chartered during the second semester may apply for up to $1,500.00.

- Clubs/Committees may apply for conference grants through the supplemental process at any time during the year.

- The B&F Committee may vote on a supplemental of $1000.00 and below without the consent of senate. Any monetary value above $1000.00 shall need the approval of Senate. It is at the discretion of the B&F Committee to bring a supplemental under $1000.00 to Senate.

5.7. Category Transfers

- A category transfer is when a club/committee transfers funds from one category in their budget to another.

- Clubs/Committees may apply for a category transfer if there is a justifiable reason (i.e. money is left over from an event, more money is needed in a category, etc.) by filling out a Budget Modification Request.

- The B&F Committee must approve category transfers in order for them to take effect.

- Category transfers are not intended to change the overall structure of a club/committee’s budget.

- Money may not be transferred into the Refreshments/Entertainment category.

5.8. Conference Grants

Conference grants are meant for SGA clubs/committees. Conference grant requests are not guaranteed, even if the conference theme is the central mission of the club/committee. Every application will be fully considered, but the criteria within the document “Criteria for Conference Grants” will guide the B&F Committee in recommending their requests to Senate.

- These are SGA funded programs - only Skidmore students may apply.

- No funds shall be awarded to applicants who apply after the event has passed.

- Accepted applicants are bound by the SGA Financial Policies and Procedures (i.e. logging expenses, receipts, and tax exemption).

- Within a month of the completed conference/activism/engagement, accepted applicants must contact the Vice President for Communications and Outreach to be
placed on the Communication and Outreach Committee Agenda. In this meeting
the accepted applicants will report on their experiences and assist in creating an
appropriate plan to promote and educate the student body on their experience.

ØØ Conference funds shall be pulled from the Program Support Fund and follow the
same process as a supplemental request.

5.9. The JSS Activism and Civic Engagement Fund

The JSS Activism Fund was created in honor of Skidmore’s sixth President, Jamienne S.
Studley, to enable students to participate in political and social activism, or causes to expand
their sense of community involvement, service, and awareness. The Civic Engagement Fund
was created to provide financial support for worthwhile student civic engagement projects
that actively pursue the alleviation of public concerns and the improvement of public life in a
community. The JSS Activism and Civic Engagement Fund is meant to achieve the goals of
both individual funds. The Fund is meant for all students. Fund requests are not guaranteed.
Every application will be fully considered, but the criteria within the document “Criteria for
the JSS Activism and Civic Engagement Fund” will guide Senate in granting funds.

ØØ These are SGA funded programs - only Skidmore students may apply.
  o If students apply as a group they will not be reviewed individually, and must all
come to Senate or submit a personal statement if they cannot attend.

ØØ No funds shall be awarded to applicants who apply after the event has passed.

ØØ Students may request JSS Activism and Civic Engagement funds by filling out a
JSS Activism and Civic Engagement Form and following the same process as a
supplemental request. (See 5.6.)

ØØ Accepted applicants are bound by the SGA Financial Policies and Procedures (i.e.
logging expenses, receipts, and tax exemption).

ØØ Within a month of the completed conference/activism/engagement, accepted
applicants must contact the Vice President for Communications and Outreach to be
placed on the Communication and Outreach Committee Agenda. In this meeting
the accepted applicants will report on their experiences and assist in creating an
appropriate plan to promote and educate the student body on their experience.

ØØ The JSS Activism and Civic Engagement Fund shall have an individual
allocated budget.

5.10. Out-of-Classroom Discussion Fund
(Academic Council Representative Approval Required)

ØØ Academic Council establishes criteria for the Out-of-Classroom Discussion
Fund.
Funds are appropriated from the Student Activity Fee and approved during the check approval process.

6.0. PROCEDURE FOR AMENDMENTS

Recommendations for amendments should be made in accordance with the SGA Constitution.

The procedure for amendments requires a resolution from any member of the Senate and approval as outlined in Senate Rules.

Senate must reapprove or amend the SGA Policies and Procedures at least once every other academic year.