Temporary Financial Guidelines
Registered Student Organizations Receiving Funds from CSO or SOC
and
SGA Finance Committee
Fall 2020

Effective: August, 2020

Because of the budget revenue uncertainties caused by COVID-19 disruptions, the Division of Academic and Student Affairs is following university procedures to limit engagement on/off campus. These limitations will affect how student groups can function and will affect how A&S budgets may be spent ranging in ways from face to face programming on/off campus, restrictions on the ordering of traditional items for organizations (such as giveaways), and conference travel.

Travel in Academic and Student Affairs has been suspended pending budget outcomes. The following guidelines are intended to provide guidance for operations and expenditures during this unprecedented time and will be in effect until further notice and/or update from the University. These guidelines are subject to change contingent on University and/or Miami-Dade County requirements.

Registered Student Organizations

Each registered student organization will receive an initial allocation of $300 for the Fall semester, with the possibility of an additional $200 being added in the Spring (budget permitting). The amount will be approved once all student organization registration and requirements are met.

In order to be eligible for a Fall 2020 Special Allocations Request, the student organization must have obtained the required points in Spring 2020. The maximum amount of Special Allocations funding available is $1000 per semester (Fall & Spring).

Budget Spending:

- The use of funds will be limited to the following purchases:
  - Software to support the mission of the organization (with restrictions). Organizations are encouraged to use University sponsored software (virtual platforms), but under extenuating circumstances, exceptions will be considered if a software request supports the mission of the organization. Provision of justification prior to the purchase is required and must receive AVP and Sr. VP approval.
  - Software upgrades for software already in use by the organization will also be considered under extenuating circumstances and will require justification and AVP and Sr. VP approval.
    - Please note that contracts may be required and should be noted within the Purchase Exemption Request
  - Payments towards social media ads to promote the organization or its event/program
  - Educational programs related to the organization will require the completion of the Exemption Request.

The following items will not be permitted for purchase until further notice:

- Items already prohibited by A&S policies
- Clothing (polos, t-shirts, etc.)
- Creation of paid promotional codes/discount codes for services (example: Uber Eats Discount)
- Food/Catering
- Outside Facility rental
- Promotional/giveaways items (keychains, pins, stickers, backpacks, etc.)
- Shipping of items
Travel and Conferences:

- The Division of Academic and Student Affairs has suspended all travel until further notice.
  - Student organizations will be able to pay for and attend virtual conferences/seminars if they are a presenter and will be subject to available funding allocated to the organization and at a maximum amount of $375 for a group of three students. Amounts exceeding this threshold will be considered on a case by case basis with appropriate justification and contingent on budget availability.

Organization and Campus Life advisors have been advised of the Division’s current guidelines and will work with all organizations to ensure compliance. Please note that these guidelines are subject to change contingent on University and/or Miami-Dade County requirements.