Temporary Financial Guidelines
Registered Student Organizations
Spring 2021

Effective: January 2021

We continue to be vigilant about the budget revenue since we still are uncertain to the fiscal impact caused by COVID-19 disruptions. The Division of Academic and Student Affairs is following university protocol to regarding activities on campus. Currently, there are limitations that affect how student groups can meet/function that may affect how A&S budgets can be spent.

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 has received an initial allocation of $300 for the Fall semester, and an additional $200 will be added in the Spring. The amount will be approved once all student organization registration and requirements are met. New student organizations in the Spring will receive the initial allocation of $300.

In order to be eligible for a Spring 2021 Special Allocations Request, the student organization must have obtained the required points in Fall 2020. The maximum amount of Special Allocations funding available is $1000 for Spring.

Budget Spending:

- The use of funds will be limited to the following purchases:
  - Promotional/giveaways items (keychains, pins, stickers, etc.). This requires the completion of the Exemption Request form.
  - Individually boxed/pre-packaged meals will be permitted for university approved events on campus. Events will not be permitted off campus.
  - 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
- Creation of paid promotional codes/discount codes for services (example: Uber Eats Discount)
- Food/Catering (by external vendor)
- Off campus Facility rental
- 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.