



Annual Budget Rules

2025-26 Fiscal Year

Annual Budget Rules 2025-2026

Anticipated Revenue: \$365,028.00

Approximate Overage (**+36%**): \$497,171.95

(24-25 Year:

(23-24 Year: \$318,785)

(22-23 Year: \$361,089)

(21-22 Year: \$354,009)

(20-21 Year: \$367,911)

(19-20 Year: \$378,945)

(18-19 Year: \$392,427)

Amount Requested for 2025-2026: \$577,225.98

Did not sign up for a Hearing:

Wrestling Club (\$150)

College Republicans (\$300)

Fine Arts Association (\$7,640)

Gender and Sexuality Alliance (\$2,000)

Information Security Professionals (\$400)

Institute of Real Estate Management (\$1,150)

Mission Ready Club (\$200)

Packaging Association (\$6,168.84)

Sport Clubs Commission (\$630)

Stout Students for Life (\$800)

Student Interior Design Organization (\$900)

Women's Volleyball Club (\$2,550)

Total: \$22,888.84



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Did not show up for a Hearing:

Blue Devil Book Club (\$1,800)

Fashion and Retail Association (\$1,050)

Technology and Engineering Education Collegiate Association (\$905)

Total: \$3,755.00

Grand Total of Missed: \$26,643.84

These rules are in addition to the FAC Standing Policy and UW System Policy Paper 820

The Financial Affairs Committee has deemed these three principal organizations exempt from line items identified above.

- (a.) Stout Student Association
- (b.) Blue Devil Productions
- (c.) Stoutonia

The definition of a principal organization is as follows:

- i. Mission is to serve all of campus, all students at UW-Stout.
- ii. Have professional and paid advisors because of their risk-management needs.
- iii. Have their own individual university accounts.
- iv. Have allocated space in the MSC because of their mission.

On Campus:

Funding may not be granted if the request does not align with the mission of the organization.

1. Events

- i. Each organization shall be limited to \$2,500 total funding per event. (a.b.)
- ii. Organizations seeking to spend more than \$2,500 per event are encouraged to collaborate with other organizations. (b.)

2. Events Supplies

- i. Event supplies are items intended for use at a single event, not including anything addressed by a different category.
- ii. Funding granted based on the relevancy of the event supplies to the event and will not exceed \$250 with a total year cap of \$1,000.
- iii. Ammunition will not be funded.



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3. *Equipment*

- i. Stays within the club and will be registered with SSA once purchased.
- ii. Equipment supporting the mission of the group is supported up to \$2,000 including uniforms.
- iii. Equipment that is available for checkout from a campus department will not be funded.
- iv. Equipment for single events, individual use, or solely off-campus use will not be funded.
- v. Equipment requests for the same items within 5 years may not be funded or organizations must demonstrate a need for the equipment.
- vi. Banners, tablecloths, and signs will be considered equipment.

4. *Food*

- i. The intent of food is to provide incentive to attend (i.e. beverages and appetizers). Full meals are **PROHIBITED**.
- ii. Food must be purchased from University Dining Services if the event is held in the Memorial Student Center or Price Commons unless a food waiver is obtained.
- iii. Food for off-campus events will not be funded.

I. Food In Support of an Educational or Cultural Event

- i. Limited to \$300 per event per organization.
- ii. Limit of \$750 per fiscal year.

II. Food for Recruitment Events

- i. Limited to \$200 per fiscal year, up to two events.

III. Food for Social Events

- i. Limited to \$300 per fiscal year, up to two events.

5. *Practice*

- i. Limited to \$3,000 per fiscal year.

6. *League Dues and Subscription Fees*

- i. Limited to \$50 per member up to \$1,500 total per year for annual team registration
- ii. No individual registrations can be paid per PP820.
- iii. Includes league dues and national chapter fees (e.g. sport club league membership)



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7. *Workshops*

- i. Limited to \$20 per person per workshop with a total of \$1,500 per fiscal year.
- ii. Workshops are events in which attendees may receive something of value.

8. *Magazine/Newspaper Printing*

- i. Limited to \$7 per magazine print with a total of \$3,500 for the fiscal year. (c.)
- ii. Printed materials must be distributed primarily on-campus and must include the segregated fee approval logo.

9. *Group Development/Social Events*

- i. Limited to \$15 per person with two events with a total cap of \$450 per fiscal year for on-campus structured activity (i.e. ropes course, escape room, etc.).
- ii. Group development off-campus is funded under travel group/social.

10. *Salary*

- i. Salaries are not paid (a.b.c.)

11. *Prizes*

- i. \$200 per fiscal year up to 2 events (not meetings).
- ii. Door prizes will not be funded.
- iii. **Prizes must be advertised in CONNECT and on posters/digital signage.**

12. *Meetings:* We don't fund org/group meetings as per PP820.

13. *Fundraising:* Fundraisers are not supported.

14. *Contractual Services (ETC, Speaker, Entertainer, etc.)*

Organizations may receive additional contracted entertainment funding through contingency or collaboration with other organizations. (a.b.)

- i. Professional: Professional speakers and performers; \$1500 per contract per organization
- ii. Honorarium: Industry experts, amateur performers, and alumni; \$150 per contract per organization
- iii. Total contracts do not exceed \$3,000 per fiscal year. (b.)

13. *Backyard Bash/Involvement Fair*

- i. Limited to \$150 per fiscal year.
- ii. Does not include organization promotion merchandise (i.e. branded stickers, etc.)

14. *Homecoming Parade*

- i. Limited to \$200 per parade unit.



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15. *Advertising*

- i. Limited to advertising in the Stoutonia (a.b.c.)

16. *Event Printing*

- ii. \$100 maximum, including funds previously approved through the Annual Budget Process

17. *Organizational Promotion*

- i. Limited to \$3 per item with a cap of \$250 per fiscal year (a.b.c.)

Funding requests must be made for events, not regular meetings. If a request does not fit into any of the above categories, please reach out to the Director of Financial Affairs (ssafinancialaffairs@uwstout.edu).

All Travel:

1. **Six State Rule** – Travel outside Wisconsin, Minnesota, Michigan, Iowa, Indiana, and Illinois is not supported in the annual budget process and may be considered during the contingency processes.
2. **Airfare/Meals/Lodging** are not supported.
3. Social/recreational travel occurring during academic year breaks is not supported.
4. Buses may be funded when they are the most economical form of transportation.
 - i. Coach buses may not be used for trips shorter than 250 miles from UW–Stout.

Off-Campus Events:

1. *Professional Trips:*

- i. Limited to \$1,500 per fiscal year
- ii. Registration/ticket/entrance fees will not be funded.
- iii. Professional means related to a major, career progression, or industry networking.

2. *Sports/Competition:*

- i. Limited to \$3,000 per fiscal year.
- ii. Non-league play will not be supported.
- iii. Non-team/Individual competitions may be funded within the limits of a Group Social/Recreational event.
- iv. Winnings from any competition must be used to repay SSA for the expenses of the event; any remaining winnings must be returned to the organization. No individuals may take winnings, per PP820 II.B(2)(e).



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3. *Group Social/Recreational:*

- i. Limited to \$1,500 per fiscal year, up to two events per year.
- ii. Registration/ticket/entrance funding limited to \$15 per person.
- iii. Group Social/Recreational trips will not be funded if there are fewer than four participants.
- iv. Must be related to the organizations mission up to the committee's discretion.

4. *Organizational Leaders Trips:*

- i. Limited to \$1,000 per fiscal year.
- ii. Registration/ticket/entrance funding limited to \$100 per person.
- iii. Limited to four people per trip. (a.b.c.)
- iv. Organizational leaders' trips are meant to train participants to run their organization more effectively.
- v. Participants must be able to demonstrate how this trip will help develop the organization.
- vi. Related to training with the purpose of developing the organization/campus upon their return.