

21-22 Annual Budget Rules

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

On Campus:

1. Funding may not be granted if the request does not align with the mission of the organization.
2. *Events*: Limit \$6,000 for one event. (a.b.)
 - a. Limit \$4,500 per event per organization. (a.b.)
3. *Equipment (stays with the club & registered with SSA once available)*:
 - a. Equipment supporting the mission of the group is supported up to \$1800 for the fiscal year.
 - b. Equipment for single events, individual use, or solely off campus use is not supported.
 - c. Equipment requests for the same items within 5 years will face more scrutiny, and organizations must demonstrate a need for the equipment.
4. *Event Supplies*: Funding granted based on the relevancy of the event supplies to the event. Due to liability concerns ammunition will not be funded.
5. *Meetings*: We don't fund org/group meetings as per Policy Paper 820.
6. *Practice*: limited to \$2,200 for the fiscal year.
7. *Required Annual Organization or League Dues*: \$30/member up to \$1000 total for annual team registration (no individual registrations can be paid per PP820) (b.c.)
8. *Magazine/Newspaper Printing*: \$3800 limit for the fiscal year. (c.)
 - a. Printed materials must be distributed primarily on campus.
9. *Group Development/Social Events*:
 - a. *On Campus*: \$15 per person; limited to 2 events per academic year for on campus structured activity with a total cap of \$750. (i.e. ropes course, escape room, etc.)
 - b. *Off Campus*: Group development off campus is not supported.
10. *Salary*: Salaries are not paid (a.b.c.)
11. *Workshops*: Workshops will be limited to \$15 per person per workshop and a total cap of \$3000 per academic year.
12. *Fundraising*: \$500 per event, cap of 2 events per academic year, no future funds can be drawn until previous funds are paid back.
13. *Prize limit*: \$200 per event up to 4 events (not meetings) per year.
14. *Contracted Services*: Organizations may receive additional contracted entertainment funding through contingency or collaboration with other organizations. (a.b.)
 - a. *Professional*: Professional speakers and performers; \$1500 per contract, per org
 - b. *Honorarium*: Industry experts, amateur performers, and alumni; \$350 per contract, per org
15. *Backyard Bash/Involvement Fair*: Limited to \$300 for the fiscal year.
16. *Homecoming Parade*: Limited to \$150 per parade unit.
17. *Organizational Promotion*: Limited to \$3 per item with a cap of \$300 per fiscal year (a.b.c.)

18. *Advertising/Event Printing*: \$200 per fiscal year; banners, tablecloths, signs, will be considered equipment. Advertising in Stoutonia is exempt. (a.b.c.)
19. *Food for Recruitment*: Limited to \$350 per fiscal year, up to 2 events.
20. *Food in Support of Educational or Cultural Events*: limited to \$400 per event per organization. Limit of 3 events per year.
 - a. *The intent of food is to provide incentive to attend like beverages and appetizers—full meals are prohibited*
21. *Near Campus Events* must be within the Menomonie Greater Area, including the city of Menomonie and the Town of Menomonie. The venue also must not be available on campus.

All Travel:

22. *Six State Rule* – Travel outside Wisconsin, Minnesota, Upper Peninsula Michigan, Iowa, Indiana, and Illinois is not supported in the annual budget process and may be considered during the contingency processes.
23. *Lodging* is not supported in the annual budget process and may be considered during the contingency processes.
24. *Airfare* is not supported in the annual budget process and may be considered during the contingency processes.
25. Social/recreational travel occurring during breaks is not supported in the annual budget process and may be considered during contingency processes.
26. Buses may be funded when they are the most economical form of transportation.
 - a. Coach buses may not be used for trips shorter than 250 miles from UW – Stout.
27. Limited to four total off campus trips per fiscal year.

Off-Campus Trips

28. *Professional Trips*:

- a. Limited to \$3450 total for the fiscal year.
- b. Registration/ticket/entrance funding limited to \$50 per person.
- c. Professional means related to a major, career progression, or industry networking.

29. *Group Sports/Competition*:

- a. Limited to \$2200 total for the fiscal year.
- b. Individual competitions may be funded with the limits of a Group Social/Recreational.
- c. 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 Policy Paper 820 II.B(2)(e).

30. *Group Social/Recreational*:

- a. Limited to \$1,700 total for the fiscal year.
- b. Registration/ticket/entrance funding limited to \$10 per person.
- c. Social events that do not support the mission of the organization are not considered for funding.
- d. Group Social/Recreational trips will not be funded if there are fewer than four participants.

31. *Organizational Leader Trip for Organizational Development:*

- a. Limited to \$2,200 total for the fiscal year.
- b. Registration/ticket/entrance funding limited to \$250 per person.
- c. Limited to four people per trip. (b.)
- d. Organizational Leader trips are meant to train participants to run their organization more effectively.
- e. Participants must be able to demonstrate how this trip will help develop the organization.

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