

FAC Basic Information Packet

The student activities fund collected from students becomes divided between three organizations: SAB, Student Senate, and FAC. The goal of FAC is to provide funding to a variety of groups on campus in order to bring a diverse array of activities to students.

TAF:

The TAF is the total allotted funds that FAC receives from the overall pool of student activities fund. This is then divided into percentages based on the two respective groups that can apply for funding: ICA and FAC groups. The percentages are as follows:

- 55% of funds to FAC groups
- 45% of funds to ICA groups
- If a group does not spend all their money for the semester the extra will roll over into the budget of next semester's TAF

Job Descriptions:

There are 9 voting officers each with their own unique role on the council.

- Chair: The overall face for FAC, the Chair runs the meetings and communicates with the advisor as well as being the go to for all questions had by FAC members.
- Vice Chair: Runs the meeting in the absence of the chair, organizes new member education, and communicates with the CSI for room reservations.
- Treasurer: Keeps track of what money is being spent, updates the slate, and communicates with the business and publications offices in regards to turning in FRFs and posters respectively.
- Regulations: Ensures that the bi-laws and constitution is being followed and explores the possibility of sanctioning when necessary.
- Secretary: Takes all meeting minutes, organizes all interview times, and communicates with the council about upcoming dates and attendance.
- ICA Chair: Oversees the FAC storage closet check-out process and investigates tournaments that ICA teams travel to.
- Historian: Organizes end of the semester evaluations for groups and FAC members and compiles all information for future use.
- Student Representative: Runs the Funding Information meetings and is in charge of apparel for the council.
- Publicity: Keeps the website up-to-date and in charge of publicizing the FAC through the use of social media, on campus posters, and whatever other means deemed necessary.

FRF:

The Funding Request Form is the form to fill out to utilize FAC money. It is the paperwork that shows exactly how each group is spending their money.

- Although it is the responsibility of the group liaison to fill out the FRF the FAC liaison must make sure that the form is filled out correctly and completely
 - Make sure that the form is typed (the form is available on the FAC website)

- Check to make sure the amount requested matches with the slate and that groups do not overspend (check on the Slate which can be found on the website or on the googledoc shared by the treasurer)
- When the form is completed place it in the Treasurer's mailbox
 - If there are any problems the Treasurer will let you know
 - When it has gone through the business office you will receive a signed copy of the FRF. Hold onto this for the rest of the semester just in case any problems arise.
- Guidelines for turning in FRFs
 - If multiple sheets are being turned in make sure to paperclip DO NOT STAPLE
 - If it is an ICA team a roster must be included with the FRF
 - For gas receipts tape them to a blank sheet of computer paper so the business office can easily make a copy
 - Business office wants a very detailed description on FRFs
 - ICA-dates and place along with tournament name must be included in the description
 - FAC-speaker contract name and topic of their discussion must be included

3 ways groups can get money (FRFS)

1. Reimbursement:

This is utilized when groups pay for something on their own and requests FAC money back for it

- The FAC liaison must make sure that the group does not overspend and that the groups were actually funded for what they purchased (this can be checked through the Treasurer's Slate)
- What to turn in
 - FRF form
 - Proof of Payment
 - Receipt (taped to separate sheet of paper) **-OR-**
 - Copy/screenshot of bank statement of the individual (must have name of the person and account transactions)
 - An invoice is sometimes necessary if there is no receipt (with a proof of payment)
- FAC does not reimburse for tax unless it is on gas

2. University Check:

This is typically utilized in contracts and it is an advanced payment of funds to a group/organization

- Needs to be done 2-3weeks in advanced for it to be processed in enough time
- Process
 - Fill out the FRF form
 - Group specifies how they would like to pick up the check (mailed/from Advisor's office/organization's mailbox)
 - Check to make sure W9 is good

- If contract talk to Advisor to finalize details

3. Purchase Order:

This is typically used for buying equipment ahead of time (normally from a website/magazine)

- The process is the same as that of a university check
 - Make the FRF request and attach details (what the group is buying and why)

Sodexo:

If your group is having a food event there are two options 1) they can order through Sodexo 2) they can cater from an outside source* with either option the group liaison must go speak with Laura Cunningham (the Sodexo representative)

- 1. Sodexo
 - The groups liaison will give an exact order of what they want (including food, silverware, place settings) to Laura Cunningham
 - Here they will also set the date and time of the event
 - Sodexo will bill FAC directly so there is no need to worry about that
- 2. Outside
 - Need to talk to Laura Cunningham and sign a Sodexo agreement form
 - They also must decide if they need Sodexo table settings and set up for their event even if they are not using them for food.
 - In dealing with the catering company the FAC liaison should talk to Shelby about potentially needing a contract (although this is rare)
 - Sodexo bill (if set-up/table settings are used) will go directly to FAC
 - Paying the caterer can be done through a reimbursement and/or university check

This option is only available if Sodexo cannot make the food itself otherwise, due to university contract, groups are obligated to go through Sodexo

W9 Forms:

A W9 form is the tax paperwork form needed to transfer money in order to pay a individual person/organization when a university check or purchase order is used

- This is mainly used when an FAC group brings in a speaker (Advisor may work it out on their own with the contract)
- The form and instructions are located on the website for the group liaison to fill out and turn into the business office.
 - When filling out the form if it is for an individual put their social security number where employee number location is
 - For University/organizations there will be an employee number
- These are typically kept on file in the business office for the school year (ask the Treasurer)
- Any questions talk to Treasurer or Advisor

Voting:

Voting on the council happens for reallocations, new member additions, deliberations, sanctioning, and any other motion that is made

- Anyone on the council can make the motion to vote
- Anyone on the council can second the motion to vote
- Affiliates verbally either “support” or “not support”
- Only officers actually vote on motions and it takes a 2/3 vote (6 out of 9 officers) for the motion to pass
- A council member must abstain from the vote if they are a member of that group or have any conflicting interests

Contract:

These are needed when a FAC group is bringing in a speaker/movie(occasion)/performer/having outside catering company

- Talk to Advisor if unsure if necessary
- Must start 3-4 weeks prior to the anticipated event in order for the contract to be done in time
- It is important that the FAC Advisor is involved in the contract and overseeing it NOT JUST THE ORGANIZATION'S ADVISOR
- Process:
 - The FAC liaison sends the group the event info form (can also be found on the website)
 - The group liaison fills out the form and will either send it to the FAC liaison or directly to the Advisor
 - From there the Advisor will be in touch with the performer and group to take care of the rest
 - Generally the Advisor will complete the necessary FRFs
 - Advisor will inform the FAC liaison if anything more is needed

Hearings:

These are when organizations present their requests and proposals to the council

- What to look for in a good hearing:
 - Organization (the group comes prepared and is familiar with their application)
 - Specific Idea
 - How the groups has been to work with in the past
 - What is the merit? Will it impact students?
 - Uniqueness
 - Manpower/Can this plausibly get done?

Sanctioned:

Groups can be sanctioned if they don't spend half of their money or spend it in a way that doesn't follow bi-laws of council (like not publicizing or spending it on things they were not allotted for)

- If a group is sanctioned then they will not be able to apply for funding for the allotted time designated by the council.
- Groups will have a hearing before a sanctioning decision in order to be questioned and explain semester's actions
 - After the council will make the decision (by officer vote) whether or not to sanction a group
 - A group can be sanctioned for a minimum of 1 semester and a maximum of 2 years
- After being sanctioned the group has a chance to appeal to Student Senate if they desire
- Any questions should be directed at the Regulations Chair

Reallotment:

The transfer of a partial amount of a group's allotted funds from one category to another at the council's discretion

- if a group underspends on one category and could use that funding in one of the other categories according to FAC protocol then that money may be moved in accordance with the council's discretion
- To reallocate
 - Come to meeting prepared with the exact amount to be moved
 - In the "New Business" section of the meeting make a motion with a reasoning for why the move is necessary
 - The council will go through the voting process and in order for the motion to be approved it must receive 6/9 officer votes
- Once the reallocation is made FRFs can be filled out

Travel Forms:

All ICA teams must submit one travel form per participant per school year

- Each member of the traveling team must fill out one of these forms BEFORE they begin their traveling for the school year
- Forms are located on the website and can be dropped off in the FAC office
- The FAC liaison should then hole punch and put all forms in the travel form binder