**University of Florida Levin College of Law**

**Student Organization Funding Guide**

**2019-2020**

**SBA Funds**

SBA funds are managed by the University of Florida Levin College of Law.

Before these funds can be accessed, the organization **must** (1) exhaust or earmark all SG-Account **and** L-Account funds **first** and (2) the Student Bar Association Allocations Committee must preapprove any expenditure by the “Preapproval Process”.

To receive SBA funds, your organization needs to:

1. Be a recognized student organization by the SBA Student Organizations Council.

2. Submit an Organization Allocations Request (OAR) by 6:00pm the Tuesday before the Allocations Hearing that your organization wishes to present at.

* You can submit an OAR at law.ufl.edu/fundrequest by specifying that SBA funds will be used.

3. Attend the Allocations Hearing and present your request to the Allocations Committee.

* A schedule of Allocations Hearings can be found at <https://uflawsba.com/resources/funding/>

It is highly recommended that your organization present at an Allocations Hearing at least 10 business days before the event or date of expense.

**OAR Hearing Proceedings**

During Allocations Hearings, the following format will occur:

-The Allocations Committee Chairperson will call the meeting to order and announce the OARs before the Committee.

-The Allocations Committee will hear presentations from each organization with an OAR. Presentations shall have the following format:

- The presenting organization shall have seven (7) minutes to split between an introduction, presentation, and to reserve time for a closing statement.

- The Allocations Committee will then ask the presenting organization any questions it has on the OAR or presentation.

- If any time was reserved, the organization may make a closing statement.

-After the presentation concludes, the presenting organization shall be dismissed from the Allocations Hearing room.

-After the presenting organizations have all been dismissed, the Allocations Committee shall proceed to a closed deliberation conference, which will not be open to the student body. At the deliberation conference, the Allocations Committee will either:

 - Approve the OAR in whole for the amount requested.

 **-** Approve the OAR with conditions. This means that the OAR was approved only if conditions are met or the amount approved was less than the requested amount.

 - Deny the OAR. This means that the OAR was denied and no SBA funds can be used. If an OAR is denied, the Allocations Committee will release a written opinion explaining the decision.

All deliberation conferences shall have minutes recorded by the SBA Secretary. These minutes shall be made available to any requesting organization. The minutes will notreflect roll call voting records and all spoken deliberations will be anonymous. The SBA Allocations Committee shall keep all deliberations in confidence. To request deliberation conference minutes, please contact the SBA Treasurer.

The Allocations Committee shall render its decision on the same day of the Allocations Hearing. The Allocations Chairperson shall email the presenting organizations the decision with any further instructions within the next 48 hours after the deliberation conference.

Your organization can appeal the Allocations Committee decision to the Student Bar Association Representatives. The Representatives will vote on the OAR either affirming or denying the Allocations Committee decision.

**Pre-Approval Process Guidelines**

Any and all pre-approval decisions by the SBA Allocations Committee must conform to the following guidelines:

1. The SBA Allocations Committee SHALL NOT discriminate against any student organization and deny OARs for any of the following reasons:

- The student organization’s mission or cause

- The student organization’s members or officers

- The student organization’s faculty advisor

2. The SBA Allocations Committee candeny OARs for the following reasons:

- Incomplete, insufficient, false, or untimely OAR submission

- Misuse of previous allocated funds by SBA

- Not exhausting or earmarking all SG-Account and L-Account funds first unless they will be exhausted with the same expense

- Financially irresponsible or unreasonable expenses

- Expenses that do not have the capacity to benefit the UF Law student body or the College of Law (i.e. personal use items)

- Expenses that pose a danger to the UF Law community

- Lack of or low funds in the SBA Discretionary-Account

- If the requesting organization has a private bank-account that has available funds

- Lack of preparation, advertising, or organization for the event by the requesting organization

- Tangible promotional items

3. The SBA Allocations Committee shall fund expenses if:

(1) the organization exhausted all SG-Account and L-Account funds first

(2) the organization submitted a truthful, timely, and accurate OAR

(3) the expense is financially reasonable in respect to the event

(4) the requesting organization sufficiently prepared for the event by proper advertising and organization

(5) the expense has the capacity to genuinely benefit the UF Law student body

(6) the organization has sufficiently researched the costs by various quotes and chose an economical choice

(7) the expense is in one of the recognized categories in number 5.

5. The SBA Allocations Committee can generally fund the following categories:

Professional Event/Programming: anything for the professional or academic development of UF Law students. This category includes any food or supply expenses associated with the event or programming. Sufficient advertisement must be exhibited.

- Meeting Food: food that will be served at organization meetings. Meetings funded can be general body meetings and elections. E-board meetings will NOT be funded. All events serving food must be advertised and served buffet style. The amount should not exceed $3.50 per person; however, special consideration will be given to professional and networking events.

Social event: any event that aims at enriching the collegiality at the UF Law Community. Sufficient advertisement must be exhibited.

- Operational Expense: any supplies or an expense an organization might have for the organization.

- Other expenses: any expense that does not fit in the above categories. Travel conference registration is included in this category (lodging and transportation are not)

**SBA Funds: After Submitting an OAR**

Reimbursement:

If your request has been approved and you selected reimbursement as a payment option, please complete a Payment Request Form and submit the form to accountspayable@law.ufl.edu, along with all receipts. THIS MUST BE DONE WITHIN 30 DAYS OF THE EXPENSE. The University of Florida Levin College of Law will then send you a check. Expect a reimbursement within 30 days.

* Find the payment request form at <https://www.law.ufl.edu/_pdf/about/administration/Payment_Request_Form.pdf>

Submit an Invoice:Tender an invoice from the vendor, submit it to the University of Florida Levin College of Law Office of Student Affairs attached to your payment request, and the College’s business office will send payment directly to the vendor.

\* Tip: A quote or purchase order is NOTan Invoice! \*

Online Purchase**:** If you are using an online vendor, contact the Associate Dean for Students as she may be able to use a UF Purchasing Card, or another payment method. This applies to vendors who will accept online credit card payment; however, they must accept UF’s Tax Free code.