



THE FLORIDA STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

SGA PAC Funding Policies & Guidelines for RSOs 2017-2018

RSO Eligibility

To request funds from PAC, an organization must first:

- be **recognized** through Student Activities,
- have at least two eligible officers **complete the financial certification** exam through SGA Accounting, and
- have submitted **the SGA Statement of Understanding Authorized Signer Form** to SGA Accounting prior to submitting a request.

RSOs that received funds from SAP or any other A&S Funding board, committee, or line item in the annual budget (with the exception of PAC, RTAC or Senate Projects) **are ineligible** to receive funding from PAC the same fiscal year in which they receive other funding.

No RSO may be allocated funds from PAC **more than twice per fiscal year**. This rule can be waived by a 2/3 vote of PAC and a majority vote in Senate. Any amount requested by a single organization over \$2000 requires a 2/3 vote of the Committee, and a 2/3 vote of Senate.

RSOs can only request for funds that will be **used within 90 days**. A 2/3 vote of PAC can override this rule.

PAC Guidelines

- PAC will only fund in the **Expense, Food, Contractual Services and Other (Clothing & Awards)** categories. PAC may not allocate funds for OCO items.
- All events and activities paid for by SGA funds must be **publicly advertised and open to all students** via a flyer, social media, chalking, etc.
- Food funding requests must include a plan for advertising and an **estimated number of FSU students who will attend and consume the food**. PAC will not fund events that are likely to only have group or board members attend.
- RSOs may only request **t-shirts from PAC once per fiscal year**. Shirts must be used to promote the organization which is requesting them. PAC will **not allocate more than \$8 per shirt** (including all applicable screening and art fees). PAC will not purchase polo shirts.
- **All requests must be submitted at least 21 school days prior to the event**. A request submitted within 18 school days may be considered for funding at the discretion of the chair. Any request outside of this timeline **may not** be considered for funding.
- Requests must be **line item** in nature with a letter explaining need and an **explanation of the benefits to the student body** in general. Requests must be in line with SGA Student Statutes and the SGA Financial Manual guidelines.
- Only **completed requests submitted by noon on Fridays** will be forwarded and heard by PAC the following week.

Submitting a PAC Request

- All requests must be submitted online through the PAC online application by **noon, 12pm on Friday before the hearing, 21 school days prior to the event**.
- All submissions must have three **(3) supporting/competitive quotes** for each category which funds are being requested.
- RSOs must **submit additional material including quotes** (t-shirt costs, performer costs, reservation costs, equipment rental, facility rental, etc), a letter of explanation regarding need, breakdown of all costs, and justification of the benefit to the student body in general.

PAC Funding Process

- PAC applications that are complete from RSOs that are recognized, with proper financial certifications and the SGA Statement of Understanding Authorized Signer Form on file with SGA Accounting will **receive confirmation that the request has been forwarded to the PAC Chair on Friday afternoon**. Should materials be missing, it is possible that a request cannot be heard by PAC until the following week.
- The PAC Chair will email the RSO on Friday and **within 24-hours of the PAC Hearing** to invite requesting RSOs to the meeting. PAC meets on Mondays or Tuesdays during the Fall and Spring semesters.
- At least **one financially certified officer** for each requesting RSO must be present at the hearing. They should bring **8 printed copies of the entire request** and any pertinent additional information to the PAC Hearing.
- PAC will hear requests, ask detailed questions, ensure compliance with SGA Student Body Statutes, and **make a recommendation regarding funding via Senate Resolution**.
- The resolution will be presented at the **next Finance Committee meeting** and shall only be debated on if there are objections.
- Once passing the Finance Committee, the PAC Resolution will be forwarded to Senate, and placed on the Consent Calendar and online.
- Once on the Consent Calendar, the PAC resolution shall be **presented at the next Student Senate meeting** (Wednesday evening). Debate on the resolution will only be heard upon an objection to the resolution. In order for an amendment to pass in Finance Committee or Senate, there must be a 2/3 vote.
- A one-tenth (1/10) vote is required for an objection to be upheld. If a one-tenth (1/10) vote of Senate is not reached after an objection to the Consent Calendar, then the resolution shall pass as presented.

After the Senate Meeting

At the Senate meeting on Wednesday evening, a requesting RSO will know if they have received funds from SGA, and the correct amounts.

In order to receive and spend the funds from PAC, RSOs must complete a Purchase Request in Nole Central. **Failure to submit a Purchase Request in Nole Central within the week funds were allocated by Student Senate can result in no funding for an RSO.** RSOs are encouraged to review the SGA Financial Manual section regarding Purchase Requests to ensure they are in compliance with all SGA Policies and Procedures.

RSOs must electronically **submit their receipts within 10 days of spending funds** to ensure payments are processed and that RSOs can continue to request SGA funds. Receipts must be uploaded via the SGA Funding Evaluation Receipt Submission Qualtrics, sga.fsu.edu/receipts.

Summertime

Fund Distribution Committees **shall not meet during any summer semesters**. RSOs requesting funds to be used in May or June shall request before the end of the Spring term. RSOs requesting funds to be used after July 1, should go directly to Senate to ask for money out of Senate Projects.