



## THE FLORIDA STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

### SGA RTAC Funding Policies & Guidelines for RSOs 2017-2018

#### RSO Eligibility

To request funds from RTAC, 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.

Organizations 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 RTAC the same fiscal year in which they receive other funding.

No RSO shall travel **more than twice per fiscal year**. This can be waived by a 2/3 vote of RTAC or a majority vote of Senate. RSOs can receive **up to \$2,000 per fiscal year in order to travel**. This rule can be waived by a 2/3 vote of RTAC 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 RTAC can override this rule.

#### RTAC Guidelines

- RTAC will only fund in the **Travel/Expense** category. RTAC may not allocate funds for OCO items.
- All travel must be **publicly advertised and open to all students** via a flyer, social media, chalking, etc.
- **All requests must be submitted at least 30 school days prior to the travel date**. A request submitted within 27 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 along with 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 RTAC the following week.

#### Submitting a RTAC Request

- All requests must be submitted online through the RTAC online application by **noon, 12pm on Friday before the hearing, 30 school days** prior to travel.
- All submissions must have three **(3) supporting/competitive quotes** for each category which funds are being requested
- RSOs must **submit additional material including quotes** (airline ticket quotes, rental quotes, hotel quotes, etc.) a letter of explanation regarding the travel, a list of students traveling with explanations on when the students were individually selected, a breakdown of all costs, and justification of the benefit to the student body in general. *Travel which will solely benefit the individual traveling will not be permitted.*

### **RTAC Funding Process**

- RTAC 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 RTAC Chair on Friday afternoon**. Should materials be missing, it is possible that a request cannot be heard by RTAC until the following week.
- The RTAC Chair will email the RSO on Friday and **within 24-hours of the RTAC Hearing** to invite requesting RSOs to the meeting. RTAC 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 RTAC Hearing.
- RTAC 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 RTAC Resolution will be forwarded to Senate, and placed on the Consent Calendar and online.
- Once on the Consent Calendar, the RTAC 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 RTAC, RSOs must complete a Travel Request in Nole Central. **Failure to submit a Travel 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 on Travel to ensure they are in compliance with all SGA Policies and Procedures.

RSOs must electronically **submit their receipts within 10 days of returning from the trip** to ensure payments are processed, reimbursements will be received, and that RSOs can continue to request SGA funds. Receipts must be uploaded utilizing the SGA Funding Evaluation Receipt Submission Qualtrics, found online at [sga.fsu.edu/receipts](http://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, shall go directly to Senate to ask for money out of Senate Projects.