



THE UNIVERSITY OF
MISSISSIPPI

Student Activity Fee Fund Manual

**The Associated Student Body, Gertrude C. Ford Ole Miss
Student Union, & the Dean of Students**

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THE UNIVERSITY OF
MISSISSIPPI

UNIVERSITY OF MISSISSIPPI MISSION STATEMENT

The University of Mississippi's mission is to create, evaluate, share, and apply knowledge in a free, open, and inclusive environment of intellectual inquiry.

Building upon a distinguished foundation in the liberal arts, the state's oldest university serves the people of Mississippi and the world through a breadth of academic, research, and professional programs.

The University of Mississippi provides an academic experience that emphasizes critical thinking; encourages intellectual depth and creativity; challenges and inspires a diverse community of undergraduate, graduate, and professional students; provides enriching opportunities outside the classroom; supports lifelong learning; and develops a sense of global responsibility.



THE UNIVERSITY OF
MISSISSIPPI

UNIVERSITY OF MISSISSIPPI CORE VALUES

In pursuing its mission, The University of Mississippi:

1. Reaffirms its identity and purpose as fundamentally academic.
2. Nurtures excellence in teaching, learning, creativity and research.
3. Provides the best and most accessible undergraduate education in the state of Mississippi.
4. Offers high quality graduate and professional programs.
5. Protects academic freedom and cultivates individual integrity and academic honesty.
6. Promotes inclusiveness in its student body, faculty and staff.
7. Requires respect for all individuals and groups.
8. Fosters a civil community of shared governance and collaborative endeavors.
9. Practices good stewardship of its resources.
10. Devotes its knowledge and abilities to serve the state and the world.
11. Honors the dignity of all employees and compensates them fairly.



THE UNIVERSITY OF
MISSISSIPPI

THE UNIVERSITY OF MISSISSIPPI CREED

The University of Mississippi is a community of learning dedicated to nurturing excellence in intellectual inquiry and personal character in an open and diverse environment. As a voluntary member of this community:

I believe in respect for the dignity of each person

I believe in fairness and civility

I believe in personal and professional integrity

I believe in academic honesty

I believe in academic freedom

I believe in good stewardship of our resources

I pledge to uphold these values and encourage others to follow my example.

STUDENT AFFAIRS VISION STATEMENT

Student Affairs is a vital component in providing an environment in which University of Mississippi students can succeed. We are dedicated educators and passionate student advocates who provide extraordinary support services and learning opportunities. We believe in and model respect for all members of the University community. We are innovative and future-focused. Our fulfillment comes in helping students reach their full potential for the betterment of society and the world.



ASSOCIATED STUDENT BODY (ASB) MISSION STATEMENT

The mission of the Associated Student Body is to serve selflessly and to represent justly the student body, in accordance with The University of Mississippi's Creed by prioritizing students' interests and needs above personal ambition and prejudice. ASB is a student organization committed to our role of supporting each and every single student to be prepared for the next season of life by engaging student opinion about the nature of our university and campus and elevating the student voice to campus leadership. The Associated Student Body has three branches – executive, legislative, and judicial. These three branches together provide an advocacy resource for students on campus.

The purpose of this document is to outline the protocols and procedures for using the Student Activity Fee Fund.

STUDENT ACTIVITY FEE FUND PURPOSE

Student Activity Fee: The purpose for implementing a Student Activity Fee is to provide an independent source of funding in order to support registered student organizations in their mission to positively affect the student experience at the University of Mississippi through Student Organization Allocations, Diversity, Equity, and Inclusion Programming, and Large-Scale Programs.

ASB TREASURY DEPARTMENT

Allocation of the Student Activity Fee funds will be overseen by the ASB Treasury Department led by the ASB Treasurer. The Board will be composed of the ASB Treasurer, a comptroller, deputy comptrollers (the number of which is to be determined by the ASB Treasurer), and the ASB advisor(s).

The organization and duties of the ASB Treasury Department is outlined in the ASB Constitution, Title 1, Section 119 (Appendix 1).

ASB TREASURER

Allocation of the Student Activity Fee is overseen by the ASB Treasurer and their comptrollers (ASB Treasury Department).

Duties of the Treasurer

- To oversee the ASB Treasury Department operations.
- To prepare a proposed budget at the beginning of their term for the upcoming academic year.
- To prepare a complete budget statement at the end of their term.
- To review internal and external funding requests submitted by ASB and RSO leaders, respectively.
- To be responsible for issuing appropriate penalties for funding violations.
- To select comptrollers for the upcoming Fall, Spring, and Summer semesters.
- To train new department members.
- To lead the ASB Treasury meetings.
- To facilitate the flow of information between the ASB Treasury Department and the Dean of Students.

- To work with the ASB Executive Body to establish and manage an ASB UM Foundation Account.

Timeline for the Treasurer responsibilities

- **Immediately after the ASB elections:** Appoint a comptroller and deputy-comptrollers.
- **In the Spring and Summer semesters:** Communicate with the advisors in the Ole Miss Student Union and the Dean of Students to prepare for the upcoming academic year.
- **Anytime when necessary:** Train newly selected comptrollers.
- For announcements and budget reports, please see the Annual Timeline on page 15.

COMPTROLLERS

- The ASB Treasury Department operations are overseen by the Treasurer of the Associated Student Body.
- Each academic year, a comptroller and a number of deputy-comptrollers will be appointed by the ASB Treasurer. The number of deputy-comptrollers appointed is determined by the ASB Treasurer.
- Student Activity Fee Comptrollers will oversee all funding requests from Registered Student Organizations.
- Student Activity Fee Comptrollers must undergo training by the ASB Treasurer on Internal and Procurement procedures. They must also undergo a Diversity and Bias training from the Center for Inclusion and Cross-Cultural Engagement to be prepared to evaluate Diversity, Equity, and Inclusion requests.
- Each Student Activity Fee review meeting will be attended by ASB Treasurer, the comptroller, the deputy comptrollers of the Student Activity Fee, and an advisor.
- Each comptroller is responsible for carrying out an initial review of new funding requests in one or more categories listed below:
 - Open events
 - Closed events
 - Speaker fees
 - Professional development
 - Operational expenses
 - Promotional materials
 - Diversity, Equity, and Inclusion Programming

ASB TREASURY DEPARTMENT OPERATIONS

Responsibilities of the ASB Treasury Department Members

- To fairly and consistently apply the University of Mississippi's Procurement policies and regulations.
- To follow IHL guidelines set for the Student Activity Fee.
- To effectively communicate with RSO leaders who are submitting new funding requests as well as with other members of the ASB Treasury Department.
- To follow University of Mississippi Creed and display professional characteristics at all times.
- To make rational decisions concerning the funding requests without any bias towards race, sex, gender, religion, sexual preferences, ability, or personal relationships.
- To get familiar with the University of Mississippi's Procurement rules. The rules and regulations handbook can be found on the Procurement website (<http://procurement.olemiss.edu>).

Selection of the ASB Treasury Department Members

- ASB Treasurer is an elected officer.
- ASB Treasury Department Comptrollers will be selected each year in Spring semester for the upcoming Fall and Spring semesters.
- ASB Treasury Department Comptroller and Deputy Comptrollers will be selected each year in Spring semester for the upcoming Fall and Spring semesters.
- ASB Treasurer is responsible for selecting a comptroller immediately upon election.
- ASB Treasurer is responsible for advertising the positions available and for conducting the in-person interviews together with an advisor.
- Once selected, Deputy Comptrollers do not have to apply again during the ASB Treasurer's term.
- Comptroller selection process is as follows:
 - Open to any applicants.
 - No previous ASB experience is required.
 - Interview questions should be structured to gain a better understanding of the applicant's prior interactions with RSOs. Communication skills are to be a main point of emphasis, as comptrollers will interact frequently with executive members of RSOs throughout their respective terms.

Training of the ASB Treasury Department Members

- Training session for new members will be held before the upcoming semester starts.
- The following agenda items will be covered during the training:
 - The purpose of the ASB Treasury Department operations.

- Roles and responsibilities of members.
- Logistics (Where and when to meet).
- The purpose of the Student Activity Fee.
- Student Activity Fee rules and regulations.
- University of Mississippi Procurement rules and regulations.
- IHL rules and regulations in regards to the Student Activity Fee.
- Funding request process.
- Funding review process.
- Expectations from the ASB Treasury Department.
- Managing conflict with RSO leaders and within the board members.
- How to evaluate Diversity, Equity, and Inclusion requests fairly.

ASB Treasury Meetings

- The board meets during the Fall and Spring semesters on Monday between 12:00 PM and 1:00 PM. No meetings will be held during the final week, breaks, or intersessions.
- The board will not meet during the school breaks. RSOs may still submit funding requests during the break. Funding requests submitted during the breaks will be handled once the upcoming semester starts.
- If a student wants to reach the ASB Treasurer during the breaks, they may e-mail asbtreasury@go.olemiss.edu with their question or concern.
- Board members arrive promptly for each meeting.
- Board members are expected to stay in the meeting room at all times until the meeting ends.
- Board members are expected to meet at all times the high standards of professionalism, competence, and integrity as set by our University's Creed.
- An ASB advisor will attend the meetings.

Managing Conflict

- The ASB Treasury Department members are expected to act in a respectful and professional manner at all times.
- If a conflict arises during or outside the meetings and cannot be resolved by the members, they are advised to seek guidance from the advisors of ASB immediately.

STUDENT ACTIVITY FEE FUNDING

Student Activity Fee Funding for Registered Student Organizations will exist in three categories:

1. Student Organization Allocations: 65%
2. Diversity, Equity, and Inclusion programming: 15%
3. Large Scale programs: 20%

WHO CAN APPLY?

Student organizations must meet the following eligibility requirements to apply for funding from the Student Activity Fee fund:

- The student organization must have registered through the Ole Miss Student Union office.
- The registered student organization (RSO) must be active for a minimum of 30 calendar days prior to receiving funding.
- The RSOs must be in good fiscal and judicial standing with the University of Mississippi and ASB.
- The RSO must have attended the ASB Funding Orientation during the fall or spring semester.
 - Only the President or Treasurer can submit budget or payment requests.
 - Only the President or Treasurer can reserve, check out, and use the Procurement card.
- Request deadlines must be met in order to be eligible for review.

STUDENT ORGANIZATION ALLOCATIONS PROCESS

WHAT QUALIFIES FOR FUNDING?

(From the IHL document; Appendix 2)

- Closed Events
- Open Events
- Speaker Fees
- Operational Expenses
- Promotional Materials
- Professional Development

WHAT DOES NOT QUALIFY FOR FUNDING?

(From the IHL document; Appendix 2)

- The fee must strictly be supplemental and not the sole purpose of funds received.
- The fee should not become a replacement funding under any circumstances.
- These funds should not be used for:
 - Reimbursements
 - Items for faculty members. This includes items like t-shirts or gifts for faculty of the University of Mississippi
 - Decorations
 - Gifts and giveaways. This includes gift cards, prizes and item giveaways.
 - Events that require ticket purchases. If your event requires that people purchase tickets, ASB cannot fund your event unless you agree to the ASB Profit Agreement that states any funds you receive from ASB must be paid back in full from the money you collect from admission. It is best to not charge admission and accept donations for a cause
 - Fundraisers
 - Salary. This is different from a speaker fee. This includes salaries for individuals inside and outside of your organization
 - Facilities. This includes spaces not owned by the University
 - Animals. ASB will not provide funding for the purchase of or medical care of any animals
 - Events that occur during university breaks
 - Flowers. ASB will not fund real or imitation flowers
 - Items not permitted on campus. These include but are not limited to: Alcohol, drugs, tobacco, weapons, firearms, and any paraphernalia related to these items and bartending services.

SUBMITTING A FUNDING REQUEST

Applications will be submitted through Forum as detailed below:

1. Go to The Forum homepage and sign in with your MyOleMiss username and password. (olemiss.campuslabs/engage)
2. Scroll down on the homepage to find your list of organization memberships and select the organization you wish to request funding for.
3. On your organization homepage, select the manage organization tab.
4. Select the three lines in the left-hand corner of the screen. Scroll down the drop-down menu and select the Finance tab. Only those labeled as either the President or Treasurer of the organization will have access to the Finance tab.
5. In the right-hand corner of the screen, select the button that states Create a New Request and select Create New Budget Request.
6. Select which Funding Request you would like to apply for.
7. Answer all questions on the Funding Request thoroughly to the best of your ability.
8. Email all additional documentation to asbtreasury@go.olemiss.edu. This could include but is not limited to: promotional materials for events, lists of students attending events, list of students receiving items, proofs of prices, or event registration details.
9. When you are finished, you can submit the funding request.

STUDENT ORGANIZATION ALLOCATIONS LIMITS

- \$6,000 per semester/organization is available.
- Funding is first come, first served.
- All allocations must follow University of Mississippi and State of Mississippi Procurement guidelines.
- Funding for events must comply with the University of Mississippi's Creed and support events, programs, and services that respect all students:

The University of Mississippi is a community of learning dedicated to nurturing excellence in intellectual inquiry and personal character in an open and diverse environment. As a voluntary member of this community:

I believe in respect for the dignity of each person

I believe in fairness and civility

I believe in personal and professional integrity

I believe in academic honesty

I believe in academic freedom

I believe in good stewardship of our resources

I pledge to uphold these values and encourage others to follow my example.

- Interpretation of the UM Creed is up to the discretion of the ASB Treasury Department and the team of comptrollers.

DIVERSITY, EQUITY, AND INCLUSION PROGRAMMING PROCESS

WHAT QUALIFIES FOR FUNDING?

Purpose of this source of funding is to inspire Registered Student Organizations to foster diversity on campus and in their own organization.

Open events, closed events, speaker fees, or promotional development requests with a focus on Diversity, Equity, and Inclusion efforts.

WHAT DOES NOT QUALIFY FOR FUNDING?

(From the IHL document; Appendix 2)

- The fee must strictly be supplemental and not the sole purpose of funds received.
- The fee should not become a replacement funding under any circumstances.
- These funds should not be used for:
 - Reimbursements
 - Items for faculty members. This includes items like t-shirts or gifts for faculty of the University of Mississippi
 - Decorations
 - Gifts and giveaways. This includes gift cards, prizes and item giveaways.
 - Events that require ticket purchases. If your event requires that people purchase tickets, ASB cannot fund your event unless you agree to the ASB Profit Agreement that states any funds you receive from ASB must be paid back in full from the money you collect from admission. It is best to not charge admission and accept donations for a cause
 - Fundraisers
 - Salary. This is different from a speaker fee. This includes salaries for individuals inside and outside of your organization
 - Facilities. This includes spaces not owned by the University
 - Animals. ASB will not provide funding for the purchase of or medical care of any animals
 - Events that occur during university breaks
 - Flowers. ASB will not fund real or imitation flowers
 - Items not permitted on campus. These include but are not limited to: Alcohol, drugs, tobacco, weapons, firearms, and any paraphernalia related to these items and bartending services.

SUBMITTING A FUNDING REQUEST

Applications will be submitted through Forum as detailed below:

1. Organizations will fill out the Funding Request on the ForUM and follow all the necessary requirements just like a Student Organization Allocations request.
2. At the end of each request portal, there will be an optional box to be checked saying “Does this event qualify for Diversity, Equity, and Inclusion Programming?”
3. If an organization selects this option, they will be taken to an additional page to detail why and how their request serves as a beneficial source of diversity, equity, and inclusion programming for all of campus or the individual organization.

Funding Requests will be reviewed with Student Organization Allocation requests weekly during the fall, spring, and summer semesters.

If an organization applies for this funding but it is deemed it does not fall under Diversity, Equity, and Inclusion programming, they will be able to have the request considered to receive funding from the corresponding Student Organization Allocations category.

DIVERSITY, EQUITY, AND INCLUSION PROGRAMMING LIMITS

- \$2,000 per semester
- Funding is first come, first served.
- All allocations must follow University of Mississippi and State of Mississippi Procurement guidelines.
- Funding for events must comply with the University of Mississippi’s Creed and support events, programs, and services that respect all students:

The University of Mississippi is a community of learning dedicated to nurturing excellence in intellectual inquiry and personal character in an open and diverse environment. As a voluntary member of this community:

I believe in respect for the dignity of each person

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I pledge to uphold these values and encourage others to follow my example.

- Interpretation of the UM Creed is up to the discretion of the ASB Treasury Department and the team of comptrollers.

LARGE SCALE PROGRAMS PROCESS

WHAT QUALIFIES FOR FUNDING?

Large projects or programming open to all students at the University of Mississippi put on by at least two organizations in different categories.

WHAT DOES NOT QUALIFY FOR FUNDING?

(From the IHL document; Appendix 2)

- The fee should not become a replacement funding under any circumstances.
- These funds should not be used for:
 - Reimbursements
 - Items for faculty members. This includes items like t-shirts or gifts for faculty of the University of Mississippi
 - Decorations
 - Gifts and giveaways. This includes gift cards, prizes and item giveaways.
 - Events that require ticket purchases. If your event requires that people purchase tickets, ASB cannot fund your event unless you agree to the ASB Profit Agreement that states any funds you receive from ASB must be paid back in full from the money you collect from admission. It is best to not charge admission and accept donations for a cause
 - Fundraisers
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SUBMITTING A FUNDING REQUEST

Registered student organizations will have the first four weeks of the semester to plan a proposal for a large-scale project for campus.

These proposals will be reviewed by the ASB Treasury Department and funding allocated based on need, success of the project, and impact on campus

This process will be similar to a grant competition for Registered Student Organizations.

1. RSOs will submit a funding request through the ForUM
 - a. Only one of the collaborating RSOs needs to fill out the request
 - b. Requests for this category of SAF funding are due on February 18th

2. Requests will be reviewed the following week by the SAF Comptrollers, ASB Treasury Graduate Assistant, and ASB Advisor.
3. Organizations will promptly be informed if their request was approved and what amount they were approved for.
4. After approval, the RSO will acquire and send all final documentation to the ASB Treasury Department before funding will be released.

ASB TREASURY REQUEST PROCESS

EVALUATING A FUNDING REQUEST

The ASB Treasury strives to maintain transparency in the funding allocation process. The procedure is as follows:

- Each comptroller will be responsible for one or more type of funding requests assigned to them by the ASB Treasurer:
 - a. Open events
 - b. Closed events
 - c. Speaker Fees
 - d. Professional development
 - e. Operational expenses
 - f. Promotional materials
- Comptrollers will fill out the rubric for each funding request in their assigned categories.
- Comptrollers will be responsible for contacting the RSO leaders if documents uploaded with the funding request are not sufficient.
- To be approved for funding the RSOs should submit all related documents together with their application. If documents have not been submitted, then the comptrollers and the Treasurer will kindly ask the RSO leaders to submit them. Specific list of documents based on the charge type and/or event is as follows:
 - a. Open events
 - i. Event flyer or invitation
 - ii. Flyers should have the SAF logo.
 - iii. Event registration if necessary
 - iv. Proof of price for all items
 - b. Closed events
 - i. List of students attending with their name, email address, and student ID number
 - ii. Event registration if necessary
 - iii. Proof of price for all items
 - c. Speaker fees
 - i. Event registration if necessary
 - ii. Event flyer if Open

ANNUAL TIMELINE FOR ASB TREASURY OPERATIONS

	Task	Dates
FALL	Notification of the 1 st day on which the funding will be available to be sent out ¹	Monday before school starts (one week before)
	1 st notification of ASB Funding Orientation date to be sent out	Monday before school starts (one week before)
	2 nd notification of ASB Funding Orientation date to be sent out	Monday when school starts
	Law School ASB Funding Orientation	First week of semester
	ASB Funding Orientations (fall)	First week of semester
	The 1 st day on which the funding will be available in Fall (First ASB Treasury meeting)	First Tuesday of semester
	E-mail announcement to be sent out to RSOs about the last day to submit funding requests in the fall and during the winter break	End of October
	Last day to submit funding requests during the fall semester	Friday before the last Treasury meeting before fall Break
	Last Treasury Meeting (fall)	Two weeks before the finals week
	Submit the annual report to the Senate	Last formal Senate meeting of the fall semester
ASB Funding committee will not meet these days	Fall Break, The week after the Fall Break, and Finals Week	

	Task	Dates
SPRING	1 st notification of ASB Funding Orientation date to be sent out	Monday before school starts (one week before)
	2 nd notification of ASB Funding Orientation date to be sent out	Monday when school starts
	ASB Funding Orientations (spring)	First week of semester
	The 1 st day on which the funding will be available in Spring (First ASB Treasury meeting)	First Tuesday of semester
	E-mail announcement to be sent out to RSOs about the last day to submit funding requests in spring and during the summer break**	First week of April
	Last day to submit funding requests for spring	Friday before the last Treasury meeting of the semester

	Last Treasury Meeting (spring)	Two weeks before the finals week
	Submit the annual report to the Senate	Last formal Senate meeting of the Spring semester
	ASB Funding committee will not meet these days	Spring Break and Finals Week

* These dates must be updated by the newly elected treasurer for each academic year.

** In this announcement, make sure you specifically mention funding requests for the Summer and the first week of Fall. Since the first Treasury meeting in Fall will be held on the second week of school, RSOs that want to have an event on the first week should secure their funding before the end of preceding Spring semester.

ADDITIONAL RULES

- Requests for funding should be submitted a minimum of 15 business days in advance of the organization needing access to funds.
- Retroactive funding requests will not be processed.
- The purchase of equipment that require property control will only be approved if RSO's department takes the responsibility in writing to inventory the property and to have a system in place to check items in and out.
- Items that require some kind of audit process year to year will not be approved.
- Approvals by ASB are not confirmed until they are reviewed by the Ole Miss Student Union office to make sure they meet the guidelines of the university's accounting policies and guidelines.
- Processing of payments can take several days, and the Ole Miss Student Union office handles multiple accounts and multiple purchases/payments, so necessary time needs to be given to the office. The quicker we get the required documents, the quicker we can process it.
- If RSOs owe any money to ASB, they will have 15 business days to bring the check. If they do not bring the check in a timely manner, a hold will be put on their account and they will not be allowed to submit new funding requests until amount owed is paid.
- Profit policy can be found in Appendix 7.

APPENDIX 1: SECTION IN THE ASB CONSTITUTION ON TREASURY DEPARTMENT

Section 120. Department of the Treasury.

- A) The Executive Branch shall include a Department of the Treasury, which shall be the responsibility of the ASB Treasurer.
- B) The Department of Treasurer shall consist of the ASB Treasurer, the ASB Comptroller, and any Deputy ASB Comptrollers appointed by the ASB Treasurer.
- C) Duties of the ASB Treasurer:
 - (1) The ASB Treasurer shall be required to prepare a complete statement balance of the previous year's expenditures to be presented with the proposed budget, and furthermore, shall be required to serve as an ex-officio member of any ASB committee whose function entails the receipt or disbursement of ASB funds.
 - 2) The ASB Treasurer shall make a report each semester on the standing of funds at the time of the submission of the budget before the Campus Senate.
 - 3) The ASB Treasurer shall be in charge of preparing the ASB internal budget and the allocation of funding to student organizations.
 - 4) The ASB Treasurer shall be responsible for issuing appropriate penalties for funding violations.
 - 5) The ASB Treasurer is responsible for oversight of all fees allocated to ASB for operations and management.
 - 6) The ASB Treasurer will work with the ASB Executive Body to establish and manage an ASB UM Foundation Account.
- D) The Department of the Treasury shall include one (1) ASB Comptroller, who shall be appointed by the ASB Treasurer with the advice and consent of a majority of the Campus Senate. The ASB Comptroller shall be responsible for:
 - (1) The ASB Comptroller shall create and maintain a balance of the expenditures and income of each both internal and non-ASB organizations requesting ASB funding.
 - (2) The ASB Treasury Department will make the balance available to the ASB Campus Senate upon request in order to make the funding process transparent.
 - (3) The ASB Comptroller shall coordinate efforts for the ASB Treasury Department to assist student organizations with budgeting and finance questions.
 - (4) The ASB Comptroller must complete at least one office hour per week.

- A) The Department of the Treasury shall also include any Deputy ASB Comptrollers as needed by the ASB Treasurer, who shall be appointed by the ASB Treasurer with the advice and consent of a majority of the Campus Senate. The Deputy ASB Comptroller shall assist the ASB Treasurer and ASB Comptroller in performing their duties. The Deputy Comptrollers will also each complete at least one office hour per week.

- B) The fiscal year of the ASB shall commence on July 1 and end on June 30 of the following year. Budget appropriations shall be approved for a fiscal year beginning on July 1 and ending on June 30 and shall be submitted to the Senate following the University's budgetary allocations and before the Senate adjourns sine die in April.

APPENDIX 2: INSTITUTIONS OF HIGHER LEARNING (IHL) BOARD GUIDELINES

Objective

Student Activity Fee: The purpose for implementing a Student Activity Fee is to provide an independent source of funding in order to support registered student organizations in their mission to positively affect student experience at the University of Mississippi through Student Organization Allocations, Diversity, Equity, and Inclusion Programming, and Large Scale Programs.

Planned Use of Supplement Funding from Fee

The Student Activity Fee will be allocated towards three different categories of funding for student organizations:

- **Student Organization Allocations:** SAF funding for student organizations in this category will be allocated to student organizations to support their programming and needs through:
 - Organization Open Events: events put on by the organization that are open for all students at the University of Mississippi to attend. These events engage and open access to all students.
 - Organization Focused Events: events put on by the organization that are only open to members of that organization.
 - Speaker Fees: external guests invited to educate, inform, or engage student organization members through an open or closed event.
 - Operational Expenses: items needed for the organization to function and best fulfill their mission.
 - Promotional Materials: any items that are needed by the organization to promote their organization such as apparel or marketing expenses.
 - Professional Development: conference fees, travel expenses, and lodging expenses for conferences that promote academic or professional development of student organization members.
- **Diversity, Equity, and Inclusion Programming:** SAF funding for student organizations in this category will go towards events, workshops, conferences, or any programming that supports diversity, equity, and inclusion within the student organization or on the University of Mississippi campus as a whole. This will be a source of funding that supports organizations developing creative and engaging opportunities to increase understanding and acceptance of diversity issues.
- **Large scale programming:** SAF funding for student organizations in this category will go towards leadership programs for student development, late night programs that provide

structured involvement opportunities, and engaging campus programs open to all students. This will promote collaboration among organizations to bring meaningful programming to the University of Mississippi campus.

Regulations of the Fee

- Viewpoint neutral criteria for evaluating funding proposals should only consider factors that are NOT tied to viewpoint such as fiscal responsibility, relevance to mission, and level of services provided.
- In order to ensure that the funding is used to its fullest potential, the funds incurred from the Student Activity Fee must strictly be supplemental and not the sole purpose of funds received. The fee should not become a replacement funding under any circumstance.
- The funds from the Student Activity Fees will be allocated to various student organizations and programs to further support the efforts and passions of our diverse student body. For example, at the University of Mississippi, we will be able to help support over 300 different student organizations that will apply for appropriations from these funds.
- Students will not be charged the fee during the summer semester.
- This fee will be embedded into tuition for the Spring and Fall Semesters.
- All funding is subject to guidelines from the University of Mississippi and State of Mississippi Procurement services.

Current Impacts of the Student Activity Fee

- Provide funding for student organizations to increase membership and allow for a greater percent of the student body to become involved. Statistics show that increased student involvement often leads to increased success, both academically and personally.
- Increasing involvement should also lead to increased student retention rate at the university. By giving students more opportunities to become involved, students will have more means to build communities on campus, and by finding a niche within a larger university setting, students are more likely to be satisfied and stay at the university.
- Creating new events can lead to increased involvement from the immediate surrounding area and state. By involving more families in university functions, it aids to the recruitment of Mississippi youth and encourages them to stay in state for college, making us competitive to four-year colleges outside of the state.
- Increased funding allows the University to increase leadership opportunities within programming and student government boards. This in turn helps to increase planning and programming opportunities for students, as well as help generate more future leaders to become distinguished alumni.

- An increase in funding can also help provide students with hands-on opportunities to learn leadership, teamwork, communication skills, as well as build a sense of community through bringing in speakers or funding organizational trips and events.
- An increase in funding could benefit students by providing more opportunities for community service. Student organizations are dedicated to giving back by enhancing the environment, tutoring their peers, arranging partnerships with local non-profits for fundraising events, and many more.
- Lastly, a universal benefit from funding more student organizations is to create a strong forum for the exchange of information, ideas, and to promote the discussion and debate of religion, values, etc.

Potential New Impacts of the Student Activity Fee

- Better support the specific needs of student organizations at the University of Mississippi as they strive to create engaging programming for students. Greater specification and definition of the Student Activity Fee will allow for greater transparency and accessibility of information.
- Give student organizations the power to positively affect the student experience outside of the classroom. Student organizations have the unique ability to supplement, assist, and influence a student's collegiate experience. After classes, students go to organization meetings, organization events, or experience organization programming. The Student Activity Fee changes will better help organizations provide more positive experiences for students by providing enriching experiences outside of the classroom.
- Further the impact of the Student Activity Fee on registered student organizations.
- Inspire organizations to include Diversity, Equity, and Inclusion programming such as events, speakers, conferences, or training. By Creating a specific source of funding for diversity, equity, and inclusion efforts, changes to the SAF will inspire organizations to provide creative, innovative, and engaging programming that emphasizes celebrating and supporting diversity on the University of Mississippi campus or in their organization.
- Create opportunities through large-scale programming funding for student organizations to collaborate on large projects that will be open for the entire University of Mississippi community to experience. These large-scale programs will foster a sense of campus identity and collaboration among RSOs.

APPENDIX 3: E-MAIL TEMPLATES

E-MAIL INSTRUCTIONS

1. Use the appropriate template for each e-mail to sent out by the ASB Treasury Department.
2. Use the student organization's name in the subject line.
Example: Funding for _____
3. Address the contact person within the student organization at the beginning of the e-mail.

FUNDING APPROVAL NOTIFICATION

Dear (Name goes here),

After reviewing your funding request, the ASB Treasury Department has decided to fund your request in the amount of _____. This will cover _____. (We cannot fund _____)
Please contact ASB Treasurer _____ (asbtreasury@go.olemiss.edu) to set up a purchasing plan **within the next 5 business days**. A failure to contact the Associated Student Body within the next 5 business days could result in denial of funds. Please keep in mind that funding process can take longer time than anticipated, and it is better to set up the purchasing plan sooner than later. Please allow 24-48 hours for a response from Gianna, as we process numerous purchasing plans weekly.

***Note: Please email a list of attendees (including name, student ID number, and email) that attended your event to asbtreasury@go.olemiss.edu once your event has occurred.**

If you have any questions, please do not hesitate to contact the ASB Treasurer at asbtreasury@go.olemiss.edu.

Thank you,
ASB Treasury Department

Please keep in mind funds approved by the Associated Student Body Treasury Department are subject to policies and guidelines set forth by the University of Mississippi Accounting Department and IHL board. University Procurement and the Office of Accounting handles all disbursements of University funds. University response, completion of payment, and issuance of check could take up to 2-3 weeks. The Associated Student Body expects students to make other financial arrangements when outreach to make arrangements is not timely, which could involve paying for a service, working with a vendor on a payment plan, or other means.

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The Associated Student Body

The University of Mississippi

Union J301

asbtreasury@go.olemiss.edu | [ASB Website](#)

FUNDING REJECTION NOTIFICATION

Dear (Recipient's name goes here),

Thank you for reaching out to ASB for funding. After reviewing your request, the ASB Treasury Department has decided that it cannot fund your request because _____(Insert reason here).

If you have questions related to my response, please don't hesitate to contact us. Please contact ASB Treasurer _____ at asbtreasury@go.olemiss.edu if you would like to further discuss the funding policies. You also can appeal your request to the Associated Body Judicial Council if you choose.

If you have any feedback about the process of acquiring funding, please let us know!

Thank you,
ASB Treasury Department

Please keep in mind funds approved by the Associated Student Body Treasury Department are subject to policies and guidelines set forth by the University of Mississippi Accounting Department and IHL board. University Procurement and the Office of Accounting handles all disbursements of University funds. University response, completion of payment, and issuance of check could take up to 2-3 weeks. The Associated Student Body expects students to make other financial arrangements when outreach to make arrangements is not timely, which could involve paying for a service, working with a vendor on a payment plan, or other means.

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The Associated Student Body

The University of Mississippi

Union 301J

asbtreasury@go.olemiss.edu | [ASB Website](#)

REQUEST FOR A MEETING

Dear (Name goes here),

After reviewing your requests, the ASB Treasury Department would like to request a meeting with you to discuss your funding requests and budget outlook for the semester. At this meeting, we will gain a better understanding of how our organizations can work together to help you reach your goal.

Please respond with the top three times you all can meet with us, and we will try and accommodate your circumstances. Should you have any questions or concerns before our meeting, please contact ASB Treasurer _____ (asbtreasury@go.olemiss.edu) for assistance.

Thank you in advance for your cooperation and help in our effort to ensure your event is appropriately funded. We look forward to meeting you soon.

Thank you,
ASB Treasury Department

Please keep in mind funds approved by the Associated Student Body Treasury Department are subject to policies and guidelines set forth by the University of Mississippi Accounting Department and IHL board. University Procurement and the Office of Accounting handles all disbursements of University funds. University response, completion of payment, and issuance of check could take up to 2-3 weeks.

The Associated Student Body expects students to make other financial arrangements when outreach to make arrangements is not timely, which could involve paying for a service, working with a vendor on a payment plan, or other means.

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The Associated Student Body

The University of Mississippi

Union 301J

asbtreasury@go.olemiss.edu | [ASB Website](#)

REQUEST FOR INFORMATION

Dear (Name goes here),

While your request has not been approved yet, we would like to help support your event. The ASB Treasury Department would like to request further information. Please answer the following questions:

If you have any questions or would like to make an appointment to further discuss the issues and potential ways to resolve it, please do not hesitate to contact me at asbtreasury@go.olemiss.edu.

Thank you,
ASB Treasury Department

Please keep in mind funds approved by the Associated Student Body Treasury Department are subject to policies and guidelines set forth by the University of Mississippi Accounting Department and IHL board. University Procurement and the Office of Accounting handles all disbursements of University funds. University response, completion of payment, and issuance of check could take up to 2-3 weeks. The Associated Student Body expects students to make other financial arrangements when outreach to make arrangements is not timely, which could involve paying for a service, working with a vendor on a payment plan, or other means.

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The Associated Student Body

The University of Mississippi

Union 301J

asbtreasury@go.olemiss.edu | [ASB Website](#)

REQUEST FOR FURTHER DOCUMENTATION

Dear (Name goes here),

Thank you for reaching out to ASB for funding. While your request has not been approved yet, we would like to help support your event. The ASB Treasury Department would like to request further documentation. Please submit _____ to receive a further review.

If you have any questions or would like to make an appointment to further discuss the issues and potential ways to resolve it, please do not hesitate to contact me at asbtreasury@go.olemiss.edu.

Thank you,
ASB Treasury Department

Please keep in mind funds approved by the Associated Student Body Treasury Department are subject to policies and guidelines set forth by the University of Mississippi Accounting Department and IHL board. University Procurement and the Office of Accounting handles all disbursements of University funds. University response, completion of payment, and issuance of check could take up to 2-3 weeks. The Associated Student Body expects students to make other financial arrangements when outreach to make arrangements is not timely, which could involve paying for a service, working with a vendor on a payment plan, or other means.

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The Associated Student Body

The University of Mississippi
Union 301J
asbtreasury@go.olemiss.edu | [ASB Website](#)

APPENDIX 4: PROFIT FORM

Associated Student Body Treasury Department

(insert date here)

The purpose of the Student Activity Fee is to provide an independent source of funding for student organizations to support the divergent student interests on campus. The Student Activity Fee will serve as a source of supplemental funds in order to maintain a level of funding for student-oriented services which is comparable to other public universities in the United States. This fee allows Mississippi public universities to join the organizations and services through secured funding.

I understand that in the event that any initiative, program, or event organized by an RSO and funded through use of the Student Activities Fee that earns a profit, must report said profit to the Associated Student Body Treasury Department and the Gertrude C. Ford Ole Miss Student Union office. In addition to reporting the profits of any initiative, program, or event, an RSO must also return all amounts received for funding through the Student Activities Fee to the Gertrude C. Ford Ole Miss Student Union office. In the event that returning of funding results in the RSO occurring a net loss for the event, all amounts must still be returned in full.

I also understand that funds approved by the Associated Student Body Treasury Department are subject to additional policies and guidelines set forth by the University of Mississippi Accounting Department and IHL board. Approved applications are submitted to the Gertrude C. Ford Ole Miss Student Union office to ensure that purchases meet these guidelines.

Registered Student Organization: _____

President: _____

Treasurer: _____

Event Date: _____

Reporting Date: _____