

Title V for Dummies

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Contents

1 Funding Philosophy	1
1.1 Futility of the written law	1
1.2 Ownership	1
1.2.1 Funds	1
1.2.2 Goods/Services	1
1.2.3 Sharing	1
1.3 The Fiscal Year	2
1.4 Allocations	2
1.4.1 Eligibility	2
1.4.2 Funding Criteria	2
1.4.3 The Forbidden Fruit	3
1.4.4 Post-factum	3
1.4.5 Arbitrary decisions	3
2 The Funding Process	5
2.1 Annual Budget	5
2.1.1 Briefing	5
2.1.2 Application	5
2.1.3 Review	5
2.2 Subsequent Appropriations	6
2.3 Summer Appropriations	6
3 Funding Guidelines	7
3.1 Unlikely Appropriations	7
3.1.1 Conferences/Workshops/Competitions	7
3.1.2 Membership Dues	7
3.1.3 Food/Drinks	8
3.1.4 Prizes/Giveaways	8
3.1.5 Computers/Software	8
3.1.6 Lobbying/Electioneering	9
3.1.7 Advertisements	9
3.1.8 Stockpiling	9
3.1.9 Postage	9
3.1.10 Printing supplies	9

3.1.11	Miscellaneous	10
3.2	Common Appropriations	10
3.2.1	Speakers	10
3.2.2	Flyers/Brochures	10
3.2.3	Printing	10
3.2.4	Supplies	11
3.2.5	Loans	11
3.2.6	Plays/Dances	11
4	Expenditure of Funds	12
4.1	Where's The Money?	12
4.1.1	Veto	12
4.1.2	Safeguard	12
4.2	Withdrawals	13
4.2.1	Contact	13
4.3	Categorization	13
4.3.1	Transfers	13
4.4	Generated Funds, a.k.a. Profit	14
4.5	Spending Limits	14
4.6	Where did the money go?	15
5	Authority and Penalties	16
5.1	Appeals	16
5.2	Double Jeopardy	16
5.3	Overdraft	16
A	Frequent Inquiries	17
[A]	How to become a certified treasurer?	17
(a)	What is the format of the treasurer's test?	17
(b)	How long does certification last?	17
[B]	We don't have a certified treasurer, yet, can we still submit a request?	17
[C]	I was a certified treasurer last year, am I still certified?	18
[D]	How to become a recognized student organization?	18
[E]	Is the decision of the Finance Committee final?	18
B	Sample Requests	19
[A]	Poorly-written request	19
[B]	Well-written request	19
C	Acronyms	21

Chapter 1

Funding Philosophy

1.1 Futility of the written law

Ever since Moses, people decided *not* to carve laws in stone. Come time the law turns unnecessary its removal from the city mountain is rather problematic. UNC Student Government went a bit further: not only do we write the laws on paper, Treasury Laws (i.e. money-handling rules), can be overridden, if necessary, by the Finance Committee (FC) and the Student Congress (SC) without having to be rewritten. Which means that FC and SC can, in principle, legitimately approve of any given expenditure. *Section 202.*

1.2 Ownership

1.2.1 Funds

Even though a Student Organization may receive Student Government funds, those funds always remain under the control of the Student Body Treasurer.

1.2.2 Goods/Services

Anything purchased with Student Government (SG) funds becomes the property of the Student Government, *not* the organization which was allocated the funds for the purchase. If said goods are damaged beyond their intended function, they must be replaced by the responsible party. Translation: **you break it – you bought it.** Furthermore, personal (unrelated to student organization) use of the purchased goods/services is strictly forbidden. *Sections 205, 1002.*

1.2.3 Sharing

Because the money used in acquisitions is contributed by the students, Student Organization (SO) requesting the funds is asked to make every reasonable ef-

fort to ensure the availability of purchased goods to the student body. Strictly speaking, every pencil purchased with SG funds is the property of the student body. In reality: no, no one is going ask to borrow the pencil. On the other hand, a digital camera is a different beast; a SO would have to work out a fair sharing policy for that one.

1.3 The Fiscal Year

July 1, XXXX to June 30, XXXX+1. *Section 203.*

1.4 Allocations

1.4.1 Eligibility

To be eligible for Student Government (SG) funds, a student organization must be officially recognized by UNC Chapel Hill and have a certified treasurer. These requirements **must** be met in order to appear before the Finance Committee; request will be denied otherwise. *Section 403.*

Official Recognition

Instructions on becoming a recognized student organization (SO) can be found on Carolina Union website (<http://carolinaunion.unc.edu/>). If you have any questions, address them to Assistant Director for Student Activities Mr. Jon Curtis (jon@email.unc.edu).

Treasurer Certification

A treasurer is certified for a given fiscal year after (s)he has passed the Treasurer's Test administered by the Student Body Treasurer (SBT). Details can be found on Finance Committee website (<http://congress.unc.edu/finance>).

1.4.2 Funding Criteria

So how exactly do we decide which events are worthy of funding? We use the following formula

$$W = \frac{s}{r^2 (1 + [m - e]^2) (n + 1)}, \quad (1.1)$$

where W is the *worthiness factor*, s is the number of students potentially affected by the event, m is the mission statement of the organization, e is the purpose of the event, n is the number of organizations on campus doing the same thing, and r is the distance, in meters, from the tip of the Bell Tower; the tip, not the base... No, not really. Although the formula above is not at all how we

determine who gets the money and who doesn't, it summarizes the main criteria: **on-campus events benefiting many students in line with organization's mission statement which are not replicated by other organizations** are our favorites. The more a given event deviates from this ideal the less likely it is to be funded. Off-campus events are frowned upon and rarely receive any funding at all; such funding requires a 2/3 vote of the Student Congress. *Sections 301, 302.*

1.4.3 The Forbidden Fruit

Absolutely no Student Government Funds will be appropriated for [the purchase of] the following:

1. alcohol, tobacco, & firearms (ammunition OK);
2. lobbying, electioneering;
3. food for consumption;
4. parties, balls, etc.
5. donations;
6. individual gain;
7. payments to ex-employee.

Firearms can be rented/leased. Individual gain is an expenditure that results in tangible, often material, gain for a student. Tangibility of the gain is determined by the Finance Committee (FC) and the Student Congress. Keep in mind Section 1.1 of this document. *Section 706.*

1.4.4 Post-factum

Official term for this phenomenon is *Retroactive Appropriations*. That is, the group asks the Congress to fund an expenditure, which (by the time bill hits the Congress floor) took place in the past. FC and SC frown upon retroactive requests and approve them only under extenuating circumstances. Retroactive request must be approved by 2/3 of SC (as opposed to simple majority required for most other appropriations). *Section 609.*

1.4.5 Arbitrary decisions

The Student Code, Title V, and the established precedent-based philosophy of funding can only carry us (FC & SC) so far, because the amount of money we have is limited, but the amount of student organizations is not. Put plainly: **we don't have enough money for everybody**. After all said and done, FC is *always* faced with shortage of funds. There will come time when we say "this is

a great event, we really wish we could pay for it but, we simply don't have the money." If this happens to your group, and probably will... please don't hate us :-)

Chapter 2

The Funding Process

Three allocation processes are in place. In descending order, the amount of money available to each process decreases exponentially. *Section 204.*

2.1 Annual Budget

80% of Student Government (SG) funds, + reversions from previous year, is distributed at the Annual Budget. For the 2007-2008 fiscal year that amount was \$380K. Entire process begins in mid-January and ends in early March. The funds are allocated for the *next* fiscal year, which begins July 1. *Sections 203, 506.*

2.1.1 Briefing

Somewhere close to the January-February border, the Finance Committee Chair (FCC) calls a meeting to which all student organizations (SOs) wishing to apply for Student Government funding are invited. At that meeting, student organizations are briefed on the application procedure. Groups, which do not attend the briefing are not eligible for Annual Budget funding. *Section 503.*

2.1.2 Application

After the briefing, student organizations will have approximately two weeks to submit the application the FCC. *Section 504.*

2.1.3 Review

Applications are reviewed in random order in two stages.

- The Finance Committee

- Each SO is assigned a random time slot and is required to appear before the FC to present their request;
 - After the presentation, the FC will, more than likely, amend the request and make recommendations to the full Congress;
 - Decision of the FC is not final, it must be approved by the Student Congress (SC).
- The Student Congress
 - Exactly two weeks later, SO must appear before the SC and present their request again;
 - At this time SO may contest the decision of the FC which, more than likely, will hold;
 - Decision (vote) of the SC is final.

Failure to appear before either the FC or SC results in automatic withdrawal of SO's request. Reinstatement of the request is at the discretion of the FCC. If, however, SO is unable to attend the meeting(s), and submits a written (hard-copy) explanation to the FCC **in advance**, funding request will still be reviewed but, doing so puts the SO at a disadvantage for it is unable to respond to the recommendations made by FC/SC. *Sections 505, 507.*

2.2 Subsequent Appropriations

The remaining 20% of the SG funds, plus the reversions, plus any leftovers (surplus) from the Annual Budget, are saved for use in the Fall and Spring semesters. The application/review process is essentially identical to the Annual Budget except applications are not reviewed in random order and FC and SC meet every two weeks (schedule available on Congress' website) – SO can apply for funds on-demand.

It should be noted that due to nature of on-demand funding, this process is first-come first-serve. *Sections 204, 606, 607, 608.*

2.3 Summer Appropriations

No more than \$2,500 can be allocated during the summer. Summer Congress holds two sessions: one during SS1 and one during SS2. Finance Committee, as such, doesn't meet; all finance requests are reviewed/approved/rejected by the Summer Congress. Summer budget is also first-come first-serve. *Section 204; Title II, Section 407.*

Chapter 3

Funding Guidelines

If *Funding Philosophy* is the Constitution, this chapter is the Bill of Rights.

3.1 Unlikely Appropriations

The following is a list of often-requested funds which are denied in 99% of the cases.

3.1.1 Conferences/Workshops/Competitions

Travel/Dues, e.g. for a conference, competition, etc. are considered a low priority for such expenditures affect a limited number of students and the events take place off-campus. Congress makes every attempt to keep as much of Student Activity Budget on campus as possible. The Congress will fund travel/dues if it is deemed absolutely necessary.

Example exception: Tar Heel Rifle and Pistol Club conducts handgun and rifle safety training sessions. Because weapons are not allowed on campus, the club has no choice but, to ask the Congress to fund an activity at a local shooting range.

Example exception: Carolina Mock Trial, whose sole purpose is participating in regional and national trial competitions, receives registration fee subsidies.

3.1.2 Membership Dues

Dues to become members of a professional national or international society are commonly deemed non-essential to campus groups. On a rare occasion Congress funds a senior officer's membership/dues necessary for a campus chapter to exist, be recognized by the national organization, and/or gain access to otherwise unavailable (expensive) information/subscription(s).

Example exception: Carolina Pre-Medical Association - AMSA Chapter. AMSA Membership fee was provided for one officer out of requested nine.

3.1.3 Food/Drinks

We absolutely cannot fund food/drinks for consumption. It is explicitly forbidden by the code and falls under a larger category of expenditures commonly referred to as the personal gain.

Example exception: American Red Cross Club conducts blood drives and provides food due to American Red Cross guidelines on post-donation care.

Example exception: Carolina Garden Co-op received funds for seeds and fertilizer due to uniqueness and vitality arguments. To date, these two are the only student groups, which receive food subsidies.

Example exception: UNC Sumo Club, if there was one, would receive funding for salt, had the group requested it. Salt is not for consumption but, is spread on the ring before the fight.

3.1.4 Prizes/Giveaways

Another example of personal gain. Door prizes, T-shirts, trophies... anything beyond a brochure/flyer [to pass out] cannot be funded because it becomes an item of personal use for an individual. Below is a list of the items, which were requested in the past and denied:

Door-prizes	Coozies
Booklets	Cups
Floss	Safety whistles
Guides	T-shirts
Readers	Trophies
Coasters	Tooth brushes
Condoms	Tooth paste

Example exception: Congress generally funds arts and crafts events, where students turn raw materials into shapes/figurines and take possession thereof upon completion; provided that each item is relatively cheap.

3.1.5 Computers/Software

The campus is densely populated with computer equipment, it is highly unlikely that the Congress will allocate student activity fees toward the purchase of a computer, peripherals, or software.

3.1.6 Lobbying/Electioneering

Lobbying is defined as **attempting to persuade a government official to take a stance on a particular issue**. Electioneering is defined as **attempting to advance or hinder a candidacy of a particular individual(s) for a public office**. No student activity funds will be allocated for the aforementioned purposes. *Sections 303, 706.*

3.1.7 Advertisements

Advertisements in newspapers, journals, magazines, websites, etc. are explicitly forbidden by Title V. *Section 706.*

Example exception: Congress generally funds student campaign-related advertisements.

3.1.8 Stockpiling

Purchase of goods/supplies in amounts beyond SO's immediate need (such as 50 staplers or 10,000 sheets of paper) is forbidden; so are the expenditures bound for other-than-current fiscal period. *Section 706.*

3.1.9 Postage

As mentioned before, Congress makes every attempt to keep student fees on campus, therefore postage, envelopes, and other mail-related expenses are not favored.

Example exception : Life Takes Guts received subsidies for postcards due to group's unique role in spreading awareness about organ donation. Key component of becoming a donor is letting all relatives know of one's decision to do so.

Honor System : Due to their unique mission, Honor System receives postage funding related to notifying the accused, sending out brochures to incoming students, etc.

3.1.10 Printing supplies

The Finance Committee will not approve any requests for toner, printer cartridges, and supplies alike. Instead, groups may request a *Printing Card*, which can be used to make print-outs on any Pharos-enabled printer.

Example exception : Board of Elections and The Honor System receive funds for printing supplies due to confidential and time-sensitive nature of their work – they simply cannot rely on public printers.

3.1.11 Miscellaneous

Below is the list of requests which were not funded.

Cleaning supplies	Cups
"Thank you" cards	Utensils

3.2 Common Appropriations

In this section we enumerate the bulk of successful requests.

3.2.1 Speakers

Approximately 30% of the budget is used to bring a wide variety of speakers to campus. Request to bring a speaker can be denied if:

- Exact date and/or place of the speech is/are unknown;
- The speaker hasn't agreed to come and speak at a specific date;
- Speaker has appeared at UNC in the past 4 years.

Speaker's travel to and from Chapel Hill is typically covered. Lodging is subsidized at a maximum rate of \$90.00/night.

Example exception: If the speaker happens to reside in close proximity of Chapel Hill, it is unlikely that his/her travel/lodging will be covered.

Any expenditure made for a single speaker's honorarium, travel and/or lodging that totals \$2,000 or more shall require the approval of the SBT. e.g. SBT can just say "no" without counsel or approval of any SG official or body. *Section 708.*

3.2.2 Flyers/Brochures

Flyers, brochures, etc. publicizing an event or an organization are funded at \$0.045 per B&W copy. Color copies are not considered a necessity.

The group is not bound to spend the money allotted for B&W copies for... B&W copies. It is up to individual organizations to decide whether to get many monotone copies, or fewer colored ones.

3.2.3 Printing

Printed material not produced on a copying machine or a personal printer (e.g. magazine, journal, newspaper) falls under this category. Contracts over \$100 can only be approved if a group requesting the funds presents at least **2 (two) signed offers from at least 2 (two) different presses**; the lower bid is funded.

Such funds absolutely cannot be allocated retroactively, i.e. Congress will not pay for a printing job completed in the past.

3.2.4 Supplies

Paper, tape, staples, etc. Supplies are funded provided they are itemized, priced, and the group has an on-campus lockable place (not dorm, apartment, car, etc.) to store them.

3.2.5 Loans

Finance term for this category is *Fundraising*. Congress provides 0.0% APR loans in reasonable amounts. This money has to be repaid by the end of the fiscal year (June 30th) to the penny without exceptions. Failure to pay back the borrowed funds results in a frozen SAFO account and many unpleasant things in the time to come.

3.2.6 Plays/Dances

About 25% of the Budget is directed at plays, dances, shows, etc. performed by the students. Items typically funded for performances are:

- costumes;
- equipment (sound, video);
- stage construction;
- venue rental;
- security personnel;
- programs, brochures.

Chapter 4

Expenditure of Funds

4.1 Where's The Money?

After FC approves the request, it goes to SC. After SC approves it, Speaker of SC must sign it. After Speaker signs it, SBP must sign it. After SBP signs it, someone delivers the requests to SAFO and the money is deposited into SO's account. Depending on the date of request, hastiness of the Speaker, SBP, and whoever delivers the legislation to SAFO, as much as one month can go by from request to dollars in SAFO account. **Plan far ahead!**

4.1.1 Veto

Because every appropriation made by the Student Congress is in a form of a bill, it can be vetoed by the Student Body President. Veto can be overridden by 2/3 of the Student Congress. How often are finance bills vetoed? – all but never.

As far as anyone can remember, last finance veto was by issued SBP Jen Daum (2003-2004), she opposed a \$95 appropriation to Independent Defense Counsel arguing that they replicate the work of Student Attorney General's staff. The veto was overridden by SC.

4.1.2 Safeguard

To insure the proper expenditure of allocated funds, express approval of the SBT is required for all disbursements of \$300.00 or more. That is, SBT will actually check if the expenditure is in accordance with the budget SO submitted to the FC and the SC. *Section 703.*

4.2 Withdrawals

To spend the money, a SO must do the following:

1. Obtain the bill/invoice/receipt from the vendor;
2. Bring it to SAFO;
3. SAFO will issue a check.

4.2.1 Contact

SAFO will only deal with the certified treasurer of a SO; not President, not primary contact. The SBT can waive that requirement in emergencies.

4.3 Categorization

If a group has been allocated \$200 to print flyers (*Printing and Publicity* category), under Title V, it is illegal to use such funds to purchase, for example, a plane ticket for a speaker (*Travel and Lodging* category). The funds **must** be spent in the category they are allocated. Nothing in Title V, however, prevents a SO to take those \$200 and spend them all on one large poster which, technically speaking, is still printing and/or publicity, unless the expenditure is in conflict with Section 3.2.3.

4.3.1 Transfers

If, as in the example above, the need arises to use the \$200 for a plane ticket, SO can request to have the funds transferred from one category to another. Transfer request can be picked up at the SAFO and has to be approved by SBT and FCC.

Transfer ≠ Reappropriation

It is important to understand that SBT and FCC are given the authority to move funds between categories in the name of efficiency. Typical requests are on the order of around hundred dollars where, say, the event lasted one hour longer and thus security and production bills came up larger than expected — the group asks to use some of their *Office Supplies* money to cover the costs.

However, a request to transfer \$2,000 among the categories is no longer a transfer *per se*, but a *reappropriation*. While there's absolutely nothing to stop SBT and FCC from approving any given request, the balance between transferring the funds and reappropriating them must be respected. Sans extraordinary circumstances, SBT and FCC will defer reappropriation requests to FC and SC.

4.4 Generated Funds, a.k.a. Profit

Any proceeds from a fundraising activity, donations, or any other funds obtained in the name of, or via the use of, the Student Organization **must** be deposited into SOs SAFO account under the *Generated Funds* category, unless special arrangements are made with SBT. Generated Funds are not subject to restrictions of 1.4.3, except for 1.4.3(6) and 1.4.3(7) and alcohol & tobacco. **Generated Funds cannot be used** for the following:

1. Alcohol;
2. Tobacco;
3. Individual gain;
4. Payment to an ex-employee.

For the purposes of this section, food shall not be considered *individual gain*, that is, food expenditures are allowed from *Generated Funds*. *Sections 207, 701.*

4.5 Spending Limits

SG does not have much money, about half a million to be precise. SG is therefore asking SOs to spend wisely. Below are the established limits on, and regulations of, the allocated SG funds.

1. **Flyers, etc.** Any B&W copy is funded at a maximum rate of \$0.045/copy. Color copies are considered unnecessary. Typically, about 250 flyers is allotted for per event.
2. **Lodging** is subsidized at a maximum rate of \$90.00/night. *Section 707.*
3. **Privately-owned Cars, Vans, or Buses.** The maximum allowance for travel in a car or van is \$0.445/mile; \$0.50/mile for buses. *Section 707.*
4. **Cars, Vans, or Buses Owned by UNC Motor Pool.** The maximum travel allowance will be equal to the rates set by the UNC Motor Pool (BFI-65-70). *Section 707.*
5. **Speakers.** Any expenditure made for a single speaker's honorarium, travel or lodging that totals \$2,000 or more shall require the approval of the SBT. *Section 708.*
 - (a) Whenever making a request for a speaker, consider the following fact: Congress subsidized John Ashcroft's appearance at \$10,000 (total honorarium was \$25,000). That is to say, speakers on par with Mr. Ashcroft are rare as honorarium subsidies of \$10K.
6. **Venue rental.** In extremely rare circumstances, the Finance Committee will recommend more than \$500 venue rental for a single event.

7. **Other.** Any expenditure of \$300.00 or more shall require the approval of the SBT. *Section 703.*

4.6 Where did the money go?

If a SO doesn't spend its SG funds by the end of the fiscal year, June 30, remaining SG balance will be *reverted* (taken away forever) from the SO's account into a general pool of money unless special arrangements are made with the SBT. Same applies to the funds appropriated during the summer; they must be spent before the first fall session of SC. Translation: **If you don't use it – you loose it.** *Section 901.*

Chapter 5

Authority and Penalties

Without going into details of the actual procedure, it should be mentioned that SBT has the ultimate authority to move, freeze, and seize any SO's funds at any time without warning or counsel of any member of SG. SBT, in principle, has the authority to spend the entire SG budget. Please don't annoy the SBT, consequences can be dire.

5.1 Appeals

Appeals of the decisions made by either SBT or FCC or both must be taken to the FC. Appeals of the decisions made by FC must be taken to SC. *Section 1302.*

5.2 Double Jeopardy

SBT shall not freeze the account of any SO twice (or more) based on the same exact cause. That is not to say that a group which purchased food twice can't be penalized twice. *Section 1303.*

5.3 Overdraft

If a SO has insufficient funds to cover a given expenditure (account overdrawn), SBT will take the necessary sum out of the SO's *Generated Funds* to cover the difference. If SO doesn't have enough Generated Funds... well, let's just say there better be enough to settle the account else the person who authorized the expense (usually President or Treasurer of an organization) will be personally liable. *Section 704A.*

Appendix A

Frequent Inquiries

[A] How to become a certified treasurer?

To become a Certified Treasurer of a Student Organization one must pass the **Treasurer's Test** administered by the office of the Student Body Treasurer.

(a) What is the format of the treasurer's test?

The test is a series of multiple-choice and short-answer questions based on Title V of the Student Code, **not** this document.

- On average, it takes about 30 minutes to complete;
- Passing score is 85%;
- Test can be (re)taken once per day;
- Contact the Student Body Treasurer to take the test.

(b) How long does certification last?

Until the end of the fiscal year.

[B] We don't have a certified treasurer, yet, can we still submit a request?

Submit, yes; Finance Committee will not consider it until your treasurer is certified.

[C] I was a certified treasurer last year, am I still certified?

Depends which year you have in mind. Treasurer certification expires at the end of the fiscal year – June 30th. If you took the test after June 30th, then you're still certified.

[D] How to become a recognized student organization?

Instructions on becoming a recognized student organization (SO) can be found on Carolina Union website (<http://carolinaunion.unc.edu/>). If you have any questions, address them to Assistant Director for Student Activities Mr. Jon Curtis (jon@email.unc.edu).

[E] Is the decision of the Finance Committee final?

No. FC makes recommendations to the Congress. Congress has the final say. That said, rarely to never does the Congress override the decision of the FC.

Appendix B

Sample Requests

[A] Poorly-written request

We want to bring a speaker to campus to talk about interracial issues in the US Army. We're not quite sure whom to ask, we're juggling a few names around but we need the money so we can tell whomever we decide to invite that we have them. We're guessing a decent speaker would cost around \$5,000.

We also need about \$200 for publicizing the speech.

We are running low on the supplies and need about \$300 for paper, staples, and printer toner.

This request lacks specifics and will be denied. The Finance Committee basically has no idea what the money will be spent on.

[B] Well-written request

We want to bring retired Colonel John Jockers to campus on March 7th to talk about interracial issues in the US Army. We have already reserved the Pit from 2pm-5pm that day. He requested an honorarium of \$1,000 and asked that we cover his travel from Mobile, Alabama and one night stay at Carolina Inn. We checked Expedia.com and Southwest.com, cheapest round-trip flight we could find is \$344.18. Total = \$1,434.18

We would like to print 1000 flyers and post them around the campus. $1000 * \$0.035 = \35 .

We are running low on the supplies and need to purchase the following items:

Item	Price	Quantity	Total
Paper	\$10 .00	10	\$100.00
Tape	\$2.45	2	\$4.90
Pens	\$0.04	50	\$2.00
Total			\$106.90

Total Requested : \$1,576.08

Looking at this, the Finance Committee knows exactly what the group plans to do with the money. Given that all expenditures are within the guidelines (Title V), the request is likely to be approved.

Appendix C

Acronyms

SBP	Student Body President (Eve Marie Carson)
SBT	Student Body Treasurer (Jordan Blaine Myers)
FCC	Finance Committee Chair (Pedro L Carreño)
SG	Student Government
FC	Finance Committee
SC	Student Congress
SO	Student Organization
SAFO	Student Activity Fund Office
