

## ULM Student Activity Enhancement Fee Policy

has been established. T  
must be submitted by th

<sup>th</sup> of the month prior to the SAEF Committee bi-monthly meetings to receive consideration. (ex. due by Oct 15<sup>th</sup> for consideration at November meeting) *Note: For the February meeting, applications are due by the last working day in January. For the September meeting, applications are due by the first Friday in September.*

The SAEF Committee will meet in the months of July in the summer, September and November during the Fall Semester, and February and April during the Spring Semester. Special meetings for special events (bowl game, national events, etc.) will be called as needed.

The following requirements also apply:

### ELIGIBILITY for RSO's

Your organization must be in good standing with the University and not have any past due financial obligations to the University.

Your group has been a RSO for a minimum of **2 full academic years**. (Organizations returning after a suspension must complete two academic years without any disciplinary actions before applying.)

Must demonstrate leadership transition beyond founding members.

Must have regularly scheduled practices and/or meetings.

Must maintain financial stability. Yearly operating budget must be included as well as a detailed report on how the money requested is to be spent. It is important that detailed information is presented in the request in order to properly assess the RSO's needs.

Must have a minimum of 10 continually active members for at least one year with the RSO in good standing with the University.

### PROCESS

Complete a Student Activity Enhancement Fee application. One (1) requests per semester can be granted to an RSO; One (1) request per year can be granted to a department included in the university budget. Summer funding is NOT available. July requests are granted for early Fall usage. Email application to the Director of Student Engagement at studentengagement@ulm.edu.

Applications must be completed and received by the 15<sup>th</sup> of the month prior to the bi-monthly semester meetings held during the Fall and Spring semesters. (*exception Feb. meeting and Sept. meeting*) Please provide supporting documentation in the request application. **Include dates, destination and hotel info for conference travel.**

adjustments or recommend allocation amount(s) to the full SAEF Committee for approval. A summary of the recommendation may be presented by a member of the Screening Committee. The screening committee will be allowed to allocate funds on an emergency basis, by a majority vote (quorum required) when there are extenuating circumstances. The Screening Committee may revise the Policy as needed by majority vote.

Note: Stronger consideration will be given to RSO's or Departments that contribute funds from their accounts to their funding request.

Once final determinations have been made by the SAEF committee, each RSO will receive an email with an award letter from the Director of Student Engagement stating whether your group has been approved or denied for funding, the exact amount of the allocation, and any restrictions set forth by the SAEF Committee. **Note: all groups must follow university and state policies for purchasing and travel when utilizing SAEF funds.**

### RESTRICTIONS

Funds must be used for the purpose for which they were allocated.

Funding shall **not** be used to pay for gifts. (plaques & recognitions) code S 2 (o.7)-1 (e3.e Sw 0 .32 (1)-2

regional or national functions may apply for supplemental funding. (this could include, but not limited to such areas as vocal, dance, debate, band or spirit groups.)

Professional Services – money cannot be used to pay for services/honorariums from the ULM Faculty/Staff; adjunct faculty or guest faculty/artist/coaches.

SAEF Committee Members: (7 voting members 3 non-voting members)  
Students MUST have a 2.5 overall GPA to serve on committee

Non-Voting Members

ULM Chief Business Officer  
Vice President for Student Affairs  
Director of Student Life and Leadership

SAEF Voting Members (7)

CAB or SGA President both may serve, but only one at a time (CAB cannot vote on CAB request.... same for SGA)  
An RSO President (not CAB or SGA member)  
RSO student representative (not CAB or SGA member)  
RSO student representative (not CAB or SGA member)  
Representative from Faculty Senate or Faculty member  
Representative from Staff Senate or Staff member  
Representative from Athletics

Alternates

Alternates may be used to meet quorum. Student alternates should replace student representatives and faculty/staff should replace faculty/staff representatives when possible. Former committee members may be included as alternates.

Quorum                    il t 7619