



**SUNY
DOWNSTATE**
Health Sciences University

University Hospital of Brooklyn
College of Medicine
College of Nursing
School of Graduate Studies
School of Health Professions
School of Public Health

SUNY DOWNSTATE - UNIVERSITY STUDENT COUNCIL FUNDING GUIDELINES
FUNDING OF THE CLUBS AND ORGANIZATIONS

ARTICLE 1

SECTION 1: The University Council provides funds to all student clubs and organizations that conduct meetings or hold events, or any other type of forum, that is open to all SUNY-DMC students.

1. All clubs and organizations that receive funding from University Council must be properly registered with the Office of Student Life before receiving Student Activity Fee (SAF) funding.
2. SUNY Guidelines require that a Reserve Fund be established to address unforeseen circumstances.
3. No one club or organization, under the auspices of the University Council shall exceed \$2000/year, unless there are special circumstances as determined by the University Council.
4. Funding priorities shall include, but are not limited to, organizations that primarily fund activities and have membership that span across multiple colleges of SUNY Downstate.
5. University Council will fund clubs and organizations at a rate relative to the SAF funding distribution between University Council and other councils (e.g. if a request is \$400, \$100 shall be allotted from University Council, and \$300 from a college/school specific council).
6. A guideline of 1:3 allocation of funds (equivalent to 1/4th) shall be followed for both the Annual Budget Process and any additional budget requests clubs or organizations may have during the academic year.
7. All clubs are strongly encouraged to review the SAF Certified Budgets for all of SUNY-DMC's eight councils. This can be found under "Financial Documents" on the Faculty Student Association Administration webpage, "FSA Forms & Documents".
8. Amendments to these guidelines as specified in Article I.4 of the University Council Constitution should be considered after appropriate deliberation of both, SAF Council Current Rates for All DMC Student Councils and the SAF consolidated summary for the current fiscal year.

SECTION 2: The University Council holds the following case-specific Budget Funding Guidelines.

1. SUNY SA (Student Assembly): University Council shall allocate for each fiscal year \$1000 for travel expenses of SUNY SA representatives to the SUNY SA bi-annual conference. This allocation is for Room and Board of SUNY SA representatives. Any additional funds can be provided by additional budget request as indicated in the University Council Constitution and Bylaws.
2. Food for meetings: University Council shall allocate for each fiscal year \$3000 for University Council meeting dinners to ensure food for all members that attend.
3. Administration Fee: University Council shall allocate for each fiscal year \$1500 for the FSA Administration Fee.
4. Service Learning Poster Competition: University Council shall allocate for each fiscal year \$1200 for the Service Learning Competition.
5. Thanksgiving Dinner: University Council shall allocate for each fiscal year \$2000 for Thanksgiving Dinner.
6. Multicultural Fair: University Council shall allocate for each fiscal year \$2500 for the Multicultural Fair.
7. Guidelines for financing trips/conferences/competitions are provided in Article I.3.
8. The University Council may adopt any additional guidelines and procedures by majority vote.

9. A newly established club shall receive \$250 from University Council for their initial welcome event, and partial funding of their first club event, with the strong encouragement to also acquire funds from other college/school councils. All further funding shall follow the guidelines above (e.g. I.1.B and I.1.E)

SECTION 3: The University Council holds the following Travel Request Budget Funding Guidelines.

1. Any request for travel budgets must clarify for University Council how travel of University Council membership to this meeting/conference etc. will lead to a benefit for the overall student body.
2. Funding can be used for registration fees, travel, and lodging, but registration fees should take priority if there are not enough funds to allocate to all areas.
 - Funds cannot be used towards food and entertainment.
3. Funds should be requested at least two University Council meetings prior to the fee's deadline in order to ensure an adequate plan for additional fundraising.
4. Every effort should be made to request funding for annual events at the annual budget meeting.
5. At least one participant of the travel student group must present in writing a summary of the benefits to the SUNY Downstate campus the travel experience will provide and the plan for disseminating this information to the student body. This document is to be attached to the funding request made at the University Council meeting.
6. All requests will be processed on a case-by-case basis; decisions will be based on the specific situation and available funding.
7. University Council can fund \$75/per person up to a maximum of \$600.
 - This funding is not dependent on funding from any additional sources.
 - To receive the maximum of \$600 at least 8 people must attend the conference ($75 \times 8 = 600$).
8. If additional funds are required, University Council can match up to 50% of funds generated by other sources to a maximum of \$200.
 - To receive the maximum of \$200, at least \$400 must be acquired by another funding source.
 - Funding from additional sources needs to be confirmed prior to allocation of this additional funding. Additional funding sources include but are not limited to: Alumni Association and personal/club-based fundraising.
9. Funding from other student councils does not qualify as additional funding sources. Ultimately, a maximum of \$800 can be allocated to a single event.
 - This requires 8+ people attending the event and \$400 from other funding sources.
10. The guidelines in Article I.1.C should be strongly considered for all travel budget requests.

SECTION 4: Amendments to this University Council Funding Guideline document shall be approved by majority vote of voting members of the University Council.

Adopted by University Council on 04/23/20