SAINT LOUIS UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

2026-2027 ANNUAL FUNDING DIRECTIVES

Richa Kulkarni, SGA Vice President of Finance

sga.finance@slu.edu

2025-2026 Finance Committee

TABLE OF CONTENTS

I. Introduction
II. Definitions
III. Annual Funding Timeline
IV. Eligibility and Requirements for Funding
V. General CSO Funding Directives
VI. Unfundable Line Items
VII. Wellness Funding
VIII. SOAF Funding
IX. DSO Funding
X. Reimbursements
XI. Reallocations
XII. Financial Repercussions

I. Introduction

Each academic year, Saint Louis University's Student Government Association (SGA) Finance Committee oversees the allocation of the Student Activity Fee (SAF) to numerous unique undergraduate Chartered Student Organizations (CSOs) and Developing Students Organizations (DSOs) on SLU's campus. As a portion of their tuition and fees, SLU undergraduate students pay $65 per semester into the SAF. SLU graduate students pay $30 per semester, with 15% ($4.50/graduate student) going toward the general SAF. CSO allocations are recommended by the Finance Committee and approved by the SGA Senate. DSO allocations are set at $200 for purposes of recruitment and growth in preparation for becoming a CSO. Given that every student at SLU contributes to the SAF, **all** students should benefit from Annual Funding.

The Senate oversees the Student Activity Fee in an effort to promote campus involvement and better Saint Louis University's student body. As such, principles central to SLU's dedication to being "for and with others" provide the Finance Committee direction in the funding process:

1. **Betterment:** How is the Student Activity Fee used to improve the quality of the SLU student experience and allow an increasingly enjoyable and holistic education?

2. **Reach:** How can the Student Activity Fee –a limited resource– be distributed among student groups efficiently and effectively in order to impact the greatest number of students?

3. **Equity:** How can the Student Activity Fee be distributed in a way that respects and empowers every Chartered Student Organization and Developing Student Organization in good standing with the Student Government Association while acknowledging the needs and goals of organizations which serve underrepresented students on campus?

With these principles in mind, the Finance Committee has authored the Annual Funding Directives and offers funding recommendations to the Senate. These recommendations prioritize funding requests that abide by these principles, directly impacting the day-to-day life of SLU's students. The Finance Committee does not prioritize personal advancement nor the improvement of the perceived standing of any University department nor activity as a justifiable intention when allocating funding. Additionally, funding should never be seen as an entitlement; funding can be given and removed based on (1) the Student Organization's overall compliance with the SGA Annual Funding requirements, (2) alignment with the University's spending policies, and (3) their contribution to the Student Organization's mission and the greater SLU community. It is the responsibility of SGA to provide for student groups, and these resources should be allocated as effectively as possible so that student groups may perform to the best of their capabilities.

II. Definitions

Chartered Student Organization (CSO): An attribution assigned to organizations affiliated with SLU's Student Government Association (SGA). These organizations participate in SGA's Annual Funding process, receiving money via the Student Activity Fee, and thus are subject to SGA's Annual Funding requirements.

Competitive Build CSOs: Any group that must design and build a physical object that will be entered into a competition/tournament to be judged.

Competitive CSOs: Any CSO with a mission to compete in regional and national competitions.

Competition/Tournament: An inter-collegiate opportunity for groups to compete against others of a similar nature.

Conference: A formal event in which schools, organizations, and/or independent parties meet to discuss a particular topic. Fundable conferences provide a unique experience and information to an attending party that brings something back to benefit the leadership operations of the attending CSO as well as the Saint Louis University student experience as a whole. Fundable conferences serve as an affinity space and support system for the attendees.

- Leadership conferences are defined as conferences that serve to further the operations of a CSO and its influence on Saint Louis University's campus.
- Networking conferences are defined as conferences that serve solely to build relationships between peers, mentors, and professionals as stated by the conference's mission statement.

Co-Sponsorships: When multiple CSOs collaborate and financially co-sponsor an event.

- Collaborations with Developing Student Organizations should not be listed under Co-Sponsorships as they are not provided with event funding.

Developing Student Organization (DSO): An attribution assigned by the Committee for Student Organizations to groups in the process of becoming a Chartered Student Organization (CSO).

Diversity Leadership Cabinet (DLC) CSO: Any CSO which represents a population that is currently and/or has been historically oppressed, underrepresented, and/or marginalized. These CSOs work together with SGA to achieve SGA's and the CSO's missions as they relate to diversity, equity, and inclusion.

Durable Items: Items that can last for more than one fiscal year and will stay within the organization.

Financial Repercussions: Repercussions that may take place for not following the requirements for CSO or DSO funding per the funding directives, information presented at Leaders of the Pack by the Vice President of Finance, and information presented at the Annual Funding Kickoff.

- Repercussions may include, but are not limited to, reductions in funding, freezing of funds, or restrictions on use of the Student Involvement Center P-Cards.

Fiscal Year: In accordance with the University's operating schedule, the fiscal year indicates the opening and closing of an organization's financial operations and records.

- Fiscal Year 2027 refers to July 1, 2026 - June 30, 2027.

Fundraiser: Any event/item funded partially or completely through the Student Activity Fee that is charging students with the intent to make a profit for charitable causes.

- Only Primarily Charitable CSOs may receive funding for fundraisers.

Good Standing: A designation given to any CSO that successfully completes all SGA Annual Funding requirements as outlined in the subsection Eligibility and Requirements for Funding.

Internal Budget: A CSO's method of internal tracking all incurred expenses throughout the course of the Fiscal Year. This includes a record of funds that were collected through dues and fundraisers.

Internal Event: Any event or trip that is open to group members only, not the entire student body.

- Competitions and tournaments shall not be considered forms of Internal Events for the purpose of Student Activity Fee funding.
- Internal event designations are at the discretion of the Finance Committee based on the description of the event given by the CSO at the time of the request.

Non-Durable Items: Any item that cannot be reused for multiple events. Non-Durable items can be funded at the discretion of the Finance Committee if they are deemed integral to the success of a CSO.

Primarily Charitable CSOs: Any CSO with a mission dedicated to fundraising for a charitable cause or organization that is external to the SLU community.

Procurement Cards (P-Cards): A University-sponsored credit card that provides an efficient process for Student Organizations to buy goods, services, equipment, etc. using their approved SAF allocation, Wellness Funds, or internal funds from membership dues, fundraisers, or donations to the CSO. Use of a P-Card is contingent on a Student Organization's compliance with the University's P-Card regulations and the P-Card guidelines set by the Student Involvement Center staff.

Programming Event: Any type of activity hosted by a CSO that is in line with its constitutional mission and purpose that is open to the entire SLU student body.

Recruitment Funding: Money used to encourage students to attend general, informational meetings about the group and encourage involvement. Example uses of these funds include involvement fairs, one general body meeting per semester, or a combination of the two.

Service CSOs: Any CSO with their primary mission dedicated to volunteer work and service of the greater Saint Louis community.

Undue Burden: This designation is given by the Finance Committee to any item or event that is deemed to be an unjustifiable expense of the Student Activity Fee. This includes events or items that the Student Activity Fee cannot afford.

Zero-Dollar Allocation (ZDA): If a CSO is unable to specify a line item of a funding request at the time of annual funding due to factors outside of its control, then they may request a "Zero-Dollar Allocation" in the "Funding Requested" column of the line item.

- An explanation must be provided as to the unforeseeable nature of the line item.

    - (i.e. a Model United Nations Conference in which registration, travel, and lodging costs fluctuate year-to-year and cannot be determined at the time of Annual Funding budget submission. Or, a CSO has interest in attending an event where the location has yet to be determined; or a competition in which the organization needs to qualify to be eligible to attend).
- If a Zero-Dollar allocation is approved, the CSO is able to apply for Spot Funding when they are able to specify the cost of that line item.
- Spot Funding cannot be completely guaranteed to a CSO by the Finance Committee alone based on the approval of a ZDA as the decision to allocate spot funding is ultimately up to the SGA Senate.

III. Annual Funding Timeline

Leaders of the Pack: September 13, 2025

Annual Funding Kickoff: February 15, 2026 at 10:00 a.m.CST or 2:00 p.m. CST with an asynchronous option if requested by the CSO leaders.

- An event designed to allow CSO Executive Board leaders to learn about the Annual Funding process and ask questions before submitting their organization's budget for the upcoming fiscal year. Those attending Kickoff asynchronously must complete the Google Form sent out along with the recorded Annual Funding presentation to confirm that the CSO leaders "attended". **Failure to attend Kickoff (in-person or asynchronously) will result in a $50 maximum recruitment fund allocation and the CSO will not be able to participate in the appeals process.**

Optional Office Hours/Advising Windows: February 16 - March 20, 2026

- In order to schedule one-on-one office hours or speak with a Finance Committee member to ask questions about your organization's budget, please email the following representatives for your organization's classification (*Please email both of the emails listed for your classification*):
    - Academic Organizations: elliott.hoffmann.1@slu.edu and anshul.bandi@slu.edu
    - Club Sports: jack.flynn@slu.edu and grace.hennessy@slu.edu
    - Honor Societies: elliott.hoffmann.1@slu.edu and lilly.bowman@slu.edu
    - Service Organizations: jack.flynn@slu.edu and zain.bari@slu.edu
    - Media/Performance Organizations: lilly.bowman@slu.edu and riya.soorya@slu.edu
    - Diversity Leadership Cabinet Organizations: elias.donohue@slu.edu, tuongle.le@slu.edu and zain.bari@slu.edu
    - Student Life: sami.hussein.1@slu.edu and riya.soorya@slu.edu
    - School of Science and Engineering Organizations: elias.donohue@slu.edu and cameron.rohrbach@slu.edu
    - If you need clarification on the classification of your student organization, please email sga.stuorgs@slu.edu.

- Note that these advising windows/office hours are *optional* for student groups. For the sake of preserving both students' and Committee representatives' time, and for reserving space for groups who truly utilize and benefit from feedback, the Finance Committee will not be requiring hearings for CSOs.

Finalized Budget Submission Deadline: March 20, 2025 at 11:59 p.m. CST

- Annual Funding requests must be submitted on SLU Groups within the CSO's Finance Terminal. The process on how to submit a budget on SLUGroups will be detailed at Annual Funding Kickoff.

Finance Committee Recommendations: March 20 - March 27, 2026

- The Finance Committee will meet to make recommended allocations for each Student Organization that submits a budget by March 20, 2026 at 11:59 p.m. CST. Once a recommended allocation has been made, the Student Organization will receive a copy of the amended budget in SLUGroups within their Finance Terminal. The Finance Committee will begin recommendations on March 20st and will have them **finalized** on March 27th.

First Appeals Notification: April 8, 2026 at 11:59 p.m.

- A google form to sign up for appeals will be sent out following the finalization of the Finance Committee's recommendations. If a CSO is wishing to appeal their recommended FY26 budget, they must fill out that form or contact the Vice President of Finance (sga.finance@slu.edu) by April 8, 2026 at 11:59 p.m. so the CSO can be added to the appeals schedule. Only groups that had two members attend Annual Funding Kickoff will be eligible to go through the appeals process.

First Appeals: April 11, 2026

- The Appeals Process serves as an opportunity for unsatisfied CSOs to appeal their budgets before the Finance Committee.

Second Appeals Notification: April 12, 2026 at 11:59 p.m.

- A google form to sign up for a second round of appeals will be sent out following the finalization of the first round of appeals. If a CSO wishes to appeal their budget a second time, they must fill out that form or contact the Vice President of Finance (sga.finance@slu.edu) by April 13, 2026 at 11:59 p.m.

Second Appeals: April 15, 2026

- Second appeals serve as an opportunity for student groups to appeal their budget before the SGA Senate. Only groups that went through the first appeals process are eligible to appeal for a second time in front of the SGA Senate.

Final Bill Presented to the SGA Senate: April 22, 2026

- Following the presentation of the final annual funding bill, all FY26 budgets are *finalized* and cannot be changed.

IV. Eligibility and Requirements for Funding

1. CSOs should follow the funding guidelines as determined by the Vice President of Finance, the Vice President of Student Organizations, and the Student Involvement Center which are presented during Leaders of the Pack and Annual Funding Kickoff.
2. CSOs should put careful consideration into what funding will best support the success of their CSO.
3. Executive Board members of CSOs should work with the general body of their CSO when determining how funding can improve the CSO in the next academic year.
4. CSOs should spend their funding in accordance with the allocations given to them during Annual Funding.
    a. If funds provided for a certain line item are used for any purpose other than the purpose for which funding was approved, the Finance Committee reserves the right to cut funding for that line item in the future per the Financial Repercussions listed in section XI.
        i. CSOs are only exempt from this clause if they were approved for a reallocation by the Vice President of Finance and the Finance Committee.
5. CSOs should always be truthful when providing the costs and expenses of their CSO.
6. All previous financial information and records obtained by an Executive Board should be provided to incoming Executive Board members during Executive Board transitions.
    a. The Vice President of Finance and the Finance Committee cannot be lenient with regulations and policy to compensate for a lack of financial information and records.
7. Funding requested must be used in accordance with the CSOs mission, as determined by their Constitution.
8. CSOs are required to maintain an Internal Budget to track their spending throughout the course of the fiscal year. This includes a record of funds that were collected through dues and fundraisers.
    a. Failure to submit an Internal Budget during Annual Funding will result in a 10% full budget allocation cut.
9. CSOs are required to maintain an annual Equipment Inventory of all durable items in possession of the CSO that were funded by the SAF in the past.
    a. Failure to submit an Equipment Inventory will result in a 10% equipment and durable items allocation cut.
10. Failure to meet any of the directives shall constitute a violation and the CSO's budget may be subject to financial repercussions.
11. If a CSO is wishing to receive an increase in funding for a certain line item, they must provide the Finance Committee with evidence-based reasoning (i.e. photos, receipts, attendance logs) as to why they are requesting the additional funding.
    a. The Finance Committee is under no obligation to award a funding increase for any previously funded items.

b. If a CSO is found to have falsified information in order to receive an increase in funding, the CSO may be subject to financial repercussions.

12. All allocations are subject to approval by the current Finance Committee and the Vice President of Finance.
    a. The Finance Committee and Vice President of Finance are not subject to the decisions of previous administrations, including, but not limited to, Finance Committees, SGA Executive Board Members, or decisions of the SGA Senate.

V. General CSO Funding Directives

Annual Funding requests must adhere to the following funding guidelines, as well as any Spot Funding and New Charter Funding requests made after Annual Funding for fiscal year 2026:

1. **Recruitment Funding**
    a. CSOs are eligible for up to $200 of recruitment funding per Fiscal Year. This money is used to encourage students to attend general body meetings.
    b. Recruitment funds may be used at the discretion of the CSO's Executive Board as long as it contributes to the growth of the student organization.
2. **Printing, Advertising, and Banners**
    a. CSOs are eligible for up to $100 for printing and advertising.
        i. CSOs whose primary mission is to print or may require printing (i.e a magazine, newspaper, or sheet music) are eligible for additional printing funding upon request.
    b. Each CSO may receive up to $150 once every third fiscal year for a professionally-printed banner.
3. **Food and Beverage**
    a. Food and beverage items can only be funded when needed for a specific, non-internal event, unless paid for with recruitment funds.
    b. For food and beverage to be funded for an event, the primary purpose of the event must be to celebrate the food or beverage being served.
        i. The Finance Committee will consider the importance of cultural food for the purposes of building community in determining the "primary purpose" of an event.
    c. Food cannot be funded for off-campus events.
    d. Food costs can be funded for up to $12 per person for up to 100 people for any given event.

i. Food for every additional person after 100 will be funded at $8 per person.
ii. CSOs requesting funding for catering must provide evidence as to past attendance or expressed interest for any given event.

e. CSOs must follow the University's catering guidelines including requirements of using the University's catering provider in specific facilities, unless a waiver is approved by said provider.

4. Trips, Conferences, Competitions, and Tournaments

a. The SAF may fund a maximum of 3-away trips, conferences, competitions, or tournaments for CSOs whose mission involves traveling to such events.
i. CSOs may also receive additional Zero-Dollar Allocations for Regional and National trips, conferences, competitions, and tournaments that require groups to qualify first in order to attend.
ii. One trip, conference, competition, or tournament is defined as utilizing one Trip ID and consuming one experience for the duration of the trip.

b. Fundable conferences, competitions, and tournaments must provide the CSO with a unique experience that will contribute to the success of the organization.
i. Networking conferences will not be funded, as defined by the conference's mission statement.
ii. A conference that is necessary for a CSO to maintain its national charter status is not a sufficient reason to warrant its funding.The CSO will need to demonstrate examples of additional benefits that they will derive from said conference.

c. The SAF may fund up to 50% of registration costs for conferences, competitions, and tournaments that are applicable to a CSO's mission.

d. For all conferences, competitions, or tournaments, CSOs must provide the most current websites for the events so the Finance Committee can verify the final cost.

e. Conference, competition, and tournament attendees need to include members from both a CSO's Executive Board and general body.

f. Endeavors, activities, and participation outside of the defined trip, conference, competitions, or tournament will not be funded.

5. Transportation

a. Air travel for trips 300 miles or more from SLU's North Campus will be funded at $180 round-trip per person.

b. Road travel will be funded at $.20 per mile per vehicle.
i. Road travel under 25 miles from SLU's North Campus will not be funded, unless a CSO is using University Vans.

c. Rental of a University Van will be funded at 60% of the current market cost to rent the van(s).

i. When renting a University Van, gas will be funded at $0.20 per mile (road distance) per vehicle.
ii. Failure to follow all University policies when renting a University vehicle may result in the loss of good standing for an organization.
iii. Any damage incurred by an organization when renting a University van is not the burden of the Student Activity Fee, and funds will not be reallocated to cover fines, damages, or repairs.

6. Lodging

a. All lodging will be funded at a maximum of $25 per person per night with a maximum stay of four nights.
   i. Lodging will be funded at a maximum of $10 per person per night for a fifth, sixth, and seventh night.
   ii. Lodging will not be funded for more than seven nights.
b. Multiple forms of lodging to account for emergencies will not be funded.

7. Equipment and Uniforms

a. Equipment and Uniforms will be funded at 60%.
   i. All items must be recorded in a CSO's Equipment Inventory
   ii. Requests may be funded every third fiscal year.
      1. (i.e. if a CSO is funded for basketballs in FY23, they will be eligible for funding for basketballs in FY26.)
   iii. Equipment and Uniforms need to be durable and last within the CSO for at least three years.
   iv. Uniforms should be purchased in a variety of sizes to accommodate any potential new member.
b. Rented equipment for events (i.e. stage, lighting, and sound) will be funded up to $1,000 if the estimated cost is at or below $2,000.
   i. If the cost of rental equipment is above $2,000, it will be funded at 50% of the service quote from the provider. The quote must be provided in your annual budget submission for this rule to apply.
c. Any CSO whose mission requires the use of non-durable goods (i.e. clay, paint, art supplies, etc.) will be funded for these goods at 60% every fiscal year.
   i. The non-durable goods must be used in connection with an event that is open to the entire student body.
d. Comfort items are the responsibility of individual members, not something necessary for the organization to provide.

8. Location Rentals/Reservations

a. CSOs whose purpose requires the rental of particular locations (i.e. courts or stages) are eligible to receive 100% of the location's rental cost if the location is on SLU's campus.
b. If a CSO wishes to rent a location off campus, the rental fee will be funded at 60%.

c. CSOs will need to provide the Finance Committee with evidence (i.e. receipts or invoices) to prove the price of the location rental.

9. Movie Showings

a. Any CSO is eligible to receive funding to purchase movie rights to show one movie at a non-internal event per semester.
   i. Requests will be fully funded if and only if the CSO collaborates with the Student Involvement Center to legally purchase rights to show a movie at an event.
   ii. Requests to purchase movie rights can only be made during Annual Funding. These requests are not eligible for Zero-Dollar Allocations.
   iii. Organizations do not need to submit the specific movie title in their Annual Funding request for consideration if the specific movie title is not finalized.
   iv. If the title of the movie is unknown, groups will be funded for $750 as this is the rate that will cover most movie licenses through the Student Involvement Center.
   v. Organizations who received funding to show movies in the previous fiscal year and did not use it will be capped at one movie at a non-internal event per fiscal year.

10. Speaker Events and Payments

a. Payments for a non-SLU affiliated Speaker or Artist will only be funded if a contract is signed with the Speaker through the Student Involvement Center.
b. Payments for a non-SLU affiliated Speaker or Artist will be fully funded if the contract with the Speaker/Artists is all-inclusive (i.e. it includes the speaker/artist's travel and lodging expenses).
   i. If the contract is not all-inclusive, the travel and lodging expenses will be funded per the directives above in section 5 and 6.
   ii. Requests to host a Speaker event can only be funded during Annual Funding. These requests are not eligible for Zero-Dollar Allocations or Reallocation requests.

11. Fundraisers

a. The SAF can only fund one fundraising event per fiscal year for Primarily Charitable Organizations.
   i. Primarily Charitable Organizations are defined per a CSO's charter and constitution.
b. The SAF cannot fund any supplies, food, or events that are intended to make a profit for the CSO (excluding Primarily Charitable Organizations).

12. Service Organizations

a. Service Organizations will be funded in full for events or projects that are related to their primary service mission.

b. Transportation to and from service sites will be funded per the travel directives listed in Section V.5.

13. Cost of Attendance

a. SLU students may not be charged for participation and/or admission for an event if it is fully funded by the SAF.
    i. This does not apply to fundraisers held by Primarily Charitable Organizations.
    ii. If the Finance Committee learns students were charged for an event that is fully funded by the SAF, the committee reserves the right to cut the event's funding in the following fiscal year.
b. If an event is partially funded by the SAF, a CSO may charge SLU students for admission and/or participation in the event **only** to cover out-of-pocket expenses made by the CSO.
    i. (i.e. Food for an event was covered for $12 per person by the SAF per the directives, so the CSO may charge SLU students to cover the cost of any remaining food)
    ii. CSOs may not charge SLU students for admission and/or participation in partially funded events in order to make a profit. Any profit made from events must be deposited in the Student Involvement Center to return to the Student Activity Fee.
c. If a CSO chooses to charge admission and/or participation to cover out-of-pocket expenses for an event, they cannot charge SLU students more than $10 per person.
    i. If the Finance Committee learns students were charged more than $10 for an event that is partially funded by the SAF, the committee reserves the right to cut the event's funding in the following fiscal year.
d. If an event is open to the public, CSOs should charge non-SLU students for attendance at said event.
    i. If the event is funded by the SAF, the majority (i.e. 50% or more) of attendees should be from the SLU student body.

14. Co-Sponsorships

a. When multiple CSOs propose to hold an event together these events must be listed in the "Co-Sponsorship" section of the Annual Funding Request in the budgets of **all** participating CSOs.
    i. These events should be named the same thing in each respective budget of the participating CSOs.
    ii. Each group should request for their fraction of the total amount of funding. The sum of the funds for all groups in a co-sponsorship will be the total funds for the event.
    iii. Should one group fail to list the co-sponsorship correctly, the Finance Committee reserves the right to not fund the event.

15. School of Science and Engineering Organizations

a. For CSOs whose constitutional mission requires them to build, construct, or handle an item or vehicle for competition, the following additional criteria apply to their funding requests:
   i. CSOs may request building and/or construction materials under one line item.
   ii. Build materials and/or supplies purchased for construction are not required to be tracked and submitted as equipment. Per these directives, these materials are considered nondurable goods.
   iii. As nondurable goods, build materials will be funded at 60%.
   iv. Build materials must go toward projects that are going to be entered into competitions.
   v. Build materials will be funded once every competition cycle for build organizations. Competition cycles are defined by the organization that a group competes under.
   vi. Competition organizations may request funding for competitions with travel, following the travel funding directives.

VI. Unfundable Line Items

The following list consists of line items that cannot be funded by the SAF and should not be requested during the Annual Funding process:

1. Line items that are not aligned with the overall mission and purpose of the CSO and/or Saint Louis University.
2. Anything in violation of Saint Louis University policies.
3. Anything alcohol-related, including events held at a venue that makes more than 50% of its revenue from the sale of alcohol.
4. Any University department-based activity.
5. Events that do not consist of 50% or more of SLU students (excluding Primarily Charitable Organizations and Service Organizations).
6. Any department-based academic textbooks.
7. Approved purchases which include sales tax.
8. Office supplies that are not explicitly related to a program and/or event.
9. CSOs/DSOs cannot pay students at Saint Louis University.
10. National fees or membership dues paid to affiliated, oversight or related umbrella organizations to the CSO.
11. Any parking/admission fees on and off campus.
12. International travel.

13. Airline baggage fees.
14. Referees, coaches, trainers, lifeguards, instructors, etc.
15. Any technology, software, or computer application related expense, including maintenance fees for a website external to the University.
16. Digital or physical subscriptions of any type.
17. Gifts and giveaways (outside of recruitment funding).
    a. Gift Cards cannot be purchased by the University or used as a giveaway/prize, regardless of the line item justification.
18. Finance and banking charges.
19. Any item deemed as prohibited by the university Procurement-Card Policies.

VII. Wellness Funding

1. SGA's Wellness Committee will oversee Wellness Fund requests and reserves the right to approve or deny requests at their discretion.
    a. Once approved by the Wellness Committee, requests will also need to be approved by the SGA Senate.
2. After Fall Census Day every fiscal year, the Wellness Committee will calculate and allocate a portion of the Wellness Fund to the Student Bar Association, Medical Student Association, Graduate Student Association, and any other organization determined by the Executive Board of the Student Government Association to allocate to their constituents based on the population of full-time students at Saint Louis University.
    a. After this allocation, the remaining funds will be allocated by the Wellness Committee on a first-come, first-serve basis.
    b. At the close of the fiscal year, each student representation body with Wellness Funding Allocations will be required to submit a summary of how the allocations were spent to receive funding for the following fiscal year.
3. Wellness Funding will be granted for events and initiatives that meet **at least three** of the following criteria:
    a. Provides an opportunity to challenge or explore new/different ideas.
    b. Promotes rejuvenation, strength, and/or healthy behavior or habits.
    c. Encourages social interactions (i.e. between students, students and faculty/staff, etc.).
    d. Speaks on the topic of faith and/or invokes reflection on such matters.
    e. Creates an opportunity to promote social justice.
    f. Works to better the emotional and/or mental health of students.
    g. Embraces SLU's mission, and/or Jesuit identity.
4. Any events or initiatives funded through the Wellness Fund have to be open and accessible to the entire student body.

5. Wellness Funding can be requested by any member or student organization of the SLU community.
6. Wellness Funding requests will be capped at a maximum of $3,000.
7. Wellness Funding cannot be used by CSOs to supplement or cover the remaining cost of items that the SAF partially funded (i.e. equipment, registration, food, gas, etc.).

VIII. SOAF Funding

In recognition of the impact that Diversity Leadership Cabinet CSOs have on underrepresented students at SLU, as well as their important educational and community goals, a portion of the Student Activity Fund will be reserved for the DLC Special Occasion Allocation Funding (SOAF). DLC CSOs should contact the VP of Diversity, Equity, and Inclusion (sga.diversity@slu.edu) to apply for SOAF funding.

1. SGA's DLC Committee will oversee SOAF requests and reserves the right to approve or deny requests at their discretion.
2. Funding for DLC Organizations
    a. Up to $1000 of funding will be available for CSOs and up to $500 of funding will be available to DSOs contingent on the following:
        i. Funding can be requested multiple times as long as the total maximum amount is not exceeded.
        ii. Once a month attendance at the Diversity Organization Coalition meetings after the Senate is seated and as determined by the VP of Diversity, Equity, and Inclusion.
        iii. Missed meetings can be made up with an individual meeting with the VP of Diversity, Equity, and Inclusion.
        iv. If a CSO misses a meeting without a make-up meeting, the maximum amount of funding available to them will be $500; if a DSO misses a meeting without a make-up meeting, the maximum amount of funding available to them will be $250.
        v. The purpose of the funding must meet 2 of the 4 criteria listed below, as determined by the DLC Committee:
            1. Promote and educate on DEI on campus.
            2. Promote belonging among the student body.
            3. Works toward social justice.
            4. Other (please provide a detailed description to the DLC Committee).
    b. This funding can be used to cover the difference that the "General CSO Funding Directives" does not cover.

c. This funding cannot be used to fund “Unfundable Line Items”.

3. Funding for Accommodations
    a. This funding is available for any DSO or CSO to increase access to accommodations and reduce financial barriers to inclusivity.
    b. Funding will be contingent on approval from the DLC Committee.

IX. DSO Funding

DSOs are eligible for limited funding, reserved from the Student Activity Fund, upon their establishment to promote growth in preparation for their establishment as a CSO. DSOs should contact the VP for Student Organizations (sga.stuorgs@slu.edu) to apply for DSO Funding.

1. SGA’s Committee for Student Organizations will oversee DSO Funding requests and reserves the right to approve or deny requests at their discretion.
2. Recruitment Funding
    a. DSOs are eligible for up to $200 of recruitment funding per fiscal year until the fund is fully allocated.
    b. This money is to be used to encourage students to attend general informational meetings about the group and encourage involvement.
    c. The funds for recruitment must be used to promote growth (i.e. during involvement fairs/tabling, general body meetings, events, etc).
    d. This funding cannot be used for fundraisers, location rentals/reservations, durable equipment, uniforms, lodging, and transportation/travel.
3. Printing, Advertising, and Banners
    a. Each DSO may request up to $50 for printing and advertising.
4. Food and Beverage
    a. Food and beverage items can be funded only when linked to a particular, non-internal event (open to all SLU students).
    b. DSOs must follow the University’s catering guidelines (i.e. events held in the Busch Student Center or DuBourg Hall must use CaterSLU unless a waiver is requested (which may come with an additional cost).
    c. Anything alcohol-related is unfundable, including events held at a venue that makes more than 50% of its revenue from the sale of alcohol.

X. Reimbursements

Any individual who seeks reimbursement for an organizational expense runs the risk of not being fully reimbursed. For this reason, SGA and the SIC strongly encourage students to utilize the procurement cards available for check-out in the SIC.

1. Students must submit their own reimbursement requests on SLUGroups in the forms section of the Student Government Association’s SLUGroups page.

2. The University must reimburse an individual and will not issue payment or reimbursement to an external fund, account, or non-SLU student.
3. Reimbursements can only be requested for line items that have been allocated through the SAF.
4. Reimbursements for expenditures made prior to funding approval will not be accepted.
5. Sales tax included on a receipt or request for reimbursement cannot be issued per University policy.
6. In some instances students may seek reimbursement for an approved expense, but may overspend the allotted allocation. In those cases, the reimbursement may be approved for a value less than requested (or originally spent by the requestor).

XI. Reallocations

1. All reallocation requests must be submitted via the form found on the Student Government Association's SLUGroups page.
2. All reallocations must be approved, in writing via SLUGroups, by the Vice President of Finance and the Finance Committee before the funds are spent.
    a. If funds are spent for a different purpose other than what they were allocated during annual funding, PRIOR to receiving reallocation approval, the CSO will be subject to financial repercussions.
3. The Vice President of Finance will approve or deny reallocation requests based on the following:
    a. Reallocations for event funding can only be made after the event is held, unless the CSO is choosing to re-purpose the original event's entire amount of funds for a new event that was not already funded.
    b. Already allocated funds are not subject to reallocation.
        i. The finance committee will grant up to one extra reallocation for the same line-item for extenuating circumstances.
    c. Reallocations cannot be made to cover the remaining cost of items that the SAF only partially funds (i.e equipment, registration, gas, food).
    d. Any reallocated funds will be subject to FY27 Funding directives regarding that line item (travel, rental, etc.)
    e. Funding for movie licensing can only be reallocated to a different event's movie's licensing.
    f. Funding for non-SLU affiliated Speaker honorariums can only be reallocated if there are excess funds after the speaker event is held.
    g. Reallocations cannot be made to fund equipment that was funded in the past two fiscal years.
    h. Equipment funds can only be reallocated if excess funds remain after purchasing the equipment that the funds were originally allocated for.

i. Reallocations cannot be made to fund prohibited items per the “Unfundable Line Items,”section IX of the directives of “General Funding Directives,” section V of the directives.

XII. Financial Repercussions

Groups that fail to fulfill any or all of the financial requirements may be subject to financial repercussions. Outlined below are actions or inactions and their financial repercussions. The Finance Committee will remain consistent across groups:

1. Failure to submit a budget request by 11:59 p.m. CST on March 20st, 2026
    a. = No FY27 budget allocation.
2. Failure to submit an Internal Budget with FY27 budget allocation
    a. = Full budget allocation cut by 10%.
3. Failure to submit an Event Inventory
    a. = Equipment allocation cut by 10%.
4. Failure to host event or follow through on a line item
    a. = Event flagged to possibly be cut from the organization's budget in the following fiscal year.
5. Failure to have at least two Executive Board members present at Annual Funding Kickoff
    a. = Not eligible to go through the appeals process and recruitment funding will be capped at $50.
6. Failure to adhere to the Student Involvement Center Procurement Card (P-Card) Guidelines
    a. = Restricted use of the P-Cards at the discretion of the Student Involvement Center staff and/or the Vice President of Finance.