



Student Activity Fee Committee

University of New Hampshire
Student Activity Fee Committee
Agenda October 17th, 2017

- I Call to Order
- II Communications
 - a. General Communications
 - b. Parker Armstrong – Student Activity Fee Chief Financial Officer
 - c. Abigail Kourafas – Student Activity Fee Chief Financial Officer
 - d. Brett Gagnon – Interim Student Activity Fee Financial Consultant
 - e. Nate Hastings – Coordinator for Student Leadership
 - f. Jake Adams – Student Activity Fee Committee Chairperson
- III Executive Summary
 - i. SLO Fish Workshop Proposal
- IV Organization Resource Office
 - a. Post Programming / Post Conference Report
 - i. Meeple Jukebox PPR (Late)
 - b. Programming / Conference Proposal
 - i. Aegis Fall Issue Proposal
 - ii. Circle K Conference Proposal
 - iii. CLA Mills Halloween Extravaganza Proposal
- V Student Activity Fee Organizations
 - a. Post Programming / Post Conference Reports
 - i. CAB Semptember Bingo PPR
 - ii. NHOC September Trip PPR
 - b. Programming / Conference Proposal
 - i. NHOC BOD Payment Proposal
 - ii. SENA Orientation
 - iii. SLO Harvest Fest Proposal
 - iv. SLO MUB Market Proposal
 - v. SLO Table Tent Proposal
- VI Other Business
 - i. CLA – Jesse Doe Hall Council: 25th Annual Halloween Haunted House
 - ii. Approval of SAFC Standard Operating Procedures
- VII Adjournment



Student Activity Fee Committee

University of New Hampshire
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 Agenda October 17th, 2017

- I Call to Order
 - a. Meeting started at 12:40
- II Communications
 - a. General Communications
 - i. Nick L.: I am the Outreach Coordinator. Please reach out to me. I will have a form for all SAFO BM's. As for right now, I will be retaining my At-Large Member Status.
 - b. Parker Armstrong – Student Activity Fee Chief Financial Officer: Thank you for all the hard work on the concepts. Now we are going in to the Budgets Process. The ORF Balance is around \$112,000.
 - c. Abigail Kourafas – Student Activity Fee Chief Financial Officer: Thank you for getting your budgets in. I will see you on Wednesday
 - d. Brett Gagnon – Interim Student Activity Fee Financial Consultant: Quarter 1 Stipends, the payment comes out this Friday. Checks also go to your campus address. If a member did not get their hiring paperwork done, they have till the 17th of November so they can get paid. If you have changes, we need a termination form.
 - e. Nate Hastings – Coordinator for Student Leadership: Leadership Camp Applications are out. Thanks to everyone who has been participating so far.
 - f. Jake Adams – Student Activity Fee Committee Chairperson: Last week, SAF Exec created the Outreach position. We want SAFC to become better known to UNH population. We are running this as a pilot program. We are having Nick do it because he has shown headway in this area
 - i. Shannon: Is there any way you could let us know when a new org is recognized by the MUB?
 - 1. Nate: SAF Exec is currently on my list of people to be notified when a new org is created. We will add the Outreach Director to that
 - g. Jake Adams: We will be doing budgets tomorrow in Hamilton Smith in room 140 at 7:00. Stipends are due October 24th. Start getting it done today and have it ready for next week. For Quarter 1 we are lenient with late forms, for Quarter 2 we are not at lenient with late forms. Please reach out to me or the OROs if you have questions
- III Executive Summary
 - a. SLO Fish Workshop Proposal
 - i. Jake: When it was bumped the other week, we decided to pass it in Exec since it is below the limit.

IV Organization Resource Office

a. Post Programming / Post Conference Report

i. Meeple Jukebox PPR (Late)

1. Rep 1: This was for Jukebox, we wanted to give our things. We gave out lanyards with our logo. We gave out cupcakes as well. We did not give out all the lanyards.
2. Shannon: When an event happens, your PPR is due two weeks after the event. Why is this so late?
 - a. Rep 1: We were told that someone from the MUB would take care of all the paperwork. We misunderstood that it was just for P-Card paperwork and not SAFC Paperwork.
3. Nick: Since this is late, this is being presented as a failure, correct?
 - a. Jake: Yes, this is automatically failed but SAFC can rule to overturn that with a 2/3 vote.
4. Nick: You must make a motion to overturn it, correct?
 - a. Jake: Yes.
5. Ian: When did you receive the receipts for this?
 - a. Rep 1: The day of the event
6. Parker: The beginning of the year can be confusing for people who are applying for funds.
7. Elena: Motion to overturn the failure
 - a. Seconded
 - b. Nick: How many ORF PPR have come back as automatic failures so far?
 - i. Parker: Not many.
 - c. Nick: How many ORF PPRs have come through this year?
 - i. Parker: ~13. Proposals are ~30's
 - d. Melissa: Can BMs vote on this matter?
 - i. Jake: No.
 - e. **Motion to Overturn passes;**

8. **PPR Passes with seven ayes and three nays**

b. Programming / Conference Proposal

i. Aegis Fall Issue Proposal

1. Rep: We are the undergraduate Fiction Magazine. Since The Sandpaper no longer exists, I was hoping that we could now include non-fiction items. I have talked with Paul Roberts at Printing Services to change our formatting. We will do one issue this year instead of the two issues. This issue is \$2,465.
2. Elena: When will this come out?
 - a. Rep: In the spring
3. Elena: Where will you distribute this?
 - a. Rep: The usual spots (e.g., newspaper racks, library)

4. Nate: Is there a firm publication deadline?
 - a. Rep: If we have the submission deadline be March 1st, it would be published two weeks or so after that. The end of March
 5. Nate: Would you be willing to write in when *Aegis* will be published?
 - a. Rep: Sure, let's do March 28th
 6. Parker: *Aegis* goes a good job with their PPRs, we'll be good.
 7. **Passes Unanimously**
- ii. Circle K Conference Proposal
1. Rep: We are one of the volunteer organizations on campus. We are looking for funds for our Fall Conference. It is open to all Circle K members in New England. The Camp is in Massachusetts. We have more members than usual who want to go. It covers their lunches and their stay at the camp.
 2. Parker: Do you know who you are sending already?
 - a. Rep: Registration opened and we have 7 members who are going, around 10 actually. We have 7 already registered.
 3. Parker: What are the general class standings?
 - a. Rep: It is a range. We have a decent number of sophomores who are going.
 - b. Shannon: We have one senior, one junior, and then we have one freshman, and the rest are sophomores.
 4. Elena: If there are more than seven people who are going to go, are you going to cover their registration fees?
 - a. Rep: We have in the past. Ideally, we would like to cover for them because we know some people cannot afford it.
 - b. Shannon: It has been paid for through [Circle K] in the past. We are trying to save up for a bigger conference later in the year. We are currently having large fundraisers. Any member after 7 who wants to go, we will cover ourselves.
5. **Passes with two abstentions**
- iii. CLA Mills Halloween Extravaganza Proposal
1. Rep 1: We are here to propose for you to our Halloween Extravaganza. We have around 300 people come in.
 2. Rep 2: About 250 people volunteer
 3. Rep 4: We are requesting \$1,300 total. We also are required to have police officer there. The candy is \$900. We will have a game room as well.
 4. Elena: Has there been requests for SAFC funds for this event in the past?
 - a. Parker: They requested \$1,150 last year and came in under budget. Two years ago, they had a request of \$1,000 and came in under budget.

5. Ian: Do you guys want \$50 for decorations or \$100 as on the proposal?
 - a. Rep 4: Sorry, \$100

6. **Passes with one abstention**

V Student Activity Fee Organizations

- a. Post Programming / Post Conference Reports

- i. CAB September Bingo PPR

1. Josh V.: Last month's BINGO was a huge hit. We went over our expected attendance. Everyone had a good time. We went a bit over budget but are adjusting for next month's BINGO.
 2. Dennis: Doesn't this say that the PPR was due October 12th?
 - a. Jake: That is when it is due to us, but [today] was the first meeting since then.

3. **Passes Unanimously**

- ii. NHOC September Trip PPR

1. Sarah: We had our first trip sign up. This Strafford room was completely full. We had 11 trips go out. The majority was hiking. All the trips were fully booked. One was supposed to have 11 people but, due to policies, we could only send 7. Some of our vans hit tolls, but we did not have an E-Z Pass. We are looking to avoid that in the future. The paintballing trip, they bought more than they were supposed to buy, that has been addressed. For the zip-lining trip, there was a certain cost. One of the participants cancelled so more came out of our Outfitter line. We have a gift card, however, that we hope to use in the future.
 2. Josh H.: I led a trip over September signup and our transportation company has been having issues. My trip ended up spending twice our gas budget because of having two Expeditions rather than two minivans, that is out of our control.
 3. Sarah: The leaders to attempt to make up for overspending on certain lines by spending less elsewhere. We did come in under budget.
 4. Josh H.: We have been getting cars with near empty tanks as well.

5. **Passes Unanimously**

- b. Programming / Conference Proposal

- i. NHOC BOD Payment Proposal

1. Sarah: There is another group at UNH called the Board of Directors that takes care of our cabins. What we do is, they pay the taxes on the cabins in both Lincoln and Jackson, New Hampshire. We give them a payment for a 12-month lease so we can use the cabins. This will give us exclusive rights, which includes alumni.

- ii. SENA Orientation

1. Jake: The printed copy should say 50 for expected attendance.

2. Ian: This is our yearly orientation. It will be held in the Victory Box as it was last year. The event will include breakfast for everyone and a team-building experience. From there, we will go into the presentations from the Speaker, SBP, SBVP, and the officers and cabinet. We have alumni coming in as well, that includes Lincoln Crutchfield, Al Pace, and Stephen Prescott. They can give advice to the younger senators. For there, our council chairs will present. We will also have a yearly game. The reason breakfast is higher is because we have more senators this year. UNH Dining also raised their costs. The UNH Athletics line is a fee we must pay to use the Victory Box. It is cheaper than what we could find elsewhere. This whole Orientation is budgeted for \$3,500 dollars in our overall budget. We are doing what we can to use the budget to its full extent. We also buy the water bottles to give to senators and will give them out to the general population.
3. Shannon O'Hara: Have you looked at cheaper options?
 - a. Ian: These are the cheapest options we could find.
4. Sarah: Can you expand the costs for Breakfast, it is now showing.
 - a. *Done as such*
5. Ian: All the costs you see as high are because of our efforts to include all individuals who may have food allergies.
6. Shannon: How can you assure that you are going to have 50 people this year?
 - a. Ian: Absence at orientation constitutes 2 absences and you are only allowed to have 4 absences. We have also reduced the time for Orientation this year to avoid conflicts.
7. Parker: Looking at last year's expenses, they were at \$1,120, this is well over double that.
 - a. Ian: In 2006, we had an expense of ~\$6,000. In 2013, it was ~\$6,000 as well. This is cheaper than in last years. The previous events were so expensive because we would go to Camp Cody. We stopped doing that in 2014.
8. Shannon: As it has been said, the reason for the increase was because we did off-campus. Since this is like what we did in the past few years, I do think it is getting pricey. The price does bother me slightly. Also, from personal experience, a lot of senators do take the hit for the two absences. With the hour cut to Orientation, the cost/student is arguably higher. The extra time could have provided more things to talk about.
9. Elena: What are the line items that have changed?
 - a. Ian: They have all changed. Dining has gone up due to a general increase. UNH Athletics have stayed the same. The other items are due to increasing professionalism and trying to incentivize people to show up.

10. Nick L.: *Read the bylaws regarding relations to organizations and asked how this may conflict*
 - a. Jake: If the SAF Senators feel they have a personal interest in this and cannot be unbiased, they can abstain. They should be viewing it from its financial merits.
 11. Abby: Did you have all three promo items last year?
 - a. Ian: They are new to this year. We looked at what we have allotted for this year and decided on what to use for Orientation.
 12. Shannon: Since this is coming up in two weeks, when do these need to be paid for?
 - a. Ian: Upon receipt of items, you have 30 days to pay for them. This will allow for production of 3 days and allow them to get in on time. Once I have those, they can be shipped to Catering and Athletics.
 13. Shannon: If this were put off for one week, would that affect you?
 - a. Ian: No.
 14. Shannon: I would like to push the idea of voting to Judiciary to see if SAFC Senators can vote on this.
 - a. Jake: I would view that as a formal motion.
 15. Brennan: Senate Judiciary meets today, as a point of information
 16. Ian: Last year, with less speakers, we had 43 people attend. That was more than expected.
 17. Elena: I'm not about this whole thing for the sake of using money for using money. If that is the outlook you have, you should spend money on something that will contribute to the event. If you do want to spend the extra \$1,000, you could bring in another speaker, or do a ropes course, etc.
 18. **Proposal Fails with four ayes, seven nays, and two abstentions**
- iii. Shannon: Motion that we ask Judiciary to look over voting procedures for SAFC Senators.
1. Seconded
 2. Nate: This is a grey area that needs to be considered.
 3. Josh H.: Can BMs vote on this?
 - a. Jake: Yes.
 4. Shannon: The intent is to clear this up. In the future, a bylaw amendment could be made so it does not need to be brought up.
 5. Brennan: Judiciary meets today at 5:00.

6. Ian: Who would you clarify as members of Senate who are subject to this?
 - a. Shannon: The SAF Senators and the SAF At-Large Members since we are approved through Senate. I just want this cleared up.
7. Ian: How about CFOs?
 - a. Shannon: Are CFOs required to go to Senate Orientation?
 - i. Jake: No.
 - b. Shannon: Then I feel they have less of a connection.
8. Dennis: Why would this go beyond CFOs? They still benefit from our budget.
 - a. Shannon: This is for all people who are overseen or paid within Senate.
9. Brennan: So, you want all voting members to be considered in Judiciary?
 - a. Shannon: Yes.
10. **Motion Passes**
- iv. SLO Harvest Fest Proposal
 1. Tori: Motion to consider MUB Market Proposal first
 - a. **Passes: Moved into SLO MUB Market Proposal at 1:36**
 2. Tori: This is an event that will give an overview of SLO Food. We will have crafting tables and other items. The attendance is higher than the capacity of the room, but this is more of a "come and go" event. The napkins are expensive because we want customized napkins that include our name and logo
 3. **Passes Unanimously**
- v. SLO MUB Market Proposal
 1. SLO Food Rep: This market will be held on December 7th. We will have 11 vendors from all over the Seacoast come to sell their wares. We are expecting 250 people.
 2. Parker: What is the prizes line about?
 - a. Rep: To incentivize more students to come we will be holding a raffle. We will be raffling every hour.
 3. **Passes: Moved back to MUB Harvest Fest at 1:38**
- vi. SLO Table Tent Proposal
 1. Tori: I wanted to see what everyone's opinion if a table tent for \$450 is economically modest for any event.
 - a. Nick L.: I love Slow Food and the events you do. But I do not think any org should spend money on a table tent.
 2. Jake: Exec has come up with a solution for next fiscal year. As of right now, we have not come up with a permanent solution.

3. Nate: The design of table tents has not changed in a long time. We are looking at other ways to do it. We haven't really come up with a good way to open this up to other orgs. There has been fair enough discussion that we will be looking at other options. We are going what we can to find a better solution.
4. Josh H.: I would do what I can to find another solution.
5. Shannon: I, too, am against table tents. I used them a lot for Circle K. Any org that is willing to do what they can for advertising, I am willing to give them a shot.
6. **Fails with one eye**
7. Jake: I will be bringing this up in Exec to pursue a better solution in the future than table tents

VI Other Business


a. CLA – Jesse Doe Haunted House Proposal


- i. Jake: This is late, but we are giving an allowance due to the changes with CLA
 1. Rep 1: We are trying to get a lot of people to come to our 25th annual Haunted House. We will be attempting to raise hurricane relief.
 2. Rep 2: If you don't have canned food, it is \$3 for admission
 3. Abby: So, you have a bake sale, but you don't have revenues listed, why?
 - a. Rep 1: We were not sure yet about what we will have for that.
 4. Jake: *Discussed that donations can only be given when organizations make back the amount they are asking for from SAF.*
 5. *Further discussion regarded Jesse Doe attempting to reorganize proposal to account for this need.*
 6. Brennan: Can you explain how they could increase revenue?
 - a. Jake: You could increase the ticket price
 7. Rep 4: We have already started advertising for \$3/ticket so we cannot change our price
 8. Shannon: Point of info, for future reference, you are not supposed to advertise before being approved
 9. Josh V.: If Hall Councils are supposed to go through CLA to ensure that a proposal is prepared to come to SAF, why is it that we are fine-tuning this right now?
 - a. CLA Member: This is something that is new to us. It is a bit of a learning processes as we are going.
 10. Nick L.: Is that supposed to read negative \$200?
 - a. Jake: Yes, that is what they will be donating.
 11. Elena: Has this been proposed in the past?
 - a. Nate: I believe so, but I'm not sure
 12. Evan: How realistic do you think it is that you will bring in ~\$1,000?
 - a. Rep 4: This is one of the larger events, especially since it is our 25th year.

13. Elena: Do you know how you have gotten funds before?
 - a. Rep 4: I have a manual that is from the 17th annual Haunted House. I have not seen any other manuals. We have been referring to that. I do not have a more complete history of this. All the materials we have from last year cannot be used due to an asylum theme being considered insensitive to those with mental health issues
14. Elena: So, the items you are getting now could be used in future events?
 - a. Rep 1: Yes, but things like makeup need to be replaced.
15. Jake: We cannot push back the SOPs anymore, so please keep your comments concise and do not repeat yourself.
16. Josh: Do you think it is reasonable to expect \$3 from everyone?
 - a. Rep 2: There will be a good amount of people who will bring canned goods, I say maybe 50/50.
 - b. Rep 1: Some students may not have the time to get the canned goods so it may be easier for them to pay the \$3.
17. Melissa: In the past, we always brought in \$1,000. The flood that happened last year was that day which is why it was not as successful last year.
18. Sarah: I went last year and it is an awesome alternative to other events
19. Shannon: Motion to bump this to SAF Exec
 - a. Josh V.: Will this affect your set-up timeline?
 - i. Rep 4: We have things online that we need to order, so it is possible.
 - ii. Shannon: If this does go to SAF Exec, given the issues with this, we can't pass it even if we are for it. SAF Exec could help you with this. I just think that this going to SAF Exec will be better for you
 1. Rep 4: So, when will this be voted on?
 - a. Shannon: This Thursday by the SAF Exec Board.
 - b. **Motion passes with one nay**
- ii. Approval of SAFC Standard Operating Procedures
 1. Nick L.: Motion to amend the SOPs regarding the item I sent Abby over email
 - a. Seconded
 - b. Nick L.: This line just references the fact that Senate is not technically as SAFO, but is still funded by SAFC.
 - c. **Passes Unanimously**
 2. **SOPs Pass Unanimously**

VII Adjournment

- a. Adjourned at 2:02 P.M.

| | | | | |
|---|---|------------------------------|-------------------|----------------|
|  | <u>Organization Name</u> | | <u>Event Name</u> | |
| | Student Senate | | Orientation | |
| | Event Date: | 10/28/2017 | Location: | Victory Lounge |
| | Time: | 9:00:00 AM | PPR Due: | 11/11/2017 |
| Proposed Expenses | Amount | Amended Expenses | | Amount |
| UNH Catering | | | | |
| Breakfast | \$ 412.50 | | | |
| Cost per Unit 50 @ ##### # | | | | |
| Lunch | \$ 762.50 | | | |
| Cost per Unit 50 @ ##### | | | | |
| UNH Athletics | | | | |
| Event Mangement Fee | \$ 75.00 | | | |
| Housekeeping Fee | \$ 30.00 | | | |
| Promo Direct | | | | |
| Crescent Portfolio | \$ 549.25 | | | |
| Cost per Unit 65 @ \$ 8.45 | | | | |
| Link to Item | | | | |
| Setup Fee | \$ 55.00 | | | |
| | | | | |
| Wharf Pens | \$ 180.00 | | | |
| Cost per Unit 100 @ \$ 1.80 | | | | |
| Link to Item | | | | |
| Setup Fee | \$ 45.00 | | | |
| | | | | |
| Pastime Tritan Water Bottle | \$ 339.95 | | | |
| Cost per Unit 65 @ \$ 5.23 | | | | |
| Link to Item | | | | |
| Setup Fee | \$ 55.00 | | | |
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| | | | | |
| Total Expenses | \$ 2,504.20 | Total Expenses: | \$ - | |
| Attendance: | | Attendance: | | |
| Students 50 @ \$ - = \$ - | | Students 0 @ \$ - = \$ - | | |
| Non-Students 0 @ \$ - = \$ - | | Non-Students 0 @ \$ - = \$ - | | |
| <i>Additional Revenue</i> | | <i>Additional Revenue</i> | | |
| Total Revenue | \$ - | Total Revenue | \$ - | |
| | | | | |
| Total SAF Subsidy | \$ 2,504.20 | Total SAF Subsidy | \$ - | |
| <i>Cost Per Student</i> | 50.084 | <i>Cost Per Student</i> | #DIV/0! | |
| Organization/Event Information | | | | |
| Primary Contact: Ian Kyle | Secondary Contact: Brennan Pouliot | | | |
| Email: SENA.BM@unh.edu | Email: Senate.Speaker@unh.edu | | | |
| <p>Notice: The Post-Programming Report for this event is due two weeks after the event has concluded, or until all receipts have come in. Please email SAF.CFO1@unh.edu or SAF.CFO2@unh.edu if you have any questions about the Proposal or PPR process.</p> | | | | |

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|---|--------------------------|---|-------------|--------------------|-------------------|---------------------------|-------------|--------------|---|---------------|-------------|
|  | <u>Organization Name</u> | | | | <u>Event Name</u> | | | | | | |
| | Slow Food | | | | Harvest Fest | | | | | | |
| | Event Date: | | 11/4/2017 | | Location: | | MUB 330/332 | | | | |
| | Time: | | 11am-1pm | | PPR Due: | | 11/18/2017 | | | | |
| Proposed Expenses | | | | Amount | | Amended Expenses | | | | Amount | |
| Food | | | | \$ 330 | | | | | | | |
| Maple syrup | | | 50 | | | | | | | | |
| Pancake/waffle supplies | | | 100 | | | | | | | | |
| Apples | | | 50 | | | | | | | | |
| Caramel | | | 30 | | | | | | | | |
| Apple Cider | | | 50 | | | | | | | | |
| Equipment | | | | \$ 185 | | | | | | | |
| Servingware | | | 50 | | | | | | | | |
| Cups | | | 30 | | | | | | | | |
| Plates | | | 30 | | | | | | | | |
| Flatware | | | 30 | | | | | | | | |
| Napkins (customized) | | | 100 | | | | | | | | |
| Skewers | | | 5 | | | | | | | | |
| Decorations | | | | \$ 270 | | | | | | | |
| Table cloths | | | 10 | | | | | | | | |
| Poster Boards | | | 30 | | | | | | | | |
| Corn Stalks | | | 50 | | | | | | | | |
| Poloroid (Fujifilm instax min) | | | 60 | | | | | | | | |
| Poloroid film | | | 70 | | | | | | | | |
| Dress up for photo booth | | | 50 | | | | | | | | |
| Total Expenses | | | | 785.00 | | Total Expenses: | | | | 0.00 | |
| Attendance: | | | | | | Attendance: | | | | | |
| Students | 150 | @ | \$ - = \$ - | Students | 0 | @ | \$ - = \$ - | Students | 0 | @ | \$ - = \$ - |
| Non-Students | | @ | \$ - = \$ - | Non-Students | 0 | @ | \$ - = \$ - | Non-Students | 0 | @ | \$ - = \$ - |
| <i>Additional Revenue</i> | | | | | | <i>Additional Revenue</i> | | | | | |
| Total Revenue | | | | \$ - | | Total Revenue | | | | \$ - | |
| Total SAF Subsidy | | | | \$ 785 | | Total SAF Subsidy | | | | \$ - | |
| <i>Cost Per Student</i> | | | | \$ 5 | | <i>Cost Per Student</i> | | | | #DIV/0! | |
| Organization/Event Information | | | | | | | | | | | |
| Primary Contact: | | | | Secondary Contact: | | | | | | | |
| Email: | | | | Email: | | | | | | | |
| <p>Notice: The Post-Programming Report for this event is due two weeks after the event has concluded, or until all receipts have come in. Please email SAF.CFO1@unh.edu or SAF.CFO2@unh.edu if you have any questions about the Proposal or PPR process.</p> | | | | | | | | | | | |



Slow Food UNH
 Event: MUB Market
 Event Date: December 7, 2017 Time: 1-5pm
 Location: Stafford Room PPR Due:


| Proposed Expenses | Total Expenses | Finalized Amount |
|----------------------------------|-----------------------|-------------------------|
| Band | \$ 100 | |
| Strafford Room Sound | \$ 50 | |
| Advertising | \$ 300 | |
| On site workshop | \$ 140 | |
| Wage 4 @ 10 | | |
| Supplies 100 | | |
| | | |
| Prizes | \$ 100 | |
| Refreshments | \$ 40 | |
| Decoration | \$ 50 | |
| Parking 10 @ 7 | \$ 70 | |
| Purchasing leftover food | \$ 200 | |
| 4 produce vendors @ \$90 each | | |

| | | | |
|--------------------------------------|----------|-----------------------------------|---------|
| Total Expenses | \$ 1,050 | Total Expenses | \$ - |
| Attendance: | | Attendance: | |
| <i>Students</i> 200 @ \$ - = \$ - | | <i>Students</i> @ \$ - = \$ - | |
| <i>Von-Students</i> 50 @ \$ - = \$ - | | <i>Non-Students</i> @ \$ - = \$ - | |
| Total Revenue | \$ - | Total Revenue | \$ - |
| Total SAF Subsidy | \$ 1,050 | Total SAF Subsidy | \$ - |
| Per Student | 5.25 | Per Student | #DIV/0! |

Organization/Event Information

Primary Contact: Victoria Lorvig
 Email: vsl2000@wildcats.unh.edu

Secondary Contact: Abigail St. Pierre
 Email: ajs16@wildcats.unh.edu

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|---|--|--------------------------|--|---------------------------|
|  | <u>Organization Name</u> | | <u>Event Name</u> | |
| | Jessie Doe Hall Council | | th Annual Halloween Haunted Ho | |
| | Event Date: | 10/27/2017 | Location: | Jessie Doe Residence Hall |
| | Time: | 8pm-11pm | PPR Due: | |
| Proposed Expenses | Amount | Amended Expenses | | Amount |
| Makeup: | | | | |
| Liquid Latex 16oz (7) | \$150.00 | | | |
| Regular Fake Blood Gallon (3) | \$36.00 | | | |
| Zombie Fake Blood Gallon (3) | \$36.00 | | | |
| Shape Mist Spray Bottle (2) | \$20.00 | | | |
| Light Skin Paint Liter (4) | \$40.00 | | | |
| Blood Capsules (45) | \$24.00 | | | |
| Empty Spray Bottle (5) | \$10.00 | | | |
| Face Paint | \$30.00 | | | |
| Black Blood Capsule (12) | \$10.00 | | | |
| Zombie Contacts (4) | \$120.00 | | | |
| Expenses: | \$476.00 | | | |
| Costumes: | | | | |
| Lab Coats (3) | \$30.00 | | | |
| Wigs (3) | \$30.00 | | | |
| Regular Clothing | \$100.00 | | | |
| Expenses: | \$160.00 | | | |
| Décor: | | | | |
| Glow Sticks (100) | \$8.00 | | | |
| Glow in the Dark Paint 3oz (4) | \$24.00 | | | |
| Fog Juice 1 Gallon (2) | \$25.00 | | | |
| Flame Retardant Paper (4) | \$88.00 | | | |
| Duct Tape | \$20.00 | | | |
| Strobe Light | \$30.00 | | | |
| Spider Webbing | \$30.00 | | | |
| PVC Pipe | \$40.00 | | | |
| Body Stuffing | \$50.00 | | | |
| Pumpkins | \$50.00 | | | |
| Geo-Tag | \$30.00 | | | |
| Black Trashbag | \$20.00 | | | |
| Ballons (12) | \$6.00 | | | |
| Expenses: | \$421.00 | | | |
| Bake Sale: | | | | |
| Baking Supplies | \$88.00 | | | |
| Expenses: | \$88.00 | | | |
| Total Budget Expenses | \$1,145.00 | | | |
| Attendance: | | | | |
| <i>Students</i> | 250 @ \$ 3 = | 750 | <i>Students</i> | 0 @ \$ - = \$ - |
| <i>Non-Students</i> | 50 @ \$ 3 = | \$ 150 | <i>Non-Students</i> | 0 @ \$ - = \$ - |
| <i>Additional Revenue</i> | \$ 445 | | <i>Additional Revenue</i> | |
| Total Revenue | \$ 1,345 | Total Revenue | \$ - | |
| Total SAF Subsidy | (\$200.00) | Total SAF Subsidy | \$ - | |
| <i>Cost Per Student</i> | \$ (1) | <i>Cost Per Student</i> | #DIV/0! | |
| Organization/Event Information | | | | |
| Primary Contact: | Kim Marie Bonanno | Secondary Contact: | Ely Marciano | |
| Email: | kgb1008@wildcats.unh.edu | Email: | eim1029@wildcats.unh.edu | |
| <p>Notice: Please email saf.cfo1@unh.edu or saf.cfo2@unh.edu if you have any questions about filling out a Post-Programming Report, or regarding the process of bringing the PPR to the committee.</p> | | | | |

Committee Decision: _____



Standard Operating Procedures FY18

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Article I. Introduction

Section I.1: Purpose

- (A) The Standard Operating Procedures of the Student Activity Fee Committee serve as a policy manual for Business Managers and other members of the Student Activity Fee Committee, as well as for Non-SAF organization officers seeking funds from the SAF. These Standard Operating Procedures comply with the University System of New Hampshire's policies and keep best business practices in mind. They should be used as standards in the management of each SAF Organizations' budget and business practices when a question of policy or procedure arises.

Section I.2: Parameters

- (A) This rules and procedures defined in this document are binding for all organizations that draw from or have a standing account through the Student Activity Fee. All rules and procedures outlined in the University of New Hampshire Students' Rights, Rules and Responsibilities, the Student Senate Constitution, the Student Senate Bylaws, and published policies pertaining to student organizations supersede this document.

Article II. Forms

Section II.1: Transaction Forms

- (A) All Transaction Forms are now available as Online Documents, to be filled out in typewritten format, printed, receipts attached when applicable, and turned in to the MUB Office of Student Involvement and Leadership (OSIL).
- (B) Transaction Forms must include all accounting information.
- (C) Transactions must have either the original invoice or original receipt attached (copies are not acceptable). Be sure it is an invoice, not a statement, which is attached. The Student Activity Fee will not pay off a statement.
- (D) Cash register receipts must be itemized with all purchases. If for some reason an itemized receipt cannot be obtained, a detailed list of purchases is required on the requisition, and a lost receipt form may be required.
- (E) Receipts must be attached to the Receipt Submission Form in single layer (no folds, and no receipts on top of receipts), on one side only, using tape, not staples. Full printed sheets (online orders, etc., should be paper clipped behind a Transaction form, not cut up and folded or taped. A photocopy should be made for the organization's records and the original should be submitted to the MUB OSIL staff.
- (F) Loose receipts will not be accepted.
- (G) The organization's Business Manager or Treasurer must approve all transactions.



Section II.2: Requisition Forms

- (A) SAF CFOs will review all Stipend Requisitions submitted for payment.
- (B) In the absence of a CFO, the Financial Consultant may approve requisitions.
- (C) All requisitions must be limited to one company, person, or department with the exception of requesting Officer Stipends.
- (D) Officer Stipends require a list the full name of every officer, their position, and the amount of the stipend on one requisition - a special online form is available for Stipend Requisition.
- (E) Reimbursements must contain the information of who, what, when, where, and why. This information must be present on all reimbursement requisitions before your SAF CFO's approval. Reimbursement of gratuities will not exceed 15%.

Section II.3: Contracts

- (A) SAF CFOs will review all Contracts submitted for payment.
- (B) The organization's Business Manager or Treasurer must approve all Contracts before submission to a SAF CFO.

Article III. Purchasing

Section III.1: Purchase Orders

- (A) The SAF uses external purchase orders for the purchase of Equipment and Ongoing Services.
- (B) The SAF uses internal purchase orders (called encumbrances) for
 - (i) 1. *USNH Dining & Catering Services*
 - (ii) 2. *Facility Services*
 - (iii) 3. *Print & Mail Services*
 - (iv) 4. *Telecommunications/IT*
 - (v) 5. *UNH Police & Fire*
 - (vi) 6. *UNH Computer Store*
 - (vii) 7. *Media Services*
 - (viii) 8. *Transportation & Parking Services*
- (C) Business Managers must obtain a quote from the UNH Department to be paid, and give the quote to the SAF Financial Consultant. Each encumbrance is a special sequence generated for each transaction, and may take several days to process.



Section III.2: Purchasing Card

- (A) The P-Card may be used for the purchase of:
 - (i) 1. *Supplies*
 - (ii) 2. *Small Equipment under \$3,000 (SAF Financial Consultant's card only)*
 - (iii) 3. *Vehicle Rentals (SAF Financial Consultant's card only)*
 - (iv) 4. *Gas for rentals, if WEX Gas Card is not working or accepted at the vendor*
 - (v) 5. *Miscellaneous items and production costs at the approval of your SAF CFO*
- (B) P-Cards cannot be used with UNH vendors. An encumbrance must be used.
- (C) To obtain the P-card, a credit card request form must be filled out on Wildcat Link Organization Finance with the fund information, and what the organization intends to purchase, the name of the person taking the card, and the signature of the Business Manager. The president/director or business manager/treasurer must request, sign out, and return the P-Card with all receipts. This will be kept on file in the MUB OSIL until the card is returned. Credit cards should be returned to the office no later than three days after issuance.
- (D) The P-card and all receipts must be returned to the OSIL as soon as possible after purchases have been made, with a maximum of 3 business days.
- (E) There is a limit of one credit card per organization at any given time.
- (F) If any person charges anything in the name of a SAF Organization which is in violation of that organization's, the SAF's, or USNH's policies, that person will be required to pay the full amount directly to the vendor/contractor and will be subject to review by the Office of Community Standards (see *Student's Rights, Rules, and Responsibilities*).
- (G) No Amazon purchases are allowed. To purchase from Amazon, the president/director or business manager/treasurer must go to the MUB OSIL and the staff will assist in completing the order on the Student Org Amazon account.
- (H) No recurring charges are allowed without prior approval. See the Student Organization Financial Consultant if a recurring charge is necessary.



Section III.3: Bids and Quotations for Equipment and Services

- (A) All purchases over \$10,000 (unless covered by an existing bid or contract) are competitively bid under a formal request for bid process. In general, awards are made to the bidder who is most responsive, responsible, and/or offering the lowest cost. The bidder must meet the specifications and delivery requirements outlined in the request for bid. On more complex purchases, evaluation factors such as past technical experience, years in business, customer references, and life cycle costs are considered in addition to bid price. Organizations will work with the SAF Office and the UNH Purchasing Office to set up a formal bid process. Please consider the need for sufficient lead-time.
- (B) The SAF requires three (3) quotations with any equipment purchase ranging between \$1000 and \$10,000. Listing verbal quotations is not acceptable. The quotations must be for the same or a very similar piece of equipment. They should be on company stationery (internet quotes and/or faxes are acceptable) and include a description and price of the equipment proposed. If three suppliers cannot be found, a written explanation of the reason must accompany the SAFC proposal. On a case-by-case basis, the need for three quotations may be waved at the discretion of your SAF CFO. If the choice is to not accept the lowest quote, the SAFC requisition form must explain the reasoning.



Section III.4: Contracts

- (A) All programmers (artists) must have signed contracts in the SAF Office to receive payment. All contracts must be in the SAF Office, fully executed, no later than fourteen (14) days prior to the event. The SAF will not issue a check without receiving a fully executed contract. Fully executed means all parties to the contract have agreed to and signed the contract in question. A contract without the below listed signatures is null and void.
- (B) Signatures required on a cover sheet for all contracts for approval:
 - (i) *Organization's Business Manager*
 - (ii) *Only the Business Manager may sign as a representative for the SAF Organization. In rare occurrences when the Business Manager is unavailable, the Organization Chair, Director, General Manager, or similar may sign in their place.*
 - (iii) *Your SAF CFO (or the SAFC Chairperson if the contract is over \$1,000).*
 - 1) *Certifies the contract has received appropriate approval of the SAFC and the contract meets budgetary requirements and limitations of the organization.*
 - (iv) *Certifies the contract has received appropriate approval of the SAFC and the contract meets budgetary requirements and limitations of the organization.*
 - (v) *SAF Financial Consultant*
 - (vi) *SAFO contracts legally bind the University, therefore it is required that an employee who can be held professionally responsible to verify the propriety of each contract.*
 - (vii) *Director of Memorial Union and Student Activities (or Designee)**
 - 1) *The Director must sign all contracts for official University approval.*
 - (viii) *Associate Vice President of Business Affairs (or Designee)**
 - 1) *Must sign all contracts \$25,000 and over.*
 - (ix) **The SAF Financial Consultant will obtain these signatures if needed unless otherwise specified.*

Section III.5: Checks

- (A) Checks are mailed directly to the vendor by the UNH Accounts Payable Office.
- (B) Checks are printed on Mondays & Thursdays and normally take two days for delivery.
- (C) The Accounts Payable Office holds checks for contracts for your SAF CFO or the SAF Financial Consultant to pick up. This is only done in very special situations, which would need to be worked out with the SAF Financial Consultant at least two weeks before the event. Most vendors accept a check mailed to them directly afterward.

Article IV. Payment to Students

Section IV.1: General

- (A) All stipend officers and hourly employees of organizations are paid through the UNH Payroll System. To receive a paycheck an updated Income Tax Withholding form (W-4) and a Citizenship Status certification form (I-9) must be on file at the Payroll Office.
- (B) Only after the stipend form has been approved by SAF Exec and the SAF4 Financial Consultant, then students who are to be employed by SAF Organizations must bring their completed Stipend or Hourly Hire Sheet, signed by their Business Manager, along with proper identification (as indicated by the I-9 form) to the Payroll Office located within the Holloway Commons Business Office, G11.
- (C) No student may start a SAFC paid position without hiring paperwork in place, and no back-pay will be granted.



Section IV.2: Stipends

- (A) Stipends will be paid by fiscal quarter. Summer stipends are paid out on a bi-weekly basis.
- (B) No stipend will be paid in advance.
- (C) The stipend amounts listed in the budget are the maximum amounts payable for these designated positions.
- (D) Officer stipend payments may be withheld at the discretion of the SAFO's Business Manager, the organization's SAF CFO, or the SAFC Chairperson whenever an organization is judged to be negligent in fulfilling proper financial management. The SAF CFO and/or SAFC Chairperson must work in conjunction with SAFC Executive Board in order to withhold a stipend. The SAFC Executive Board must have a 2/3rd majority vote in favor of withhold the stipend for it to be withheld.
- (E) Compensation to individuals who perform less than the full duties of their position may be reduced or withheld at the discretion of the organization's Business Manager, your SAF CFO, or the SAFC Chairperson. If the SAF CFO or SAFC Chairperson believes compensation should be withheld, they shall bring it to the attention of the rest of the SAFC Executive Board. In order to withhold or reduce the compensation amount, the SAFC Executive Board must obtain a 2/3rds majority.
- (F) No student may receive more than one stipend from the same organization.
- (G) No officer receiving a stipend may collect honoraria payment for services from the same organization.
- (H) SAF Organizations must have all new members fill out stipend paperwork (and additional hiring paperwork if applicable) immediately following their selection.
- (I) Stipends can only be paid to full-time matriculated undergraduate students.
- (J) It is the obligation of an organization's Business Manager to submit stipend paperwork correctly and by the given deadlines. Failure to submit stipend paperwork correctly may result in unpaid stipends for that organization.



Section IV.3: Hourly Payment

- (A) Hourly payroll is paid on a bi-weekly basis.
- (B) Time sheets may be activated through the SAF Financial Consultant.
- (C) Timecards are electronically distributed through USNH (<https://wise.unh.edu/>), are filled out every two weeks and are typically due the Friday the pay period ends (USNH will communicate if timecards are due earlier due to University Holiday).
- (D) Timecards are approved by the SAF Financial Consultant. It is the responsibility of the organization's Business Manager to bring any concerns to the SAF Financial Consultant if the hourly employee is falsifying their timecard.

Article V. Special Expenditures

Section V.1: Travel

- (A) All travel plans must be approved through the SAF Office.
- (B) Out of state travel proposals made by non-SAF Organizations may not exceed a per-person subsidy of three-fourths the yearly student fee.
- (C) Travel monies paid to non-SAF organizations shall not exceed \$50 per person for travel within the United States and \$100 per person for travel outside the United States, for all trips while the fall and spring semesters are not in session.
- (D) All information for conferences (airline and/or hotel information) must be included in the requisition. Your SAF CFO or the SAF Financial Consultant (or designee) will assist you with making reservations.
- (E) USNH sets an official mileage reimbursement rate each year. Presently the maximum SAF reimbursement is \$0.54 per mile.

Section V.2: Meals

- (A) When treating a guest artist to meals, only two persons' meals beyond the guest artist may receive reimbursement from the SAF. Other individuals may always attend, but will not receive reimbursement from the SAF. The SAF does not pay for alcoholic beverages, even for a guest artist.
- (B) Gratuities not to exceed 15%. The venue may need to be contacted in advance to arrange this.
- (C) No student meal entrée shall cost more than \$20.
- (D) No organization shall spend more than \$200 in a semester on food not directly associated with a given program open to and advertised for the entire student body. Any organization wishing to spend more than the allotted amount at any given time must propose it first to your SAF CFO and then to SAFC for approval.

Section V.3: Cash Advances

- (A) Any request for cash advances must be made no less than two weeks prior to the date the advance is needed. Advances incur substantial fees, so should only be used as a last resort to other means of funding activities.



Article VI. Proposals

Section VI.1: SAF Organizations

- (A) Program Production proposals in excess of \$500, and proposals for the repair or maintenance of items in excess of \$500, must be reviewed by the Committee as a whole.
 - (i) *Subsidies over \$250, yet under \$500, (including advertising monies) may be proposed to your SAF CFO. Your SAF CFO, with the consultation of the SAFC Executive Board, will decide if said proposal deems further review from SAFC.*
- (B) Out of state travel and conferences over \$100 must be reviewed by the Committee as a whole.
- (C) SAF contributions for co-sponsorships for both SAF and non-SAF organizations must be reviewed by the Committee as a whole.
- (D) Equipment must be reviewed by the Committee as a whole. See section XV (page 11) of the Standard Operating Procedures.
- (E) Any transaction that might appear to benefit an officer, relative, or associate of an officer or member of a SAFO, so that a third party might question the motivation, propriety, or judgment of that decision to use SAF funds for those purposes, must be submitted for approval by the SAFC or the SAFC Executive Board when SAFC is unavailable.

Section VI.2: Non-SAF Organizations

- (A) Program Production proposals in excess of \$250 must be reviewed by the Committee as a whole.
 - (i) *Subsidies under \$100, (including advertising monies) may be proposed to a SAF CFO. Your SAF CFO, with the consultation of the SAFC Executive Board, will decide if said proposal deems further review from SAFC.*
- (B) Publications over \$500 must be reviewed by the Committee as a whole. These groups will submit dates for print for each publication in the form of a Program Proposal at the beginning of the Academic Semester.



Article VII. SAF Organization Budgeting

Section VII.1: Budget Management

- (A) All income and expenses must be charged to the correct line item.
- (B) The budget details in each organization's budget list the fiscal plans approved by SAFC during the budget process.
- (C) Non-income producing organizations must stay within their budget framework approved during the budget process.
- (D) Income producing organizations must stay within the ratio of revenues to expenses approved during the budget process. If an organization's revenue exceeds their budgeted revenue, the organization may propose to SAFC to transfer excess funds to an expense line. This depends on the overall state of the SAF and is at the discretion of SAFC.
- (E) Under extenuating circumstances, non-SAF Organizations, funded through the ORO budget, may propose to have revenue monies from a given program returned to their organization's account, instead of being deposited into the ORO revenue budget. This requires the approval of SAFC.
- (F) The granting of a SAF subsidy to any student organization does not give that organization sole discretion over those funds. It is the responsibility of every officer and member of the organization to ensure that these funds are administered responsibly and with professional accountability.
- (G) Your SAF CFO and the SAF Financial Consultant have the responsibility and the authority to deny payment for any item that violates USNH policy or fiscally responsible judgment.
- (H) If unbudgeted expenses arise during the year, organizations may propose to SAFC to transfer funds from one budget line to another.
- (I) Each year the SAF sets aside money in a contingency fund. This fund is used only for emergency SAF expenditures.
- (J) If any organization does not follow the SAF Standard Operating Procedures and/or the SAF bylaws, your SAF CFO, with the approval the SAFC Executive Board, may freeze that organization's budget after one warning. If an organization's budget is frozen, a meeting with your SAF CFO or the entire SAFC Executive Board will follow before the budget privileges are reinstated.



Article VIII. Income

Section VIII.1: Revenue

- (A) All revenue must be handled properly to ensure that it can be accounted for, deposited, and audited.
- (B) If organization merchandise, refreshments, etc. is sold at an event, a temporary bank can be obtained from the MUB, but an application through Wildcat Link must be submitted at a minimum of 48 hours before the event on Wildcat Link <https://wildcatlink.unh.edu/organization/finance/availableforms>.
- (C) The organization's Business Manager is personally responsible for any money that may be lost when not secured in a safe. Additionally, they are responsible for ensuring that all income is deposited properly.
- (D) Monies received at the event shall pay no invoices—it must be deposited first.
- (E) All checks should be payable to the organization or to UNH. All checks will be treated with the same security as cash.
- (F) On the occasion that an organization wishes to sponsor an event, with the proceeds to benefit a charity, the SAF subsidy must first be repaid. After the subsidy is repaid, all remaining revenue can be paid out to the charity of choice.
- (G) Income must be turned into the Office of Student Involvement and Leadership reception staff or the SAF Financial Consultant with a duplicate Deposit Sheet correctly completed:
 - (i) *All cash and/or checks verified by the organization's Business Manager.*
 - (ii) *A completed Deposit Form(s), signed by the Business Manager. In the case of cash, the form must include the number of bills, denomination, total dollar amount of each denomination and the total amount of the deposit. In the case of checks, each check will be listed with the check number, name on the check and the check amount.*

Section VIII.2: Payments

- (A) University departments pay for advertising or Org services by issuing an encumbrance. In the case of TNH, the use of their P-Card is required. Organizations must receive the encumbrance before placing the advertisement.
- (B) When UNH departments sponsor a program, a co-sponsorship form must be completed with the departments' accounting information. The co-sponsorship form is turned in to the SAF Office with the Program Proposal.
- (C) All payments to the SAF from outside vendors (including fund raising) must be sent to the organization's Business Manager and then deposited into the Org's account using proper Deposit protocol.



Section VIII.3: Event Tickets

- (A) The MUB Ticket Office must be used to sell tickets for all ticketed events, including those which are free of admission.
- (B) With the exception of events that are free of admission, the minimum ticket price for any event will be \$3.
- (C) Complimentary tickets must be approved by SAFC, by way of notation on event proposal, for every event and the ticket office notified.
- (D) For Community Building events, all UNH affiliates (students, grad-students, faculty, and staff) may pay the same out of pocket expense that students normally would. University Departments may reimburse the respective organizations revenue line for the portion of graduate students, faculty, and staff that attended the event.

Article IX. Equipment and Insurance

Section IX.1: Equipment

- (A) Equipment may not be disposed of without approval from the SAF Office.
- (B) SAF equipment will not be used for personal use or gain.
- (C) SAF equipment used off campus must have the organizations approval, and be cleared though the SAF Office, before equipment is taken off campus. The person(s) utilizing the equipment are solely responsible for the condition of that equipment. If lost, stolen or broken while off campus, it is the responsibility of the organization's Business Manager to file an accident report as soon as possible, distributing a copy to the organization to which the equipment belongs and a copy to your SAF CFO.
- (D) The SAF is under no obligations to replace or repair lost, stolen, or broken equipment.
- (E) In the event that new or replacement equipment is needed for any SAFO, and funds are not available within their budget, the organization's Business Manager may submit a proposal to purchase said equipment from either the "Computer Replacement Fund", or the "Equipment Replacement Fund". Any proposal of Replacement Fund Expenditures must be presented first to the organization's CFO for approval then proposed to SAFC for final approval. The organization must demonstrate need to receive these funds and approval of said funds is not guaranteed.



Section IX.2: Insurance

- (A) The SAF is self-insured for all equipment and supplies. Reserves are retained that are adequate to cover replacement of any given exposure or loss.
- (B) All UNH recognized student organizations are fully covered by the liability insurance carried by the University of New Hampshire.
- (C) The SAF carries a security bond for your SAF CFO and the SAF Financial Consultant, in the event of embezzlement or fraud.

Section IX.3: Printing

- (A) All SAF Organizations will have access to a code assigned to them for use with the SAF-funded printers in the Office of Student Involvement and Leadership.
- (B) A governance organization that is recognized by the Students' Rights, Rules, and Responsibilities may apply for a code for the SAF printers. The requests may be approved at the discretion of SAFC Exec.
- (C) All other non-SAF Organizations will have access to a shared code, which can be accessed and used at a terminal in the OSIL.

Article X. Committee in Session

Section X.1: General

- (A) SAFC will host public meetings at the discretion of the Chairperson and SAFC Executive Board. These meetings will be documented in both written and audio form.
- (B) Committee meetings will be conducted using select rules from the current edition of Robert's Rules of Order: Newly Revised. The extent of Robert's Rules of Order which are followed will be at the discretion of the SAFC Chairperson.
- (C) SAFC will act with all form of respect when conversing with each other during meetings and with any visitors to the meetings.
- (D) Organizations whose operational concepts require regular updates to the committee shall submit them on a monthly basis. Organizations that will submit these updates shall be:
 - (i) *The Campus Activities Board, concerning the MUB Movies series.*
 - (ii) *The Organic Gardening Club, concerning Farmers' Markets and other weekly or monthly events.*
 - (iii) *Student Senate, concerning campus initiatives that the current Session is working on.*
 - (iv) *The New Hampshire, concerning (1) Updates on advertisement revenue, and (2) Analytics on circulation.*
 - (v) *WUNH, concerning (1) Revenues and expenses related to running the tower, and (2) Analytics on followership.*



Student Activity Fee Committee

- (E) Organizations that have a large number of smaller programs in one month are asked to submit one lump proposal for that month's programs. This bulk proposal must include all revenues, expenses, name and number of events, and all other applicable information. Specifically, organizations who are asked to do this are:
 - (i) *New Hampshire Outing Club*
 - (ii) *SlowFood UNH*
- (F) While dealing with proposals which are confidential in nature, it is the responsibility of all committee members to maintain said level of confidentiality. Particularly with proposals brought by the Student Committee on Popular Entertainment, the Campus Activities Board, the Electronic Dance Music Community, and the Memorial Union Student Organization, where a breach in confidentiality can cause SAFC to pay the full artist fee without a performance, confidentiality is paramount. Any member of the committee found to be breaching this confidentiality shall have their stipend revoked and put their organization's status as a Student Activity Fee Organization in jeopardy at the discretion of SAFC. All members and proxies present for discussions of confidential material shall be required to sign a Non-Disclosure agreement and shall be fully bound to the terms of said agreement.
- (G) Any Student Activity Fee Organization which requests to draw from the Organizational Resource Fund must get a two-thirds majority vote from the Student Activity Fee Committee.
- (H) Entities which are not recognized student organizations that request Student Activity Fee money for a student event must obtain a two-thirds majority vote from the Student Activity Fee Committee, and then a two-thirds majority vote from the Student Senate.