IV. STUDENT ACTIVITY FEE (SAF)

APPROVAL AUTHORITY: Finance Board
REQUIRED VOTE: Simple Majority
ALTERNATE APPROVAL AUTHORITY: Senate
REQUIRED VOTE: Two-Thirds Majority
CHANGES TAKE EFFECT: Upon Adjournment of Meeting

The Student Activity Fee (SAF) was created in 1983 by a Student Government referendum with the intent to create an activity fee that would be allocated by students for students. Following its collection at the beginning of each academic year, the SAF is pooled into a University Fund where it awaits allocation; the Director of the Student Activities Business Office (SABO) has oversight of this fund.

The fee may be increased each year no more than the Consumer Price Index plus 2% at the discretion of the Comptroller and with the approval of the Finance Board. If the students wish to increase the fee beyond this amount, a student-wide referendum may be initiated. Any adjustment to the fee must be approved by the administration of the Division of Student Affairs before it receives final approval by the University’s Board of Trustees Finance Committee.

1. Funding Vision

In order to allocate the Student Activity Fee in a way that maximizes the benefit for all undergraduate students, who pay the annual fee, the Finance Board looks to promote an environment where:

1.1. Collaboration is emphasized in the interest of promoting campus unity, diversity, and higher quality events,
1.1.1. While collaboration is emphasized and encouraged, the group requesting funding must take majority ownership of the event. This includes responsibility for all financial obligations, programming policy requirements, as well as being the primary sponsor on all advertisements
1.2. Events catering to large groups of students are balanced with those which cater to a smaller number,
1.3. Funding shall be spread out among a variety of organizations to ensure quality events in all facets of campus life,
1.4. Funding shall be distributed to promote long-lasting and sustainable operations that keep with modern technology.

2. Budget Request Process and Responsibilities

2.1. A calendar of submission deadlines will be set by the Comptroller, approved by the Board, and made public to all student organizations at the beginning of each fiscal year (July 1st - June 30th).
2.1.1. It is the responsibility of the student organization to seek out deadlines and request information.
2.1.2. Any organization may petition the Comptroller to submit a Budget Request prior to or after the set deadlines, provided there is justification of extenuating circumstances that the request could not be submitted according to the set deadlines. This request must include approval from the organization’s Center for Student Involvement (CSI) Program Manager.
2.2. There are three deadlines in the funding request process:
2.2.1. The Program Manager Deadline is the date by which all budget requests must be submitted on OrgSync for the organization’s CSI Program Manager to review
2.2.2. The Finance Board Deadline is the date by which all budget requests must be approved by the organization’s CSI Program Manager for the Board to review.
2.2.3. The Board Presentation is the date that organizations will be scheduled to present their budget request to the Finance Board
2.3. Organizations that have submitted a completed Budget Request on time will be scheduled to present their Budget Request to the Board. The President and Treasurer listed on the Budget Request form will receive an
email with the specific date, time, and location of the presentation no later than 24 hours prior to the presentation.

2.4. Allocation breakdown and decisions of the Board will be uploaded to the OrgSync budget request within seven business days of the Board’s decision. The Chair will provide notice if there will be a delay in providing a decision. A violation of this clause is only grounds for an appeal when such a delay has specifically affected execution of the event.

3. Overriding the Manual

While it is important to note that this Manual holds true for the majority of cases when utilizing the Student Activity Fee, it is also important to recognize that exceptions may be needed on occasion.

3.1. The Board may override any portion of this Manual on a case-by-case basis with a 2/3 majority vote.
3.2. Overrides do not set precedent.
3.3. Any override of the Manual shall be specifically documented in the decision memo.

4. Eligibility for Funding

4.1. Only undergraduate organizations fully recognized and in good standing with the Center for Student Involvement, the Student Involvement Board, and the Student Activities Business Office are eligible to receive Student Activity Fee funding. Fraternity and Sorority Life organizations must also be fully recognized and in good standing with their respective national organization. Organizations must meet all re-registration deadlines.

4.2. Before requesting funding, a representative from the organization’s executive board must attend a Student Activity Fee Workshop or complete the Student Activity Fee Webinar within the current fiscal year.
4.2.1. The Student Activity Fee Workshops and Webinar serve to educate students and organizations on the policies and procedures of using SAF funds.
4.2.2. The Board holds a minimum of one workshop within the first month of each semester and one workshop during the summer semesters (May-August), which fulfills the requirement for the upcoming fiscal year.
4.2.3. If using the webinar to fulfill this requirement, a member of the organization must send proof of completion to the Finance Board via e-mail.
4.2.4. At the discretion of the chair, mandatory workshops may be called if necessary.

4.3. Organizations must complete all obligations (i.e. Payment Requests) for previous events funded by the SAF, as set by the Board.

5. Budgeting

5.1. The request pool will be derived from the Student Activity Fee after the Board has allocated funds for Annual Budgets, Major Events, and the Safety Fund.
5.2. The request pool will be budgeted by month and request amount according to a breakdown approved by the Board.
5.2.1. Small requests will be defined as those equal to or below $5,000.
5.2.2. Medium requests will be defined as those equal to or below $15,000, but above $5,000.
5.2.3. Large requests will be defined as those above $15,000.
5.2.4. Major events will be defined as any event that meets all of the following criteria and has been approved as such by the Finance Board in advance of the Fiscal Year.
5.2.4.1. The event is annually occurring and has occurred the past two years;
5.2.4.2. The event has had a cost of over $50,000 in the previous Fiscal Year.
5.2.5. Events occurring between May and August will be considered during one funding period before the end of the current fiscal year. This period will constitute one full semester.

5.3. Each organization may apply for up to 5 budget requests per year.
5.3.1. Of these 5 budget requests, organizations may only request one Large or Multi-Day event per semester.
5.3.2. In addition to the 5 budget requests, organizations may request 1 additional equipment request per year.
5.3.2.1. Any additional equipment requests will deduct from the 5 budget request maximum.
5.3.2.2. Organizations may requests a maximum of 2 equipment requests per year.
5.3.3. Welcome Week events do not count towards the 5 budget request maximum.

5.4. In the case that there are funds remaining in a given pool after all requests have been heard for that pool, the remaining funds will roll over to the next month’s budget. After all requests have been heard for the year, any remaining funds will be placed into the reserve budget.

6. Non-Fundable Items

6.1. Items, events, or trips purchased prior to authorization by the Board/Comptroller cannot be funded.
6.2. Expenses for personal or private use cannot and will not be funded and will be regarded as larceny.
6.3. The following cannot be funded for any expenditures from the SAF:

   6.3.1. Alcohol, drugs, and tobacco products
   6.3.1.1. Events where alcohol may be present, provided there is an environment where equal entertainment is provided for both of-age and underage students, may be funded.
   6.3.1.2. Additional costs associated with the presence of alcohol will not be funded.
   6.3.2. Charitable contributions/donations
   6.3.3. Fundraisers or any items that generate revenue for the organization’s cash index
   6.3.3.1. Events that are considered charitable fundraisers may request only for on-campus space fees and associated facilities fees from the SAF.
   6.3.4. Class projects
   6.3.5. Cleaning and/or alterations of any costume or prop
   6.3.6. Deposits/security fees
   6.3.7. Photographers
   6.3.8. Jewelry
   6.3.9. Late fees/expediting charges/penalties of any types
   6.3.10. Loans
   6.3.11. Payments for services provided by Northeastern graduate and undergraduate students
   6.3.12. Plaques, trophies, prizes, gifts
   6.3.13. Scholarships/awards
   6.3.14. Gift cards

6.4. The following cannot be funded for any events, but can be considered for non-event requests, such as annual budgets, conferences, and competitions, on a case-by-case basis:

   6.4.1. Activities exclusive to the membership of one organization
   6.4.2. Recurring payment for services dedicated to an organization (coaches, secretaries, employees, etc.)
   6.4.3. Stipends
   6.4.4. Student organization recruitment initiatives
   6.4.5. Media subscriptions
7. Major Event Requests

7.1. Organizations wishing to gain major event status must submit a Major Event Request. Major Events will be budgeted for in the upcoming Fiscal Year budget, however funds will not be allocated until an organization submits a Budget Request Form to the Finance Board. A completed Major Event Request must include the following:

7.1.1. A completed Budget Request Form.
7.1.2. At least two comparable quotes for all items to be requested or a documented explanation as to why providing two comparable quotes is not feasible.

7.2. Events previously granted Major Event status need only submit an electronic request to be discussed by the Board, unless otherwise specified.

7.3. The Finance Board will hear a request, and if granted, will assign the group Major Event status.

7.4. Groups that receive Major Event status for an event will be able to submit a Budget Request at any time during the next Fiscal Year to procure funding, in accordance with the guidelines in Section 8.

7.4.1. Completed Event Requests must adhere to the restrictions on non-fundable items in Section 6 and expenditure restrictions in Section 9.

7.5. Being granted Major Event status is NOT a guarantee of funding.

8. Budget Requests

8.1. A Budget Request must include the following:

8.1.1. A completed OrgSync Budget Request, including all required fields, attestations, and approvals
8.1.2. At least two comparable quotes for all items to be requested or a documented explanation as to why providing two comparable quotes is not feasible.
8.1.3. A confirmation of a space reservation from the Center from Student Involvement Scheduling Desk
8.1.4. In addition, groups submitting a Budget Request that contains a costume portion must include an up-to-date costume inventory in order to be considered complete.

8.2. At least one member, but no more than 4, of the organization’s executive board is expected to give a thorough presentation to the Board. An outside designee may be appointed in extenuating circumstances with the approval of the Comptroller.

8.2.1. If co-sponsoring with another organization, a representative from the co-sponsoring organization may, but is not required, to attend the presentation.

8.2.2. The representatives should introduce themselves and their positions and present the details of the event. During the presentation, students should clearly state the purpose of the event and how it benefits the undergraduate community as a whole and aligns with the organization’s mission statement. The presentation is an opportunity for the organization to clearly define the reasons for each line item in their request. All groups should be prepared to identify which part(s) of their request are absolutely necessary for the event to be successful.

9. Event Expenditure Restrictions

The Board will impose the following limitations on the use of the SAF in order to best-utilize the funding.

9.1. The total cost of events should not exceed $45 per anticipated attendee from the SAF.

9.2. The following types of events will be funded according to these restrictions:

9.2.1. Community service events may only be funded if the event is held on campus, relates to the sponsoring organization’s mission, and includes NU undergraduate students as the primary participants.

9.2.2. Political events and activities may be considered when they are not exclusive in nature. Events that support, in whole or in part, the campaign of an individual candidate or party for political office cannot be funded.

9.2.3. Religious-themed events and activities may be considered when they are not exclusive or persuasive in
nature. Events that are exclusive in attendance to one religion cannot be funded.

9.2.4. Transportation for off-campus events may only be funded for ticketed events open to all undergraduate students.

9.3. Costumes, uniforms, and props may be funded on a case-by-case basis. Organizations are encouraged to rent all costumes and props unless the items can be reused on an annual basis. Should the Board fund costume and/or prop purchases, the following stipulations are required:

9.3.1. Items must be reusable and be maintained at the expense of the organization.
9.3.2. Items must be appropriately stored by the organization in a storage locker provided by the Center for Student Involvement or otherwise approved location on campus where they will be secure from damage and theft, and be accessible for similar events in future years.
9.3.3. Organizations must keep an inventory of any and all costumes and/or props purchased, detailing the specific items purchased, the cost of each item, and the condition of each item. Inventories must be submitted to the Board at the start of each year.
9.3.4. Annual requests for additional costume and/or prop purchases for similar events may be funded, so long as the group is able to produce the current inventory lists for all previous funding allocations made by the Board for costume and/or prop purchases for similar events hosted by the organization.
9.3.5. A Budget Request containing costumes or props must include an up to date inventory to be considered complete.

9.4. Equipment rentals for events may be funded if the following can be proven:

9.4.1. The event cannot occur without the requested equipment,
9.4.2. The current equipment of the venue cannot meet the requirements of the performer or planned event, and
9.4.3. The organization has explored all on-campus options for obtaining adequate equipment.

9.5. Giveaways/Food:

9.5.1. The total cost of food and drinks for an event should not exceed $12 per anticipated attendee.
9.5.1.1. A maximum of one food event per group, per semester may be funded.
9.5.1.2. For multi-day programs that include more than one event, food may be funded for one event only.
9.5.1.3. Food for organization events, such as banquets, receptions and ceremonies, may be funded, so long as it is not exclusive
9.5.1.4. Food for meetings exclusive to student organizations may not be funded.
9.5.1.5. Requests for cookouts must use the standard BBQ package provided by Chartwells Dining Services
9.5.2. Giveaways for events will be considered as promotional items and should not exceed more than $5 per anticipated attendee. T-shirts will be considered as giveaways and therefore should not exceed $5 per anticipated attendee. T-shirts will be considered on a case-by-case basis. T-shirts should not be funded when the purpose is solely for the distribution amongst group members.
9.5.3. A maximum of one t-shirt event per group, per semester may be funded
9.5.4. Program handouts, such as those outlining the cast or sequence of a performance, are considered as giveaways, are limited to anticipated attendance, and should not exceed $1 per program.

9.6. Marketing is critical to the success and openness of SAF-funded events. All events funded by the SAF must be listed on the Campus Calendar through OrgSync. The following restrictions will be in place for marketing expenditures.

9.6.1. All advertising and program hand-outs must bear the official SAF logo, available on the Finance Board website. All logos should be of sufficient size. OrgSync postings should state “Supported by the SAF.” This includes all online advertising such as, but not limited to Facebook Events.
9.6.2. Graphic design fees must be included in the total marketing costs.
9.6.3. Events are limited on promotional funding based on the program duration:
9.6.3.1. One-day events may be funded up to $400 for marketing.
9.6.3.2. Week-long events may be funded up to $500 for marketing.
9.6.3.3. Month-long events may be funded up to $600 for marketing.
9.6.4. Social media ads may be funded, according to the following stipulations:
   9.6.4.1. Ads must be restricted to only Northeastern, undergraduate students, all genders and all ages.
   9.6.4.2. One-day events may be funded up to $40 for social media ads.
   9.6.4.3. Week-long events may be funded up to $80 for social media ads.
   9.6.4.4. Month-long events may be funded up to $100 for social media ads.
9.6.5. Marketing should be within reason and may be restricted if it is excessive in relation to the duration or anticipated attendance of an event.
9.6.6. Advertising on non-Northeastern affiliated websites and publications may not be funded.
9.6.7. Advertising off-campus or to non-Northeastern students is prohibited.
9.7. Northeastern University Police Department costs will be funded out of the SAF Safety Fund.
   9.7.1. Only SAF-funded events are eligible to receive NUPD funding.
   9.7.2. If an organization is directly responsible for an increase in officers or cost (based on an NUPD report), the group will be required to cover the extra cost through their cash index.
9.8. Supplies/Decorations
   9.8.1. The CSI Programming Lab has an annual budget from the SAF to supply organizations with materials for day-to-day operations and events. Only supplies and decorations not available in the CSI Programming Lab may be funded.
   9.8.2. The Board may mandate that supplies be returned to the CSI Programming Lab following completion of the event.
   9.8.3. Only decorations integral to the event may be funded.
9.9. Tickets/Entry Charges
   9.9.1. All ticketed SAF-funded events must be ticketed through the University Box Office online ticketing system.
   9.9.2. The Board has authority to set ticket pricing for any SAF-funded event. This price will include any university mandated service fees. Only the authorized ticket price may be used.
   9.9.3. Organizations cannot require donations at events.
   9.9.4. All ticket revenue will be returned to the Student Activity Fee to cover costs allocated by the Finance Board. If the revenue generated is in excess of the amount allocated, the organization may retain the difference.
   9.9.5. Complimentary tickets must be requested from the Finance Board via the OrgSync Complimentary Ticket Request form at least five business days in advance of ticket sales and may only be approved for contracted performers (as required by a rider) and people integral to the logistics of the event. This deadline can be waived by the Comptroller in extenuating circumstances.
   9.9.5.1. Complimentary tickets for non-mandated attendees (university staff and contract/rider requirements) should not exceed 1.5% of the expected attendance, or 10 tickets, whichever is greater.
   9.9.5.2. Complimentary ticket regulations are in place regardless of whether tickets have a cost to attendees.
10. Publications
   10.1. The process for publications will be at the discretion of the Comptroller, with the approval of the Finance Board, and determined on a year-by-year basis to determine the most efficient process possible.
   10.2. Request and presentation dates will be set at the beginning of the fiscal year and made available at the same time as the deadlines for events.
   10.3. A Publications Request must include the following:
       10.3.1. A completed OrgSync Budget Request, including all required fields and attestations
       10.3.2. A quote from the Finance Board suggested printing vendor for all items to be requested
       10.3.2.1. Should the publication prefer another vendor, a quote from the secondary vendor.
   10.4. The Finance Board will hear and vote on all publication requests in the same manner in which they hear event requests.
11. **Funding Decisions**

The Finance Board is responsible for funding events for the undergraduate student body. All student groups should keep in mind that funding is limited and not all events will be able to be funded.

11.1. The Board will consider funding for events that are open to all undergraduate students at Northeastern University and do not appear to be excessive in nature.

11.2. The Board will consider the following factors to determine an event’s benefit and priority to the undergraduate student body:
   - 11.2.1. Student appeal
   - 11.2.2. Excessiveness of request or within request pool
   - 11.2.3. Experiential value (e.g. educational, cultural, awareness)
   - 11.2.4. Cost per student
   - 11.2.5. Correlation to the university or student organization mission statement
   - 11.2.6. Strength of promotional plan
   - 11.2.7. Anticipated attendance
   - 11.2.8. Co-sponsorship
   - 11.2.9. Exclusivity
   - 11.2.10. Presentation to the Board
   - 11.2.11. Completeness of Budget Request
   - 11.2.12. Submission of Budget Request in accordance with deadlines
   - 11.2.13. Group experience in event planning

11.3. The Board has the authority to mandate events be limited in audience to one of the following, to give priority to undergraduate students due to their contribution to the Student Activity Fee. However, the Center for Student Involvement has the authority to make changes deemed necessary for security purposes or adherence to University policy.
   - 11.3.1. Undergraduate only (“NU only”)
   - 11.3.2. Undergraduate students + one guest per student (“NU+1”)
   - 11.3.3. Northeastern Community only (all students, faculty, staff, alumni, and parents)
   - 11.3.4. Undergraduate students + one guest per student + Northeastern Community
   - 11.3.5. Northeastern Community + one guest per member of the Community
   - 11.3.6. General Public

11.4. Events may be fully funded, partially funded, or not funded.
   - 11.4.1. Any organization that requests funding for an event and is partially funded will be provided with the Board’s rationale for its decision.
   - 11.4.2. If the Board is unable to fully fund the request and the organization states that everything in the request is necessary for the event to be successful, the Board reserves the right to not fund the entire budget request.
   - 11.4.3. The Board may reduce allocations based on any information given during the presentation or request.
   - 11.4.4. Once an event has been funded, an organization cannot request additional funds from the SAF for that event.
12. Payment Requests
Submission of the Payment Request form on OrgSync acts as a spending report. This is necessary for the Board to keep a record of how SAF allocated funds are spent. Submission of the Payment Request form does not process any payments. A Direct Pay form or Expense Reimbursement form must be submitted to the Student Activities Business Offices in order to process payment.

12.1. The Board requires every organization that receives funding to provide a Payment Request, via OrgSync, no later than 30 days after the conclusion of the event or purchase of equipment. All payments must be processed through the Student Activities Business Office prior to submitting the Payment Request.

12.2. Requests for extensions on the submission of a Payment Request must be petitioned to the Comptroller at least 7 days before the due date.

12.3. Event Payment Requests must include the following:
   12.3.1. A completed OrgSync Payment Request form,
   12.3.2. Any information requested by the Board or the Comptroller in the allocation memorandum,
   12.3.3. Advertising samples
   12.3.4. Copies of all receipts and invoices, as one pdf.

12.4. The Comptroller or designee will review all Event Payment Requests and will either approve, approve with notes, or deny a Payment Request based on the following criteria:
   12.4.1. Failure to submit Payment Request by the deadline,
   12.4.2. Misrepresentation of information,
   12.4.3. Failure to adequately explain variances of 10% or more,
   12.4.4. Failure to complete all sections of the Payment Request Form,
   12.4.5. Failure to follow spending guidelines of the SAF Manual or those indicated in the allocation memo and/or subsequent communications,
   12.4.6. Failure to submit all documentation,
   12.4.7. Usage of logo in a way that renders “Supported by the SAF” unreadable
   12.4.8. Failure to include advertising samples with SAF logo

12.5. Organizations may be subjected to sanctions as a result of a denied Payment Request.

12.6. Additionally, following a denied payment request, an organization’s next request will be limited to a maximum of $5,000, which is a small event.

12.7. Student organizations may not request funding if there are any past due payment requests.

13. Equipment

13.1. Equipment Request
   13.1.1. Equipment being requested must have a minimum life of one year.
   13.1.2. Organizations may not request more than a total of $1,500 for equipment per semester; Summer I and Summer II (May-August) will be jointly considered as a semester.

13.2. Capital Equipment Request
   13.2.1. Capital equipment is defined as equipment that has a life of at least two years and has a cost-per-unit of at least $1,500.
   13.2.2. Organizations may be funded for one Capital Equipment Request per semester. Summer I and Summer II will be considered jointly as a semester. A request not utilized during one semester may not be submitted during any following semester.
   13.2.3. A Capital Equipment Request will be defined as a single piece of equipment accompanied by the minimum auxiliary equipment necessary to complete the functions for which the requesting groups has justified necessity to purchase the equipment.

13.3. A group that wishes to purchase equipment should provide a detailed inventory of the equipment that is already in the group’s possession along with the equipment request. This must include, but is not limited to year of purchase, any repairs that have been made, and the current condition of the equipment.

13.4. The Board may request an inventory report at any time, as well as any additional information it deems...
13.5. All requests should include the following:
   13.5.1. A completed OrgSync Budget Request, including all required fields, attestations, and approvals
   13.5.2. At least two comparable quotes for all items to be requested or a documented explanation as to why
   providing two comparable quotes is not feasible.
13.6. All equipment funded by the Finance Board must remain stored in a CSI-provided storage locker, or
   otherwise on-campus approved location by the organization’s Program Manager
13.7. All equipment funded by the SAF should be available for use by other recognized student organizations.
13.8. Any new capital equipment that is funded by the SAF must be tagged by the University and thus registered
to the student organization.

14. Conference/Competition/Organization Fee Funding
14.1. Requests for conferences, competitions, or organization fees should be submitted at least one month prior
to the conference, competition, or organization registration deadline.
14.2. Organizations may be funded for a maximum of one conference, competition, or organization fee per fiscal
   year.
   14.2.1. Conferences – organizations will be funded for a maximum of $500 in full registration fees for any
   one conference. In the case that the registration fee exceeds $250, organizations will be funded for a
   maximum of two registration fees for that conference, up to $500 per registration fee.
   14.2.2. Competitions – organizations will be funded for the registration fees for the minimum number of
   participants necessary for entry.
   14.2.3. National Organization Fees – organization fees will be funded up to $750 provided that paying the
   fee and/or the benefits it provides are imperative to the existence of the organization.
14.3. Transportation and/or lodging will not be funded for these requests.
14.4. When hosting conferences, organizations may be funded through the SAF so long as the conference is
   internal and occurring on-campus.
   14.4.1. Revenue generated from ticketing any internal conference funded by the SAF must be returned to
   the SAF.
14.5. Payment Requests for conferences, competitions, and organization fees must be submitted within 30 days of
   the registration deadline

15. Annual Budgets

15.1. In order to be considered eligible for an annual budget, an organization must meet the following
   requirements
   15.1.1. Provide a service to the entire undergraduate student body, specifically to serve a function that
   enables a student or student organization to operate, maintain their status in the University, or serve the
   greater enrichment of student life,
   15.1.2. Ensure their services are available year-round,
   15.1.3. Be unable to function on an event by event basis,
   15.1.4. Demonstrate proper spending habits, as evidenced through requests from the past year,
   15.1.5. Has not been sanctioned/on probation within the past year.
15.2. For an organization to be eligible to receive a new annual budget, they must have been a fully recognized
   student organization and eligible to request funds for one full year. Organizations must complete a one-year
   trial period during which they must successfully submit and have approved a projected annual spending
   report with the following year’s request.
15.3. Budgeted organizations must follow the restrictions on Non-Fundable Items for all spending and the Event
   Expenditure Restrictions for all events put on by the organization through the annual budget.
15.4. Budgeted organizations will be reviewed each year during a time specified by the request calendar.
   Organizations must provide a quote of past expenditure and quotes for any new items not previously funded
in an annual budget. If there is an increase in the request for items previously funded, quotes or a written justification must be submitted for each affected line item. The Board will reconsider all budgets, and may increase or decrease individual budgets based on their current need.

15.5. All budgeted organizations must submit the following reports on spending throughout the fiscal year. Deadlines for these submissions will be communicated in the funding decision memo.

15.5.1. Mid-year Payment Request – outlines a budgeted organization’s spending through the first half of the fiscal year (July through December)
15.5.2. End of Year Annual Payment Request – due following the completion of the fiscal year
15.5.3. Any budget that is approved for the following fiscal year is done so pending the approval of an End of Year Annual Payment Request for the current fiscal year. An incomplete payment request may jeopardize the approved annual budget.
15.5.4. Failure to meet deadlines will be considered during budgetary deliberations by the Board.
15.6. Budgeted organizations are eligible to request additional funding from the SAF for one event per semester.

15.7. Budgeted organizations are ineligible to include equipment requests and requests for conferences/competitions/organization fees in their annual budget request. They are eligible to make these requests throughout the year, adhering to the policies outlined in this Manual.

15.8. Budgeted organizations, although given more freedom in spending, may not use the SAF to support activities or events that are contrary to the mission or purpose of the organization, as stated in its Constitution, or that of the University.

16. Reallocations

16.1. When allocating funding, the Board designates specific amounts to specific purposes through assigned account numbers. If a need arises for additional funds in one account, an organization may reallocate unused money from another account to cover the unexpected costs, subject to approval of the Comptroller or designee.

16.2. Reallocation requests should be submitted via OrgSync, prior to the anticipated expense. Special circumstances of a reallocation received as soon as possible after a purchase will be reviewed on a case-by-case basis, provided there is justification as to why the expense could not have been foreseen. Requests for reallocations may be denied for the following reasons:
16.2.1. Items requested exceed limitations in or are restricted per the Event Expenditure Restrictions section of this Manual,
16.2.2. Items are not integral to the success of the event,
16.2.3. Funds requested have been previously spent,
16.2.4. Items requested were previously denied funding by the Board,
16.2.5. The Board restricted the prior amount due to excessiveness,

16.3. If a reallocation is received after the purchase of any items for which the reallocation is requested, sanctions may be imposed. This may include, but is not limited to, the return of SAF funds from the organization’s cash index.

17. Audits

The Board, to determine the overall SAF utilization, reserves the right to perform random and targeted audits of organizations, accounts, and events. If an audit reveals evidence of misspending of funds, the student group may be subject to sanctions outlined in Section 18 of this manual.

18. Sanctions

The Board is responsible for managing the contributed funds of all undergraduate students at Northeastern University. Organizations awarded funding through the Student Activity Fee are held accountable for appropriate spending to the undergraduate student body. Sanctions help regulate the funds awarded to all organizations, and
are not meant to hinder an organization’s operations.

18.1. Sanctions may be imposed upon an organization for the following:
   18.1.1. Failure to submit a spending report by the deadline
   18.1.2. Disapproval of a Payment Request
   18.1.3. Unauthorized spending of SAF funds
   18.1.4. Spending which violates any clause of this Manual
   18.1.5. Unauthorized distribution of complimentary tickets
   18.1.6. Failure to return unutilized SAF funds or event revenue to SABO
   18.1.7. Inappropriate storage or record-keeping of equipment, costumes, or props
   18.1.8. Falsifying information on any submissions to the Board

18.2. Sanctions that may be implemented upon an organization include but are not limited to:

18.3. Completion of the Student Activity Fee webinar
   18.3.1. Loss of eligibility to request funding for a specified time period
   18.3.2. Requirement to co-sponsor events for a specified time period or number of events
   18.3.3. Return of SAF funds for money spent or complimentary tickets distributed inappropriately
   18.3.4. Required weekly meetings with Comptroller or Board liaison
   18.3.5. Referral to the Student Involvement Board for status review
   18.3.6. Referral to the Office of Student Conduct and Conflict Resolution
   18.3.7. For annual budgets, required submission of monthly spending reports

18.4. Student organizations may be subjected to more than one sanction per offense.

18.5. Additional action may be taken depending on the circumstances.

18.6. All sanctions with specified time period is will be imposed from spending report due dates.

18.7. Sanctions imposed upon organizations will be detailed and outlined in a written memorandum to the organization, program manager, and organization advisor.

18.8. Appeals on sanctions may be submitted on any decision made by the Board or the Comptroller. Appeals should follow the guidelines set forth in the Appealing a Decision section of this Manual.

19. Appealing a Decision

The following appeals process will allow student organizations to request that decisions made by the Finance Board be reconsidered.

19.1. An appeal may only be based upon the following criteria:
   19.1.1. Established policies and procedures were not followed, and/or
   19.1.2. The funding allocation decision was arbitrary or capricious, and/or
   19.1.3. The severity of imposed sanctions was unnecessarily harsh in nature compared to the severity of the infraction.
   19.1.4. The fact that the Board did not fund a request in its entirety does not in itself constitute grounds for an appeal.

19.2. An organization must submit a written appeal request to the President of the Student Government Association within seven days of funding decision notification including the following, when applicable:
   19.2.1. The request for which the decision was made, along with all supporting materials,
   19.2.2. The funding decision,
   19.2.3. The allocation and spending workbook,
   19.2.4. Payment Request submitted,
   19.2.5. Sanction decision,
   19.2.6. Any other memorandums from the Finance Board related to the matter,
   19.2.7. The criteria on which the appeal is based, noting the specific policies within the SAF Manual that were violated (see section 20.1)
19.3. The President of the Student Government Association will receive the appeal and determine if the appeal has merit based on criteria established in Section 20.1. An appeal that has been found to have merit will be considered by the Appeals Board within five business days of receipt.

19.4. The Appeals Board will consist of the following members:
   19.4.1. Comptroller,
   19.4.2. Student Body President,
   19.4.3. Parliamentarian,
   19.4.4. Designated Operational Appeals Board Justice, and
   19.4.5. The university’s Assistant Vice President for Student Affairs, or designee
   19.4.6. In the event that the Student Government Association is the appealing organization, the university’s Assistant Vice President for Student Affairs, or designee, will make the decision on the appeal.

19.5. The Appeals Board will consider all aspects of an appeal, including but not limited to:
   19.5.1. Criteria on which the appeal is based
   19.5.2. SAF Manual policies that were or were not followed
   19.5.3. The ability of the event to succeed without the items that were not funded, if applicable

19.6. The Appeals Board may make one of the following decisions:
   19.6.1. Uphold the original decision of the Board
   19.6.2. Amend the decision to allocate funding for items not originally funded (the Board may not allocate funding above the originally requested amount)
   19.6.3. Fully fund the event

19.7. Once a decision has been made, the Appeals Board must provide the rationale of the decision within three business days in a memorandum to the student organization, the organization’s advisor, program manager, and the Finance Board.

19.8. Decisions made by the Appeals Board will not have precedent on future appeals, and all appeals will be considered independently.

19.9. The decision of the Appeals Board is final.

19. Confidentiality

19.1. The Board is committed to keeping personal and organizational financial information private. All Board decisions will be conveyed in writing according to timing specified in this Manual. Decisions will be made available on the event’s OrgSync Budget Request.

19.2. The Board will make meeting notes available on the Finance Board website that will be limited to include the following information:
   19.2.1. Event category
   19.2.2. Event sponsoring organization
   19.2.3. Amount requested
   19.2.4. Amount funded
   19.2.5. Reason for denial or reduction of funding

19.3. Further details will be released only after the event has occurred. Actual spending and revenue data will be made available on the Finance Board website when it is known.