### APPENDIX I General Funding Guidelines

#### Student Senate Activity Fee Summary

Any organization receiving funding from Student Senate must:

* Be open to ALL KU students,
* Have the officers of their organization be students,
* Have membership in addition to executive staff (i.e. president, vice president, treasurer),
* Have an executive staff constituted entirely by students,
* Not require membership fees and/or dues,
* Not hold academic standards or academic credit for members,
* Seek other sources of funding, such as a University department, a Lawrence business or organization, Pepsi grants, etc.,
* Include the Student Senate logo on advertisements and promotions, or the words “Funding contributed by the University of Kansas Student Senate” where display of the logo would be impossible, and
* Be registered in the Student Involvement and Leadership Center.

General Funding

* Each group that meets the qualification within Article VIII for funding eligibility may receive $100.00 in General Funding to be used for general office supplies, duplicating, printing, postage, and non-Kansan advertising.

Special Events

* Student Senate may fund a special event up to one thousand dollars ($1,000.00); beyond this level a group may receive up to fifty percent (50%) of the remaining expenditures for the special event. For example, if an event costs $4,000.00, Student Senate may fund the first $1,000.00 of costs and half of the remaining $3,000.00 of costs for a total of $2,500.00 in funding.
* For any event which involves paying a non-University entity or any individual, groups must submit a contractual services form~~s~~ and a W-9 to the Finance Committee Chair before the Finance Committee meeting.
* Funds for events must be spent no later than ten (10) days after the event’s ending date. Funds not spent after ten (10) days may be reabsorbed into the Student Senate Unallocated Account.
* For student groups that indirectly fundraise for a non-profit organization, Student Senate can fund no more than ten percent (10%) of the previous three (3) year fundraising average.

Funds from Student Senate cannot be used for:

* Travel (airfare, hotel, bus rental, conference registration etc.),
* Partisan activities (general supplies are fundable, but promotion of or opposition to specific candidates, ballot initiatives or legislation is not allowed),
* Reimbursements (expenses not paid directly by the Student Senate),
* Academic projects (activities with the intent to publish in an academic journal or present at an academic conference),
* Religious activities (general supplies are fundable, but religious texts, services, or supplies are not),
* Social functions (anything that does not have a primarily educational or multicultural purpose),
* Duplication of services (no funds will go towards providing services already provided by the University or other Student Fees),
* Direct fundraising for another corporation, organization, or group,
* Commercial promotions (no funds to promote products such as Pepsi, Visa, or otherwise),
* Maintaining affiliations, unless vital to the group’s existence (some registration fees for national organizations may fall into this category),
* Recruiting individuals to or from the University,
* Granting scholarships,
* Any activities that violate the University’s anti-discrimination policy,
* Walkable items (items costing more than $50.00 that can be easily carried away, i.e. external computer disk drives),
* Phone or Internet expenses (unless organization is housed within the Student Involvement and Leadership Center),
* Awards or Give Aways that do not have a primarily educational purpose (trophies, certificates, presents, key chains, koozies, t-shirts etc.),
* Decorations that do not have a primarily multicultural purpose, and
* Food or drink.