



Graduate Student Government
The University of Akron

Graduate Student Government

EAF/SAF Manual

**Please direct any questions regarding funding and allocations to
Graduate Student Government at akrongsg@gmail.com.**

**Specific questions regarding procedures and documentation may be
directed to Susan Beke at 330.972.7088 or sbeke1@uakron.edu**

November 1, 2009

Graduate Student Government EAF/SAF Rules and Guidelines

Extracurricular Activities Funds

The University of Akron sets aside a portion of students' General Service Fee to provide financial support to registered student organizations and other student activities on our campus. This fund is called the **Extracurricular Activities Fund (EAF)**. The EAF exists to encourage programs, activities, projects, research, and leadership development that compliments learning in the classroom with learning outside the classroom. EAF enhances student engagement with the campus community and contributes to student success. EAF money is allocated to registered student organizations to support programs and services of benefit to the University community.

Student Activities Funds (SAF)

Since the EAF process provides only partial financial assistance, organizations are encouraged to conduct fundraising activities. Revenues from fundraisers, donations, dues, or other "self-generated" funds may be deposited in a Student Activities Fund (SAF) account. Unlike the Extracurricular Activities Account, the SAF monies are transferable year to year.

The SAF account has no restrictions on spending with the exceptions of sales tax and alcohol. It is important to note that this is a University account and therefore all expenses that are being paid from this account should be appropriate to the group. Groups need to be aware that all the expenses paid from any University account are always subject to auditing by the public.

During the business day from 8:00 am to 5:00 pm deposits to an organization's can be brought to Susan Beke in Buchtel Hall Room 207. After those hours, deposits can be directly taken to the Cashier's Office in Simmons Hall. If the Cashier Office is closed, wait and bring the deposit back to either location during business hours.

Questions about the balance of your organization's accounts should be directed to Susan Beke at 330.972.7088.

Fiscal Year

A fiscal year is the year in which the grant is in effect. For EAF accounts, this is the period from July 1st through June 30th of the following year. EAF money does not carry forward to the next fiscal year; funds in the account that are not utilized by June 30th are swept and therefore are unavailable.

In order to use money from EAF accounts by the end of the fiscal year, June 30th, student organizations are required to turn in their requests and reimbursement documentation by the last business day of May.

How to Apply for Funds

In order to apply for funding, graduate student organizations must fill out the Proposed Budget Form, Semester Budget Form, and the Project Description Form. All of these forms are available through GSG via the GSG website. A definition of these forms will also be provided to each registered graduate student organization at the conclusion the spring semester. This document will also be available via the GSG website.

Student Organization Request Form

In order to spend money from either your organizations EAF or SAF (Student Account Fund, explained later), you must fill out a Requisition Request Form. Information regarding travel funds will be explained later in this document.

To obtain a reimbursement for an individual student or student organization

When requested a reimbursement on behalf of a student organization or individual, the organization or individual must provide all original receipts with the request form. The request form should be completely filled out above submission to Susan Beke. Insufficient documents will not be reviewed until properly completed.

To obtain a check for a vendor

In order to obtain a check for an off-campus vendor you will need to provide an estimate of the cost and a completed Student Organization Request Form. The Request Form must be completely filled out above submission. In the description section of the form, please explain (in detail) what the organization is purchasing as well as the purpose of the said purchase. If there are special instructions (i.e. you need the check to be issued by a particular date or you want to pick up the check) this information needs to be indicated on the form as well.

Honorariums and Contracts

Student organizations sometimes sponsor speakers or performers to provide educational lectures or performances for organization members. When this is done, your organization may want to give some small token of appreciation to this person for their contribution. This type of honorarium cannot exceed \$50 and it must be in the form of a gift.

If your organization invites a speaker or performer to campus that charges for their services, you will be required to have a contract. Contracts contain important information to cover the liability of the University in the case the performance is not what was agreed upon. Plan to begin the contract process at least one month before the performance will take place.

It is strongly suggested that you make an appointment with Susan Beke to help you fill out the contract correctly. Once the contract is complete, send it to the performer/speaker to be signed and notarized. Please return the contract to Susan Beke upon its completion. Performers and or speaker will not be paid through EAF or SAF accounts for un-contracted performances.

Deficit Balances

If your organization has a deficit balance in your EAF or SAF account, your organization will be placed on financial hold. You will not be able to utilize any of your other funds or your Visa card until the deficit is resolved.

Organization Travel Authorization Form

When your organization is considering attending a conference or similar educational activity, the organization must obtain travel authorization before any travel arrangements are made. Requesting money for travel is a time consuming process which requires that travel authorization packets be filled out at least 30 day in advance. Organizations that fail to submit completed packets 30 days in advance, may not receive funding. Documentation for estimated or mandatory costs must be provided in the packet to be considered complete. The packet should include all appropriate signatures and all members of the organization who are traveling. More detailed information regarding organization travel is included within the Graduate Student Organization Travel Authorization Packet and should be reviewed before the organization completes and submits the document.

Travel Expenditure Procedures

In order to spend money on organization or individual travel, the parties traveling MUST have applied for and been granted travel money through the travel application packet BEFORE the expenditure occurs. All Travel Authorization Packets are available via the GSG website.

Prepaid Travel Expenses

Many parts of an organization's travel can be prepaid. A check can be made out to the hotel your organization is planning to use. In order to do this, make reservations and obtain a confirmation of the price you will be charged. Then fill out a Student Organization Request Form indicating that the check is to be made out to the hotel. Indicate in the comments section that you will be picking up the check in person, since it cannot be mailed. The hotel may require a Visa number to hold the room reservation. This Visa will not be charged unless you do not show up for your reservation. Any Visa can be used for this purpose; it does not have to be your student organization Visa card. Any other charges in excess of the prepaid amount will have to be paid by the students staying at the hotel.

Conference registration fees can also be prepaid by filling out a Student Organization Request Form. Attached to the Request Form should be some form of documentation which needs to indicate the cost of the registration fee(s). These fee(s) will be mailed directly to the conference host along with the registration form, unless otherwise noted on the Request Form by the student organization.

Your organization can also prepay any airfare costs with the use of your University Visa. If you choose to prepay using your Student Organization Visa Card, you need to

November 1, 2009

contact Susan Beke with your request so that the travel limitation can be lifted from your card for that day. Bring your Visa Request Form to the Office of the Vice President for Student Affairs, Buchtel Hall Room 207.

Other Expenses

You may incur charges while traveling that cannot be prepaid, such as cab fare, meals, tolls, etc. These types of items can be reimbursed when the organization returns via the Travel Expense Report. On the Report, you must include all costs of the trip, both those costs that were prepaid and those needing to be reimbursed. Doing this provides one place for future members to see how much a conference costs. This is very convenient when filling out requests in future years. At the bottom of the report is a place to specify the amount that you are requesting to be reimbursed.

Rules for Travel

Registered student organizations may request funds to support travel opportunities that are deemed consistent with the purpose of the organization. Graduate Student Government (GSG) cannot fund travel that is predominantly pleasure, entertainment, social, or recreational in nature due to the limited funding available to organizations and individuals.

Further, individual graduate students are able to apply for travel funding for presentations and attendance at conferences. Travel for individual students must be applied for through the Personal Enrichment Grant (PEG) process. All travel by registered student organizations and individual graduate students, whether use of EAF funding is proposed or not, must be authorized by the organization's Faculty Advisor, Graduate Student Government, and the Office of the Vice President for Student Affairs.

THINGS TO REMEMBER IN REGARDS TO TRAVEL:

1. GSG will fund a maximum of \$1,000 per trip for organizations.
2. EAF will only provide travel expenses for three (3) organized trips in one fiscal year for organizations.
3. EAF funds will not cover late registration fees. Only the earliest registration fee cost will be considered.
4. EAF will not cover the cost of any alcohol.
5. Airfare is not funded within a 250 mile radius of The University of Akron.
6. Organizations should realize that EAF money is limited and cannot act as the sole source of funding for travel.

Other Helpful Travel Information

The University reimburses individuals for the use of private vehicles at the current rate per mile when traveling. Proof of liability insurance and driver's license for all parties who will be operating the vehicles is required and should be indicated on the Student Travel Expense Report.

Each member attending an off-campus event must fill out an Emergency Information Form and a Consent/Liability Form. These forms contain vital health

November 1, 2009

information that may be of importance if there is an emergency and a student must be hospitalized. These forms should be maintained by one person on the trip and be given to someone remaining at the University (advisor, dean, etc.).

If you have questions regarding travel authorization or expenditures, please call Susan Beke at 330-972-7088.

GSG WILL NOT APPROVE THE USE EAF FUNDS FOR THE FOLLOWING ITEMS

1. Alcoholic beverages.
2. Student organization member compensation.
3. Petty cash funds.
4. Individual membership dues.
5. Paying off existing debts, financing loans, or legal expenses.
6. Projects, programs, or services that are a duplication of such activities or services already provided by University departments or other student groups.
7. Personal clothing items, i.e., T-shirts, jackets, hats, etc.
8. Charitable organizations, donations, scholarships, or other philanthropy.

Graduate Student Organization Visa Policy

Registered student organizations will have a Visa made available to them each academic year. These Visa cards can be checked out by Susan Beke in the Vice President for Student Affairs Office in Buchtel Hall Room 202. Only authorized signers, as designated by the organization's president, will be allowed to check out the card from the Office of the Vice President for Student Affairs. Proper identification will be required for all Visa check outs. All people wishing to use the Visa card will be given a mandatory orientation of its use by Susan Beke before you will be given the Visa card. All graduate organizations are required to maintain an organization Visa card. Utilizing the Visa card also eliminates the need for reimbursements and allows for a smoother process for both your organization and Susan Beke.

Procedures for Using the Visa Card

Whenever you want to use your Visa card, your organization must complete a Student Organization Request Form with the information outlining your potential purchase. A member of the Office of the Vice President for Student Affairs will check these items and check your EAF or SAF account to ensure that you have the funds available to cover your purchase. This is not a guarantee of payment; you should be sure through your own bookkeeping of your accounts that you have funds available for the purchase that you are requesting.

You are expected to turn in the Visa card and the original receipts within two business days of checking out the card. If the card is not back with the original receipts within the expected time frame, the card may be canceled and the student organization will not be able to utilize this privilege for the remainder of the fiscal year.

When you return the card and receipts, the date and time of the return are recorded and attached to the Student Organization Request Form.

You are limited to \$350 per month on your Visa card. If you anticipate that your purchases are going to exceed this limit you need to indicate that on the form and bring it directly to Susan Beke in Buchtel Hall Room 207.

November 1, 2009