From the Cornell Assemblies

**SAFC: 20120120 Guidelines Draft**

These funding guidelines articulate the extent, limitations, and processes by which student organizations may obtain and use commission funds. All student organizations which have business with the commission are expected to understand and follow these guidelines. Should a conflict arise between these guidelines and the *bylaws of the commission* [[**1**](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#end1)], the bylaws shall supersede these guidelines.  
  
*Adopted by the Student Assembly on* [*Thursday, 24 April 2008*](http://assembly.cornell.edu/SA/20080424Meeting?action=print)*. Amended:* [*Thursday, 23 April 2009*](http://assembly.cornell.edu/SA/20090423Meeting?action=print)*;* [*Thursday, 3 December 2009*](http://assembly.cornell.edu/SA/20091203Meeting?action=print)*;* [*Thursday, 11 February 2010*](http://assembly.cornell.edu/SA/20100211Meeting?action=print)*;* [*Thursday, 22 April 2010*](http://assembly.cornell.edu/SA/20100422Meeting?action=print)*;* [*Thursday, 29 April 2010*](http://assembly.cornell.edu/SA/20100429Meeting?action=print)*;* [*Friday, 3 December 2010*](http://assembly.cornell.edu/SA/20101203Meeting?action=print)*;* [*Tuesday, 26 April 2011*](http://assembly.cornell.edu/SA/20110426Meeting?action=print)*.*

**1 Definitions**

**1.1 Name**

The name of this committee is the Student Assembly Finance Commission of Cornell University, a chartered committee of the Cornell University Student Assembly.

**1.2 Terms**

Allocation

A conditional allotment of funds by the commission in response to a request for funding. In releasing an allocation, the commission does not guarantee payment of any particular or reimbursement expense; rather, it promises to set aside funds which may be used towards certain expenses, subject to all applicable university and statutory regulations.

Applicant

The organization or organizations who are parties to the application.

Application

An application consisting of several requests for funding submitted to the SAFC by one or more applicants.

Business day

A business day shall be any day the Office of the Dean of Students is open for regular business *and* regular undergraduate classes are in session.

Commissioner

A member of the SAFC.

Fiscal year

A university fiscal year which extends from July 1 to June 30 in the following calendar year.

New organization

An organization that either did not receive or did not spend any funds allocated by the SAFC during the previous two fiscal years.

Registered student organization

An organization which has a current and complete registration on file with the SAO.

Returning organization

An organization that received and spent funds allocated by the SAFC during the previous fiscal year.

SA

The *Student Assembly* [[**2**](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#end2)] (the assembly) is the undergraduate student government of the university under which the commission is chartered.

SAFC

Student Assembly Finance Commission (the commission)

SAO

The *Student Activities Office* [[**3**](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#end3)] is an administrative unit of the university which grants registrations to student organizations, allowing them certain privileges on campus, including the right to apply for funds from the SAFC. The office also provides extensive information and advisory resources to officers of registered student organizations.

**1.3 Version of Record**

The version of the bylaws *posted online* [[**4**](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#end4)] is the version of record, and it shall supersede any other existing versions. The Office of the Assemblies shall maintain and modify this version according to the procedures for amendment. Commissioners and other parties may not alter the effect or applicability of the bylaws or guidelines by misstatement or misinterpretation.

**2 Applicants**

This section establishes rules and procedures governing the interactions of applicant organizations and the commission.

**2.1 Eligibility**

**2.1.1 Basic Requirements**

To be eligible to request new funds or to spend allocated funds an applicant must:

1. register with the *Student Activities Office* [[**5**](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#end5)] (SAO);
2. have undergraduate members who comprise at least sixty percent of its total membership, excluding alumni members; and,
3. be in good standing with the commission.

Officers of the applicant must also meet the following requirements:

1. president(s) and treasurer(s) must agree to abide by [standards for ethical conduct](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#EthicalConduct); and,
2. president(s), treasurer(s), and advisor must affirm their approval for each request either by digital or by written signature as the commission provides.

The organization must meet all eligibility requirements as well as submit both requests and supporting materials before the deadlines set by the commission in order for the commission to accept and review such requests and materials. The commission may not accept submissions from organizations that have not met the eligibility requirements.

**2.2 Ethical Conduct**

Officers of applicants must agree to the Statement on Ethical Conduct prepared by the Office of the Assemblies by digital or written signature as the office provides.

**2.3 Suspension and Revocation of Funds**

**2.3.1 Purpose**

To prevent misuse of commission funds, the Executive Committee of the commission may act to temporarily suspend or permanently revoke allocated funds. The committee may revoke funds of an organization if it finds that the organization:

1. does not meet one or more [eligibility requirements](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#Eligibility); or,
2. acted in violation of the [Statement on Ethical Conduct](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#EthicalConduct).

**2.3.2** **Suspension of Funding**

Either the Office of the Dean of Students or the Chair(s) of the commission may temporarily suspend an organization’s funds at any time. Any action to temporarily suspend funding of an applicant organization shall last no more than ten business days. Such a decision takes effect only after the following are informed:

1. the Office of the Dean of Students;
2. the Chair(s); and,
3. the president, treasurer, and advisor of the affected organization.

**2.3.3** **Revocation of Funding**

To revoke funding of an organization, the commission must follow this procedure:

1. the Chair(s) of the commission must contact the officers and advisor of the organization, explaining the commission’s intent and reasoning for proposing revocation of funding; and,
2. the Chair(s) of the commission, or a designee, must arrange for a meeting between the Executive Committee and the organization so the organization may:
   1. hear the commission’s intent and reasoning,
   2. examine any evidence associated with the proposed revocation of funding,
   3. present its case and additional evidence to the commission, and
   4. negotiate a mutually acceptable remedy; and,
3. the Executive Committee, after deliberating in closed session, may vote to revoke funding.

The decision to revoke funding is subject to [appeal](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#Appeal). Any funds that are revoked remain unavailable to the organization until the appeal process is resolved.

**2.3.4 Limitations**

The Executive Committee may not revoke funding for more than one academic year and may reverse a decision to revoke funds at any time.

**3 Request for Funds**

**3.1 Regular Budget Request**

**3.1.1 Purpose**

Organizations may obtain funds individually by submitting a regular budget request. The application is prerequisite to all other requests for funding the organization may submit.

**3.1.2 Basis on Which to Make Requests**

Organizations may submit up to two regular budget requests per fiscal year. The commission provides at least one opportunity for such requests each semester.

**3.1.3 Permitted Expenses**

Organizations may request funds for the following kinds of expense in a regular application:

* [administrative expenses](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#Administrative);
* [local events](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#LocalEvent);
* [travel events](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#TravelEvent);
* [durable good expenses](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#DurableGood); and,
* [publication expenses](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#Publication).

**3.1.4 When Application is Due**

The commission sets deadlines for online and hard copy submission in its [calendar](http://assembly.cornell.edu/SAFCCalendar/Home?action=print).

**3.1.5 When Funds Become Available**

The commission sets a date in its [calendar](http://assembly.cornell.edu/SAFCCalendar/Home?action=print) when funding decisions are released and funds become available. Once released, funds may be used towards expenses that occur between the first and last days of classes for the semester in which those funds are allocated. Funds remain available until [revoked](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#Revocation) or [reverted](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#Reversion) at the end of the semester.

**3.1.6** **Maximum Allocation**

**3.1.6.1 Maximum Funding Determined by Tier Assignment**

The commission assigns each organization to a maximum allocation tier, which determines the maximum amount of funding the organization can receive in its regular budget request.

**3.1.6.2 Annual Adjustment of Tiers**

The commission will annually evaluate the number of tiers and total number of organizations to assign to each tier before assigning organizations to such tiers. The commission may increase or reduce the maximum allocation for the lowest tier throughout the fiscal year depending on the amount of funds available and the number of new organizations that request funding.

**3.1.6.3 Initial Tier Assignment**

The commission assigns every new organization to the lowest tier in the first year that it submits a regular budget request. The commission may assign a returning organization to the same tier as it assigned the previous year, the next highest tier, or the next lowest tier.

**3.1.6.4 Requirements to Stay in Tier**

The commission completes an annual evaluation of each organization to determine whether the organization may remain in the current tier or should be assigned to the next lowest tier in the next academic year. In order to remain in its current tier, the organization must:

1. spend a proportion of its allocated funds relative to the total amount allocated that meets or exceeds the *efficiency spending percentage* set by the commission for the year (the spending requirement); and,
2. remain in good standing with the commission.

If an organization does not submit a regular budget request in one academic year, the commission will assign it to the next lowest tier in the following academic year.

**3.1.6.5 Advancement To Higher Tier**

As part of the annual evaluation, the commission also provides an opportunity for organizations to request advancement to a higher tier for the next fiscal year. In order to advance to the next highest tier, an organization must:

1. fulfill all requirements to remain in its current tier; and,
2. spend a proportion of its allocated funds relative to the maximum annual allocation allowed for the tier that meets or exceeds the *tier spending percentage* set by the commission.

**3.1.6.6 Special Cancellation Request**

The commission permits the submission of Special Cancellation Requests to allow organizations to remove select funds from the tier and efficiency spending calculation in light of circumstances that were unforeseen at the time of application. The Request must be submitted to the commission within two weeks of the organization becoming aware of the inability to fulfill the expense. The commission will determine whether or not the circumstances are unforeseen. These may include but are not limited to:

* speaker/performer cancellations after the budget was reviewed,
* weather conditions prohibiting travel, or
* injury or illness.

**3.1.6.7 Fast Track Advancement**

If the organization is in the lowest tier and advanced to a higher tier in three consecutive academic years and meets criteria for advancement into the next highest tier in the fourth year, it may advance two tiers that year.

**3.1.6.8 Additional Requirements for Performance Tiers**

The commission may designate certain tiers as *performance tiers*. To remain in or advance into a performance tier, organizations must:

1. fulfill all of the basic requirements to be eligible for that tier; and
2. submit an *annual performance report* using facilities provided by the commission.

The commission will consider information submitted in the annual performance report in determining whether an organization may remain or advance into the specified performance tier. If the commission determines that the group is not eligible to remain in a performance tier then the group will be placed into the highest tier that is not a performance tier.

**3.2 Special Project Request**

**3.2.1 Purpose**

To allow organizations to request funds in certain new or special circumstances, the commission permits submission of special project requests.

**3.2.2 Eligible Expenses**

An applicant may request additional funding for any expenses in its budget or for entirely new expenses under the following conditions:

1. applicant has received an allocation for the current year in response to its regular budget request;
2. special project funding application is submitted before a deadline in the calendar such that the commission will render a decision before any additional requested funding must be used;
3. additional funds are needed because:
   1. the applicant has new circumstances which:
      1. support a higher allocation than the original circumstances of the application, and
      2. could not have been reasonably anticipated or mitigated by the organization before it submitted its original request.

The applicant may request expenses solely in the following categories:

1. local event,
2. travel event, and
3. publication.

**3.2.3 Application Requirements**

Organizations submit special project funding applications using a special project application form available online from the commission website. Forms must be signed by the registered president, treasurer, and advisor of the organization and must include:

1. identification of the expenses for which additional funding is needed and how much more is needed for each; and,
2. if the request arises from new circumstances, documentation of new circumstances necessitating the increased allocation, including a showing that the applicant could not have reasonably foreseen such circumstances at the last regular deadline.

**3.2.4 Procedure for Review and Allocation**

The commission:

* reviews the application at the next date set in its calendar and renders a decision by the same process as for the single organization application, but without a hearing except by request of the Chair(s) of the commission;
* rejects the application or any parts of it that do not meet criteria for a special request funding application; and,
* considers the parts it accepts on the merits as if they were part of the regular budget request and allocates accordingly, applying any adjustment or maximum allocation restrictions that applied to the regular budget request.

**4 Allocation**

The commission allocates funds according to these guidelines and its bylaws. Allocations do not guarantee that specific reimbursements or payments will be issued. For this reason, organizations are advised to consult with the commission before entering into any commitment with financial consequences.

**5 Budget Hearings**

An applicant may only request a hearing regarding a request which:

* is submitted in a [regular application](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#RegularApplication); and
* received less than the maximum allocation for which it is eligible, which is the lesser of the amount requested and the semester tier cap for that group.

The commission:

1. does not allow amendment of the originally submitted request;
2. accepts additional documentation and statements provided by the applicant which clarify or support the requests included in the original submission; and,
3. keeps minutes which document the names of participants in the hearing, the questions asked of the applicant, and the responses received.

The applicant:

1. provides no less than one and no more than three representatives of whom all must be either undergraduate student members or registered advisors; and,
2. limits responses to the questions posed by the commissioners.

The applicant may cancel a hearing until one business day before it is scheduled without penalty. If no representative arrives within ten minutes of the scheduled start of the hearing, the commission notes the absence or lateness and reduces the allocation to ninety percent of what it would otherwise be.

**6 Appeals**

**6.1 Purpose**

The external appeal process assures actions of the Commission are fair and reasonable. An organization may utilize this process to dispute:

1. an allocation decision; or
2. placement into/removal out of a performance tier

where it can demonstrate that the Commission:

1. incorrectly interpreted or applied its guidelines or relevant policies; or
2. wrongly excluded or construed relevant information or supporting documentation in the organization’s application.

An organization may not appeal an allocation decision if it had, but did not utilize, an opportunity for a hearing with the Commission. The burden shall rest on the appealing organization to demonstrate that the Commission erred. The Student Assembly (the Assembly) determines the outcome of the appeal.

**6.2 Format of Appeal**

Appeals are submitted to the Student Assembly Vice President for Finance (the Vice President) via email to *sa-vpfinance@assembly.cornell.edu* [[sa-vpfinance@assembly.cornell.edu](mailto:sa-vpfinance@assembly.cornell.edu)]. Appeals must include:

1. name of the organization;
2. written rationale identifying the actions the organization wishes to dispute, citing the specific policies the organization alleges the Commission to have incorrectly applied, and what the organization believes to be the correct interpretation; and,
3. signature of the president, treasurer, and advisor of the organization.

The organization may not include supporting documentation in the appeal except for those documents the organization alleges the Commission to have incorrectly excluded from consideration in its original decision. The organization must identify the specific policies it alleges the Commission has violated in excluding such documents.

**6.3 Receipt of Appeal and Initial Action**

1. The organization must submit completed appeals before the deadline provided by the Commission or, if the Commission does not specify an explicit deadline, within five business days after the Commission releases the decision the organization wishes to dispute.
2. The Vice President, after determining the appeal submission is timely and complete, transmits it to the Commission’s Executive Board.
3. If the Executive Board agrees with the appeal request in its substance, the Chair of the Commission may notify the Vice President, who may grant the request without conducting a hearing.
4. The Vice President, unless so notified regarding the appeal, contacts the members of the organization within five business days of receiving the review request to schedule a hearing with the Appropriations Committee.

**6.4 Appeal Hearing**

In presentation and discussion, the Appropriations Committee reviews only the actions disputed in the appeal, and neither the affected organization nor the Commission may present new information or documentation that was unavailable when the Commission made its initial decision.

The affected organization and the Chair(s) of the Commission each:

1. present their rationales; and,
2. answer questions concerning its presentation.

**6.5 Decision**

The committee:

1. deliberates in closed session and, for each disputed action, determines whether Commission erred in its original decision; and,
2. for each determination that the Commission erred in its original decision, adopts a rationale explaining its determination.

In determining whether guidelines were correctly interpreted the Committee will consider whether the Commission’s application of guidelines was reasonable. In determining whether the Commission erred in its determination of facts, the Committee will decide based on a preponderance of evidence provided in the hearing.

For each appeal reviewed, the Vice President for Finance:

1. compiles a preliminary report of all determinations and rationales approved by the Appropriations Committee;
2. presents the preliminary report for the Assembly to adopt at the earliest practical date; and,
3. transmits the adopted report to the Chair(s) of the Commission, the Office of the Assemblies, and the presidents, treasurers, and advisors of the affected organizations.

For each determination that the Commission erred, the Commission or its Executive Committee must within ten business days:

1. reconsider the disputed action, adopting actions that are consistent with the rationale of the Assembly;
2. report its revised decision to the Vice President, the Office of the Assemblies, and the affected organizations.

**6.6 Further Appeals**

Organizations may appeal a revised decision of the Commission in the same manner as the original decision, but only on the basis of new determinations that were made since the original appeal was filed. Organizations may additionally dispute outcomes of appeals through the university Ombudsman.

**7 Spending Funds**

This section establishes the procedures for applicants to spend allocated funds.

**7.1 Reimbursement**

**7.1.1 Purpose**

Both because of university policy and personal preference, some expenses are paid out of pocket by members or agents of the organizations. For these expenses, organizations may authorize reimbursement of the individual who has paid out of pocket.

**7.1.2 Advantages**

Reimbursement provides a mean to recover eligible expenses through the commission. It is the only way to obtain payment for expenses incurred without prior approval by the commission.

**7.1.3 Limitations**

The organization and its members risk the possibility of expenses not being approved because of insufficient remaining funds.

These risks are mitigated when direct payment is sought in advance of the expense, and the office therefore strongly encourages organizations to use [direct payment](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#DirectPayment) methods whenever possible.

**7.1.4 Procedure**

Applicant must complete a *Reimbursement Authorization Form* provided online by the Office of the Dean of Students, including the following:

* identification of expenses and specific funds to use for their payment;
* identification of individual to be reimbursed, including taxpayer identification information;
* signature authorization of the president and treasurer or advisor; and,
* receipts for each expense which include:
  + date of expense,
  + itemized breakdown of purchase items, and
  + itemized breakdown of any taxes included in expenses.

The office will not authorize payment for:

* expenses more than 30 days old at time of submission to office;
* engagement fee expenses to speakers and performers;
* any individual expense exceeding $10,000;
* expenses prohibited from being reimbursed by other applicable university policies or laws;
* tax expense, except if the organization is an independent organization; or,
* expenses in excess of remaining funds available.

For payments less than $50, the office provides cash reimbursement. For larger expenses the office will issue a check. The office provides notice to the applicant of any discrepancies between the request received and payment issued.

**7.2 Direct Payment**

**7.2.1 Purpose**

Organizations may request that the university pay expenses directly, either because university policy or personal preference. The Office of the Dean of Students recommends that organizations utilize direct payment procedures whenever possible, because such expenses avoid personal financial risk.

**7.2.2 Advantages**

Use of a direct payment method is recommended when expense items exceed $500. Direct payments are not subject to state sales tax if the organization has registered with a university status.

**7.2.3 Risks**

All direct payments must be approved before the expense is paid to a vendor. Therefore, the organization must plan ahead to allow adequate time for processing of forms before payment is due.

**8 Reversion of Funds**

If an organization has unspent funds remaining in its account at the first business day after the last day of classes in the academic semester for which those funds were allocated, those funds will automatically revert to the commission.

**9 Categories of Supported Expenses**

This section describes the kinds of expenses which the commission may fund.

The following general principles apply to all expenses funded by the commission:

1. The commission funds only for expenses that relate to the purpose of the organization as specified in its registration with the Student Activities Office.
2. In requests for funding, organizations must always break down the amounts requested in each expense category and specify the permitted expense in the category to which the amounts relate.
3. Depending on the type of request and the category, additional documentation or conditions may apply to funding requests.

**9.1 Administrative Expenses**

**9.1.1 General Purpose**

Administrative expenses support the basic operation and administration of the organization.

**9.1.2 Maximum Funding**

Administrative expenses may not exceed $200 per academic semester.

**9.1.3 Permitted Expenses**

The following expenses are allowed under this category:

1. copying and printing services;
2. chalk;
3. advertising for recruitment;
4. repairs and maintenance of equipment;
5. Willard Straight Hall mailbox rental fee.

**9.1.4 Prohibited Expenses**

The following expenses are prohibited under the administrative expenses category:

* durable goods and items with a typical or expected useful life of more than one year.

**9.2 Local Event**

**9.2.1 Purpose**

This category includes expenses associated with putting on an event, program or practice.

**9.2.2 Eligible Events**

To be eligible for funding the event must:

* occur between the first and last day of classes:
* occur on a weekday when classes are in session or a weekend that is not part of a university holiday such as Fall Break or Spring Break; and,
* be one of the following:
  + a practice session for athletic or performance organizations, or
  + a public event open to the Cornell community to the extent permitted by spatial, temporal, or financial constraints;
* not have a primary or substantive purpose of:
  + conversion/worship
  + influencing legislation
  + partisan political activity
  + raising funds for profit
  + raising funds for charity, unless the event has another equally substantive purpose related to the mission of the organization
  + social activity; and,
* comply with the *Use of University Property Policy* [[**6**](http://assembly.cornell.edu/SAFC/20120120GuidelinesDraft/print#end6)], if it occurs on campus.

**9.2.3 Permitted Expenses**

The following expenses are permitted under this category if they relate to an eligible event, are not among the prohibited expenses for the category, and are for:

1. guest performers, including:
   1. honorarium or engagement fee,
   2. transport,
   3. lodging, and
   4. meals;
2. venue rental;
3. event production services;
4. supplies and materials essential to the event;
5. media rental and licensing fees; and,
6. copies and chalk (up to $20 per event)

If an event is eligible for funding, the commission will provide up to two complementary, vertical eighth-page advertisements to publicize the event in the Cornell Daily Sun. Funding is not allocated for these ads in the organization’s budget, but the organization may pay for the ads using the Cornell Daily Sun Advertisement Authorization Form.

**9.2.4 Prohibited Expenses**

The following expenses are prohibited under the local events category:

* durable goods and items with a typical or expected useful life of more than one year,
* food other than meals for performers as provided in permitted expenses,
* honorarium or engagement fee if paid to:
  + a speaker or performer with whom another organization has negotiated an engagement fee, documented by a Letter of Intent filed with the commission, for which it is seeking funding from the commission,
  + a university student,
  + a university employee,
  + an alumnus who graduated within five years, or
  + a parent, adopted parent, sibling, step-sibling, or child of a Cornell student.

**9.2.5 Application Requirements**

Applicant must submit at completed Letter of Intent Form for each guest performer for which it requests funds in this category.

**9.3 Travel Event**

**9.3.1 Purpose**

The commission funds expenses related to student participation in conferences and tournaments away from the university.

**9.3.2 Eligible Events**

To be eligible for funding the event must:

* be located outside the municipal limits of Tompkins County, New York;
* occur between the first day of classes and the last day of exams for the semester in which it occurs;
* be organized and hosted by another institution;
* not be a retreat in which group members partake in team building, training activities, and other such activities which do not further the purpose of the organization; and,
* not have a primary or substantive purpose of:
  + conversion/worship
  + influencing legislation
  + partisan political activity
  + raising funds for profit
  + raising funds for charity, unless the event has another equally substantive purpose related to the mission of the organization
  + social activity.

**9.3.3 Permitted Expenses**

The following expenses are permitted under this category if they relate to an eligible event, are not among the prohibited expenses for the category, and are:

1. student travel expenses, including:
   1. transport, and
   2. lodging.
2. entry fees; and,
3. supplies and materials essential to participation in the event.

**9.3.4 Prohibited Expenses**

The following expenses are prohibited under the travel events category:

* durable goods and items with a typical or expected useful life of more than one year,
* meals, unless the meals cannot be separated from an otherwise eligible expense, or
* social activities, unless the activities cannot be separated from an otherwise eligible expense.

**9.3.5 Application Requirements**

For each event that the applicant requests funds under this category, the applicant must submit documentation which:

1. originates from the event organizer in the form of a letter, fax, or website printout; and,
2. specifies:
   1. organizer of the event, including a phone, email, or web contact,
   2. date of the event,
   3. location of the event,
   4. description or subject of the event.

**9.4 Durable Good**

**9.4.1 Purpose**

The commission funds purchases of items with a useful life of more than a year that are necessary for an organization’s purpose.

**9.4.2 Eligibility**

To receive funding for expenses in this category, the organization must submit current information about each of the durable goods it has purchased in the last three years with commission funds using the performance reporting facilities provided by the commission.

**9.4.3 Permitted Expenses**

Expenses permitted under this category include:

1. purchase or repair of a durable good which:
   1. has a typical and expected useful life of at least one year;
   2. will be held on campus for active use by the organization for its entire expected useful life;
   3. is necessary to carry out activities related to the organization’s purpose; and,
   4. is intended for use in activities that would be eligible local events, travel events, or publications.

**9.4.4 Prohibited Expenses**

The following expenses are prohibited under the durable goods category:

* is purchased for personalized issue or use;
* will not be stored in an on-campus facility managed by the organization or its advisor;
* duplicates functionality or service already available on campus;
* is used to produce publicity items;
* is an office good such as, but not limited to:
  + pens,
  + pencils,
  + markers,
  + paper,
  + filing cabinets,
  + hole punches,
  + staplers,
  + and paperweights; or,
* is among the following:
  + media for physical copying or production of music or video,
  + hardware, software, and video games,
  + refrigerator, or
  + flash drives and hard-drives.

**9.5 Publication**

**9.5.1 Purpose**

The commission funds production of publications for general distribution to the campus community.

**9.5.2 Maximum Allocation**

The commission allocates a maximum of $2,500 per academic semester for production of a publication.

**9.5.3 Eligible Publications**

For expenses to be eligible under this category, they must support production of a publication that:

1. circulates in the same academic year funds are issued;
2. is available to the entire Cornell community and distributed at locations on campus frequented by this community, including campus dining facilities, student centers, libraries;
3. issue at least 100 copies; and,
4. include the e-mail, phone, or mailing address for the president, treasurer, and advisor of the organization in each issue.

**9.5.4 Permitted Expenses**

Expenses are permitted under this category solely for production of eligible publications.

**9.5.4 Application Requirements**

For each publication, the applicant must provide either:

1. a copy of a recent issue of the publication; or,
2. in the case of a new publication, a written outline detailing the format, content, and intended audience of the publication.

**10 Performance Reporting**

Organizations seeking to remain in or advance to performance tiers are required to submit an annual performance report.

To facilitate such reporting, the commission provides means for organizations to submit information about their activities throughout the academic year. The annual performance report:

* lists awards, honors, and recognitions received by the organization;
* lists actions taken by the organization to minimize or mitigate its environmental impact;
* lists activities undertaken by the organization, including additional details depending on the activity type:
  + local events:
    - number of undergraduate students attending,
    - uniqueness of the event at local, regional, national, or international level, and
    - steps taken to make event accessible;
  + travel events:
    - number of undergraduate students participating, and
    - significance of the event at local, regional, national, or international level; and,
  + publications:
    - number of undergraduate student readers, and
    - uniqueness of the publication at local, regional, national or international level;
* lists each durable good purchased with commission funds in the last three years, including the following details for each item:
  + unique identifier (should be displayed as a label or mark on the item),
  + date acquired,
  + purchase price,
  + status indicating whether the organization still possesses and can use the good.

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