

# STUDENT ADVISORY COUNCIL (SAC)

## BUDGET ALLOCATION POLICY

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Starting in fall of 2019, this SAC budget allocation policy outlined below will be in place. The earned volunteer hours are used to determine the amount of monetary support from the College. To learn more about how you can earn volunteer hours please see the SAC Volunteer Hour Policy: [https://www.statler.wvu.edu/files/d/6bccb7a0-ea92-49a7-a07e-4d251fd0c4ac/policy\\_sac\\_volunteer\\_hours.pdf](https://www.statler.wvu.edu/files/d/6bccb7a0-ea92-49a7-a07e-4d251fd0c4ac/policy_sac_volunteer_hours.pdf)

### I. Budget Guidelines

Each organization is allotted a certain part of the Student Organization budget annually based on the number of SAC volunteer hours that the organization earned in the previous year.

#### A. Budget Eligibility

In order to be eligible for any funding:

- You must be a recognized student organization within WVU and the Statler College
- You must complete all requirements through the Office of Student Engagement and Leadership
- Your organization cannot receive funding from SAC if you are also receiving course credit (such as EcoCar)
  - Even if these groups are not receiving funding, they may still be represented in SAC
- Your organization must have accumulated at least 25 volunteer hours in the previous year
- Your organization must submit a proposal each year for funding before the deadline

#### B. Budget Allocation

In an effort to better allocate the budget and provide more funds to all student organizations, the budget will be allocated according to the guidelines below:

- Volunteer hours from current academic year (AY) determine the budget for the next AY
  - Ex.: The hours earned in the AY 16-17 determine the budget for AY 17-18
- Student orgs that reach a minimum of 50 Statler College volunteer hours are guaranteed to have a minimum of \$300 dollars allocated in their next year's budget
- Hours earned are weighted as follows:
  - Two (2) hours, if earned at Statler college event
  - One and a half (1.5) hours, if earned at student organization event
  - One (1), if earned from other activities
  - Ex.: An org volunteers 40 hours for Statler college events and 20 hours for student organization events and 10 hours in other activities. Their final hour count will be 120 hours ( $40*2 + 20*1.5 + 10$ )
- The remaining budget (i.e. after the amount given for the 50 hour minimum achievement is subtracted from the initial budget) allocated to each student organization is derived from the percentage of volunteer hours
  - Ex.: If your organization earned 150 hours, and there were a total of 1500 hours, your group would have 10% of the remaining budget allotted to student organizations

Here is a full example of the budget allocation.

Consider the following is true:

- Budget available for all student orgs is \$25,000
- 30 student orgs reached the minimum of 50 hours, and thus got at least \$300
- Student Org “A” earned 150 volunteer hours for Statler events and 100 hours for student organization events and 50 hours from other activities.
- There was a total of 6500 volunteered hours

Then we can calculate Student Org A’s budget as follow:

- Remaining budget is  $\$25,000 - (30 * \$300) = \$16,000$
- Org A total hours are  $(150 * 2) + (100 * 1.5) + 50 = 500$  hours
- Org A will have  $(500 / 6500) * \$16,000 = \$ 1230.77$  available from the remaining budget
- Since they achieved the 50 hour min, their total budget is  $\$1230.77 + \$300 = \$1530.77$

### **C. Receiving and Utilizing the Budget**

Organizations may use these funds for activities during the year. In order to receive this funding, you must adhere to the following guidelines:

- Activities must be listed in organizations proposal and then approved by Student Advisory Council Advisors
- Funding should be used for activities that are for the benefit of the organization and its members (i.e. conferences, outreach events, etc.)
- Funding may not be used for food and drink for organization meetings
- Funding will be matched by the department for departmental organizations
- A maximum of 10% of your budget can go toward philanthropy events or efforts. Any other philanthropy funding should be supported through fundraising efforts of the organization

Each organization must follow proper WVU and Statler College procedures in order to make sure the funding can be used.

- If your organization is housed within a department, all travel, purchases and reimbursements must be done through that departments business office
  - The Student Advisory Council Advisor will provide the business office with the proper funding information
- If at all possible, make all purchases and reservations using Mountaineer Marketplace
- To use your funds for travel related expenses, please note that:
  - Your organization must complete [Travel Form](#) on [SAC website](#)
  - All expenses receipts must be kept
  - Typically, students will not be reimbursed for food or other expenses

Thank you for all you do for the college!