



Student Finance Board Funding Guidelines 2025-2026

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Funding Principles

The purpose of the Student Finance Board (SFB) is to assess, allocate, and distribute the Student Activity Fee (SAF) in a financially responsible manner to engage TCNJ students in constructive programming and services that promote the values of education, entertainment, service, diversity, and recreation. The funding principles of the SFB prioritize initiatives that have a significant impact on the student community and align with the board's purpose, including collaboration among student organizations, diversity of the student population, and student involvement in programming. SAF funding should only be given to programs/funding requests that relate to the guiding principles of the student organization(s) requesting the funds (programs/funding requests should coincide with the organization's mission and the SFB). The Student Finance Board will consider the mission statement passed by Student Government as a crucial factor in the evaluation of funding requests. It is expected that all funding proposals align with the mission statement and contribute to its objective. The SFB will practice strict viewpoint neutrality; all viewpoints, including those that are controversial, will have an equal chance of receiving funding. Annual events must adhere to current funding guidelines and are not guaranteed SAF funding. The SFB's role is to subsidize an organization's expenditures. The SFB does not guarantee the totality of funding for a student organization. SAF funding shall be based on the fiscal merits of programs designed for and open to the undergraduate community. SAF funds may be used only as allocated. The SFB will not reimburse an organization for funds spent without prior approval or in violation of the intended appropriation. Should an RSO misrepresent their event to achieve funding, the organization will be required to meet with the Compliance Director which may result in a loss of funds for a minimum of 3 months after the violation in an academic year.

Fiscal Merits

A key aspect of SFB decision-making is the fiscal merit of the funding request.

All members of the SFB are expected to act in a fiscally responsible manner regarding the appropriation of Student Activity Fees. The SFB is entrusted with determining the fiscal merits of events and certain aspects of events presented to the SFB. Fiscal merit is at the discretion of the SFB. The SFB reserves the right to use financial and nonfinancial metrics to determine fiscal merit and to operate in a fiscally responsible manner. Fiscal responsibility also includes ensuring stipulations for event proposals are followed, and if not, the event's funding may be frozen.

Fiscal responsibility entails looking at the amount requested by an RSO, the requested cost per student, an item's cost in relation to the event cost, the cost in relation to the total SAF

remaining, how much SFB has already allocated, the type of request, the request's relation to similar requests during that given year/semester, common costs for an item, and student and administration feedback. After taking one or more of those factors into account, SFB can then determine whether the request warrants an allocation of SAF Funds, citing one of the aforementioned factors of fiscal responsibility. No event's cost per student may exceed the semesterly Student Activity Fee value charged to all full-time undergraduate students in a given semester.

Funding based on the fiscal merit of the event is not considered SFB programming for the event. "Programming" on behalf of SFB pertains to campus-wide events hosted by recognized student organizations that directly benefit the student body beyond the sponsoring organization's members. SFB is not authorized to dictate the event's purpose, the contents of the application, or the event's location on campus.

Funding Types

RSOs can opt into two different funding models offered by SFB on a semesterly basis: Fixed Funding or Event-Specific Funding. **RSOs must select one of the two options by the last two weeks of the semester prior** or they will automatically be determined ineligible for SAF funding for the upcoming semester. **Organizations can request a change in their funding model during the first week of any semester.** After the first week of the semester, organizations cannot change their funding model for the semester. Change requests should be sent to SFB at the sfboard@tcnj.edu email as soon as possible.

1. FIXED FUNDING

- a. This funding model allows RSOs to program smaller-scale events for the campus community as well as purchase goods to support the ongoing mission of the org. RSOs will **not** have to present to the Board to access this funding, but **they are required to adhere to the following guidelines and the non-fundable requests that apply to all RSOs.**
 - i. Organizations utilizing the fixed funding must program at least 2 solo, advertised events per semester.
 1. Advertised events must meet one of the following criteria for advertisement.
 - a. Approved posted flyers on campus
 - b. This Week at TCNJ email advertisement
 - c. STUD banner
 - d. Digital signage
 2. Organizations must submit proof of their advertised events through the Fixed Funding documentation form on the SFB Website.

- a. *Organizations that fail to host two advertised events forfeit their access to the SAF Fixed-Funding option for the following semester.*
 - ii. **Organizations can spend no more than 10% of their semester fixed funding allocation on food.**
 - iii. Fixed Funding Orgs may co-sponsor events with Event-Specific organizations, but may **not** request funding for their own organization through the Event-Specific organization's budget.
- b. RSOs will be given a set amount of funding for the semester, the amount of funding is based on the number of RSOs opting in for this funding model. RSOs will be notified of the amount of funding no more than one week after the close of the funding request period at the end of each semester.
 - i. If fewer than 30 RSOs opt into this funding model for the semester, each organization will receive \$2,000 for only that semester.
 - ii. If 31-60 RSOs opt into this funding model for the semester, each organization will receive \$1,500 for only that semester.
 - iii. If more than 61 RSOs opt into this funding model, each organization will receive \$1,000 only for the selected semester.
- c. SFB can change the above amounts based on the utilization of the SAF and interest in this funding model. If SFB changes these thresholds for the current academic year, RSOs will be notified at their official TCNJ email address and given a minimum of two weeks to change their funding type.

2. EVENT-SPECIFIC FUNDING

- a. Student organizations may seek one or more types of funding from the list below:
 - i. *Flagship Event Request*
 - ii. *Standard Event Request*
- b. **When creating an event-specific funding request, organizations must use the Standard Event Request or Flagship Event Request process that can be found on the [SFB website](#).** A request must be submitted, at the latest, by noon on **the Monday three weeks before** the event. An organization must review whether they have acquired all the required signatures and liaison approval before submitting an event request form.
- c. Organizations seeking event-specific funding would then present requests for SFB consideration. Presenting for a standard event request is not required, but is highly encouraged. **All Flagship Event Requests are required to present their event to SFB.** Following this presentation, organizations will be given a decision on their funding within 24 hours.
- d. The SFB Executive Board may grant exceptions to these policies based on a

proven SFB error in the submission process or an extenuating circumstance whose validity is determined at the sole discretion of the Executive Board. Please refer to SFB's Student Organization Resource Guide for further information regarding the methods to receive funding.

Capital Equipment Appropriation/Capital Expenditure Request

Student organizations requiring equipment to achieve their mission may request funding for that equipment. When possible, equipment will be shared between organizations. Equipment purchased with SAF funds remains the property of the SFB, regardless of whether or not the use of the equipment is allocated toward a specific organization or for use by multiple organizations. If an organization receives and spends a Capital Equipment appropriation, the equipment must have multi-year use and be tracked through SFB's organization's equipment inventory. When submitting a Capital Equipment request, groups **must include a plan for how/where the equipment will be stored.**

Equipment purchases that will not be able to be used over multiple years should be submitted for funding through Flagship Event Requests, or Standard Event Requests funding processes. Equipment Requests will be considered weekly by the SFB Executive Board if the request is under the threshold, otherwise, it shall go to the General Board. If an organization receives approval through the Capital Equipment process to proceed with purchasing, they must complete a voucher and submit it to the SFB for reimbursement.

Designated SAF Allocations/Appropriations

- The TCNJ College Union Board may be able to request up to 37.5% of the total annual SAF post-SFB's Fixed Costs for the full academic year.
- The Club and Intramural Sports programs may submit a combined request for up to 15% of the total annual SAF post-SFB's Fixed Costs for the full academic year.
- Through the SFB/SG Senior Send-off Agreement, \$20,000.00 will be designated each academic year post-SFB's Fixed Costs for associated programming.

All Recognized Student Organizations not previously mentioned are eligible to receive a **maximum of \$35,000 per academic year if the Event-Specific Funding model is chosen.** This amount is not a promise of funding for all student organizations but instead is a way for the SFB to assure all RSOs will have access to funds. SFB has the authority to raise this amount if there are excess funds available between the fall and spring semesters. If this amount is changed, all RSOs will be notified via their official TCNJ RSO email.

Cultural/Religious/Identity/DEI Programming Appropriation

SFB pledges that a minimum of 10% of post-fixed cost funding will be allocated to support cultural, religious, or identity-based programming.

Funded Expenses

This list includes typical areas considered for funding; however, SFB may include areas not outlined in this document when critical to a program, and inclusion in this list does not guarantee approval. SFB will take the individual needs of each student organization and the fiscal merits of each individual program into consideration when making decisions. **All requests and SAF-funded events must be open and accessible to all students at the college.**

The following describes typical expenses organizations seek funding for; however, organizations are not limited to these areas and should work with their liaison to determine if anticipated expenses not listed may be able to be funded.

- **Prizes/Giveaways**

- The necessity of the prize/giveaway must further the mission of the event and the purpose of the prize/giveaway must be provided to SFB by the requesting RSO.
- Gift Cards can only be purchased and redeemed from Campus Town vendors. The maximum amount for a single gift card is \$50.00, with the maximum amount for gift cards per event being determined by 5% of the number of students attending the event multiplied by \$50.00.
- Gift Cards from vendors that serve alcohol will not be approved by SFB.
- Funding of prizes/giveaways will be at the discretion of the board based on the provided purpose and by following the following guidelines:

- **Prizes**

- A prize is defined as something that is awarded to a ***TCNJ*** student during an event.
- All TCNJ students should have equal access/opportunity to attaining prizes.
- Total maximum amount for prizes per event will be determined by: 5% of the number of students attending the event multiplied by the SAF per semester. The maximum prize amount for a student may not exceed \$160.

- **Giveaways**

- A giveaway is defined as something easily accessible to all ***TCNJ*** students

attending the event to take home.

- The total maximum amount for giveaways per event will be determined by 20% of the number of students attending the event multiplied by the SAF per semester.

● Food/Refreshments

- RSOs may request up to \$12 per TCNJ student for total food and drink expenditures in a given event. However, for flagship events, the funding limit may be increased up to \$14 per student. To justify higher funding, RSOs must demonstrate competitive quotes for food items.
- RSOs must provide an **itemized list of all food items**.
 - Food must further the overall purpose/mission of the event and be open to all TCNJ students. To further the purpose/mission of the event, the food may fit along with the theme, duration, and/or cultural significance of the event, among other factors at the discretion of the board.
- Those requesting tips for food service should include it in their appropriation request as a separate line item. Tips will be reimbursed at a rate not to exceed 18% of the bill.

● Speaker/Performance Fees

- All fees will be stipulated in the contract.
- Allocated funds may be used to cover the cost of dinner for a speaker and a guest along with one student representative of the sponsoring group – not to exceed \$30.00 per person unless otherwise stipulated in the contract. This policy does not apply to speakers who are employees of the College.
- Organizations contracting a faculty/staff member as a speaker may be allotted up to \$50.00 for a gift, as deemed appropriate. This must be a gift, and cannot serve as a payment of services (i.e. cash or gift cards) to the respective faculty/staff member.
- Organizations have the option to request a DJ and a band in addition to a sound technician, if applicable. SFB has the right to approve either the DJ, the band, or both based on the reasoning given by the RSO.
 - Sound technicians must be approved by sfbprogramming@tcnj.edu before event submission. Organizations may contact the SFB Programming Director for available sound technician options.
- Organizations must include whether the speaker(s) or performer(s) are a student, faculty/staff member, or third party in their funding requests.

- TCNJ students must have priority when acquiring tickets for performances or events that family members and non-TCNJ students are invited to attend.
 - Tickets for events where no payment is required must be made available to TCNJ students at least three days before they are offered to non-TCNJ students or family members.
- SAF-funded performances with the primary purpose of displaying the talent of TCNJ students must be held on campus.

● **Travel and Transportation**

- Organizations must choose between transportation cost and event cost. SFB will not pay for an off-campus activity and transportation to that activity. If the transportation cost is funded by SFB, attendees must pay for tickets for the activity at the event. Individual tickets will not be funded and must be paid by the attendees.
- Organizations providing transportation to events, can charge an individual up to a \$10.00 deposit to hold their seat. This deposit should be refunded only to persons attending the trip (any deposits collected from individuals who do not attend the event will be deposited into the SAF).

● **Bus**

- If the organization chooses to book a bus through SFB, cancels the bus trip and incurs a bus cancellation fee, SFB will notify the organization of the fee charged to their fundraising account.
- The organization managing the bus trip is responsible for additional fees assessed for transportation, including but not limited to cleanup fees, last-minute changes requested by the organization, last-minute additional bus requests, or cancellations requested by the student group after the cancellation period, regardless of whether or not the trip is SAF funded. These fees do not include charges that are incurred due to an SFB error.

● **Car**

- In-state or out-of-state destinations outside of a one-way 20-mile radius from TCNJ may be approved. <https://studentlife.tcnj.edu/travel/>
- Organizations may request for mileage reimbursement from SFB for car travel.
- All vehicles leaving from the same location and arriving at the same destination will receive the same travel expense amount. Proof of mileage must be submitted along with any vouchers.
- If mileage reimbursement is being requested from an organization's fundraising line, the Treasurer may choose to submit original gas receipts rather than receive the mileage reimbursement.
- Mileage – Rates determined by the College of New Jersey Mileage

Reimbursement Rate. Up-to-date rates may be found on the web at <https://travel.tcnj.edu/>

- **Dues/Fees**

- Dues and Fees required for an organization to stay active that is neither calculated on a per-member basis nor have dues-paying members.

- **Technological Requests**

- SFB will allocate no more than the cost of a standard desktop (not Apple) as recommended by TCNJ IT. It is expected that organizations will purchase an IT recommended computer; however, if an organization chooses to purchase a different computer by any other means, it will not receive any amount exceeding the cost of the IT recommended computer. For all technological requests, **RSO's are required to submit a written explanation from IT** as to why that specific make model is required for the functionality of that RSO.

- **Celebrations**

- All events, whether cultural/religious/identity/DEI or not, that are intended as a celebration must be in line with the organization's mission and values and raise awareness or provide learning opportunities. These funding requests must include desired outcomes or takeaways for those who are not members of the sponsoring organization and are open to the entire campus community.

- **Event-Specific Attire**

- "Event-specific attire" is defined as articles of clothing that cannot be worn outside of the organization's events/activities.
- Funding for event-specific attire will be allocated by the Student Finance Board per the following guidelines:
 - **Purpose:** Funding will be provided only for event-specific attire that aligns with the mission of the organization and are essential to the event or activity.
 - **Sustainability:** SFB will not fund items if this same item, or relatively similar item, was funded in the past 3 years.
 - **Cost-Effectiveness:** Event-specific attire funds up to \$25 per member/ per year may be approved for funding.
- Event-specific attire must be integral to the functionality of an organization and serve as distinctive articles of clothing in which the organization lives out

its mission.

Unauthorized Expenditures

SAF funding is restricted to SFB-approved purchases within allocated spending limits and lines. **Organizations are not permitted to spend funds or enter into contracts (verbal or written) for services before the expenditures are being approved by SFB.**

The SFB will **not reimburse** individuals or organizations **for expenses if they do not correlate to previously described programs/events** and will subject the organization to its Violation procedures described later in this document and will have to meet with the Compliance Director due to violations of previous agreements.

Student organizations are never guaranteed SAF funding for events and must receive the permission of the SFB before placing bids for bands, speakers, performers, etc. The SFB will not be responsible for charges incurred by organizations placing bids or committing to purchases before receiving SFB approval.

SFB funding cannot be requested by any closed membership organization (ie: Greek-affiliated organizations or honor societies) for expenses required for the ongoing support of the organization such as dues or induction ceremonies. These organizations may still request events but may not discuss recruitment at that event-specific or fixed-funding requested event.

Transactions and requests restricted by criteria in the “Non-Fundable Requests” section will not be subject to SAF funding.

NON-FUNDABLE REQUESTS

- Alcoholic Beverages
- Drugs or Drug Paraphernalia
- Off-Campus Conferences and Symposiums
- The SFB pays for a copier that student organizations can use for printing and copying. The SAF will not be utilized to pay for printing or copying in color.
- The SFB will hear requests to fund competition fees but will not fund application fees where attendance of the competition is not guaranteed.
- The SAF should not be utilized to replace what is currently funded by College Offices or Departments. The SAF can be used no sooner than three (3) fiscal years after College Offices and/or Departments no longer support these initiatives.
- Major renovations and/or construction of new buildings
- Requests submitted after purchasing items/services, booking individuals, entering into any binding agreement with an individual or other party, committing to any financial

transaction, or publicizing on or off campus for which the SFB has not yet allocated funds, will not be funded.

- Deposits, down payments for goods and services, and security deposits.
- Events or trips are required as a part of an academic department's curriculum.
- Events occur when residence halls are closed or outside of the dates that all students are allowed to stay on campus.
- Appropriations in furtherance of a political campaign or activity by any candidate/candidate's staff for political office.
- Appropriations to a legislative lobby or to programs/events whose primary purpose is to influence legislation and policy.
- Grants-in-Aid, Scholarships
- Events with the main purpose of promoting donations to a charity or that directly solicit donations to charitable organizations during the event.
- National association membership dues, insurance fees, and any related fees that are calculated on a per-member basis or organization dues/fees for organizations with dues-paying members.
- Extra costs associated with expedited shipping on SAF Funded purchases.
- Any activity, material, or program whose primary purpose is recruitment or increased membership in the sponsoring group. Recruitment entails programming/event efforts directly leading to the increased membership of an organization through actively seeking out, approaching, or motivating individuals to join said organization.
- Any events that include gambling, as well as raffles – even if there is no money involved.
- No cash may be given using Student Activity Funds. The only cash awards that may be given must come from an organization's Fundraising line.
- Local travel (less than 20 miles one way from TCNJ) will not be approved.
- Gifts for paid external speakers will not be funded.
- Payment towards TCNJ undergraduate students or student organizations for services, performances, or speaking engagements
- Honoraria for TCNJ faculty, staff alumni within 5 years of graduating, or students.
- Off-campus events which are held in private residences.
 - In certain extenuating circumstances, a written explanation can be provided to SFB explaining the rationale behind such an event needing to be off campus. SFB will confer with the Office of Student Life and Vice President of Student Affairs. Either the Office of Student Life and/or Vice President of Student Affairs must provide their written approval for the event taking place at an off-campus location, for which SFB would deliver a funding decision accordingly.
- Events may not be approved depending on student safety concerns.
- Funds for organizations' regularly scheduled meetings or events solely for the membership of an organization.
- Fundraisers.

- An organization's apparel or publicity which is not event-specific, solely organization-specific can not be approved for funds.
- TCNJ Faculty / Staff are not eligible for payment.
- Events that resemble a Date Party/Formal format, or serve as a celebration of just the organization/its members.
- Retreats (Airbnbs, Bonding Events, E-Board Meetings)
- When using SFB's credit card, SFB will not pay credit card convenience fees associated with paying a vendor, if the total amount paid exceeds the amount of the budget line
- "Base layer" clothing, which includes leggings, undershirts, swimsuits, or undergarments, or anything determined as such, are designated as non-reusable clothing.
- Subscription services.
- Items prohibited by the rules established by the Office of Student Life (OSL).
- Admission to SAF funded events cannot be charged to either TCNJ or Non-TCNJ people. The only exception to this is if organizations use the TCNJ Center for the Arts ticketing system.

The Student Finance Board is responsible for determining whether a request violates any of these lines.