UNDERGRADUATE STUDENT GOVERNMENT FUNDING

As an undergraduate student organization, there are several USG funding sources you qualify for. See below, Undergraduate student organizations also quality for additional funding.

WHAT ARE THE GENERAL ACTIVITY FEE GUIDELINES?
All student organizations recognized with Undergraduate Student Government are eligible to apply for funding provided by the Student Activity Fee. The purpose of this funding is to supplement an organization’s budget. There are two types of funding available, Operational and Non-Operational. To apply for funding and schedule a funding hearing for your organization contact Rhett Ricard, USG Treasurer, at rricard@clemson.edu. Funding hearings are held every other Wednesday evening.

OPERATIONAL FUNDING INFORMATION
Organizations may apply at any point throughout the year for Operational funds. To apply for funding and schedule a funding hearing for your organization contact Rhett Ricard, CUSG Treasurer, at rricard@clemson.edu. Operational funds may be used for the following types of expenses:

- **Printing**: expenses incurred in printing reports, bulletins, and publications.
- **Insurance**: expenditures for insurance on state-owned property.
- **Telephone**: Calls made in related to club business.
- **Postage**: Cost of stamps, postcards, and bulk mailings.
- **Supplies and Materials**: Expenditures for expendable, inexpensive articles, including but not limited to supplies and minor equipment.
- **Rentals**: Expenses for the use of equipment or rooms for a specified period of time.
- **Repairs and Maintenance**: Expenditures for the repair and maintenance of minor equipment.

NON-OPERATIONAL FUNDING INFORMATION
Non-Operational expenses are those related to a specific project, event, or activity. Organizations may apply for Non-operational funds at any time during the year, but must attend a Finance Committee hearing to request funds at least one month before the planned event. Some examples of non-operational funding include:

- **Travel**: Transportation to and from conferences or events. Allocations will be used on rental and lease rates.
- **Registration**: Registration for conferences or tournaments.
- **Repairs and Maintenance**: Expenditures for the repair and maintenance of major equipment.
- **Honoraria**: Fees for lecturers, consultants or others. (State employees may not receive honoraria.)
- **Advertising for events**: Costs incurred which are directly related to the event for which funding is requested.
- **Direct event expenses**: Costs incurred which are directly related to the successful and complete execution of the event for which funding is requested.
• **Equipment**: Expenses incurred by groups whose primary function requires some form of equipment.

**NON-OPERATIONAL FUNDING FAQS**

*Where does the Student Activity Fee money come from?*
The Student Activity Fund comes directly from the $40 Student Activity Fee that every student pays in their tuition and fees payment. This money supports Club Sports and Student Organizations. The total fund is approximately $1.1 million dollars every year.

*When are Non-Operational Funding Hearings?*
Hearings are typically scheduled on Wednesday evenings at 7 p.m. Please contact the Undergraduate Student Body Treasurer at least one month prior to your event to plan for a hearing.

*What should we focus on during the Non-Operational Funding Hearing?*
The Finance Committee will be analyzing budgets for any technical errors as well as question any costs that may seem incorrect. The best way to be fully prepared for a hearing is to do your research on all the costs incurred for your event. Also please be sure to SELL YOUR EVENT to us. You want us to get excited about your organization and your plans for using the funds!

*When do Club Sports AND the Big 7 Organizations receive their allocations?*
Hearings for these groups are typically held during the month of February. The Big 6 consists of: CLEMSONLiVE, Central Spirit, TigerPaw Productions, Student Media, Fraternity & Sorority Life and Clemson Undergraduate Student Government.

*How do I gain access to the funds my organization has been allocated?*
Allocated funds are distributed on a reimbursement basis or by direct invoice from a vendor. Organizations will complete a Request for Funds Form (RFF) available from the USG Treasurer, attach receipts and/or invoices and turn them into Julie Garcia (Jgarcia@clemson.edu) or Lisa Powers (LSpower@clemson.edu) in the Student Life Budget Center located on the 8th floor of the University Union. (See FORMS in OrgSync for copy of RFF) All requests for reimbursement and invoice payment must be turned in prior to June 30th of that fiscal year. NOTE: In order for a vendor to be paid directly they must register with Clemson buyWays at http://www.clemson.edu/cfo/procurement/vendors/index.html.

*Is there a deadline by which funds must be used?*
All organizations must use their allocated funds by June 30th. All funds not used by June 30 of each year will be deemed inaccessible.

*Why do Student Organizations have to submit their packet at least a month before they actually need the money?*
There is a complex process of checks and balances that a funding request must go through before it is officially allocated to an organization. In order to allow for the greatest amount of time for consideration of your request, please submit your packets as soon as possible. See Funding Chart.

**Additional Undergraduate Organizations Funding Sources:**

CELSONLiVE Co-Sponsorships (www.clemsonlive.com)

Tiffany Marie Souers Community Service Mini-Grant Program
(www.clemson.edu/studentaffairs/communityservice/tiffanysouers.php)