

**CLASSC Policy Manual · Version 1.0 · Revised 9/2/2003**

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**New Organizations**

- Shall be defined as any SAC-registered organization not receiving CLASSC funding for a period of at least one full academic year prior to the application date, so long as the organization was not forcefully removed or suspended from CLASSC's roster
- Must serve Liberal Arts students in a primarily academic-related function
- Shall complete an application process detailing the following, but not limited to:
  1. Title of organization
  2. Names and contact information (phone number, email address) of executive board
  3. Number of active members
  4. Organization's definition of what constitutes an "active member"
  5. Number of active members who are LS majors
  6. Details of other funding sources, if any
  7. Signatures of organization's President and Treasurer

**Funding (see also 'Relevant SG Policies/800 Codes')**

- Funding shall be based on budgets.
- Budgets for the *entire* following school year (as per SG law) must be delivered to a designated person by the first Executive Meeting after Winter Vacation.
- Funding caps are enforced for commonly purchased items
- Special Requests
  1. Special Requests shall be made by a currently-CLASSC-funded organization only when it has exhausted its budget or is planning an event that will exhaust its budget in any given line item. Other unspent line-items will be considered when making a recommendation.
  2. New organizations joining CLASSC shall Special Request for all fund requests until submitting a budget for the following semester.
- Travel
  1. CLASSC will not fund graduate students looking to present papers. Students seeking such funds should contact the Graduate Student Council (<http://grove.ufl.edu/~gsc>). PhD students should also seek further funding from the Research & Graduate Program (<http://rgp.ufl.edu/rgp/travel.html>).
  2. Organizations traveling will be expected to contribute funds beyond personal expenses (food, souvenirs, etc.). CLASSC will use the following scale as a guideline for decreasing funding. It is recommended that organizations ask students to contribute the amount by which funding is decreased.
    - a. \$50 for travel to states primarily in the Southeast (*Florida, Georgia, South Carolina, North Carolina, Virginia, West Virginia, Alabama, Tennessee, Kentucky, Mississippi, Louisiana*)
    - b. \$65 for travel to states primarily in the Southern Central region and the Northeast (*Maryland, Delaware, New Jersey, Connecticut, Rhode Island, Massachusetts, New Hampshire, Vermont, Maine, Pennsylvania, New York, Ohio, Indiana, Michigan, Illinois, Wisconsin, Arkansas, Missouri, Iowa, Texas, Oklahoma, Kansas, Nebraska*)
    - c. \$75 for travel to *New Mexico, Colorado, South Dakota, North Dakota, Minnesota*
    - d. \$90 for travel to states primarily in the Mountain Time Zone (*Arizona, Utah, Wyoming, Montana*)
    - e. \$100 for travel to states primarily in the Pacific Time Zone (*California, Nevada, Oregon, Washington, Idaho*).



## Meeting Attendance

- All organizations must send a representative to each CLASSC General Meeting. This representative should be the organization's treasurer or another member of the executive board.
- Penalties for absence
  1. One absence per year is allowed without penalty
  2. After two absences, a written apology/explanation must be submitted
  3. For each subsequent absence, a written apology/explanation must be submitted. A permanent replacement organization representative may be required and/or funds may be frozen for a minimum 2-week period at the discretion of the Executive Board.

## Relevant SG Policies/800 Codes

Copying costs 3 cents/page and must be done through SG Copy in 305 JWRU

Postage costs 17 cents/letter, available in 337 JWRU

\$500 maximum for off-campus rentals

\$200 maximum for DJ services

\$30 maximum per award

SARs must be submitted 14 days prior to an event occurring.

All travel forms must be turned in at least 3 business days prior to travel.

For international travel, forms must be turned in at least 14 business days before travel.

808.12 No Activity and Service Fee funds allocated to Student Government funded organizations are to be expended on any of the following purchases:

- A. Banquet, Banquet Related Items except when specified in a contract of Student Government or any of its agencies
- B. Tips/Gratuities
- C. Prize Moneys/Scholarships
- D. Clothing, except for uniforms, awards, or promotional items approved by the Student Body Treasurer
- E. Expenditures in support of or against a candidate seeking an elected office
- F. Expenditures in support of or against a political party
- G. Expenditures intended to directly influence federal, state and local legislation, executive actions or judicial decisions
- H. Expenditures to subsidize in whole or in part any private corporation except insofar as such expenditures are for a public purpose
- I. Rental of or expenditures towards functions hosted in private residences

Alcohol, too, cannot be SG funded.

808.24 All activities that include expenditures on food, except for travel activities, must be publicly advertised