

# SAF Meeting Minutes

## November 19, 2010

Potential requests for this year's SAF- consider phase two funding for the book store renovation.

### Sports Field

- Potential requests coming in about scheduling, referees for sports and possibly raising student fees to help build this, staffing

On DEC 1<sup>st</sup>, emails and as much advertising as possible will be sent out that the SAF Annual Requests are available.

### Next meeting: **DEC 3**

- We will be getting binders for SAF
- NetID's given so we can have access to review Contingency Requests
- We will be reviewing each request

### Dec 10<sup>th</sup>- hearing on Contingency Request Clarification

### Recap for Contingency Funds

- 5% of SAF goes toward this fund only if new requests are being made.
- Only student organizations are allowed to make requests, no Department can make requests
- The application is open for 10 business days + 53 min till
- Our deadline for Contingency Requests is 5 pm on Wed November 23<sup>rd</sup> but it won't close till the next day when Anna comes in next day to close it
- **Decision on late requests: No late requests will be funded. SAF will recommend that applicants reapply for annual budget.**
  - Ideas: discuss all the requests that were submitted on time and then with what funding is left, discuss funding for late requests
  - 10% deduction on late requests

### How to go about funding requests:

- SAF was not as critical for the Contingency as they were for the Annual last year
- Analysis was done on each requests, decision made, and discussed why each request is funded or denied
- Recommendations: Stay organized and on task for each requests
  - Application should stand out, this application is like our interview for the time being so it should be complete. However, we need to understand that it could be the clubs first time applying

- If each requests fits this campus
- Email requesters for simple/technical questions
- If large request, they might not have been able to fit every detail in so you can email or have a hearing to clarify
- Read requests before meetings, be prepared with an idea of what you think about each specific requests. What you would cut, what needs clarification, etc.

In accordance to the food policy, there are strict guidelines from the University and SAF. We will be adding a link to the SAF Annual Application so students have access to the policies

Other policies of concern: legislative

Make sure any request we fund: has a direct impact for the STUDENTS,

Ex: if guest attends event, they have a structure set up for guests to pay face value

Meeting Adjourned at 11:05