



STUDENT AFFAIRS BUDGET ADVISORY COMMITTEE

RULES OF PROCEDURE

Guidelines for the allocation of The Council Contingency Fund

Approved by the University Committee on Student Life
on April 6, 1995

It is the understanding of the Student Affairs Budget Advisory Committee (SABAC) that the Council Contingency Fund (CCF) is intended to provide student councils with supplemental funds to aid them in fulfilling their individual school missions of, among other things, providing educational and social programming for their own student constituency.

The SABAC, when making its annual recommendations to the University Committee on Student Life (USCL) on CCF allocations, will consider the following criteria among other relevant factors:

1. The impact of the activity on the students constituency of the Council requesting CCF monies
2. The number or percentages of students enrolled in the school of the Council requesting CCF monies which are impacted by the proposed activity; and
3. The relationship between the activity and the school's mission.

Since the SABAC has a limited amount of resources to allocate in any given year, when making its recommendations to the UCSL, the Committee will evaluate requests in accordance with the following priorities:

1. A one-time activity, which results from a University happening (e.g., a school's anniversary, a division becoming a school, etc.);
2. The first occurrence of an activity, unforeseen at the time a student council developed its budget, but which will become an on-going activity or annual activity that the council intends to fund from its budget in future years;
3. A one-time activity that the student council does not intend to repeat in future years;
4. Charity events; and
5. Capital purchases.

These guidelines are not exhaustive, but are intended to provide student councils with guidance regarding the types of factors and priorities SABAC may take into account. The SABAC reserves the right to interpret these guidelines and any other applicable rules and guidelines.