

# **SAFAC**

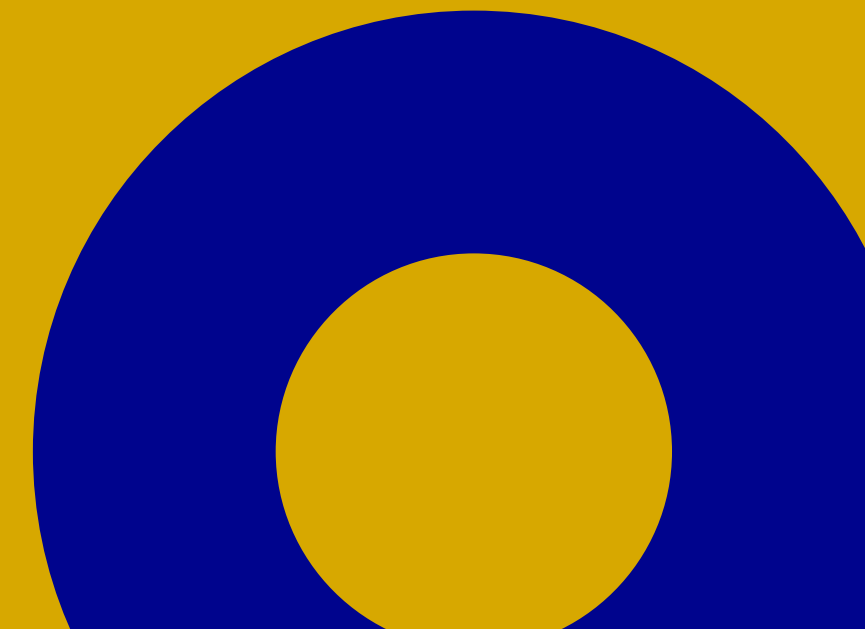
# **2021-2022**

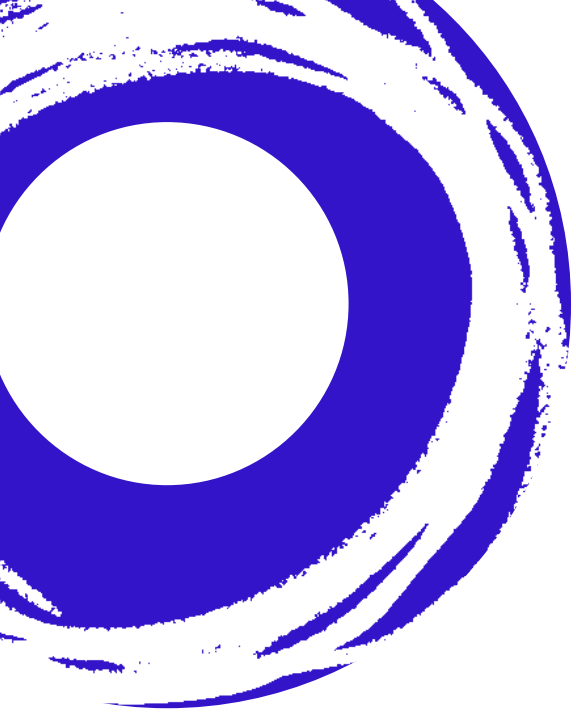
**Student Activity Fee Allocation Committee**

**Student Organization Request for Funding Process**

**This SAFAC Informational Meeting was done for  
student organizations on Friday, 29, 2021**

**This meeting was done in place of the regularly  
scheduled Quorum Meeting.**





# SENATOR INTRODUCTIONS



# FUNDING CRITERIA

- **Enhances student health and/or welfare.**
- **Develops co-curricular activities to enhance classroom learning**
- **Supports social, cultural, or educational needs of students**
- **Enhances and supports LCCC's image**
- **Provides service to the community and college**
- **Fundraising efforts**





# ***TIMELINE***

**January 29 - February 26, 2021: Request application submissions accepted from recognised student organizations.**

**March 1-5: Schedule student organization presentations, sign up form will be emailed out.**

**March 12, March 26, April 2 (April 9 if needed): Student Organization Presentations virtually via Zoom.**

**April 9, April 16, April 23 (April 30 if needed): Budget allocation deliberations.**

**May 2: Submit allocation recommendations to be reviewed and approved by Board of Trustees.**

**Allocations and student organization budget information will be sent to student organization advisors July 1.**



# SAFAC Policy **Stipulations**

- **Must be an officially registered student organization to be eligible**
- **There is a fund raising expectation when funds are requested for travel**
- **Will not fund scholarships**
- **Partisan political groups or religious groups are not eligible to receive student activity fee funding. This exists due to the Establishment Clause. SAFAC as a governing body responsible for the allocation of funds is modeled after government policies and LCCC as a government institution must also follow these policies.**
- **Awards, pins, buckles, apparel, etc. for club members will not be funded through student activity fees.**
- **Expenses for travel to regional or national qualifying competitions are not to be included in the allocation requests. These requests can be made through contingency funds once it is known who and how many has qualified.**
- **Student fee funds cannot be used to purchase goods or products to sale for fundraising, including goods that your group would raffle off for fundraising, etc.**



# Upfront Allocations

- SGA, Campus Activities, and Student Engagement funded based on 2013 SAFAC funded amounts to maintain consistency of these operational costs. Amounts are adjusted based on correlating student fees collected.
- 8% set aside and automatically placed in contingency fund





# Budget Cuts?

**If the amount of requests from student organizations exceeds the amount available to allocate, it is impossible to grant 100% of the requests.**

- Funding requests may be cut for lodging costs to place 4 students per room**
- Funding may be limited to one advisor, and additional advisors will need to be funded through other sources.**
- Funding may limit travel to conventions/conferences/workshops/ to 4 students and information will be shared with their peers through a presentation upon their return.**
- A small percentage reduction may be applied to all requests or all requests including travel, etc.**

# DEADLINE

- **DEADLINE TO SUBMIT APPLICATION:  
FEBRUARY 26**
- **APPLICATION IS ELECTRONIC AND ACCESSED  
THROUGH THE CAMPUS INVOLVEMENT APP**
- **THIS MEETING WILL PROVIDE A DETAILED  
WALKTHROUGH OF THE APPLICATION**



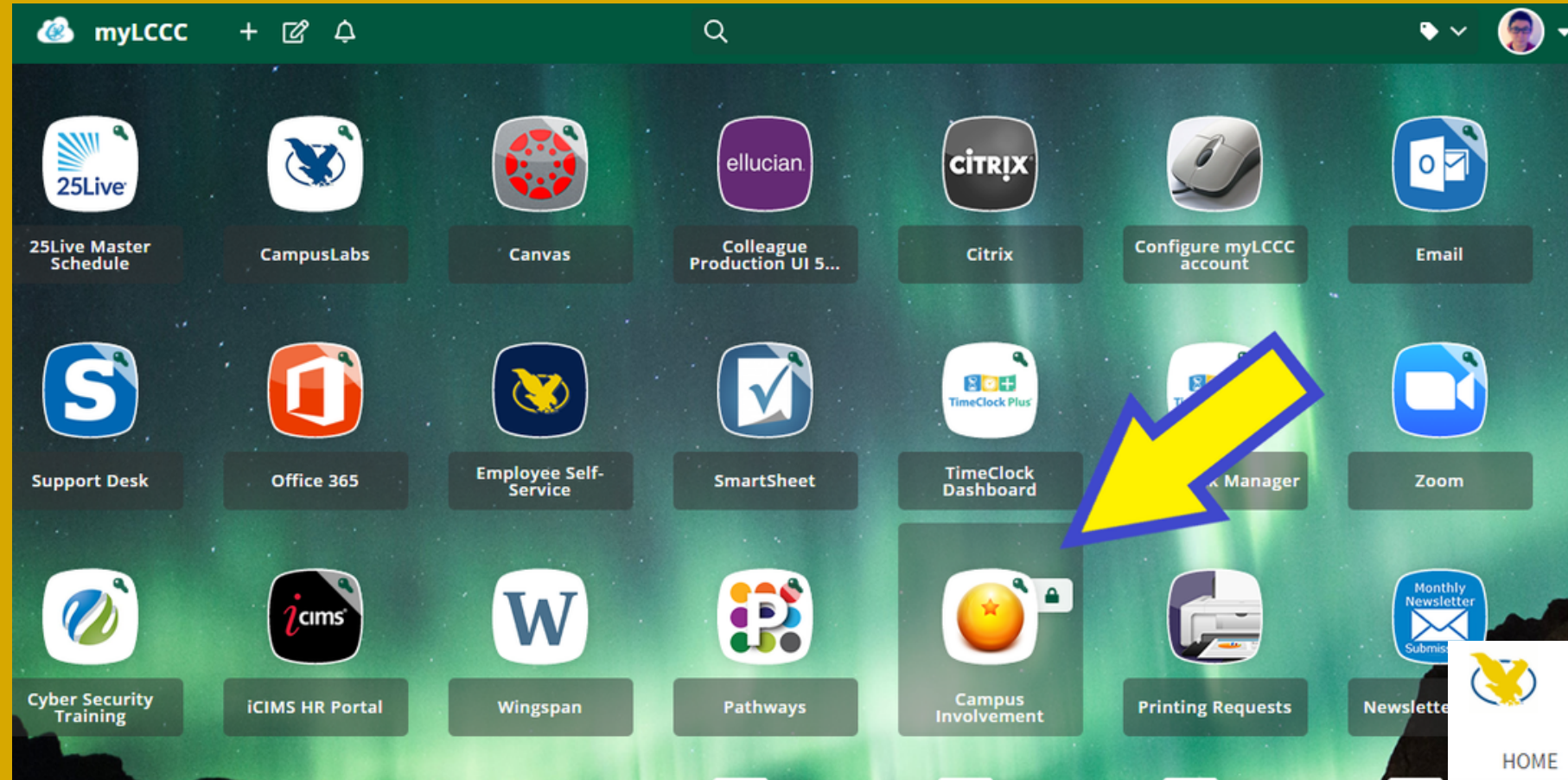


# Student Org Presentations

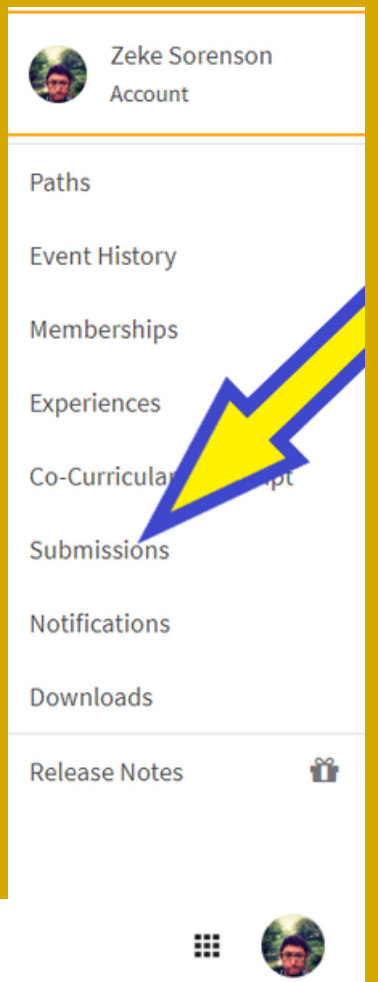
- 7-10 minute presentation that highlights what your organization is requesting funds for
- Highlight how your requests applies to the criteria for SAFAC funding
- Highlighting fundraising activities conducted during this academic year and what fundraising your group plans to do the next academic year
- A powerpoint template will be sent out to advisors soon to assist with preparation



# SAFAC Application Request Walk-Through



Access the application through the Campus Involvement App in myLCCC



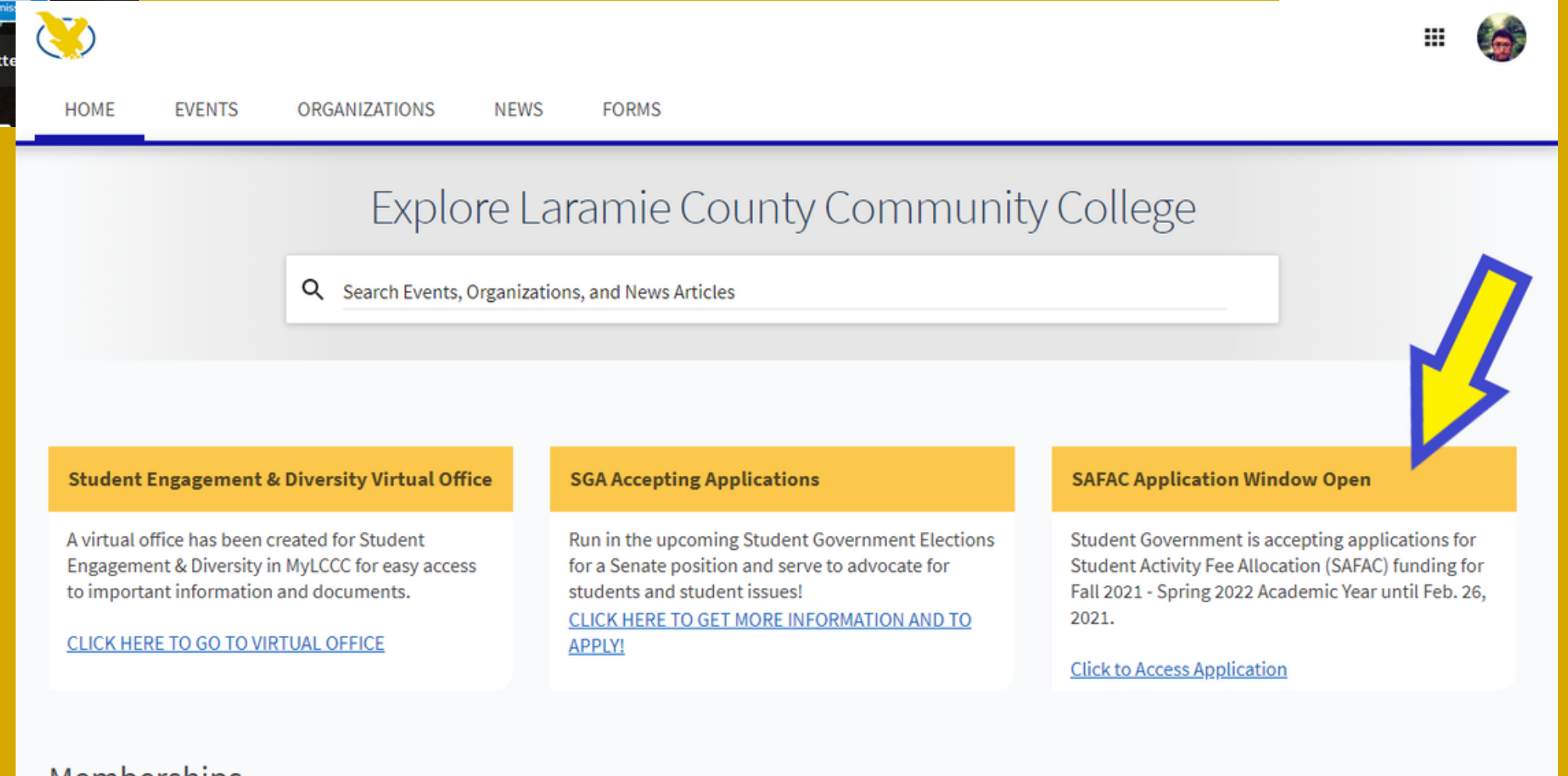
Make sure you are logged into the Campus Involvement App, so your progress is saved on the application.

When you complete a section, and you click next, your progress is saved for all the previous sections you have completed.

If you are not logged in, your progress will not be saved!

Login is your same username (JUST the username, not the "@lccc.wy.edu" after your username) and password you use to login to your college email addresses.

Contact the ITS help desk to troubleshoot login issues.





# Travel Worksheet

## Funds for Travel Request Worksheet

If your student organization is requesting funds for travel, please download and complete the Excel Travel Expense Worksheet before moving forward. You will need to upload this document on a later page in the request, so be sure to save your files in a folder where you can easily access them.

If your club is not requesting funds for travel, you will not need to submit a travel worksheet. You may advance to the next section without downloading and completing a Travel Expense Worksheet.

[Click this link to download Travel Expense Worksheet](#)

\*Check your Downloads file if you are having difficulties locating your file after clicking the link.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
<b>SFAC Travel Planning - Trip Expense Worksheet</b>															Trip # _____				
If more than one trip is planned, use separate worksheets for each. Transfer Grand Totals for each trip to the Travel Summary Form.																			
Recognized Student Organization Name: _____																			
<b>Section A Trip summary</b>																			
Travel Destination (City, State): _____										Travel Dates: _____									
Purpose of travel: Competition _____										Number of days _____									
Educational _____										Number of nights _____									
Other (please describe): _____																			
<b>Section B Participant Information</b>																			
Number of Students Participating _____																			
Number of Staff/Advisors Participating _____										Total number of Participant _____ 0									
<b>Section C Student Registration Information</b>																			
Student Registration Cost _____ X # of students _____ = Registration Co. \$ _____ -																			
Are hotel/meals provided in registration costs? Yes - proceed to Section F No - Complete Sections D and E																			
<b>Section D Hotel Information</b> NOTE: Housing is funded at 4 student participants per hotel room																			
# of rooms _____ X room rate _____ X # of nights _____ = \$ _____ -																			
Total Hotel Costs \$ _____ -																			
LCCC is eligible for the government rate (available at most hotels). This is generally the lowest quoted reservation rate. Please ask for it when you make reservations. Room rates over \$10/night should be explained in your budget hearing.																			
<b>Section E Meal Information</b>																			
Number of Travel Days _____ Meal Rate _____ # of participants _____ = sub-total \$ _____ -																			
Meal Rates are \$30.00 per day, enter 30.00 under Meal Rate.																			
Total Meal Information \$ _____ -																			
<b>Section F Travel Information</b>																			
Round Trip Mileage _____ X # of cars _____ X \$.28/mile = sub-total \$ _____ -																			
(from Cheyenne) _____ X # of vans _____ X \$.28/mile = sub-total \$ _____ -																			
Total Mileage Costs \$ _____ -																			
Parking \$ _____ -																			
SAFAC recommends use of a college vehicle for travel within a 500 mile radius from Cheyenne (1000 miles round trip). Exceptions to this guideline should be explained in budget presentations.																			
Air Travel																			
Number of Participants _____ X Ticket Price _____ = Airfare sub-total \$ _____ -																			
Ground Transportation/Shuttles _____																			
Total Travel Costs \$ _____ -																			
LCCC does not allow vehicle reservations for travel to the Denver Airport which require leaving a college vehicle at the airport overnight. Travel plans must include shuttle service to airport, not overnight parking. Additionally, Staff and Faculty should not be driving students in their personal vehicles.																			
<b>Section G Miscellaneous Costs</b>																			
Please include a written explanation of any additional travel related expenses _____																			
<b>Trip Grand Total</b>															\$ _____ -				
<a href="#">Instructions</a>   <a href="#">Trip 1 Expense Worksheet</a>   <a href="#">Trip 2 Expense Worksheet</a>   <a href="#">Trip 3 Expense Worksheet</a>   <a href="#">Trip 4 Expense Worksheet</a>																			





Advisor and Club

# LCCC RECOGNIZED STUDENT ORGANIZATIONS

## STUDENT ACTIVITY FEE ALLOCATION REQUEST FOR 2021-2022 ACADEMIC YEAR

This request should be completed by the club advisor. Students may assist with completing the information or providing the information, but the advisor should have an active role in this submission process.

This Student Activity Fee Allocation Budget Request must be completed and fully submitted by 5:00 p.m. Friday, February 26, 2021.

Be sure to login to the Campus Involvement App via MyLCCC in order to save your progress if you plan to complete your application in multiple sessions. If you are not logged in, your progress will not be saved. A section of the application is saved once you complete one section and proceed to the next section. The application can take up to an hour to complete if you have all the necessary information.

*A copy of your request packet will be provided to your appropriate Dean or supervisor after you have completed the application. Save a pdf copy of your request application for your own records. Be sure that you have fully completed the request process and hit submit at the end of your application.*

*All budget allocation recommendations are made by Student Government who makes up the Student Activity Fee Allocation Committee and then approved by the President's Cabinet and Board of Trustees in accordance with LCCC Procedure 4.10.2P.*

\* Advisor:

\* Club/Organization Name:

\* What school or division is your club or group housed in?

List any additional advisors if applicable here







## SAFAC Stipulations

Please consider the following stipulations that have been applied in the past when the amount of requests have exceeded the amount available to allocate.

Enrollment is down considerably this year, so more than likely the amount of requests will exceed the amount available to allocate.

Other aspects of travel are also indicated below that you should consider as you are filling out your travel worksheets.

1. Students must stay 4 to a room for hotels/motels and request estimates should take this into account.
2. Meal allowances for student travel is limited to \$30.00 per day. Students must provide their own funds and pay out of pocket if they wish to exceed this budget for meals.
3. If your student organization is not attending a competition, you are limited to taking four students and ONE advisor for domestic travel and TWO advisors for International Travel. Any additional advisors must be funded with non-student fee funds.
4. Students may NOT drive personal vehicles to attend any school sponsored activity unless they are approved drivers of the college and must abide by the Campus Travel Policy (must have both a domestic activity travel waiver and an alternative travel waiver for the specific trip on file). Students who have fulfilled all the requirements and choose to utilize other travel means will not be reimbursed for any travel expenses. Additionally, LCCC employees should not be driving students in their own personal vehicles for any reason.
5. Greenride Shuttle is currently the best option to travel to and from Denver International Airport, so you may want to check rates and apply them to your travel funding requests.
6. Please see SAFAC procedure 4.10.2P for more information on funding criteria the SAFAC committee uses.
7. SAFAC will not fund awards, pins, buckles, apparel, etc. Student organizations must pay for these items with either fundraising funds or non-student activity funds.
8. In accordance with the SAFAC procedure 4.10.2P, religious organizations or student organizations directly affiliated with a political party are not eligible to receive student activity fee funding.
9. Allocations of the student activity fee funds take place every spring semester. The allocation process grants funds to student organizations for the following academic year. Funds granted through this process are not accessible for the groups that are allocated funds until the following fiscal year (July). Any student organization who requests funding from the student activity fee must give a short and concise 5-10 minute presentation to offer rationale and testimony to Student Government who makes up the SAFAC committee to help them make their final decisions on the allocation of the student activity fees. Club advisors of student organizations who submit requests will be contacted after the application window closes to schedule the presentations.







# LCCC RECOGNIZED STUDENT ORGANIZATIONS

If you have not registered your student organization for this academic year or you did not attend the mandatory SAFAC training on Jan. 29, 2021, you are not eligible for student activity fee funding. Any requests from student organizations who are not officially registered or did not attend the training will be denied.

If you have already completed this process, continue onto the next steps. You will be notified if you need to complete this process for your application for funds request to be approved for review by the SAFAC committee.



# Advisor and Club Info

This section of the application will ask the following:

- Advisor Name (s)
- Name of Student Organization
- Academic School or Division (Student Services) your student organization falls under.
- Most relevant Pathway your student organization falls under





# Involvement Info

This section of the application will ask the following:

- Community Service Projects completed or planned to complete this academic year (Fall 2020/Spring 2021)
- Activities and events your organization planned, engaged in, or still plan to participate in this academic year?
- How has your student organization enhanced welfare and well-being?
- What educational or co-curricular activities your club or student organization participates in or plans to participate in this academic year?
- Fundraising Efforts your group was able to accomplish this year?
- How much fundraising funds your organization was able to raise this year?
- How much of your fundraising funds were spent this year?



# Funds Request

This section of the application will ask the following:

- Your SAFAC Budget Number
- Total amount of money being requested for travel
- Total amount of money being requested for non-travel use
- Grand total amount (travel + non-travel funds) of funds being requested
- Upload of completed travel worksheets.



# Fundraising Budget Summary

This section of the application will ask the following:

- Fundraising Budget Number
  - New organizations that have not set up a fundraising account must do so with Jayne Myrick in Administration and Finance.
- Current Balance in Fundraising Account
- What fundraising projects your organization has planned for next academic year
- Projected Expenses to be paid using fundraising funds
- Grand Total of Projected Expenses to be paid using fundraising funds

# OPEN SENATOR POSITIONS!

- **School of Business, Agriculture, and Technical Studies**
- **School of Arts & Humanities**
- **School of Health Sciences**

