



USG Tier II Funding Handbook

The mission of the Undergraduate Student Government is to enrich the lives of the Undergraduate Student Body through advocacy for its interests to the administration and all other appropriate bodies. We strive to help student groups reach their fullest potential through new and continuing initiatives, programs, and resources. The Undergraduate Student Government aims to foster an inclusive and collaborative community that works together effectively.



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Please note: The information given in this handbook is meant to be used in conjunction with the Tier-II Funding Policies. Though there is some overlapping information between the two documents, there is information found in the handbook that is not found in the policies, and vice versa.

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Chapter 1 - Funding Eligibility

Only **Active Tier-II Undergraduate Organizations** registered with Student Activities at the University of Connecticut's Storrs campus are eligible to apply for funding through the **Undergraduate Student Government**. These organizations are eligible to apply for Undergraduate Student Government funding after the following requirements have been met:

1. To gain access to the funding system, called Kual, the RSO is officially responsible for submitting the Funding Request and must undergo training, which includes **completing SOLID workshops** and the **USG Funding Workshop**. Once the training is complete, they need to **pass a quiz to grant them access** to the system.
2. The RSO must be an active Tier-II Registered Student Organization when submitting a Funding Request. An RSO is considered active after satisfying all Tier-II SOLID requirements.
3. The total funding provided to an RSO does **not exceed \$15,000** per academic year.
4. Only **undergraduate, fee-paying** students at the University of Connecticut Storrs campus may benefit from funding received from the Undergraduate Student Government.
5. Funding Requests must fall into at least one of the permitted categories and not contain any prohibited expenditures, both of which can be **found in the Tier-II Funding Policies**.

Chapter 2 - Overview of the Funding Process

The Undergraduate Student Government's **Funding Student Staff (FSS)** is entrusted with the responsibility of appropriating funds to Tier II undergraduate organizations in accordance with policies, acts, and regulations set forth by the Undergraduate Student Senate and in accordance with any applicable State laws and University policies.

The Funding Process:

1. **The RSO Officers must complete the USG Funding Workshop and SOLID Workshops.**
 - a. The RSO officers must go to the Undergraduate Tier-II Funding website, <https://usg.uconn.edu/funding/>, where they will find instructions on how to find the USG Funding Workshop and the SOLID Workshops within HuskyCT.
 - b. Complete the USG Funding Workshop and SOLID Workshops found on the left sidebar of the Student Organization Leader Training[SOLID] course within HuskyCT.
 - i. Instructions on how to complete these workshops are found within the course
 - c. After all workshops are complete, the RSO officers will gain access to the funding system, Kualu, shortly after. **If the RSO is missing access 1-2 business days after completing the workshops, email fundingsupervisor@usg.uconn.edu with an image of your score and net ID.**
 - i. Kualu can be accessed through the Undergraduate Tier-II Funding website.
2. **Funding Request Submission**
 - a. Once the RSO officers have completed training and meet the Funding Eligibility requirements listed in Chapter 1, they can fill out a request within Kualu. This will include providing the proper documentation found in [Chapter 3](#) for each request.
 - b. Funding requests must be submitted **at least six weeks** prior to the date that funds will be needed, which will be **no later than the starting date** of a service, event, or departure with the following exceptions:
 - i. Travel reimbursement requests, which do not include car or bus rentals, have a **five-week deadline**.

- ii. Requests for contractual services with a cost greater than or equal to \$2,500 have a **seven-week deadline**.

3. Funding Review

- a. The Funding Student Staff reviews the requests to ensure all necessary documents are provided. If the group is missing information, the request will be returned to the RSO officer for revision. Funding Requests that are returned to the RSO by Funding Staff must be **corrected and resubmitted to USG by 11:59 PM on the second full business day** after being returned or be subject to denial. The Funding Staff will specify the day upon which this deadline will pass along with each return. A Funding Request is **subject to denial when three returns are exceeded** (exemptions will be made if the funding staff did not request the same information for each request).” Email fundingsupervisor@usg.uconn.edu if an **extension** is needed prior to missing the date to return the submission.
 - i. With potential corrections in mind, we recommend that the RSOs **submit their requests earlier than the required deadlines** listed in Step 2 of the Funding Process, as this ensures the request can be processed in time.
 - ii. Once the request has all the necessary documents, the Funding Student Staff (FSS) will give a **funding recommendation**, which will then **be voted on**.

4. Tentative Funding Decision

- a. The FSS votes on the amount of funding for each request in accordance with USG policies on a weekly basis.
- b. The FSS then notifies the RSO of their decision regarding the amount funded by approving or denying the request and notifying the RSO. *Please note that this decision is not final, and UConn will require additional approvals.*

5. Processing Begins

- a. The FSS begins processing funding requests. Throughout the remaining steps, the **RSO must look out for emails** requesting any information that is needed from them.

6. Vendor Set Up (Step Excluded in Reimbursement Requests)

- a. Vendors that will receive the payments being funded by the Funding Staff sometimes need to be set up in **HuskyBuy**, where we manage many vendors and payments.
 - i. HuskyBuy is used for vendor payment when the following are true:
 - 1. The request is for over \$5,000.

- a. *We will attempt to use HuskyBuy for Equipment/Supplies requests above \$2,000
 - b. Certain exceptions may apply to requests under \$5,000.
 - 2. We use the vendor often.
 - 3. The request is for contractual services.
 - 4. Space facilities and space rentals
 - a. Does not apply to university systems-based facilities (UConn's facilities)
 - ii. If the vendor is not already set up in HuskyBuy but needs to be, the Funding Student Staff will reach out to the vendor to help them get set up. **USG cannot give final approval if the vendor does not complete the Huskybuy form 3 weeks prior to conducting their services.** If your vendor does not complete their Huskybuy profile accurately or in a timely manner, they will need to push back their service dates and send updated documentation. **If the service dates cannot be pushed back, this will, unfortunately, result in the rescission of the request.** Your group may be contacted if the vendor is delaying the funding process by failing to fill out their HuskyBuy profile. In this case, a Funding Student Staff member will simply ask the RSO to contact your vendor and request them to fill out their HuskyBuy profile.
 - b. When HuskyBuy is not used, a tax-exempt account with the vendor will be set up to pay the vendor using our pro card.
 - i. The pro card is only used for requests under \$5,000
 - ii. The vendor will confirm with FSS that **our account/purchases will be tax-exempt.**
- 7. Trustee Student Organization Fiscal Officer (TSOS) Approval**
- a. The Funding Request is then passed off and signed by the Trustee Student Organization Fiscal Officer. In reimbursement requests, the Trustee Student Organization Fiscal Officer will have to do a post-travel approval in addition to the pre-travel approval.
- 8. Item Receipt/Packet Creation**
- a. An item receipt is created in our bookkeeping system to record the transaction that will be completed. This item receipt will eventually be turned into a bill when we are ready to fund the transaction
 - b. A packet is also created containing all documents related to the request, which will eventually be attached to the bill created above.

9. Pre-Purchase Verification.

- a. Depending on the type of request, there is further documentation that an RSO may need to submit before continuing on with the request. Any documentation required at this step is also described in [Chapter 3](#).

10. Pay Invoices

- a. The FSS may also need to create an invoice for certain requests. This invoice records the amount the group owes towards the request if USG funding does not cover 100% of the expenses. This invoice was created because we need to ensure that full payment is given to the suppliers (or vendors) from USG.
- b. Groups who owe money towards their purchase order will be notified via email. **USG cannot give final approval until your group pays the invoice.**
- c. There are 2 ways the RSO can pay an invoice.
 - i. You can transfer money from your group's bank account at Business Services (SABS) to USG.
 - ii. Write a check payable to the Undergraduate Student Government.

11. Further Reimbursement Request Steps (If your request is not a reimbursement request, skip to Step 12.)

- a. Please submit the required documents to the Kualu request **within 30 days after your event**. RSOs get an email asking for these documents, which can **also be found in [Chapter 4.1](#)**. If the RSO doesn't receive the email, please **give us the necessary information or attach it to the request as required**.
- b. This documentation is then reviewed by the Funding Student Staff and Storrs Trustee Organization Staff and sent back for corrections if additional documentation is needed from the RSO officers. Similar to the initial request submissions, these corrections must be done on the same time basis.
- c. After approval from the two groups above, SABS can process the RSO check.

12. Further Steps for Requests Other than Reimbursement Requests

- a. Once items arrive for Equipment/Supplies requests, the RSO will be notified by email that their items can be picked up from the USG Funding Office in the Student Union. This must also be done on a timely basis, which will be stated in the email.

13. Final Reconciliation

- a. The RSO must submit invoices **from their vendor to Kualu *after* the event to verify services or supplies were received** -OR- The RSO

must submit their receipts for reimbursement to Kualu. Please note that the **organization will be required to verify that the invoices** from the vendor are accurate.

14. **Disbursement of Funds.**

- a. Funding Staff adds verified invoices and finalized receipts to the request. These documents are then sent to TSOS, who will then review documents and issue payments.

Chapter 3 - Required Documents for Funding Categories

The following is a list of the possible funding categories, with a list of the supporting documents required for each. These documents are needed in addition to the questions the RSO will need to answer in Kualu, our funding system. These requirements and additional resources that may assist in the requesting process can also be found on our [website](#). The funding categories are as follows:

- 1.** Admission/Registration Fees
- 2.** Bus Rental
- 3.** Car Rental
- 4.** Catering/Food
- 5.** Contractual Services
- 6.** Facilities/Space Rental and Storage Rental
- 7.** Supplies & Equipment Purchase/Rental
- 8.** Travel Reimbursement (Hotel/Lodging, Airfare, and Mileage)

Note that within Kualu, groups can request funding for multiple categories pertaining to one event in their funding requisition.

Chapter 3.1 - Admission/Registration Fees

First and foremost, **registration cannot be handled as a reimbursement.** Though many conferences and competitions offer an early-bird rate, **always use the regular registration rate** when applying for funding.

Supporting Documents for Registration Fees

1. Registration Form Showing Fee.

- a. Go to the event website (or an email) that outlines the registration information
- b. Access the registration link for the event
- c. Save the registration **page as a PDF**, and make sure it shows the following information:
 - i. The name of the Website/ Vendor
 - ii. Cost per person or per group
 - iii. Payment Deadline
 - iv. Services included in the fee
 - v. Contact information of who to pay
 - vi. How to Pay (credit card, check, etc.)
- d. Examples of registration forms showing fees can be found [here](#).

If the RSO can't find this information on the registration screen, the RSO may need to save PDFs of previous screens that DO show this information and combine it all in one document!

Please get the required information for your request from the organization's website or through an email from the event organizer. We cannot accept any documents the RSO has typed up, even if the RSO has confirmed with the organizer.

2. **Event Information.** Event information is used to verify that the organization will be attending a legitimate event related to the organization's mission.
 - a. The event confirmation can include fliers, web pages, brochures, or emails about the event. Must include the event name, correct date (make sure it is for this year's date), and location of the event.
3. **Organization's SOLID Roster.** You **must email SOLID at solid@uconn.edu** for an official roster. You may not make your own roster. The SOLID roster will include the names and the undergraduate status of your club members.
4. **List of Attendees.** You should create a list of those who will be registering for the event.

Chapter 3.2 - Bus Rental

Supporting Documents for Bus Rentals

1. **Quote.** The FSS can accept bus rental quotes from any bus rental company, but groups commonly use DATTCO.
 - a. Visit <https://uconnquotes.dattco.com/> to obtain a quote from DATTCO.
 - i. As of Fall 2023, RSOs can email Nancy Dooley (Nancy.Dooley@dattco.com) for a quote.
 - b. If your organization is looking for a school bus, the RSO can check with DATTCO first, and if they do not have availability, then the RSO can utilize First Student or Durham School Services.
 - c. Examples of quotes can be found [here](#).
2. **Acceptance.** After the bus rental company has approved your quote, the RSO should receive an acceptance document from the company that includes the Charter ID/Quote Number. **We need this number!**
 - a. Examples of this acceptance can be found [here](#).
3. **Event Confirmation.** Event confirmation is used to verify that the organization will be attending a legitimate event related to the organization's mission.
 - a. The event confirmation can include fliers, web-pages, brochures or emails about the event. Must include the event name, correct date (make sure it is for this year's date), and location of event.
4. **Organization's SOLID Roster.** You **must email SOLID at solid@uconn.edu** for an official roster. You may not make your own roster. The SOLID roster will include the names and the undergraduate status of your club members.
5. Copy of the filled out **Off-Campus Activity Notification Form.**

Chapter 3.3 - Car Rental

Supporting Documents for Car Rentals

1. **Enterprise Quote.** USG will only accept car rental quotes from Enterprise. **Please try to apply earlier than the 6 week deadline when trying to request a car rental, as we are required to give Enterprise a notice 4 weeks in advance.**
 - a. If Willimantic Enterprise is used, only 1 quote is required.
 - b. If an out of state Enterprise rental is used, please talk to the Funding Supervisors about planning these rentals before making your request.

- c. You must specify time and date of when they will be picking up and dropping off rental.
 - d. Please ensure that the RSO **only acquires a quote and not a confirmation**, as TSOS will be the ones to book the car rental.
 - e. Add-on expenses for car rentals, including refueling charges, will not be paid by USG. Any add-on expenses will result in an invoice to the RSO or a reduction in other reimbursements.
 - f. Examples of Enterprise quotes can be found [here](#).
2. **Event Confirmation.** Event confirmation is used to verify that the organization will be attending a legitimate event related to the organization's mission.
 - a. The event confirmation can include fliers, web-pages, brochures or emails about the event. Must include the event name, correct date (make sure it is for this year's date), and location of event.
 3. **List of Drivers and Their Passengers.** Required before and after travel.
 - a. Please note we require a minimum of 4 people to be seated in a car. Exemptions can be made by the funding staff.
 4. **Organization's SOLID Roster.** You **must email SOLID at solid@uconn.edu** for an official roster. You may not make your own roster. The SOLID roster will include the names and the undergraduate status of your club members.
 5. Copy of the filled-out **Off-Campus Activity Notification Form.**

Chapter 3.4 - Catering/Food

Supporting Documents for Catering

1. **Price Quote.** Always reach out to UConn Catering first before the RSO reaches out to an outside vendor as UConn catering has to refuse the RSO before an outside vendor can be used.
 - a. If the RSO is using UConn Catering (some locations on campus require UConn Catering), only one quote is required.
 - i. Contact UConn Catering for a quote.
 - ii. Once a reservation is made, UConn Catering will send out a confirmation email. In that confirmation email is a reservation confirmation outlining all of the necessary information to serve as the catering quote. The quote should include the following information:
 1. Reservation/Confirmation Number
 2. Event Date(s)

3. Itemized Cost
 4. Grand Total
- b. If the RSO is requesting an outside vendor for catering:
- i. Three price quotes are required if the amount requested is more than \$5,000.
 - ii. Contact your vendor for a quote.
 - iii. Quotes must include the vendor name, date of event, each food item, number of units, and prices with subtotal included.
 - iv. This quote must be exempt from tax, per UConn's certified tax-exempt status.
 1. To ensure the tax-exempt status, FSS will be contacting the vendor directly also.
- c. Examples of catering price quotes can be found [here](#).

The RSO will be responsible for the cost of the meals of **any "no-shows" or Non-Undergraduate Student meals**. (e.g., Requested catering for 60 students, and only 30 students attended).

2. **Right of First Refusal Form.** This form must be completed if a vendor other than UConn Catering is being used. The form can be found here <https://studentunion.uconn.edu/catering-right-of-first-refusal/>.
 - a. After completing this form, the RSO will later receive an email either approving or denying your request, along with the answers the RSO had submitted. This email chain is what should be submitted for this document.
3. **UConntact Event Confirmation.** You must create the event in UConntact. After creating the event, submit a screenshot of the event page in PDF format to your Kuali request.
4. **Organization's SOLID Roster.** You must email SOLID at solid@uconn.edu for an official roster. You may not make your own roster. The SOLID roster will include your club members' names and undergraduate status.
5. **RSVP List.** You must post the event on UConntact. Undergraduates are required to RSVP for the event posted on UConntact by the RSO. **This document will not be needed when making the initial request. About two weeks before the event, the RSO will submit the RSVP list from UConntact.** This submission will be made through an "On-Campus Event Pre-Purchase Event Verification" step in Kuali rather than through an email.

6. **List of Attendees.** During the event, the RSO must ensure that people have checked into the event through UConntact. **After the event**, the RSO **must submit the finalized list of attendees** from UConntact to Kual. This list will include the following information on each attendee:
 - a. First and Last Name
 - b. Email
 - c. NetID
 - d. Semester standing
7. **Finalized Invoice.** After the event, the RSO must also email FSS the finalized invoice from the caterer.
 - a. If your caterer was UConn Catering, they will email the RSO the finalized invoice, which the RSO must forward to us.
 - b. If the RSO has an outside caterer, please reach out to them for this finalized invoice, and get it to us.

Chapter 3.5 - Contractual Services

All contractual services that **exceed \$2,500** will have a deadline of **seven weeks** rather than six. Service providers **will not be paid until after the event.**

Chapter 3.5.1 - Coaching

All coaching requests for the academic year must be submitted by the specific deadline communicated by USG during the previous academic year. Coaches are **not prepaid**; at the end of the semester, the coach must submit an invoice and list of attendees for approval. Once the group approves, the information will go to Accounts Payable for payment processing. The check will be cut 45 days from the date on the invoice.

Supporting Documents for Coaching

1. **Letter of Intent.** Send the [Intent to Coach form](#) to the coach to fill out. Once the coach fills out the letter of intent, a copy of the form will need to be sent to the RSO. This serves as the “quote” for the funding request. Once the RSO has received the LOI, the RSO can submit it in Kual.
 - a. The coach fills it out, **not** the student organization. This is to protect your group.

- i. Requests where a group is being coached, instructed, taught, or directed regularly and continuously by a specific person, people, or company are capped at \$40/hour of professional time per group.
 - ii. Caps on Contractual Services will also apply to companies with which a coach, instructor, or service provider is affiliated.
 - b. Ensure your coach knows that a letter of intent is **not** a guarantee of funds, nor is it a funding request.
 - c. Tell the coach to write the President or Treasurer of your group's email address as the Student Group Contact Email Address.
 - d. Examples of filled out Letter of Intent forms can be found [here](#).
2. **Resume or Biography of Coach.** The resume or biography, **provided by the vendor**, must show the individual's expertise. *The vendor should be in the business of providing that product or service.*
 3. **Practice Schedule.** A practice schedule containing any dates and times that your coach plans on coaching your group.
 4. **Organization's SOLID Roster.** You **must email SOLID at solid@uconn.edu** for an official roster. You may not make your own roster. The SOLID roster will include the names and the undergraduate status of your club members.
 5. **Purchase Orders.** This is a document that is sent to the vendor after services have been approved to begin in HuskyBuy. This is for contractual services \$2,499.99 and less. Services cannot begin prior to the vendor's receipt of this document. **The RSO does not complete this form and will not need to submit it as part of their request.**
 6. **Personal Service Agreements.** This document will be obtained from your coach by TSOS and is only needed if the request exceeds \$2,500. **The RSO does not complete this form and will not need to submit it as part of their request.**
 7. **Coaching Invoice.** **After coaching is completed**, your coach must fill out the Coaching Invoice Template, found [here](#). After your coach has filled it out, make sure your coach emails the invoice to bookkeeping@usg.uconn.edu.

Chapter 3.5.2 - Individual Service Provider/Other Contractual Services

Supporting Documents for Speakers/Performers/Service Providers

1. **Letter of Intent/Itemized Quote.** If the vendor is unable to provide a quote, send the [letter of intent form](#) to the service provider to fill out. Once the service

provider fills out the letter of intent, a copy of the form will be sent to the Student Group Contact. This serves as the quote for the funding request.

- a. The service provider fills it out, **not** the student organization. This is to protect the group.
 - b. There are different caps for contractual services, so please make sure that your vendor is staying within these caps:
 - i. Requests where a group is being instructed or taught by a specific person no more than once per semester are capped at \$300/hour.
 - ii. Requests for speakers are capped at \$1,000/hour.
 - iii. Requests for performers and event staff, including DJs, models, and dancers are capped at \$600/hour. Event staff will only be funded if their presence is essential to the mission of the RSO and the goals of the event.
 - iv. Requests for the creation of intellectual property, including photographers, videographers, and music arrangers, will be governed by the MOU executed with USG.
 - v. All requests for contractual services, including contractual services categorized and not categorized above, are capped at prevailing market rates. If the Funding Staff doubts that a price is reasonable, they may request three quotes from the RSO, regardless of the total dollar amount.
 - vi. Caps on Contractual Services will also apply to companies with which a coach, instructor, or service provider is affiliated.
 - c. Be sure that your service provider knows that a letter of intent is **not** a guarantee of funds, nor is it a funding request.
 - d. Tell the service provider to write the President or Treasurer's email address as the Student Group Contact Email Address.
 - e. Examples of the Letter of Intent form or itemized quote fees can be found [here](#).
2. **Resume or Biography of Coach.** The resume or biography, **provided by the vendor**, must show the individual's expertise. **The vendor should be in the business of providing that product or service.**
 3. **Event Confirmation.** Event confirmation is used to verify that the organization will be hosting a legitimate event.
 - a. The event confirmation can include fliers, web pages, brochures, or emails about the event. Must include the event name, correct date (make sure it is for this year's date), location of the event, and whether or not it is open to all undergraduate students.

4. **Organization's SOLID Roster.** You must email SOLID at solid@uconn.edu for an official roster. You may not make your own roster. The SOLID roster will include the names and the undergraduate status of your club members.
5. **Purchase Orders.** This is a document that is sent to the vendor after services have been approved to begin in HuskyBuy. This is for contractual services \$2,499.99 and less. Services cannot begin prior to the vendor's receipt of this document. **The RSO does not complete this form and will not need to submit it as part of their request.**
6. **Personal Service Agreements.** This is an agreement that occurs between service providers and UConn. Any vendor set up in HuskyBuy with a service costing \$2,500 will have to have a PSA enacted. This document will be obtained from your vendor by TSOS. **The RSO does not complete this form and will not need to submit it as part of their request. (Requests needing a PSA take 7 weeks)**
7. **Contractual Service Invoice.** After services are completed, your vendor must email an invoice to bookkeeping@usg.uconn.edu. If your vendor does not have their own invoice template, they can use this [template](#).

Chapter 3.6 - Facility/Space Rental and Storage Rental

Chapter 3.6.1 - Facility/Space Rental for an Event

Supporting Documents for Event Facility/Space Rentals

1. **Itemized Price Quote.** This must come directly from the vendor. Three price quotes are needed if the amount requested is more than \$5,000
 - a. An example of a facility rental quote can be found [here](#).
2. **UConn Contact Event Confirmation.** You must create the event in UConn Contact. After creating the event, submit a screenshot in PDF format of the event page to your Kual request.
3. **Organization's SOLID Roster.** The RSO must email SOLID at solid@uconn.edu for an official roster. You may not make your own roster. The SOLID roster will include the names and the undergraduate status of your club members.
4. **RSVP List.** You must post the event on UConn Contact. Undergraduates are required to RSVP for the event posted on UConn Contact by the RSO. **This document will not be needed when making the initial request. About two weeks before the event, the RSO will submit the RSVP list from UConn Contact.**

This submission will be done through a “On-Campus Event Pre-Purchase Event Verification” step in Kualu, rather than through an email.

5. **List of Attendees.** During the event, the RSO must ensure that people have checked into the event through UConntact. **After the event**, the RSO must submit the finalized list of attendees from UConntact to Kualu. This list will include the following information on each attendee:
 - a. First and Last Name
 - b. Email
 - c. NetID
 - d. Semester standing
6. **Finalized Invoice.** After the event, the RSO must also email FSS the finalized invoice from the vendor.

Chapter 3.6.2 - Weekly Practice Space/Facility Rental and Storage Rental

Please note: If an RSO is requesting a storage rental, the RSO does not need to submit a practice schedule or list of attendees.

Supporting Documents for **Weekly Practice Space/Facility Rentals and Storage Rentals**

1. **Itemized Price Quote.** This must come directly from the vendor. Three price quotes are needed if the amount requested is more than \$5,000.
 - a. An example of a facility rental quote or storage rental quote can be found [here](#).
2. **Practice Schedule.** If the rental is for a practice space, a practice schedule for the semester is necessary and needs to include the following:
 - a. The exact dates and times for each practice
 - b. Location of practices
 - c. The dates on the schedule must accurately match the times listed on your rental quote.
 - d. The practice dates **should fall within the fiscal school year and not during breaks.**
3. **Organization’s SOLID Roster.** You **must email SOLID at solid@uconn.edu** for an official roster. You may not make your own roster. The SOLID roster will include the names and the undergraduate status of your club members.
4. **List of Attendees.** Needed after the practices and must include (for each attendee):
 - a. First and Last Name

- 5. Finalized Invoice.** After all practices, the RSO must also email FSS the finalized invoice from the vendor.

Chapter 3.7 - Supplies & Equipment Purchase/Rental

“Equipment” refers to products having a useful life of over one year, which require specific record keeping (inventory) and significant post-purchase responsibilities. “Supplies,” refers to products with a useful life of *under* one year. Requests that do not indicate proper storage methods will not be considered complete and will not be eligible for funding. More information on proper storage methods can be found in [Chapter 4.2 - Inventory](#). Further, equipment will not be funded for a single event, and all equipment funded by USG shall remain the property of USG. Group and team uniforms are permitted, but personalized (i.e., customized in such a way as to relate to one specific person) equipment requests will not be funded. USG cannot purchase clothing items from vendors not approved by the university. A list of approved vendors UConn can purchase clothing from can be found [here](#). USG cannot purchase clothing from third-party vendors from Amazon and Etsy. Finally, USG cannot purchase supplies and equipment from international vendors.

Before beginning a request in this category, please check the [“Restricted Equipment and Materials Requiring EHS Approval”](#) list to ensure that your potential equipment/supplies are not restricted.

Chapter 3.7.1 - General Supplies & Equipment Purchase

Supporting Documents for **General Supplies & Equipment Purchases**

- 1. Price Quote.** Three price quotes if the amount requested is more than \$5,000. All items from the same vendor **MUST** be combined and included on the same funding request. **DO NOT** split up the orders to avoid getting three quotes; the funding request will be returned to the group.
 - a.** When finding supplies/equipment quotes, follow these instructions:
 - i.** Go directly to the website that sells the product(s) the RSO is interested in purchasing
 - ii.** Add each preferred product into a shopping cart with the correct quantities of each item
 - iii.** Once the shopping cart has all of the items the RSO are requesting funding for, proceed to checkout

1. We ask the RSO to do this because this shows the taxes and shipping fees that will be charged on the order. We are NOT having the RSO buy the supplies/equipment!
- iv. Go all the way to the point where the purchaser would provide payment information. Save this page as a PDF. It should show the following information:
 1. Item description
 2. Correct quantity of each item
 3. Itemized price for each item
 4. Shipping charges
 5. Any taxes or other fees
 6. Total Cost (including shipping and taxes)

If the RSO can't find this information on the checkout screen the RSO may need to save information from previous screens as PDFs that DO show this information and combine it all in one document!
- v. The RSO can also reach out directly to the vendor by emailing them what they need so the vendor can provide FSS with a proper accurate quote (without tax if possible)
- vi. An example of a supplies/equipment quote can be found [here](#).
- vii. Make sure that the date funds are needed is within the academic semester.
- viii. It is important to have a designated storage area for your equipment and supplies, especially during inventory checks. We do not require this, but it is recommended for your own convenience.
- b. Examples of supplies and equipment quotes can be [here](#).

We cannot take anything that is a document the RSO type up, even if the RSO tells FSS, the RSO called the company and asked. We need this information *directly* from the website or an email from the company, and we will not accept it until the RSO does so!

2. **Organization's SOLID Roster.** You must email SOLID at solid@uconn.edu for an official roster. You may not make your own roster. The SOLID roster will include the names and the undergraduate status of your club members.
3. **Logo Usage Approval Form.** If the RSO plans on placing the UConn name, logo, or watermarks on your equipment, the RSO must fill out this form [here](#), and submit your responses emailed back to you.

Chapter 3.7.2 - Event Supplies & Equipment Purchase/Rental

Supporting Documents for **Event** Supplies & Equipment Purchase/Rental

1. **Price Quote.** Three price quotes if the amount requested is more than \$5,000. All items from the same vendor **MUST** be combined and included on the same funding request. **DO NOT** split up the orders to avoid getting three quotes; the funding request will be returned to the group.
 - a. When finding supplies/equipment quotes, follow these instructions:
 - i. Go directly to the website that sells the product(s) the RSO are interested in purchasing
 - ii. Add each preferred product into a shopping cart with the correct quantities of each item
 - iii. Once the shopping cart has all of the items the RSO are requesting funding for, proceed to checkout
 1. We ask the RSO to do this because this shows the taxes and shipping fees that will be charged on the order. We are **NOT** having the RSO buy the supplies/equipment!
 - iv. Go all the way to the point where the purchaser would provide payment information. Save this page as a PDF. It should show the following information:
 1. Item description
 2. Correct quantity of each item
 3. Itemized price for each item
 4. Shipping charges
 5. Any taxes or other fees
 6. Total Cost (including shipping and taxes)

If the RSO can't find this information on the checkout screen the RSO may need to save information from previous screens as PDFs that DO show this information and combine it all in one document!
 - v. The RSO can also reach out directly to the vendor by emailing them what they need so the vendor can provide FSS with a proper accurate quote (without tax if possible)
 - vi. An example of a supplies/equipment quote can be found [here](#).
 - vii. Make sure that the date funds are needed is within the academic semester.
 - viii. It is important to have a designated storage area for your equipment and supplies, especially during inventory checks. We do not require this, but it is recommended for your own convenience.
 - b. Examples of supplies and equipment quotes can be [here](#).

We cannot take anything that is a document the RSO types up, even if the RSO tells us the RSO called the company and asked. We need this information *directly* from the website or an email from the company, and we will not accept it until the RSO does so!

2. **Organization’s SOLID Roster.** You must email SOLID at solid@uconn.edu for an official roster. You may not make your own roster. The SOLID roster will include the names and the undergraduate status of your club members.
3. **UConntact Event Confirmation.** You must create the event in UConntact. After creating the event, submit a screenshot in PDF format of the event page to your KualI request.
4. **RSVP List.** You must post the event on UConntact. Undergraduates are required to RSVP for the event posted on UConntact by the RSO. **This document will not be needed when making the initial request. About two weeks before the event, the RSO will submit the RSVP list from UConntact.** This submission will be done through a “On-Campus Event Pre-Purchase Event Verification” step in KualI, rather than through an email.
5. **List of Attendees.** During the event, the RSO must ensure that people have checked into the event through UConntact. **After the event, the RSO must submit the finalized list of attendees** from UConntact to KualI. This list will include the following information on each attendee:
 - a. First and Last Name
 - b. Email
 - c. NetID
 - d. Semester standing
6. **Logo Usage Approval Form.** If the RSO plans on placing the UConn name, logo, or watermarks on your equipment, the RSO must fill out this form [here](#), and submit your responses emailed back to you.

Chapter 3.8 - Travel Reimbursement (Hotel/Lodging, Airfare, and Mileage)

USG will reimburse student organizations through their SABS account. USG does not reimburse students individually, and we do not send checks to the hotel at check-in. *Reimbursement requests still need to be submitted at least 5 weeks before the group travels.* Reimbursement does not include car or bus rentals. Meals during travel will not be funded.

The following three sections describe documentation that is needed for each reimbursement category while making the initial request **before the event**. Documentation is also needed after events in reimbursement requests, and it must be submitted in a timely manner. **Please see [Chapter 4.1 - Reimbursement Documentation After Event](#) to see what reimbursement documentation is**

needed after events. Become familiar with what is needed after the event to ensure that RSO keep track of all documentation that RSO need to keep.

Chapter 3.8.1 - Hotel/Lodging

Supporting Documents for Hotels **Before Event**

1. **GSA Per Diem Rates.** Go to the GSA [Per Diem Website](#) and enter the location of the hotel, then print the page as PDF.
 - a. Funding Requests for lodging will be capped at the current lodging per diem rates as set by the General Services Administration, and will not require any quotes when initially making your request. USG requires that a minimum of four undergraduate students stay in each room.
 - b. In your request, the RSO will specify how many nights the RSO is staying at the hotel and how many rooms the RSO is booking. These numbers will be multiplied together, and then multiplied by the GSA Per Diem Rate above to arrive at your funding cap to be requested.
 - c. Please be aware that the funding is based upon the number of rooms. Funding **will** be reduced if the number of rooms decreases (If less students attend than initially listed.)
 - d. An example of a pdf containing the GSA Per Diem Rates can be found [here](#).
2. **Event Confirmation.** Event confirmation is used to verify that your organization will be attending a legitimate event related to the organization's mission.
 - a. The event confirmation can include fliers, web-pages, brochures, or emails about the event. Must include the event name, correct date (make sure it is for this year's date), and location of the event.
3. **Organization's SOLID Roster.** You **must email SOLID at solid@uconn.edu** for an official roster. You may not make your own roster. The SOLID roster will include the names and the undergraduate status of your club members.
4. **Anticipated Rooming List.** A list, created by you, of which students are staying in which rooms. Please make sure that the students listed in the **rooming list are also on the SOLID roster.**
 - a. The rooming list must include the first and last names of the attending students in alphabetical order by last name. The names on the list must be the same as how your name is listed in the club's roster, **no nicknames.**
 - b. Please note that we require at least 4 undergraduate students to a room. Failure to meet this requirement may result in reduced funding.

Exceptions to this rooming requirement must be included in the Funding Request and will be granted at the discretion of the FSS.

5. Copy of the filled-out **Off-Campus Activity Notification Form**.

Reminder: Please see [Chapter 4.1 - Reimbursement Documentation After Event](#) to see what reimbursement documentation is needed after events.

Chapter 3.8.2 - Airfare

Please Note: **If the RSO pays by points, the RSO will not be reimbursed.** We recommend **avoiding third-party payment** services such as **Afterpay, Klarna, and Affirm**, as they offer “**buy now, pay later**” options that include **added interest charges**.

USG caps funding for travel reimbursement at a set number of people per trip. Travel for **conferences and meetings** will be funded by **no more than four people per trip**. Travel for **competitions** will be funded at the **number of people required to compete**, which will **not be more than sixteen**.

Supporting Documents for Airfare Before Event

1. **Price Quote.** When finding airfare quotes, follow these instructions:
 - a. Go to an airline booking website to search for flights.
 - In this instance the **RSO will be paying the airfare out of pocket and getting reimbursed by USG after the event**, so it is not as much of a concern to get the quotes directly from the airline website. Do whatever works better for the RSO and whatever is cheapest!
 - b. You can also reach out to the airline’s representative directly to ask for quotes as sometimes that can be easier for the RSOs.
 - c. Enter the correct dates of travel and destination for your trip. Please make this as accurate as possible.
 - d. Enter the correct number of passengers.
 - We want to be able to see the total cost for all attendees in your quote.
 - e. Select the tickets the RSO would like to purchase.
 - f. Proceed to the screen where the RSO are able to see the total cost, including any taxes, fees, or additional charges.
 - g. **Save a copy of the page as a PDF!** Make sure it includes the following information:
 - Vendor name and airline name
 - Correct dates the RSO are traveling
 - Correct number of passengers
 - Total cost for # passengers (including taxes and fees)

If the RSO can't find this information on the checkout screen the RSO may need to save information from previous screens as PDFs that DO show this information and combine it all in one document!

- h. Please be aware that additional fees such as baggage fees, extra foot space, priority boarding, and trip insurance will not be funded.
 - i. Funding Requests for airfare will be capped at \$300 per round-trip ticket.
 - j. Flight departures and arrivals must be within a 150-mile radius of the Storrs campus.
 - k. Examples of airfare quotes can be found [here](#).
- 2. **Event Confirmation.** Event confirmation is used to verify that the organization will be attending a legitimate event.
 - a. The event confirmation can include fliers, web pages, brochures, or emails about the event. Must include the event name, correct date (make sure it is for this year's date), and location of the event.
- 3. **Organization's SOLID Roster.** You must email SOLID at solid@uconn.edu for an official roster. You may not make your own roster. The SOLID roster will include the names and the undergraduate status of your club members.
- 4. Copy of the filled-out **Off-Campus Activity Notification Form.**

Reminder: Please see [Chapter 4.1 - Reimbursement Documentation After Event](#) to see what reimbursement documentation is needed after events.

Chapter 3.8.3 - Mileage Reimbursement

Eligible funding requests for mileage will be funded at the [IRS standard business mileage rate](#). Be sure to use the CURRENT IRS standard business mileage rate when calculating your total funding request amount. Mileage can only be requested when driving a personal vehicle. Gas paid for during travel will not be reimbursed. We only reimburse based on mileage.

Supporting Documents for Mileage Reimbursement for an Event or Conference

1. **Google Maps Printout.** Use [Google Maps](#) to calculate mileage for the proposed travel.
 - a. Enter your departure location (UConn), your destination location, and a third stop as the return location (UConn)— this will show the round-trip mileage.
 - b. Print this screen and upload it to the funding request.
 - c. Example of a Google Maps printout can be found [here](#).

2. **Event Confirmation.** Event confirmation is used to verify that the organization will be attending a legitimate event.
 - a. The event confirmation can include fliers, web pages, brochures, or emails about the event. Must include the event name, correct date (make sure it is for this year's date), and location of the event.
3. **Organization's SOLID Roster.** You **must email SOLID at solid@uconn.edu** for an official roster. You may not make your own roster. The SOLID roster will include the names and the undergraduate status of your club members.
4. **List of Drivers and Their Passengers.** Required before and after travel.
 - a. Please note we require a minimum of 4 people to be seated in a car. Exemptions can be made by the funding staff.
5. Copy of the filled-out **Off-campus Notification Form.**

Supporting Documents for mileage reimbursement for Weekly Practices Space/Facility Rental

1. **Google Maps Printout.** [Google Maps](#) to calculate mileage for the proposed travel.
 - a. Enter your departure location (UConn), your destination location, and a third stop as the return location (UConn)— this will show the *round-trip* mileage.
 - b. Print this screen and upload it to the funding request
2. **Practice Schedule.** If the rental is for a practice space, a practice schedule for the semester is necessary and needs to include the following:
 - a. The exact dates and times for each practice
 - b. Location of practices
 - c. The dates on the schedule must accurately match the times listed on your rental quote.
3. **Organization's SOLID Roster.** You **must email SOLID at solid@uconn.edu** for an official roster. You may not make your own roster. The SOLID roster will include the names and the undergraduate status of your club members.
4. **List of Drivers and Their Passengers.** Required before and after travel.
 - b. Please note we require a minimum of 4 people to be seated in a car. Exemptions can be made by the funding staff.
5. Copy of the filled out **Off-Campus Activity Notification Form.**

Reminder: Please see [Chapter 4.1 - Reimbursement Documentation After Event](#) to see what reimbursement documentation is needed after events.

Chapter 4 - Further Responsibilities of Organizations

The following points are responsibilities of the RSOs, in addition to those already mentioned in the first three chapters, that must be followed in order to ensure the Funding Process runs smoothly. Failure to meet these responsibilities may result in a request being denied.

Chapter 4.1 - Reimbursement Documentation After Event

Final reimbursement documentation must be submitted into the Post Travel documentation step within **30 days** of the event/services, or the reimbursement will be rescinded. In order to get properly reimbursed, USG generally requires the following documents. You will be emailed for these documents after the event has passed. Please note that reimbursement payments are subject to a reduction if fewer people attend the trip. FSS adds verified invoices and finalized receipts to the request. These documents are then sent to SABS, who will then review documents and issue payments.

Chapter 4.1.1 - Hotel/Lodging

Supporting Documents for Hotel After Event

- 1. Original Detailed Paid Hotel Receipts.** Must show the amount paid and the credit card used. If the amount per night per room on the hotel receipts the RSO receives during your stay is less than the GSA Per Diem Rate, your reimbursement amount will be decreased to only reimburse what the RSO actually paid. If the amount per night per room on the hotel receipts the RSO receives during your stay exceeds the GSA Per Diem Rate, your reimbursement will remain capped at the GSA Per Diem Rate.
- 2. Copy of the Credit Card(s) Used to Pay for the Hotel.** USG only needs to see the cardholder's name and the last 4 digits of the card number. All other numbers can be covered.
- 3. Bank Statement.** If the last 4 digits of the card do not show on the receipt, we also need a bank statement showing the payee's full name and the relevant transaction.
- 4. Finalized Rooming List for the Hotel Stay.** Be sure all attendees are on your club's SOLID roster.
- 5. Finalized List of Attendees.** List must include the following:

- a. First and Last Name
 - b. Email
 - c. NetID
 - d. Semester standing
6. **Updated SOLID Roster.** You must email SOLID at solid@uconn.edu for an official roster if there have been changes to your roster since the request was first made.

Chapter 4.1.2 - Airfare

Supporting Documents for Airfare After Event:

1. **Boarding Passes.** USG requires original boarding passes to and from for **every student** on the trip, so be sure to keep all boarding passes from each flight!
2. **Original Detailed Paid Receipts of Ticket(s) Purchased.** Must show the amount paid and the credit card used.
 - a. Please be aware that additional baggage fees, extra foot space, priority boarding, and trip insurance will not be funded.
3. **Copy of the Credit Card(s) Used to Pay for the Ticket(s).** USG only needs to see the cardholder's name and the last 4 digits of the card number. All other numbers can be covered.
4. **Bank Statement.** If the last 4 digits of the card do not show on the receipt, we also need a bank statement showing the payee's full name and the relevant transaction.
5. **Finalized List of Attendees.**
6. **Updated SOLID Roster.** You must email SOLID at solid@uconn.edu for an official roster if there have been changes to your roster since the request was first made.

Chapter 4.1.3 - Mileage Reimbursement

Supporting Documents for Mileage After Event

1. **Finalized Driver-Passenger List for Each Day Driven and Per Car.**
Please ensure all driver/passenger list members are listed on your SOLID Roster.
2. **Finalized List of Attendees.** List must include the following:
 - a. First and Last Name
 - b. Email
 - c. NetID
 - d. Semester standing

- 3. Updated SOLID Roster.** You must email SOLID at solid@uconn.edu for an official roster if there have been changes to your roster since the request was first made.

Chapter 4.2 - Inventory

Organizations are responsible for maintaining **inventory** in accordance with the following regulations and procedures:

- 1.** Organizations must maintain adequate records for all property funded by USG regardless of value (e.g., uniforms, equipment, reusable supplies, etc.).
- 2.** The organization shall be responsible for conducting a physical inventory at least once a year to verify the accuracy of inventory records. It is strongly recommended that a physical, in-person inventory check be conducted twice per year and/or before a change in officers (at the start of the fall semester and at the end of the spring semester).
- 3.** To maintain proper inventory records, USG requests that the organization update the following information in the inventory report immediately upon notification: model number, serial number, and item storage location.
- 4.** A Funding Student Staff member or authorized USG member can contact the organization at any time to verify all funded inventory's existence, location, and condition.
- 5.** If an inventory item is missing, broken, or unusable, contact the Comptroller immediately for proper procedures and forms. Do not dispose of funded inventory unless approval from USG is acquired.

Chapter 4.3 - Miscellaneous Responsibilities Not Yet Described

These are not your only responsibilities. These responsibilities have not yet been described but must be followed in addition to those already mentioned in the last 4 chapters.

- 1. Notification of Changes**
 - b.** If amendments need to be made to funding after a funding decision is made, it is the student organization's responsibility **to inform the Funding Student Staff Supervisor as soon as possible.** Such

modifications will be at the discretion of the Supervisor but may require a revote by the Funding Student Staff depending on the respective request.

- c. If the funding needs to be rescinded because the project or event is canceled, the organization must inform the Funding Student Staff Supervisor as soon as possible.

2. Additional Documentation

- a. If at any point the Funding Student Staff is missing documentation or information or needs clarification on the request, groups are emailed, and packets are placed on hold until the needed correspondence from the group is received. **It is the responsibility of the student organization to respond to Funding Student Staff in a timely manner.**

3. Information After Event

- a. After the event has occurred, the organization must provide documentation to verify the event has taken place. The group must submit an invoice provided by the vendor.

Chapter 5 - Exemptions/Variations and Appeals

Chapter 5.1 - Exemptions/Variations

An Exemption/Variance is an exemption from a specific policy and is not a decision. Requests that receive an Exemption **may still be denied for violations of any other policy**. Prior to a decision of the Funding Staff, any RSO may request an Exemption from the Comptroller, who holds the discretionary power of issuing variances. Exemptions may not be issued to funding policies delegated from higher authority, such as UConn policies.

- 1. Exemption Eligibility.** To be considered for an Exemption, the following must be true:
 - a.** An RSO must demonstrate to the Comptroller that their request is in violation of these policies
 - b.** The Exemption must be requested during the submission of the funding request.
 - i.** An exception to this rule is Second Chance Exemptions. The Comptroller can issue Second Chance Exemptions after a request has been rejected.
 - c.** The RSO must demonstrate to the Comptroller that the funding request is essential to the mission of the RSO, that the benefit exceeds the cost, and that it is in the student body's best interest that the funding request moves forward.

- 2. Requesting Exemptions/Variations.**
 - a.** The Exemption option is **now built into our funding system, Quali**. On the first page of the Quali form, a question asks, "Are you requesting a policy Exemption / Variance for this Request?". Once the RSO clicks on yes, it will provide a new category on the left called "Exemption Request."
 - b.** The exemption request will ask the RSO to provide additional information such as which funding policies (including numbers) the RSO is requesting an exemption for, whether or not the funding request is essential to the mission of the RSO, whether or not it is beneficial to the Undergraduate students and more. No additional documentation will be required for an Exemption unless there is documentation the RSO believes will support their Exemption request.

- c. After submitting the request, the Comptroller will review the exemption and consult with the Funding Supervisor. The Funding Supervisor must also determine whether or not the FSS has the capacity to process the request. **The Exemption, or the denial of an Exemption, must be issued by the Comptroller no more than 3 days after the Exemption was requested.**
- d. **Second Chance Exemption.** If an RSO fails to submit an Exemption request when making their initial request, and their request was then denied, the RSO may submit a Second Chance Exemption. After the FSS has rejected a funding request, the Comptroller may issue a Second Chance Exemption at the request of the RSO no more than one week after the Staff's decision, overriding the specific policies that the Funding Staff used to deny the request. If the Exemption is issued, the FSS will re-vote on the request.

Chapter 5.2 - Appeals

Any decision of the Funding Staff may be appealed by the RSO by submitting an Appeal within five business days of the decision. The RSO must submit their request that was denied as documentation in their Appeal. The Judiciary will notify the RSO, Funding Staff, and Office of the Comptroller of the decision to hear or dismiss the appeal no later than the third full business day after receiving the Request. The Funding Staff, Office of the Comptroller, and RSO will have until 11:59 p.m. on the second full business day after receiving the notification to provide any written arguments they wish to present. Failure to meet this deadline will constitute a waiver of this opportunity. If all parties, including the Funding Supervisors, Comptroller, and RSO representative, agree to terms in writing prior to a hearing, the hearing may be waived. This agreement must be confirmed by the Judiciary.

1. **Appeal Eligibility.** To be considered for an Appeal, one of the following must be true:
 - a. Procedural: The RSO alleges the Funding Staff did not follow applicable policies or USG Governing Documents in arriving at their decision.
 - b. Interpretive: The RSO wishes to challenge the Funding Staff's policy interpretation.
 - i. Except in the case of bad-faith actions by the Funding Staff, the Judiciary will assess an interpretive appeal based on only the information that the Funding Staff was given at the time of the vote.

- c.** Discriminative: The RSO claims a violation of viewpoint neutrality. If all parties, including the Funding Supervisors, Comptroller, and RSO representative, agree to terms in writing prior to a hearing, the hearing may be waived. The Judiciary must confirm this agreement.

Chapter 6 - Sanctions

RSOs and/or their representatives can be referred to the USG Judiciary for sanction by anyone with knowledge of inappropriate conduct related to USG funding. This inappropriate conduct could occur at a meeting, event, or through an organizational communication or process is important to hold everyone accountable for their actions to ensure fairness and safety in all USG-related activities.

- 1. Possible Cases that Could Result in Sanctions.** The following situations may result in an RSO receiving a sanction, though these are not the only cases from which sanctions may arise.
 - a. Intentional violation of these funding policies or any inventory policy, in letter or spirit, through action or inaction.
 - b. Deception through providing or allowing another to provide incomplete or misleading information.
 - c. Inappropriate behavior in person, by phone, or by email.
 - d. Maintenance of debt to USG, despite repeated attempts at collection.
 - e. Actions or inactions that allow or encourage discrimination, bias, exclusion, or violence based on race, ethnicity, sexual orientation, gender identity, disability or ability, religion, spirituality, nationality, and socioeconomic status, or any other identity.

- 2. Potential Penalties Decided by Judiciary.** When a referral is made, the Judiciary will carefully examine the case and make a determination. If it is found that inappropriate conduct has taken place, the RSOs and/or their student representatives may face penalties based on their actions. These penalties will be in accordance with the severity of the offense committed.:
 - a. Verbal and/or written warning.
 - b. Partial or full loss of funding on current or future application Requests.
 - c. Partial or full loss of funding opportunities for future periods.
 - d. Recall all USG-funded equipment held by the RSO.
 - e. Referral of the issue to the Office of Community Standards if there has been a possible violation of the Student Code.
 - f. Referral of the issue to Law Enforcement if there has been a possible breach of the law.

Chapter 7 - Definitions

Academic week - Any week classes are held during the fall and spring semesters.

Active Tier II Organizations - Organizations that have met all SOLID requirements and are listed on UConncontact, are eligible to apply for USG funding.

Business Justification - An explanation as to why an expenditure is needed by the RSO for its operations or an event which also provides reasoning as to the amount of the expenditure.

Competition - Act or process of attempting to acquire a ranking through a title or award.

Conference - A meeting where attendees receive information about a particular issue or topic that students can bring to campus.

Equipment - Products having a useful life of over one year, which requires specific record keeping (**inventory**) and significant post-purchase responsibilities.

Event - A special activity beyond day-to-day activities with a short and well-defined start and end time.

Fee-paying student: University of Connecticut undergraduate student who pays an activity fee to USG.

Funding Student Staff - Paid UConn students engaged by USG to evaluate and process funding requests.

Informational Budget - Budget requested from RSOs by USG to define the anticipated funding requests in the coming period of time communicated.

Inventory - List of equipment and relevant details.

Marketing Plan - A plan used by an RSO to demonstrate to USG maximum effort to reach the entire undergraduate student community at Storrs to promote, market, or advertise an event to meet funding requirements, e.g., flyer with the verbiage “Open to all UConn undergraduates”.

Open Events - Those events that are of broad interest to the undergraduate student community at the Storrs Campus, advertised or planned to advertise upon funding request approval in the best way to reach those students, held in University owned and managed facilities for maximum ease of access, planned in such a way not to limit the participation of those students and that any such student may attend or participate in, without being obligated to make any commitments, be it membership, financial, or other, to the said RSO hosting the event.

Reimbursement - To make a person whole financially who has incurred an expense on behalf of an RSO. USG endeavors to minimize a student being out of pocket as they do so at their own risk.

Registered Student Organization (RSO) - An RSO is a group of students joined by a common cause, interest, or purpose. While the general membership of a student organization may include faculty, staff, or community members, the student organization's control, operation, and responsibility must reside with the students. These organizations are categorized by their level of involvement on campus and access to university resources in a 'Tiered' system. All RSOs seeking USG funding are designated as Tier II. All RSOs must submit and keep up-to-date records and rosters as the Department of Student Activities prescribes. To maintain registration, they must adhere to all policies outlined in BLUEPRINTS (Manual for RSOs).

SOLID (Student Organization Leaders Intentional Development) - A Department of Student Activities Program intended to ensure that student organization leaders are properly equipped to successfully lead groups and utilize all available resources.

Supplies - Product(s) purchased with a life span of less than a year and in such quantities that they will be exhausted during the event or within the academic year for which they were procured.

Travel - Expenses for RSOs associated with students leaving campus for a specific event in the continental U.S., such as airfare, train, ferry, vehicle rental, bus, cab fare, and mileage payment for personal vehicles and lodging.

TSOS: Trustee Student Organization Financial Support, the area within the Department of Student Activities in place to advise fee-funded organizations such as USG.

UConn Vendor - Vendor who has up-to-date information in the UConn Accounting System.

Undergraduate Student Government (USG) - USG is the body that represents undergraduate students at Storrs. USG is recognized by the University of Connecticut Board of Trustees as one of the five governing bodies on campus (along with the Board of Trustees, The University Senate, The Graduate Faculty Senate, and the Graduate Student Senate). USG is the primary recognized voice of undergraduate students to all audiences and actively partakes in the university-wide decision-making process through representation and advocacy. USG also manages a very large budget for student fees.