

Additional SAFBA Policies and Guidelines

Stipends

Students receiving stipends:

- must have a minimum 2.0 overall GPA
- must not have any pending or active conduct records
- must be full-time students

Students may not receive more than one stipend from SAFBA funds

Departments and organizations may not create a stipend without permission of the SAFBA Committee

No more than 30% of a budget may be spent on stipends/student assistants

Travel

Organizations must have been funded for one full fiscal year prior to requesting funds for travel, and must have been funded in the previous year

Travel must benefit and be for the enhancement and enrichment of the University/Student Life, as opposed to benefitting the individual

Priority will be given to student travel first, and faculty/staff travel second.

Faculty/staff should not outnumber students

Promotional items/"give aways"

No more than 30% of a budget may be spent on promotional items/give aways/shirts, so that a majority of a budget is spent on programming

Student Assistants

See new pay rate guidelines from Career Services

Retreats

Departments and organizations must use the most cost efficient location for a retreat

Locations should be determined in this order:

- 1 On campus availability
- 2) Local venues/accommodations
- 3) non-local venues/accommodations

Meal stipend requirements must met in each

Cost effectiveness worksheets should be submitted to the committee annually