



# UTRGV Student Government Association

## 2024 – 2025 Special Event Funds Guidelines

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### Purpose

The Special Event Funds (SEF) program was created to support student organizations hosting educational and humanitarian events at UTRGV that enrich and enhance the academic environment.

### A. Definitions

1. Fiscal Year - pertaining to dates that fall between September 1, 2024 and August 31, 2025.
2. Direct Bill: direct payment towards the special event as opposed to being reimbursed.
3. Host - A UTRGV student organization representative recognized as the primary contact who is planning, managing, and taking full responsibility for a Special Event.
4. Paymentworks: reimbursement registration method used by UTRGV.
5. Reimbursement: the act of repaying expenses associated with the special event after the event date.
6. Student Organization – an organization that is officially registered with the University of Texas Rio Grande Valley and is in good standing with the University including taking the Risk Management training. Student organizations must be in good standing with the Center for Student Involvement. For contact information, click [here](#).
7. Special Event - A public or social occasion planned and managed by a UTRGV student or student organization.

### B. Eligibility

1. The Special Event must meet the following criteria to be eligible:
  - i. The event's purpose is explicitly to enhance and/or enrich the academic environment at UTRGV.
  - ii. The event does not result in academic credit being earned by any member of the student organization hosting it.
  - iii. The event is held at a UTRGV campus.
  - iv. The event is free of charge and open to all UTRGV staff, faculty, and students.
  - v. A student organization will only be able to apply once per semester.
  - vi. A student organization must be in good standing with the Center for Student Involvement. For contact information, click [here](#).
  - vii. The event is listed under the student organization [V Link](#) events page.
2. The Special Event **will be deemed ineligible** if it meets any of the following criteria:
  - i. Any purpose or programs connected with partisan political activities or any ballot measure except for nonpartisan educational forums or issues



# UTRGV Student Government Association

## 2024 – 2025 Special Event Funds Guidelines

of interest. For more information, refer to The University of Texas System Regents' Rules and Regulations, Part I, Chapter VI, Sections 6.6 (v).

- ii. The event involves a violation of any provision of the [UTRGV Handbook of Operating Procedures](#).
  - iii. The Host has a documented history of non-compliance regarding SGA programs' guidelines.
  - iv. The student organization receives funding from UTRGV.
  - v. The event leads to a generation of revenue in any way or form.
  - vi. The event is similar to another event that is already being hosted by UTRGV.
  - vii. The student organization is not in good standing with the Center for Student Involvement.
  - viii. The event is not meant for awards, a ceremony, general meeting, graduation, or end of year celebration.
3. Depending on the event's timing and application approval, the Host may receive their award through direct bill or reimbursement.
- i. Examples of items whose costs can be covered by the Special Event Funds program include but are not limited to:

Food & Drinks	T-Shirts	Banners & Decorations	Printing Costs
Custodial Fees	Costumes	Student Union Facility Fees	Serving Items

- ii. Examples of items whose costs cannot be covered by the Special Event Funds program include but are not limited to:
  - a. Items whose costs have already been paid by other UTRGV departments.
  - b. Items that are purchased with the intention of reuse by the student/student organization requesting funding.
  - c. Incidental fees incurred, taxes, gratuity, souvenirs or personal items, and any other state or university funding.
  - d. Items that can be checked out by the university's Student Involvement Department which are:

Table (4ft. or 6ft)	Pop-Up Tent	Fire Extinguisher	Extension Cord
Dolly	Ice Chest (and Ice)	Surge Protector	Chairs
Rolling Cart	5-Gallon Igloo	Hairnets	Gloves
Backdrops	Small Fans	Balloon Machine	Bluetooth Speaker



# UTRGV Student Government Association

## 2024 – 2025 *Special Event Funds Guidelines*

- iii. Items may be purchased in advance via Sam's Club online through the Dean of Students office.
- iv. Charges made from other university departments such as Student Union fees and parking fees may also be made in advance through our Dean of Students office.

### C. Application Process

1. Select a Host that will complete the application process and serve as the direct point of contact between SGA and the student organization.
  - i. The Host may be contacted various times by email during the application process and should be available to meet with the Financial Affairs Standing Committee to discuss their event, if applicable.
2. Prepare the following documents as they will be needed on the application.
  - i. An itemized spreadsheet showing the items being purchased for the event (price per item and quantity if applicable), the vendors, and the total cost of all the items. An example can be seen below:

Item Name:	Item quantity	Item Cost	Total Cost Vendor	Vendor
Item #1	5	\$10.00	\$50.00	Sam's Club
Item #2	2	\$5.00	\$10.00	Walmart

- ii. If requesting reimbursement, receipts for all the items listed on the spreadsheet. If receipts are not available at the time of application, email [sgafunds@utrgv.edu](mailto:sgafunds@utrgv.edu) with a scanned copy of them no later than the stated date of the event.
3. Apply online using the "2024–2025 Special Event Funds Application" form located on the [V Link page](#).
    - i. Once an application has been submitted, the total of funding requested cannot be increased.
    - ii. Late applications will not be accepted.
  4. The Host must complete the "Online Program Evaluation" form located on the [V Link page](#) **within five (5) calendar days** of receiving an official notice of award.
  5. **Failure to meet any deadline or submit any documentation stated in this section at any point in the application process will lead to the application being denied.**



# UTRGV Student Government Association

## 2024 – 2025 *Special Event Funds Guidelines*

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6. In order for an organization to receive reimbursement, the student organization must setup via PaymentWorks invitation sent by our SGA support staff, by providing the organization's email address. If your organization is already a supplier/vendor, it is the organizations responsibility to make updates or verification of organizations bank account with Accounts Payable office. **Note: Special event funds can only be reimbursed to student organization bank accounts, not to individual students.**

### D. Review Process

1. The student organization will be checked that they are registered and in good standing with the Center for Student Involvement. For contact information, click [here](#).
2. The application will then be sent to the Financial Affairs Standing Committee of the Student Government Association to determine whether an application is viable.
3. If applicable: The Host will be contacted to attend a Financial Affairs Standing Committee meeting where committee members can ask questions about the event.
  - i. The committee shall not decide on the application with the Host present at the meeting.
  - ii. The committee will review the applications in the order they receive them.
  - iii. The committee shall only be able to award amounts for expenses listed on the itemized spreadsheet submitted with the application.
  - iv. The committee shall be limited to awarding \$300 for an event held on only one of the main campuses and \$600 for an event held on both main campuses.
  - v. The committee shall be limited to awarding \$800 for an event held on only one of the main campuses and \$1,000 for an event held on both main campuses for a collaborative special event; two UTRGV student organizations in good standing.
4. An official notice of award email will be sent to the Host once the Financial Affairs Standing Committee reviews and decides on the application.

### E. Disclaimers

1. The Student Government Association reserves the right to decline funding if any paperwork is incomplete, incorrect, late, or if criteria or requirements to be met are deemed unacceptable.
2. The Student Government Association reserves all rights and discretion for approval and the amount of funding awarded.
3. The Student Government Association may decline funding for students who fail to



# UTRGV Student Government Association

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## 2024 – 2025 *Special Event Funds Guidelines*

submit receipts and other relevant documents by designated deadlines.



# UTRGV Student Government Association

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## 2024 – 2025 *Special Event Funds Guidelines*

### F. Special Powers

1. **Emergency Override Power:** This emergency power, which is only to be used during a valid emergency situation (as described below), may override any of the Financial Affairs' Guideline rules and regulations.
  - i. This power must require a  $\frac{2}{3}$  vote from the Financial Affairs Committee and must be passed forward to the Internal Affairs Committee for review and approval of a simple majority.
  - ii. Every single override must be voted on (Vote for Override is only valid for one individual rule or regulation at a time).
  - iii. A valid emergency includes any unusual circumstance (local, state, or national disaster, etc.) as provided by the Financial Affairs Committee and approved by the Internal Affairs Committee.
  - iv. All decisions made with this power must comply with university policies.
  - v. All override power decisions must be disclosed to the senate at the earliest senate meeting.

### G. Approval Date

1. Approved on August 8th, 2024

*For any questions or concerns, please contact [sgafunds@utrgv.edu](mailto:sgafunds@utrgv.edu).*