

STUDENT GOVERNMENT ALLOCATION FUND



The How-To Guide

What is the SGAF?

The Student Government Allocation Fund (SGAF) is a financial resource available to those seeking to create a University-wide impact through campus improvement projects, social events, educational causes and charitable endeavors.

SGAF Vocabulary

- **The Student Government Allocation Fund (SGAF)** is a financial resource available to those seeking to create a University-wide impact through campus improvement projects, social events, educational causes and charitable endeavors.

- Limited Allocation Fund (LAF): **Allocations less than \$2,500.00 that can be voted on and passed within the Finance Committee without seeing the full senate.** Limited Allocation Process shall be used to review legislation, at the request of the legislation's author(s) or sponsor(s), for campus programming or improvement requesting \$2,500 or less. **Applications for allocations will be posted on the Student Government website and due dates will be set by the chair of the Finance Committee.**

Assignments

1. Senators will be assigned allocations based on requests and those will be communicated via email by the Internal Vice President.
2. Upon receiving the email for allocation assignments, senators should set up a meeting within **72 hours** with the primary contact listed in the request.
 - Before moving to step three, the Senator should check if the student organization indicated on their Connect form that they have not completed any of the following steps:
 - Affiliation with a One Bear Place mailbox address
 - Registered as a supplier in Ignite (Baylor's financial system)
 - Set up for direct deposit or partnership with a campus department.
 - If the student organization indicates on their Connect form that they have completed all prerequisite steps, the senator can move forward to step three.
 - If the student organization has not completed each of the following steps, the senator should meet with the student organization's primary contact to assist them in completing the necessary steps. Once the student organization has completed the prerequisite steps, the senator



can move forward with step three. (Please see pages 5-9 for instructions on how to complete each of the prerequisite steps.)

3. Once/If each prerequisite step is complete, the student Senator will meet with the organization to collect all necessary information about their event and budget. Use the “Student Senate Allocation (for Senators)” tab on [Connect](#) to submit the request on behalf of the organization. **Download** the spreadsheet, and **re-upload** when complete. **Please fill out the Event Overview and Budget tabs.** Connect forms should be filled out no later than **1 day** after meeting with the organization.

ORGANIZATION PREREQUISITE CHECKLIST

- The organization must have an affiliation with a One Bear Place mailbox address.
- The organization must be registered as a supplier in Ignite (Baylor’s financial system).
- The organization must be set up for direct deposit or in partnership with a campus department.



RULES FOR FUNDING EVENTS

1. The SGAF shall be recognized in a visual manner pursuant to the Student Government Allocation Fund Branding Requirements. This shall be the responsibility of the individual or organization receiving allocated funds.
2. Funds shall be allocated only to student organizations chartered at Baylor University, to a Baylor department, or to campus improvements.
3. The allocation may not solely benefit the sponsoring organization, nor shall the funds be used for an event with the intent of raising money, unless all obtained funds are to be donated to a suitable charitable cause.
4. No part of the allocation may be directly donated to charity.

5. If the allocation request is for an event, all money funded to the event must be used for items chosen by the organization, authors, and finance committee. All money allocated for said items must be used in its entirety by the end of the event. If the organization does not use the entire funded amount, the organization must return the remaining funds to the SGAF.
6. If the allocation request is for an event, an organization may not keep items funded for the event by the SGAF. The SGAF-funded items must be fully used by the completion of the event or rented and returned.
7. Funds may not be used for scholarship money, prize money, or any other award.
8. The entire event must be an all-university event open to attendance by the entire student body.
9. The event must have an expected attendance of over 50 Baylor Students.



CHECKLIST FOR EVENT FUNDING

- The estimated funds **DO NOT** exceed 50%.
- Is the organization existing in Baylor's Financial System (Supplier?)
- The organization is **NOT** keeping any material that is being funded.
- Prize money is **NOT** being donated to charity/students directly. T-
- shirts/ exchanged profitable items are **NOT** directly being funded by the SGAF.

IMPORTANT REMINDERS TO ORGANIZATIONS

1. **Funding is never guaranteed** to any organization regardless of past funding or connection to Student Government.
2. **Funding can change at any point**, including being amended down from the original allocation request.

3. **Funding can be revoked** if the organization is not proceeding in a timely manner / does not submit their allocation agreement.
4. **Organizations are expected to give all receipts** / proof of purchases to the Office of the Attorney General.
5. **If details about the event change**, the organization is required to inform their assigned senator to update for funding purposes.



How To: Acquiring a One Bear Place Address

A One Bear Place Address is essential for an organization to receive crucial tax information and to register as a supplier in Ignite, Baylor's financial system. All approved student organizations on campus should have been assigned a One Bear Place address upon being chartered.

1. If the organization is an approved Baylor organization, it may likely already be affiliated with a One Bear Place Address. To determine if an organization is already affiliated with a One Bear Place Address, instruct the organization's contact to visit the Student Involvement Center in the Bill Daniel Student Union Building, email sis@baylor.edu, or call [254-710-4919](tel:254-710-4919).
2. If the Student Involvement Center confirms that the organization is affiliated with a One Bear Place address, but the organization does not recall receiving a key to the mailbox, they may request a new key from the mail center if they desire.
 - To request a new key, the organization must request an authorization letter from the Student Involvement Center and take the letter to the mail center to confirm that the organization is approved by Baylor.
3. If it is determined that the organization is not affiliated with a One Bear Place address, the organization will need to request an authorization letter from the Student Involvement Center. The organization will then need to take the authorization letter to the Baylor mail center and request a One Bear Place mailbox.
 - Please note: Once the organization is signed up to receive a One Bear Place mailbox, it can take up to three days for a key to be created. The Baylor mail center will contact the organization's contact when the key is ready to be picked up and the mailbox is accessible.



How To: Ignite Supplier Registration

For an organization to receive funding from the SGAF, the payment must be made via Ignite, Baylor's financial system. Additionally, the organization must be registered as a supplier in Ignite. Becoming a "supplier" means that the organization is approved and trusted by Baylor to receive funding from another Baylor organization or department.

1. To initiate the registration process to become a supplier in Ignite, the organization's contact should email Brenda Sanchez (Brenda_Sanchez@baylor.edu), Financial Administrator of Student Government, to verify whether the organization is already registered. The email should also include all required information for supplier registration in Ignite, which is the following:

- Supplier Name (Organization Name):
 - Purpose for Request:
 - Supplier Address (Organization's One Bear Place Address):
 - Supplier Contact Name (Organization Contact's Name):
 - Supplier Email (Organization Contact's Email):
 - Supplier Phone Number (Organization Contact's Phone Number):
- An example of the organization's email request to register as a supplier in Ignite might look like the following:

"Subject: Request to Register Student Government as Supplier in Ignite

Hi Brenda,

I hope this email finds you well. I am reaching out to request your assistance in registering my organization, Student Government, as a supplier in Ignite or to confirm that we are already registered. Below you will find the necessary information to initiate the process:



- Supplier Name: Student Government
- Purpose for Request: To receive funding from the Student Government Allocation Fund
- Supplier Address: One Bear Place #85555, Waco, Texas 76798
- Supplier Contact Name: Jane Doe
- Supplier Contact Email: Jane_doe1@baylor.edu
- Supplier Phone Number: (254) 710-2368

Please let me know if there is any additional information you require from my end. Thank you very much for your assistance!

Best regards,
Jane Doe”

2. Once Brenda verifies the organization's status as a supplier in Ignite or confirms the submission of the organization's request to become one, the organization's contact should monitor for an email from Procurement_Services@baylor.edu. Typically, within one to two weeks, the organization's contact can expect to receive an email from Procurement asking them to proceed with self-registration as a supplier in Ignite.

To "self-register" means providing additional information requested in the email, such as the organization's tax details. (**NOTE:** This step will often require the assistance of the organization's staff/faculty advisor.)

3. Once the organization has received the email from Procurement and provides all necessary information to self-register, Procurement will validate the data and add the organization as a supplier in Ignite.

IMPORTANT REMINDERS ABOUT THE SUPPLIER REGISTRATION PROCESS:

- This process typically requires approximately three weeks to complete.
- Prompt responses to emails from Brenda Sanchez or Procurement will expedite the supplier registration process.
- Completing self-registration will often require the assistance of the organization's staff/faculty advisor.



How To: Direct Deposit Set Up

To ensure the organization can receive the funding, they must be enrolled to receive funds via direct deposit into their designated bank account. This method reduces the need to search for funds across multiple accounts and mailboxes.

1. For the organization to set up direct deposit, they must download the [Direct Deposit Authorization Form](#) and provide the necessary information. Below is an example of how a form should be filled out by the organization:



Accounts Payable Office ACH/Direct Deposit Authorization Form

Complete this form to request non-payroll direct deposit payment to the domestic bank account specified below. This form may be used by suppliers, employees, or students to add, change or cancel direct deposit information.

Action Requested: (check one)				<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> CHANGE	<input type="checkbox"/> CANCEL
Section 1: Supplier Identification						
Name	Student Government		Baylor ID # <i>(If applicable)</i>	N/A		
Address	One Bear Place #85555					
City	Waco	State	TX	Zip	76798	
Contact Person <i>(If other than payee)</i>	Student Organization Advisor		Phone	Student Organization Advisor's Phone #		
Fed Tax ID or SSN <i>(last 4 digits)</i>	XX-XXXXXXX					
Section 2: Financial Institution Information						
Bank Name	Student Organization's Bank Name					
Bank Address	123 Example St. Waco, TX 76798					
Routing Number <i>(9 Digits)</i>	XXXXXXXXXX		New Account Number	XXXXXXXXXX		
Account Type <i>(check one)</i>	<input checked="" type="checkbox"/> Checking	<input type="checkbox"/> Savings	Previous Account Number	N/A		
Section 3: Supplier Authorization						
<p>I hereby authorize Baylor University to deposit any amounts paid to me through the Accounts Payable System to the financial institution indicated above. This will be accomplished by the way of transfer through the Federal Reserve System. Only on special occasions will this be done by U.S. Mail or courier. It is my responsibility to contact the Accounts Payable Office should any changes be made to my account, or should I change banks.</p> <p>I acknowledge electronic notification will be sent to email address listed for supplier payments.</p>						
New Email	Student Organization Advisor's Email					
Previous Email	N/A					
Signature			Printed Name	Jane Doe		
Title	Student Government Staff/Faculty Advisor		Date	07/12/2024		

Return completed form:
Baylor University Accounts Payable Office
One Bear Place #97044 Waco, TX 76798-7044
Fax: (254) 710-8920

Questions:
Contact Accounts Payable at (254) 710-2415
or Accounts_Payable@baylor.edu



2. Once the form has been completed, the organization must scan the document and upload the form to the following link:
<https://baylor.app.box.com/f/5ae45bf7d23644fcbdd0be2d07a352f2>
3. Once the organization has uploaded the document to the provided link, the organization's contact and/or advisor should monitor for any emails from Accounts_Payable@baylor.edu that would indicate further action is needed.

IMPORTANT REMINDERS ABOUT THE DIRECT DEPOSIT PROCESS:

- If the organization does not have a bank account and is partnering with a campus department, this step will not be necessary. (Please see pages 10-11 for instructions on partnering with a campus department.)
- Completing direct deposit setup will often require the assistance of the organization's staff/faculty advisor.



Partnering with a Campus Department

In the event that an organization is not associated with its own bank account, the organization may partner with a campus department for the transfer of SGAF funds instead of setting up direct deposit. Documented approval from a campus department must be acquired for the organization to utilize this option. See below for details.

- **Campus Department Proof of Approval:**

- If the organization has identified a campus department willing to partner with them, the organization will need to request documented approval via email from the campus department. This email should be sent from the campus department's staff or faculty member to both senators assigned to the allocation. This means the campus department is willing to receive the SGAF funds and pay expenses on behalf of the partner organization because that organization does not have a bank account.

Once the email is received, it should be downloaded as a PDF and attached to the "Student Senate Allocation (for Senators)" Connect Form when submitted by the senators.

The following is an example of what an approval email might look like:

"To whom it may concern,

I am Jane Doe, the director of the Example Department at Baylor University. I have spoken with the contact for Example Organization and agreed to partner with the organization to facilitate the funding allocated to them from the Student Government Allocation Fund for their event. The organization has my approval to transfer the allocated funds to the Example Department's account.

Best Regards,

Jane Doe, Director of Example Department, Baylor University"

- **How will this work?**



- If the organization receives funding for its event and partners with a campus department, the allocated funds will be transferred to the campus department's account. Student Government's financial administrator will utilize the campus department's COA to facilitate this transfer from the Student Government Allocation Fund Account. Subsequently, the student organization must establish an agreement outlining the spending process for the funds from the campus department's account.



Student Government Allocation Fund Flowchart

Step 1: Organization Request & Allocation Assignment

The organization seeking funding from the SGAF will fill out the following Connect form:

<https://baylor.campuslabs.com/engage/forms?query=allocation>

Two senators will be assigned to meet with and communicate with the organization's contact and represent the allocation to Finance Committee and Senate.

Step 2: Senator & Organization Prerequisite Meeting

The Senators assigned to the allocation will reach out to the organization's contact to schedule a meeting. In this meeting, the senator will run through a checklist of items to ensure that the organization is set up to receive payment if the allocation should pass. These checklist items are the following:

- The organization must be affiliated with a One Bear Place campus mail box address OR be in partnership with a campus department in which a One Bear Place can be provided.
- The organization must be registered as a supplier in ignite or in partnership with a campus department.
- The organization must be set up to receive funding through direct deposit to the organization's bank account or through a campus department's account. (The organization must have written/verbal permission from the campus department to partner with them).

If the organization does not have one or more of these items complete, the senator assigned to the allocation will ask the organization in completing these checklist items before seeing Finance Committee and having their allocation request reviewed.

Step 2: Senator & Organization Event Info Meeting

Once all prerequisite checklist items are completed, the senator assigned to the allocation will meet with the organization a second time to collect information for the allocation and create a budget sheet containing all expenses for the event.

Step 3: Organization & Allocation See Finance Committee

The organization will then be scheduled by the Finance Committee chair via email to see Finance Committee with their senators. At this meeting the organization's contact and their assigned senators will give context for the organization's allocation and present the budget for the event. Once the Finance Committee has asked questions and collected all the necessary information concerning the event, the organization will be dismissed from the meeting. Finance Committee will then vote to pass, amend, or fail the allocation request. Finance Committee can increase, decrease, or deny the allocation altogether. If the allocation request amount is less than \$2,500, it is considered a LAF or a Limited Allocation Fund. If the allocation is a LAF, Finance Committee can make a final vote on the allocation request within the committee and the organization will be approved to receive their funding. If the allocation request is not a LAF (more than \$2,500), the allocation request will then see Senate.

Step 4: Allocation Sees Senate

If the allocation is passed by Finance Committee and is more than a Limited Allocation Fund (\$2,500), then a bill is written by the assigned senators. Initially, the bill is introduced to the Senate. This introduction is called "first reading" and serves as an opportunity for the Senators to briefly inform the Senate about the allocation. At this point, the allocation is not confirmed because voting has not occurred.

Step 5: Voting

The week after first reading, the bill enters second reading and is outlined in detail before the Senate. After this overview, the allocation is debated and voted on. During this step, the allocation may be increased, decreased, or denied altogether.

Step 6: Rendering of Funds

The finalized amount as decided by Finance committee or Senate is delivered to the organization. For a detailed outline of the process please see the SGAF payment process flowchart.

Step 7: Receipt Collection

Once the organization has spent the allocated funds, they will then receive communication from Student Government's Attorney General regarding the collection of receipts for use of SGAF funding by the organization. Any SGAF funds that are spent must be documented in detail.



Student Government Allocation Fund Payment Process

Step 1: Bank Account Access

When an organization's allocation request is passed by Finance Committee and Senate, the process can officially begin to render payment to the organization. The organization applying for SGAF funding must have access to a non-personal bank account (organizational, campus department partnership, etc.) in order to be approved for SGAF funding. SGAF funds can only be transferred to student organization bank accounts or campus departments.

Step 2: One Bear Place Address

In order for the student organization to be paid, the organization must have an official One Bear Place mailbox address for tax information purposes. The address cannot be a student's or advisor's personal mailing address. The organization must be associated with a One Bear Place address in order to move forward to the following steps in receiving payment.

Step 3: Registered Ignite Supplier

Ignite is Baylor's financial system by which payments are processed and verified. In order for an organization to be paid through ignite they must become a registered supplier. Becoming a supplier in ignite means that the organization is approved by Baylor to be given funding. The organization must be an approved supplier in ignite to receive payment. If your organization is not a supplier in ignite, please contact Brenda Sanchez at Brenda_Sanchez@baylor.edu and provide the following information:

Supplier Name (Organization Name):
Supplier One Bear Place Address:
Supplier Contact Name:
Supplier Contact Email:
Supplier Contact Phone Number:

Once your organization's request to become a supplier in ignite has been processed, the person that the organization has listed as the "Supplier Contact" above will receive an email from Procurement. This email will request that you self-register the organization with the information provided in the email. Once your organization has completed self-registration from this email, your registration will be reviewed and approved. Please be aware, the process to becoming an approved supplier can take around three weeks.

NOTE: This step is not necessary if the organization has planned to and been given written permission to partner with a campus department to receive and spend the funding on the organization's behalf.

Step 4: Direct Deposit

For the organization to receive funding, they must be set up for direct deposit in Baylor's financial system. This will allow the funding to be sent directly to the organization's account.

NOTE: This step will not be necessary if the organization is planning to and has received written approval to partner with a campus department.

Step 3: Payment Processed & Check Sent

Once the organization is approved and fully registered or if they are already listed as a supplier in ignite, our team will submit a payment request in ignite. Once the payment request is reviewed and approved by Student Activities' financial advisor, the funding will be sent via direct deposit to the organization's bank account.

Important Things To Know

- If the organization has not completed any of the prerequisite requirements, the senators assigned to the allocation will assist the organization in completing all necessary steps.
- If there are any additional questions, please reach out to your senator or the Finance Committee liaison assigned to your student organization's SGAF request.

