

# SAFAC 2025-2026

## GUIDELINE CHANGES



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*The SAFAC 2025-2026 guideline changes are intended to continue previous years' efforts to distribute Student Activity Fee funds for the equitable benefit of the entire student body. The committee has sought to rephrase existing policy to eliminate ambiguity, as well as to evaluate the scope of multiple funding categories. These changes stem from community and committee feedback, request trends throughout the year, and fund utilization data.*

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### **FUNDING PRINCIPLES (EXPANDED)**

- SAFAC delegates have the discretion to label a budget as "Fast-Track" during the initial intake if they believe the request is straightforward, meaning that the organization will not be required to present its budget to the SAFAC Committee. The "Fast-Track" designation does not signify that the budget will be expedited and will be scheduled for the next available committee meeting.
- In addition to guiding principles, SAFAC will also take into consideration information presented by the student organization during the budget intake process and presentation when making funding decisions.

### **FUNDING GUIDELINES (EXPANDED)**

- Organizations are able to collaborate programmatically but are not allowed to pool SAFAC funds together to circumvent the category caps. Furthermore, organizations must disclose to SAFAC whether they plan to collaborate with another organization in their budget request and the event must align with both organization's funding principles. Organizations collaborating on the same event may not request funding for the same items. Such requests will be considered an attempt to pool funds and will not be approved for funding. Moreover, organizations are not allowed to request organization-specific items on behalf of other student organizations (recognized or not) with whom they are collaborating. In the event that one student organization or group is participating or performing in an event coordinated by another student organization, necessary items must be requested by the participating/performing organization as a part of their budget.

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### **CAPITAL ITEMS (ADDED)**

- SAFAC will consider funding a claimed capital (purchased within the past three years) at the discretion of the committee if the organization is unable to operate effectively without additional units of the capital item.
- It is an organization's responsibility to keep track and care of the capital items funded by SAFAC. Nonetheless, if an organization is uncertain about which capital items have been claimed in the past three years and are ineligible for funding, they are encouraged to reach out to SAFAC for clarification.

### **TWO WEEK POLICY (EXPANDED)**

- SAFAC will not fund/approve any regular or travel requests occurring within two (2) weeks of full, and final budget submission
- Organizations are allowed to start making strictly necessary purchases, regardless of whether they have received their budget decision from SAFAC, exactly two (2) weeks after final budget submission. Reimbursement will, however, only be an option for approved expenses.
- Per University policy, all travel and expense reimbursements must be reconciled and submitted within 60 days of when expenses were incurred or paid. Failure to submit an expense report within 60 days will

result in the expense not being reimbursed by the University.

#### **COMPUTER (EXPANDED)**

- SAFAC will fund up to \$3,000 per year for computers for organizations with an office, if deemed necessary for achieving objectives that may not be met using student's personal computers or university rentals or services provided.

#### **COSTUMES, PROPS, AND SETS (EXPANDED)**

- SAFAC will fund up to \$2,500 per year for costumes, costume jewelry, props, sets, and traditional/cultural garments for performances if relevant to the purpose of the organization.

#### **DECORATIONS (ADDED)**

- Decorative, non-stage lighting (for example, gobos) is used to enhance the ambiance and visual appeal of an event or space.

#### **MARKETING AND PROMOTIONAL ITEMS (ADDED)**

- Marketing & Promotional items must be primarily distributed to parties outside of the organization.

#### **OFFICE SUPPLIES (DELETED)**

- Supplies used exclusively for a specific event will not count as an Office Supply.

#### **PROTECTIVE EQUIPMENT (DELETED & ADDED)**

- Requests such shoes will continue to not be funded.
  - Previously: Requests such as sunscreen, shoes, hats, etc. will continue to not be funded.
- Protective apparel not mandated by an external governing body may be considered protective equipment.

#### **PRODUCTION (ADDED)**

- Production lightning is defined as any lights necessary for the successful execution of a stage-based event.
- On-stage drapes will be funded under the production category, as long as they are deemed necessary for the successful execution of a stage-based event.

#### **SAFETY & SECURITY (ADDED)**

- If an organization requires emergency Safety and Security to ensure the safe execution of an event scheduled within the next two weeks, they may request it through SAFAC's Expedited Safety and Security Request (found on SAFAC's Engage profile). This process is not intended to replace the regular SAFAC funding process and should only be used when security needs are:
  - For an unanticipated demonstration being planned in the near future, or
  - For an event with a short planning timeline due to unanticipated circumstances.

#### **T-SHIRTS (CAP CHANGE & ADDED)**

- SAFAC will fund up to \$10 per unit based on Engage membership, up to \$1,050.
- T-shirts will be defined as any top apparel such as tee shirts, polos, sweaters, hoodies, sweatshirts, crewnecks that are mainly for internal use of members.

### **UNIFORMS (EXPANDED & ADDED)**

- SAFAC will fund uniforms in the event that they are required in order to compete by a governing body. Without the funding of these items, the organization will not be able to safely compete. Uniforms include socks, helmets, hats, life jackets, etc.
  - SAFAC will consider funding both home and away jerseys under the same parameters.
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### **TRAVEL GUIDELINES (EXPANDED)**

- If the intended travel falls within 50 miles of the University of Miami (Coral Gables campus), only registration fees will be funded.

### **NUMBER OF ATTENDEES (CAP CHANGE)**

- For all other [non-FCS] organizations, SAFAC will fund a maximum of 20% of Engage membership up to 12 people, minimum of 2 people.

### **TRANSPORTATION COSTS (CAP INCREASE & EXPANDED)**

- SAFAC will fund up to \$175 per person for ticketed transportation (airfare, train, bus ticket, etc.)
  - C SAFAC will fund \$0.90 per mile for charter buses.
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### **REQUESTS NOT FUNDED**

#### **EXPANDED**

- Any items purchased prior to receiving approval from SAFAC (reimbursement)
- Any items or travel requested for non-University of Miami undergraduate students or undergraduate student organizations not recognized by COSO
- Giveaways and prizes
- Sashes, stoles, pins, and other personal decorative items that are intended for personal use

#### **REMOVED**

- Hats
- Taxes
- Events centered around the purpose of networking