OVERVIEW OF THE BILL SUBMISSION PROCESS

DISCLAIMER: THIS GUIDE IS MEANT TO BE USED FOR INFORMATIONAL PURPOSES ONLY. ENSURE YOU VIEW THE POLICY OF THE JOINT FINANCE COMMITTEE IN ADDITION TO THIS GUIDE. FAILURE TO DO SO MAY CAUSE YOUR BILL TO BE REJECTED.

WHO IS ELIGIBLE TO REQUEST FUNDING?

- Registered Campus Organizations (Tier II and Tier III)
- Unregistered Campus Organizations (By Appeal)
  - You must present an appeal to both the Undergraduate and Graduate legislative bodies in order to request funding
  - This is approved on a case-by-case basis
  - Regardless of the appeal, no funding will be given for capital purchases
    ▪ Capital Purchases: Products that last 3+ years under normal use

WHAT ARE THE STEPS OF THE BILL SUBMISSION PROCESS?

1. Submit a bill on JacketPages
2. Attend a JFC Meeting
3. Attend UHR and GSS Meetings
   a. This is not required if your bill is processed through JFC Fast Track
4. Check JacketPages to see if the bill is marked as passed and has all 5 signatures

REFER TO THE POLICY OF THE JOINT FINANCE COMMITTEE FOR CLARIFICATION
STEP 1: SUBMIT A BILL ON JACKET PAGES

- Login onto jacketpages.gatech.edu and click “Submit Bill” (hover over the Bills tab)
- Fill out the general information about the bill
  - Title
  - Description – More detail about your organization and the bill itself
  - Fundraising – Details about other sources of funding you have and/or are in the process of securing (either for your entire organization or this specific event)
  - Type – Select “Finance Request”
  - Category – Select “Joint”
  - Organization – Select from dropdown if you are a chartered organization
  - Dues
  - Number of Undergraduate Members/Graduate Members
  - Undergraduate/Graduate Author – If you do not have an author yet for your bill, look through the dropdowns to see which representative seems the best fit for your bill. Then, go to “View SGA Members” (under the Student Government tab) and find their email address so you can contact them and request that they be an author for your bill
- Line Items
  - Description – Detailed information about each purchase
  - Cost (Each) – The unit cost for each of your items
  - Qty
  - Total Cost – Total cost of all of your items
  - Amount Requested – The amount you are requesting from SGA for this line item
    - Read “Clarification of Section 8” section to calculate this amount

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STEP 2: ATTEND A JFC MEETING

- Once a bill is submitted on JacketPages, you will be contacted by the VP of Finance to attend a JFC Meeting to have your bill reviewed to see if meets policy
  - Meetings generally occur between 6:00p to 8:00p on Thursdays
  - You will be pre-assigned a 10-minute time slot to present your bill
    - MAKE SURE TO ARRIVE PROMPTLY TO THE MEETING AS FAILURE TO DO SO MAY RESULT IN YOUR BILL BEING DELAYED BY 1 WEEK
- At the meeting, you will present a quick overview of your organization, the reason for funding request, and the specific items you need funding for
  - The committee will ask a few questions to ensure your bill is submitted in the proper format and the line items meet policy
- If a line item does not meet policy, the line item will be striked-through
  - You may appeal to receive funding for any striked-through line items by making your case to the UHR/GSS legislative bodies (Step 3, Option 2)

STEP 3 (Option 1): JFC FAST TRACK

- If your bill is under $3500, you may be eligible to have your bill processed through JFC Fast Track
If this is your organization’s first bill or there are any potentially disputable line items, you may not be given this option even if your bill is under $3500.

If you would like to appeal any line items that were striked by JFC, you are required to attend both meetings to make your case to the legislative bodies.

You must have your Buzzcard at your JFC meeting to verify your identity to opt. into the Fast Track option.

- With this process, you do not have to attend the GSS and UHR meetings.
- All bills for FastTrack in a given legislative meeting are voted in a single vote before any other bills are heard.
- A potential downside to using this option is that a member of the legislative body can choose to remove a bill from FastTrack in the meeting.
  - Should this occur, the bill will be heard normally later on in the meeting.
  - When the bill is heard, the JVP of Finance will act as your organization rep (to answer questions/present the bill) using notes taken from your initial JFC meeting.

**STEP 3 (Option 2): ATTEND UHR/GSS MEETINGS**

- You will need to attend the Graduate Student Senate (GSS) and Undergraduate House of Representatives (UHR) legislative body meetings.
  - GSS Meeting Times: Tuesdays from 11A to 1P.
  - UHR Meeting Time: Tuesdays from 7:30P onwards.
    - UHR meetings do not have a predetermined length and last as long as necessary to finish all line items on the agenda.
- In these meetings, you will have to wait until it’s your turn on the agenda to present your bill.
  - You may have to wait for quite a bit of time before presenting as you are not pre-assigned a time, so it is recommended that you bring something to work on.
• When it’s your turn to present, you will need to give an overview about your organization and the bill
  o After presenting, members of the legislative body may ask questions about the nature of the event and what you are requesting funding for
  o NOTE: Be prepared for answering more detailed questions in these meetings compared to JFC, as the Joint Finance Committee only makes objective recommendations based on the policy, while the members of the house make the final decision based on if they believe it a good use of the Student Activity Fee
• Once you are finished presenting, the body will discuss and vote on the bill
• You may leave once the voting for your bill is done

STEP 5: CHECK JACKET PAGES TO VERIFY YOUR BILL PASSED

• For your bill to pass, it must reach the necessary enactment ratio
  o Calculation: (.3247x % of GSS yes votes) + (.6753x % of UHR yes votes)
  o 0.60 Enactment Ratio (minimum): The proposed bill in the legislative bodies complies with JFC policy
  o 0.75 Enactment Ratio (minimum): The proposed bill in the legislative bodies does not comply with JFC policy
  o Also, a minimum of 25% of the members in each body must vote yes
• If your bill has reached the necessary enactment ratio, you need to wait for the signature of Graduate/Undergraduate Presidents and Secretaries, in addition to signature from the VP of Finance
• After this is complete and the bill on JacketPages is marked as “passed” you may begin spending funds
• You are required to keep all receipts to be reimbursed from SOFO for your purchases
CLARIFICATION OF SECTION 8

- Funding will **not** be provided for:
  - Loans
  - Political Activities
  - Religious Activities
  - Resources that are available through other campus facilities
  - Award/Gifts/Giveaways
    - Exception: Flyers/Stickers/Low-cost publicity items up to $50
  - Food or Beverages
    - Exception: Cultural food for chartered cultural organizations
  - Food Related Items (plates, utensils, napkins, etc.)
    - Exception: Up to $500 for events expecting 500+ students
  - Lodging
  - Travel expenses for non-students
  - Recruitment Activities
  - Expenses already paid for or expenses you are entered into a contract to pay for
    - If you are obliged to purchase/pay, then it is considered “entering a contract”
  - Costs associated with hosting intercollegiate competitions/tournaments
  - Costs associated with conferences that have more than 25% of its attendees as non-students
  - Costs associated with conferences in which the campus org. makes a profit
  - Events that the organization has not yet qualified for
  - Events where the primary purpose is seeking, gaining or acknowledging sponsors for the campus organization

REFER TO THE POLICY OF THE JOINT FINANCE COMMITTEE FOR CLARIFICATION
- Professional Development Activities/Conferences for non-students
- Freight, Shipping, Delivery, or Processing costs
- Cost associated with retreats, unless it is open to non-members
- Clothing that is not kept by the organization
- Items unrelated to the purpose of the organization
- Parking permits, fees, or validations
- “Miscellaneous” expenses/any line items without a specifically listed purchase

**Maximum Allocations**

- **Decorations**
  - Up to $150: Events with expected attendance under 500 GT students
  - Up to $300: Events with expected attendance of 500+ GT students

- **Conferences or Tournaments (for Registration Fee portion)**
  - Up to $1000 per conference (with a max of $100 per student)

- **Speaker Fees and Honoraria**
  - Up to $500: Events with expected attendance under 100 GT students
  - Up to $2,500: Events with expected attendance under 500 GT students
  - Up to $5,000: Events with expected attendance under 1000 GT students
  - Up to $10,000: Events with expected attendance of 1000+ GT students

- **Marketing Materials/Publicity**
  - Copies, programs, and fliers will be funded up to the current rates of the Office of Student Engagement
  - Maximum of 10,000 flyers
  - Up to $180: Banners/Posters for events
  - Up to ½ page advertisement in the Technique
  - Up to $25: Social media advertisements per event
  - Up to $20: Sidewalk chalk per event
- Up to $50: Food not intended for human consumption

- Travel (150+ miles from Georgia Tech)
  - Driving: 2.9 cents per mile/student up to a max of $75 per student
  - Flying: 9.4 cents per mile/student up to a max of $150 per student
  - You can also use the travel calculator on JacketPages to compute this amount

- Travel (Within 150 miles of Georgia Tech)
  - Only allowed if travel is provided for more than 100 students, travel is through a GT approved vendor, and travel is provided to/from the event

- Capital Expenditures
  - Up to 2/3rd of the total cost for Tier III organizations
    - Excludes emergency capital expenditures

- Competitive
  - Up to $1000: Coaching stipends for each discipline
  - Up to 6 away events per approved discipline
    - Registration and Travel costs capped per the above restrictions
  - Intercollegiate Competitions are funded only if the:
    - Competition only consists of the organization and one other team
    - Organization attends an equal/greater number of away events with no registration fee
    - Total allocation for home/away competition registration costs does not exceed $6000 for the fiscal year

- Community Service
  - Travel can be funded within 150 miles if the following conditions are met:
    - Provided for 4+ students
    - Travel occurs at-least 5 different times per semester
    - Maximum of 60 miles round trip

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• Cultural Food
  o Can be funded up to 2/3 the total cost (max of $5 per attendee)
  o Attendance must be tracked through BuzzCard reader (or similar system)
    ▪ This info must be submitted in a post-event report within 4 weeks of event
  o The list of ingredients must be clearly displayed
  o The following info must be provided when presenting to UHR/GSS
    ▪ Description of the food and its cultural (and historical) significance
    ▪ Explanation of how food is relevant to the specific event (if applicable)
    ▪ Evidence of a good faith effort to promote the event to non-members