Northeastern University
Resident Activity Fee Manual
2016 - 2017

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1. The Resident Activity Fee

1.1 RAF History
The Resident Activity Fee (RAF) is collected four times per fiscal year. The RAF is pooled into a University Fund where it awaits allocation. The RAF Budget Advisor has oversight of this fund.

The fee may be increased each year by no more than the Consumer Price Index plus 2% at the discretion of the RSA Executive Board. If the students wish to increase the fee beyond this amount, a student-wide referendum may be initiated. Any adjustment to the fee must be approved by the administration of the Division of Student Affairs before it receives final approval by the University’s Board of Trustees Finance Committee.

1.2 Budgeting the RAF
The RAF Budget Advisor will work with the RSA VP for Operations to budget the RAF for the next fiscal year before the start of that year. The RAF budget will be broken into three segments – Residence Life Student Organizations, Ticketing, and Residence Halls. Any changes to the previous year’s RAF budget that the RAF Budget Advisor and the RSA VP for Operations wish to make must be approved by RSA General Council and added to the RSA Constitution. These funds will be allocated prior to the start of each semester.

2. Eligibility for Funding

2.1 Residence Life Student Organizations Eligibility
In order to be eligible to receive funds, RSA and NRHH must be fully recognized and in good standing as defined by the Center for Student Involvement. This includes re-registering at the designated times. In addition, RSA and NRHH must have completed all obligations, as defined by the RSA and NRHH Constitutions, respectively, and SABO policies, for previously funded programs. The Center for Student Involvement and Student Activities Business Office can freeze the RAF Budget if it becomes overdrawn or if RSA or NRHH does not abide by campus policy. If you meet all of these requirements, refer to Addendum 1 to see the process of requesting funds from the RAF and completing a spending report up completion of your program.

2.2 Residence Halls Eligibility
In order to be eligible to receive funds, Residence Halls must have completed all obligations for previously funded programs as outlined in the RAF Manual and as defined by SABO policies. The Student Activities Business Office can freeze the RAF Budget for certain RAs, Hall Councils, or Residence Halls if they fail to complete obligations for any previously funded programs or if they fail to abide by RAF policies. If you meet all of these requirements, refer to Addendum 1 to see the process of requesting funds from the RAF and completing a spending report up completion of your program.
2.3 Resident Activity Fee Workshops
RAF Workshops serve to educate attendees on the policies and procedures of requesting and using RAF funds. RAF Workshops will be held periodically at the discretion of the RAF Budget Advisor, and will be open to all resident students and Residence Life Staff members. Some RAF Workshops may be deemed as mandatory sanctions for those who consistently fail to follow RAF guidelines.

3. Guidelines for Spending

3.1 Fundable Activities
The RAF Budget Advisor will consider funding all those programs that are open to resident students at Northeastern University. All events must be NU only. Programs may be fully funded, partially funded, or not funded. Any event that is partially funded will be provided with the rationale for the decision. The RAF Budget Advisor may make exceptions to these guidelines on a case-by-case basis.

3.2 Factors for Determining Funding
The RAF Budget Advisor will consider the following factors to determine whether a program shall be fully funded, partially funded, or not funded: whether or not the program is beneficial to the resident student body, correlation to the University or RSA Mission Statement, strength of promotional plan, spending report history, and adherence to all guidelines and spending limitations as outlined in the RAF Manual and CSI Policies.

3.3 Limitations on Funding
The following limitations will be imposed on items requested in order to best utilize the RAF:

3.3.1 Cost per Student
Events and programs, excluding conferences and overnight programs, should not exceed a cost of $45 per student.

3.3.2 Community Service Events
Community service events will only be considered for funding if the event relates to the RSA or University mission, and includes NU residents as the primary participants.

(Please note: For community service events, RAF funds must be applied towards the funding of the event and cannot be directly donated to a person or charitable organization)

3.3.3 Conferences/Meetings/Retreats and Overnight Programs
Conferences, sub-regional meetings, retreats, and overnight programs should not exceed $150 per student per 24 hours.
3.3.4 Residence Halls Equipment

Equipment budgets for the Residence Halls and Residence Life Student Organizations will be determined using the percentages as outlined in Addendum 2.

3.3.4.1 Office/Hall Supplies
- Office/Hall Supplies budgets are allocated proportionally based on the number of residents in the complex.
- Office/Hall Supplies budgets will be allocated at the start of each semester.
- Purchases from the Office/Hall Supplies budgets must be for items that are less than $250 each and have an expected useful life of less than two (2) years.

3.3.4.2 Major Purchases
- The Major Purchases budget is a shared budget amongst all complexes.
- The Major Purchases budget is determined at the start of each semester.
- Purchases from the Major Purchases budget must be for items that are more than $250 each and have an expected useful life of two (2) years or greater.
- Prior to submitting a PEP for a major purchase, approval to submit the request must be given by the RAF Budget Advisor.
- Each complex can request, at most, one major purchase per fiscal year.

3.3.5 Residence Life Student Organizations Equipment

3.3.5.1 Equipment/Office Supplies
- RSA and NRHH will share an equipment budget.
- The RSA VPO and the NRHH VPAF will have signing authority over the shared equipment budget.
- Purchases from the shared equipment budget must be for items that are less than $500 each.

3.3.5.2 Major Purchases
- Purchases from the Major Purchases budget must be for items that are more than $500 each.
- There will be a limit of one (1) major purchase from the Residence Life Student Organizations Major Purchases budget per fiscal year.

3.3.6 Equipment Rentals

Equipment rentals for programs will only be considered if the following can be proven:
- The event cannot occur without requested equipment.
- The current equipment of the venue cannot meet the requirements of the performer or planned performance/event.
- All on-campus options for obtaining adequate equipment have been explored.
3.3.7 Giveaways/Prizes/Group Apparel

3.3.7.1 Giveaways
Giveaways for an event will be considered as followed:
- No more than $10 per giveaway item.
- Tickets and gift cards are not considered giveaways, regardless of value.
- Names do not need to be submitted for giveaway recipients.
- T-shirts will be considered as giveaways for programs that are open to all Northeastern University residents and will not exceed $15 per item.
- Exceptions may be made on a case-by-case basis by the RAF Budget Advisor.

3.3.7.2 Prizes
Prizes for an event will be considered as followed:
- No more than $50 per prize item.
- All tickets and gift cards, even those that are $10 or below in value, will be considered prizes.
- Names of recipients must be submitted for all prizes.
- Exceptions may be made on a case-by-case basis by the RAF Budget Advisor.

3.3.7.3 Group Apparel
- “Group” apparel will be considered as any apparel purchased exclusively for the following: General Council, RSA Executive Board, NRHH Executive Board, Hall Council, and RBD.
- Group apparel (such as T-shirts, hoodies, sweatpants, jackets, etc.) will be funded up to $20 per item and will be considered prizes.
- One (1) request per fiscal year.
- Names of recipients must be submitted for all group apparel.

3.3.8 Food and Beverages
- Food for an event will be considered and cannot total more than $20 per person.
- In addition to $20 per person, the RAF will cover all reasonable delivery fees and tips not exceeding 20%.
- Exceptions may be made on a case-by-case basis by the RAF Budget Advisor.
3.3.9 Promotional Items

- RSA and NRHH programs are limited on promotional funding based on the program duration: $400 is allowed for one (1) day, and $600 is allowed for one (1) week. RSA or NRHH may pick from the following promotional items:
  o A-frames
  o Club cards and Posters/Flyers – up to $300
  o All advertising must bear the phrase “Supported by the Resident Activity Fee,” or RSA logo, or both
  o All other methods of advertising are up to the discretion of the RAF Budget Advisor and RSA Advisors

- RAs and Hall Councils programs are limited on promotional funding based on the program duration: $100 is allowed for one (1) day, and $150 is allowed for one (1) week.
- Additional restrictions may apply for promotion that is excessive in relation to the duration or attendance of an event.
- Advertising on non-Northeastern websites and in non-Northeastern publications, excluding the Huntington News, will not be funded.
- Advertising off-campus or to non-Northeastern students will not be permitted.
- All advertising must bear the phrase “Supported by the Resident Activity Fee”.
- All other methods are up to the discretion of the budget advisor and Residence Director.

3.3.10 Tickets

- Ticketed programs follow the same $45 per student limit as all other programs. Programs that include tickets exceeding $45 must charge to supplement costs.

- All RAF funded programs charging for admission and distributing tickets must work with the RAF Budget Advisor to determine whether or not ticket sales must go through the University Box Office.

- Complimentary tickets will only be used for contracted performers (as required by a rider). Additional complimentary tickets must be approved by the RAF Budget Advisor.

- Programs requesting tickets through the University Box Office require a ticketing request form.

- All major sporting event tickets (Celtics, Bruins, etc.) will be purchased and distributed through the RAF Budget Advisor and RSA VP for Operations. Any exceptions must be approved by the RAF Budget Advisor.

- Tickets that are purchased and distributed by the RAF Budget Advisor and RSA VP for Operations will be funded by the Ticketing budget line. Alternative tickets purchased and distributed by RAs or Hall Councils will be funded by their respective Residence Hall budget lines.

- ANY ticketed program requires submission of all names of attendees.


3.3.11 Political and Religious Programs and Activities

- Elements of political programs may be considered if they are educational in nature, but funding will not be provided to support in whole or part of the campaign of an individual candidate for political office. Religious programs will only be funded if they are educational in nature. Events that are exclusive in attendance to one religion will not be considered.

- All political and religious programs must follow all guidelines as set by the Center for Student Involvement.

3.3.12 Transportation

- Transportation will be considered for trips that are open to all residents and to Northeastern University satellite locations, if applicable.

- If there is a need to rent a vehicle, in consultation with the Center for Student Involvement, the request will be reviewed and determined if the rental is necessary and in accordance with university policy and procedure.

- Transportation via the MBTA will not be funded. Exceptions can be made for programs requiring transportation via commuter rail or bus on a case-by-case basis by the RAF Budget Advisor.

- Transportation expenses should be anticipated and included in the Program Event Planner (PEP).

- Bus transportation will be arranged through the Student Activities Business Office and requires a transportation request form, which can be found on the SABO website.
3.4 Non-Fundable Items

The following types of spending will not be funded in any form:

- Alcohol, drugs and tobacco products;
  - Events may be funded where alcohol may be present, provided there is an
    environment, in accordance with university policies, where equal
    entertainment is provided for both of-age and underage students. In
    doing so, however, no additional funding will be allowed for costs
    associated with the presence of alcohol.
- Class Projects;
- Non University Deposits/Security fees;
- Personal items or permanent body decorations;
- Late fees/penalties of any type/finance charges;
- Loans;
- Political lobbying;
- Rallying;
- Scholarships;
- Subscriptions;
- Meals that are not within the context of the event;
- ATM or Debit Card receipts that are not itemized (including Husky Cards);
- Expedited shipping;
- Sales Tax;
- Peapod delivery, unless given explicit permission by the RAF Budget Advisor;
- Donations*

(*A donation, for purposes of the RAF Manual, will be considered as any direct monetary contribution to a charity/non-profit/etc. using RAF funds. Events that are considered beneficial for the residents and are funded by the RAF where RAF funds are used to make purchases that are necessary for the event to take place and then subsequently donated WILL be allowed and will not be considered as RAF donations for the purposes of the RAF Manual.)

Additionally, those requesting funds may not:

- Purchase any item, event, or trip, prior to authorization by the RAF Budget Advisor, in order to prevent requesters from not being refunded for any purchases.
- Use allocated funds for personal or private expenses; this is considered larceny and is strictly prohibited.
- Manipulate, fabricate, or otherwise misrepresent spending reports or financial records; this will be regarded as fraud and is strictly prohibited.
- Use the RAF to support activities or events that are contrary to the missions or purposes of the RSA (as stated in its Constitution) or that of the University.
- Require donations at a funded event.
4. Program Requests

4.1 Components of a Program Request

A Program Event Planner (PEP) must include the following:

- A completed PEP form, including ALL required fields, approvals, quotes, and any additional forms (such as pre-contracts, fundraising/cash collections forms, etc.) that may be required as part of the program.

- At least two (2) competing quotes may be requested by the RAF Budget Advisor for certain items.

- A thoroughly-detailed itemized budget.

- Requesting residence hall/residence life student organization/budget line.

4.2 Program Request Submission Deadlines

The RAF will be allocated using the policies and procedures of this manual and within the means of the budget.

The PEP must be completed and in the RAF Budget Advisor’s eRezLife inbox in accordance with the deadlines below. Any PEPs that are not in the RAF Budget Advisor’s eRezLife inbox in accordance with the deadlines will be denied.

Additionally, exceptions may be made under certain circumstances at the discretion of the RAF Budget Advisor.

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<thead>
<tr>
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<th>Deadline</th>
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<tr>
<td>Pre-Contract: Facility</td>
<td>10 weeks in advance</td>
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<tr>
<td>Pre-Contract: Service Provider/Performer</td>
<td>8 weeks in advance</td>
</tr>
<tr>
<td>Vendor Check*</td>
<td>3 weeks in advance</td>
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<tr>
<td>Chartwells/Rebecca’s/Annual Contract Vendors</td>
<td>3 weeks in advance</td>
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<tr>
<td>Gift Card Request</td>
<td>2 weeks in advance</td>
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<td>Procard Request</td>
<td>2 weeks in advance</td>
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<tr>
<td>Personal Reimbursement</td>
<td>2 weeks in advance</td>
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<tr>
<td>Petty Cash Reimbursement</td>
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(*Vendor checks are often used to pay contracted vendors, in which case the pre-contract deadlines must be followed and the final invoice must be received 3 weeks in advance to allow time for the payment to be processed)
4.3 Permit Request Deadlines
Under certain circumstances a program may be required to obtain a permit from the City of Boston or authorization from the University. All programs must abide by the policies set forth by the Center of Student Involvement. Based upon these policies, designated permits or request forms may be required and may be subject to a nominal fee. To ensure adequate time for processing, all permit requests must be submitted with a PEP in accordance with the timeline below. Exceptions may be made to submission deadlines under certain circumstances at the discretion of the RAF Budget Advisor and CSI Program Manager.

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<thead>
<tr>
<th>Permit Request</th>
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<tr>
<td>Entertainment License</td>
<td>4 weeks in advance</td>
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<tr>
<td>Fundraising and Cash Collection Request Form</td>
<td>4 weeks in advance</td>
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<tr>
<td>Food Safety Waiver</td>
<td>2 weeks in advance</td>
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<tr>
<td>BBQ Permit</td>
<td>2 weeks in advance</td>
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<tr>
<td>Group Travel Waiver</td>
<td>2 weeks in advance</td>
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<tr>
<td>Group Release Waiver</td>
<td>2 weeks in advance</td>
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<tr>
<td>Driver Agreement Form</td>
<td>2 weeks in advance</td>
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5. Post-Program Requirements
5.1 Program Spending Report
It is required that any event that receives funding provide a detailed spending report no later than fourteen (14) days after the program or event occurs. These reports detail the spending of allocated money following the completion of a program. The RAF Budget Advisor in conjunction with the programmer will determine the due date for programs that do not have a defined date, and this due date will be stated on the approved PEP.

Program Spending Reports (PSRs) must include the following:
- Itemized receipts for all expenditures.
- Any information requested in the approved PEP.
- Explanation of variances that are over/under allocation by 10%.
- Form number of approved PEP.
- A copy of the deposit slip, provided by SABO, if cash was collected for the program.
- A copy of the petty cash slip, provided by SABO, if petty cash was distributed as a reimbursement for expenditures for the program.
- Name submission for any program that involves tickets, potlucks, or prizes.

Do not hold up submission of a spending report due to late invoices. Note on the spending report outstanding invoices, the amount, and the expected date of payment.
5.2 Early Personal Reimbursements

- Should an expense be incurred prior to the completion of the spending report that needs personal reimbursement, a request can be submitted to the RAF Budget Advisor for review by e-mail.
- All original receipts will be required for reimbursement.
- A note must be made when the PSR is eventually submitted stating that early personal reimbursement took place.

5.3 Approval or Disapproval of Spending Reports

All post program spending reports will be reviewed and will be either approved, or disapproved based on the following criteria:

- Compliance to the deadline (fourteen (14) days after date of program).
- Completion of all required sections of the PSR.
- Compliance with spending guidelines of the RAF Manual or those indicated in the approved PEP upon allocation of funding.

Should a spending report be disapproved, the RA/Hall Council/Residence Life Student Organization may be subjected to sanctions as outlined in Section 7 of this manual. When a spending report is disapproved, the programmer must meet with the RAF Budget Advisor to discuss the rationale for the spending report’s disapproval. Continued abuse of the policies of the RAF Manual will lead to disciplinary action as seen fit by the RAF Budget Advisor.

5.4 Cash Collection, Sale of Goods, and Deposits

All programs involving cash collection and/or the sale of goods must abide by the Cash Collection/Sale of Goods policy and Tangible Goods policy set forth by Center for Student Involvement and must follow the following safeguards:

- Include a completed Cash Collection/Fundraising form with their PEP at least 4 weeks in advance.
- RAs and Hall Councils may use the cash box that is located in their RA Staff Office.
- All monies must be deposited within one (1) business day from collection.
- When cash box collections exceed $150.00, a deposit must be made immediately, unless prior authorization is given by the Student Activities Business Office.
- In the event that the Student Activities Business Office is closed, money can be deposited through the overnight safe drop.
- All monies must be verified by one programmer and the RAF Budget Advisor. Each verifying member must sign the deposit ticket.
- All check deposits must be made within five (5) business days.
- All tangible goods must be provided at the time of sale, with exception of a product or service provided directly from the student organization related to a seasonal date of delivery.

Programmers should attach a copy of the deposit slip from their cash collection to their PSR.
6. Appealing a Decision

The following appeals process will allow RSA, NRHH, and Residence Halls to request that decisions made be reconsidered.

Step 1: Submitting a Written Appeal
A written appeal request must be submitted to the Director of SABO within five (5) business days of notification of the funding decision referencing the following:

- The request for which the decision was made
- Copies of the original request and the allocated budget
- The criteria on which the appeal is based, including specific policies within the RAF Manual that were violated.

An appeal may only be based upon the following criteria:

- Established policies and procedures were not followed, and/or
- The funding allocation decision was arbitrary or capricious

The fact that the RAF Budget Advisor did not fund a request in its entirety does not constitute grounds for an appeal.

Step 2: Finding Merit in the Appeal
The Director of SABO will consider the appeal and determine if it has merit based on the criteria for which the appeal is requested. If an appeal is found to have merit, the Director of SABO will meet with the RSA President and decide upon the appeal.

7. Sanctions

7.1 Imposing Sanctions
Events awarded funding through the RAF are held accountable for appropriate spending. Sanctions help regulate the funds awarded and are not meant to hinder operations or programming ability. Sanctions may be imposed for the following:

- Failure to submit a Program Spending Report before the deadline
- Unauthorized spending of RAF funds
- Failure to return unutilized RAF funds or program revenue (including unused gift cards and movie tickets)
- Disapproval of any spending report

7.2 Sanctions
Sanctions that may be implemented include, but are not limited to:

- Required submission of monthly spending reports
- Required to co-sponsor events for a specific period of time
- Required liaison review of Program Event Planners
- Return of RAF funds for money spent inappropriately
- Required weekly meetings with RSA VP of Operations, the RAF Budget Advisor, or liaison
- Loss of eligibility to request funding
- Referral to the Office of Student Conduct and Conflict Resolution
- Required attendance at an RAF Workshop
- Accounts frozen
7.3 Appealing Sanctions
Appeals on sanctions may be submitted on any decision made by the RAF Budget Advisor or the RSA VP for Operations. Appeals should follow the guidelines set forth in Section 5.

8. Confidentiality
8.1 Statement of Policy
The RAF Budget Advisor is committed to keeping personal and organizational financial information private. All RAF Budget Advisor decisions will be conveyed within five (5) business days to the programmer, the organization’s advisor(s), and the Director of the Student Activities Business Office. After an event or program has taken place, the RAF Budget Advisor will only reveal the details of a program’s finances after conferring with the programmer, the organization’s advisor(s), and the Director of the Student Activities Business Office.
Addendum 1

A1.1 Program Event Planner (PEP)
The first step in requesting funds for an event is the completion of a Program Event Planner (PEP). This form must include the completion of all required fields and have the appropriate approval before any RAF funds can be spent.

A1.2 Program Spending Report (PSR)
After a program takes place, a Program Spending Report (PSR) must be completed. The PSR must be completed within fourteen days (14) after a program takes place. This form must include the completion of all required fields and have the appropriate approval in order for any reimbursements and vendor payments can be made.

A1.3 Approval Process
A1.3.1 Residence Halls
For RAs, the following timeline should be followed when submitting paperwork:

PEP:
1. A PEP, containing all necessary quotes and payments methods, should be submitted by the RA to the Senior Resident Assistant (SRA).
2. If approved, the SRA will send the PEP to the Residence Director (RD). Otherwise, the PEP will be returned to the initiating user.
3. If approved, the RD will then send the PEP to the RAF Budget Advisor. Otherwise, the PEP will be returned to the initiating user.
4. The RAF Budget Advisor should receive the PEP in accordance with the deadlines outlined in Section 4 of the RAF Manual.
5. The RAF Budget Advisor will approve, partially approve, or deny the request.
6. The initiating user will receive a notification on the RAF Budget Advisor’s decision.
7. If the PEP is approved and requires no further fixes, the program can occur.

PSR:
1. A PSR, with all necessary invoices, receipts, cash collection/deposit slips, and attendee/gift recipient names, must be submitted by the RA to the SRA.
2. If approved, the SRA will send the PSR to the RD. Otherwise, the PSR will be returned to the initiating user.
3. If approved, the RD will then send the PSR to the RAF Budget Advisor. Otherwise, the PSR will be returned to the initiating user.
4. The RAF Budget Advisor should receive the PSR within fourteen (14) days of the program.
5. The RAF Budget Advisor will approve, partially approve, or deny the request.
6. The initiating user will receive a notification on the RAF Budget Advisor’s decision.

For Hall Councils, the following timeline should be followed when submitting paperwork:

**PEP:**
1. A PEP, containing all necessary quotes and payment methods, should be submitted by the Hall Council Treasurer to the Senior Resident Assistant (SRA).
2. If approved, the SRA will send the PEP to the Residence Director (RD). Otherwise, the PEP will be returned to the initiating user.
3. If approved, the RD will then send the PEP to the RAF Budget Advisor. Otherwise, the PEP will be returned to the initiating user.
4. The RAF Budget Advisor should receive the PEP in accordance with the deadlines outlined in Section 4 of the RAF Manual.
5. The RAF Budget Advisor will approve, partially approve, or deny the request.
6. The initiating user will receive a notification on the RAF Budget Advisor’s decision.
7. If the PEP is approved and requires no further fixes, the program can occur.

**PSR:**
1. A PSR, with all necessary invoices, receipts, cash collection/deposit slips, and attendee/gift recipient names, must be submitted by the Hall Council Treasurer to the SRA.
2. If approved, the SRA will send the PSR to the RD. Otherwise, the PSR will be returned to the initiating user.
3. If approved, the RD will then send the PSR to the RAF Budget Advisor. Otherwise, the PSR will be returned to the initiating user.
4. The RAF Budget should receive the PSR within fourteen (14) days of the program.
5. The RAF Budget Advisor will approve, partially approve, or deny the request.
6. The initiating user will receive a notification on the RAF Budget Advisor’s decision.

**A1.3.2 Residence Life Student Organizations**
For RSA, the following timeline should be followed when submitting paperwork:

**PEP:**
1. A PEP, containing all necessary quotes, payment methods, and desired RSA budget line, should be submitted by the respective RSA executive board member to the RSA VP for Operations.
2. If approved, the RSA VP for Operations will send the PEP to the RSA Advisor. Otherwise, the PEP will be returned to the initiating user.
3. If approved, the RSA Advisor will then send the PEP to the RAF Budget Advisor. Otherwise, the PEP will be returned to the initiating user.

4. The RAF Budget Advisor should receive the PEP in accordance with the deadlines outlined in Section 4 of the RAF Manual.

5. The RAF Budget Advisor will approve, partially approve, or deny the request.

6. The initiating user will receive a notification of the RAF Budget Advisor’s decision.

7. If the PEP is approved and requires no further fixes, the program can occur.

PSR:
1. A PSR, with all necessary invoices, receipts, cash collection/deposit slips, and attendee/gift recipient names, must be submitted by the respective RSA Executive Board Member to the RSA VP for Operations.

2. If approved, the RSA VP for Operations will send the PSR to the RSA Advisor. Otherwise, the PSR will be returned to the initiating user.

3. If approved, the RSA Advisor will then send the PSR to the RAF Budget Advisor. Otherwise, the PSR will be returned to the initiating user.

4. The RAF Budget Advisor should receive the PSR with fourteen (14) days of the program.

5. The RAF Budget Advisor will approve, partially approve, or deny the request.

6. The initiating user will receive a notification on the RAF Budget Advisor’s decision.

For NRHH, the following timeline should be followed when submitting paperwork:

PEP:
1. A PEP, containing all necessary quotes and payment methods should be submitted by the respective NRHH executive board member to the NRHH VP for Administration and Finance.

2. If approved, the NRHH VP for Administration and Finance will send the PEP to the NRHH Advisor. Otherwise, the PEP will be returned to the initiating user.

3. If approved, the NRHH Advisor will then send the PEP to the RAF Budget Advisor. Otherwise, the PEP will be returned to the initiating user.

4. The RAF Budget Advisor should receive the PEP in accordance with the deadlines outlined in Section 4 of the RAF Manual.

5. The RAF Budget Advisor will approve, partially approve, or deny the request.

6. The initiating user will receive a notification of the RAF Budget Advisor’s decision.

7. If the PEP is approved and requires no further fixes, the program can occur.

8. 
PSR:
1. A PSR, with all necessary, invoices, receipts, cash collection/deposit slips, and attendee/gift recipient names, must be submitted by the respective NRHH Executive Board Member to the NRHH VP for Administration and Finance.
2. If approved, the NRHH VP for Administration and Finance will send the PSR to the NRHH Advisor. Otherwise, the PSR will be returned to the initiating user.
3. If approved, the NRHH Advisor will then send the PSR to the RAF Budget Advisor. Otherwise, the PSR will be returned to the initiating user.
4. The RAF Budget Advisor should receive the PSR within fourteen (14) days of the program.
5. The RAF Budget Advisor will approve, partially approve, or deny the request.
6. The initiating user will receive a notification on the RAF Budget Advisor’s decision.

A1.4 Forms and Requests
If additional forms or requests, such as pre-contracts, vendor check requests, etc. are necessary for a program to take place, the timeline for a program funding request differs from that above. When planning a program requiring a pre-contract or other forms, please refer to the deadlines listed in Section 5. Exceptions may be made on a case-by-case basis by the CSI Program Manager and SABO Budget Advisor.
Addendum 2

Resident Activity Fee $32 / semester

Residence Halls (48.5%)
- Hall Councils (30%)
- RA Staff (62.5%)
  - Major Purchases ** (2.5%)
  - Office/Hall Supplies (5%)

Ticketing (5%)

Residence Life Student Organizations (46.5%)
- RSA General Council (88%)
- NRHH General Council (10%)
  - Equipment/Office Supplies (2%)

* Funds for Residence Halls (Hall Councils, RA Staff, Office/Hall Supplies) are allocated proportionally based on the number of residents in the complex.

** Major purchases must be requested from the RAF Budget Advisor.