In order for organizations to receive funding, the following guidelines must be followed:

1. Organizations must be officially registered with the Department of Student Activities and Involvement.
2. Organizations must re-register each year with the Department of Student Activities and Involvement to complete eligibility requirements.
3. Organizations must allow EIGHT WEEKS (8) before receiving funds from the Special Request process.
4. All signature authorities receiving Student Government funds must complete the annual Finance Training Class. Violations of this rule will result in organizational funds being frozen until the organization comes into compliance.
5. Organizations must not charge membership fees.
6. New Organizations may not apply for funding until they have been registered with the Department of Student Activities and Involvement and in existence for at least one (1) academic year [A Fall and a Spring semester in any order, but must be consecutive].
7. Organizations must have at least twenty (20) active members in order to receive SG funding. Groups may be required to provide verification by means of a separate list of member UFID’s and their email addresses. It is at the discretion of the Student Government Finance Office to contact the active members shown on the list by email to verify membership status. A report shall be given to the Allocations Committee stating confirmation of twenty (20) UF students having affirmatively responded that they are active members of the group.
8. New organizations will not receive funding for travel until they have been placed on the regular budget cycle.
9. New organizations must receive their first funding first from the Student Senate Allocations Committee. They must remain under the approval and receive funding through the Allocations Committee for at least one (1) academic year [a complete Fall and a complete Spring semester in any order, but must be consecutive].
10. If a group drops off of the budget cycle for whatever reason, they will be treated as a new organization. They must complete one (1) academic year [a Fall and a Spring semester in any order, but must be consecutive] with no funding as a registered organization under SAI and then receive their first funding for at least one (1) academic year [a Fall and a Spring semester in any order, but must be consecutive] from the Allocations Committee and then be allowed to be on the budget cycle the following fiscal year.

11. A new organization funded through the special request process must spend more than fifty percent (50%) of their funds in an academic year [a Fall and a Spring semester in any order, but must be consecutive] in order to be considered eligible for the budget cycle. If fifty percent (50%) or less of the funds are spent, the organization must remain under the Student Senate Allocations Committee for another full academic year. Upon a majority vote by the Student Senate Allocations Committee, this clause may be suspended.

12. Student organizations will not receive funding for honorariums or speakers through the Allocations committee. Student organizations may receive funding for honorariums or speakers once they have been placed on the regular budget cycle.