

SAF Guidelines

Office of Student Engagement

What is SAF?

The Student Activity Fee of \$330 per student per year provides funding for the student benefits, programming, and activities on campus.

Auto Disbursements

A handful of programs and initiatives have been identified as beneficial for the entire student body. Funding is automatically subtracted from the Student Activity Fund (SAF) at the beginning of the academic year, and include funding for:

- The Concordian
- Newspaper Readership Program (online subscriptions)
- Residence Hall Programming
- MAT Bus Program
- Olson Forum Fitness Facility
- Sustainability Fund
- Undergraduate Research
- Maize Recreation Equipment
- Cobber Food Pantry
- BREWer Fund

Major Programs

The Student Activity Fund also contributes to Major Programs on campus. These programs submit an annual budget proposal for review by the Student Involvement Council (SIC) and the Student Affairs Committee (made up of faculty, staff, and students). Major Programs include:

- Student Government Association (SGA)
- Campus Events Commission (CEC)
- Campus Ministry Commission (CMC)
- Diversity, Equity, and Inclusion Commission (DEIC)
- Homecoming
- Orientation

Student Organization Requests

The remaining balance in SAF is available for use by Concordia student organizations in good standing. SIC has the responsibility of fairly allocating these funds based on individual organization requests. Organizations desiring a portion of these funds must submit a budget request via Cobber Connect. SIC reviews requests bi-weekly and allocates funds to organizations based on a number of predetermined guidelines.

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What are the SAF procedures and guidelines?

Procedures

- **Submit all requests by the appropriate deadlines.** Requests will only be reviewed and funds will only be allocated according to the published deadlines.
- The request form can be found on your organization's [Cobber Connect](#) account under "Accounting Book".
 - Only officers can access the Accounting Book and submit a request. Note that advisors are not permitted to submit requests.
- **Be specific!** Please provide exact prices for the items requested as well as specifically what they will be used for and why they are necessary. More information is always best.
- Indicate other sources of funding if applicable. SIC puts a premium on gaining other sources of funding for events, especially the ones that are costly. Outside sources of funding demonstrate to the council that your organization is committed to the event/activity and will not take SAF funding lightly.

Guidelines

- **Be a student at Concordia College.** SAF will not be allocated to fund any participants who are not current students at Concordia.
- **Be in good standing as an organization.** The organization must be currently registered and not have any current probations, suspensions, or disciplinary violations.
- **Benefit the campus community.** Funding requests that solely benefit an individual student will not be considered.
- **Food must have a larger purpose.** Funding for food will be considered for events that educate the larger campus community on cultural or spiritual traditions. Please be specific with all food requests.
- **Pay your own membership dues.** Funding will not be given to pay membership dues or fees to societies, associations, or professional organizations.
- **Member-only events may be considered.** Funding will be considered for small events limited to the organization's members provided there is a clear demonstration of an effort to share new knowledge with the larger campus community. Note that events open to all students will take priority over member-only events.
 - Example) Your organization may request funding to send officers or members to a conference, provided that you host a presentation of your findings upon returning.

Travel Funding Guidelines

- **Hotel Rooms & Lodging** – SAF may fund up to \$100 per room per night for students.
 - Hotel rooms must be filled according to size.
 - Double rooms = 4 individuals
 - Single rooms = 2 individuals
- **Transportation** – For liability reasons, students traveling off-campus are encouraged to use Concordia's Transportation Services vehicles. SAF will not fund the use of personal vehicles.
- **Food** – SAF will not fund any food or food-related expenses for off-campus trips.
- All students traveling should expect to pay a portion of their travel out of pocket.
- All trips outside of the FM area **require an advisor** to attend. Plan to cover the cost of the advisor's travel.

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What are the SAF request deadlines?

Budget Request by 12:00 PM	SIC Review Date	Final Decisions
Thursday, September 4th	Thursday, September 11th	Thursday, September 18th
Thursday, September 18th	Thursday, September 25th	Thursday, October 2nd
Thursday, October 2nd	Thursday, October 9th	Thursday, October 16th
FALL INTERIM	FALL INTERIM	FALL INTERIM
Thursday, October 30th	Thursday, November 6th	Thursday, November 13th
THANKSGIVING BREAK	THANKSGIVING BREAK	THANKSGIVING BREAK
Thursday, November 20th	Thursday, December 4th	Thursday, December 11th
WINTER BREAK	WINTER BREAK	WINTER BREAK
Thursday, January 15th	Thursday, January 22nd	Thursday, January 29th
Thursday, January 29th	Thursday, February 5th	Thursday, February 12th
Thursday, February 12th	Thursday, February 20th	Thursday, February 26th
SPRING INTERIM	SPRING INTERIM	SPRING INTERIM
Thursday, March 12	Thursday, March 19th	Thursday, March 26th

Budget requests will be reviewed **BI-WEEKLY** except during school breaks. The SIC Commissioner will do a preliminary review of all requests and may reach out for additional information. Please expect up to two weeks for a final answer to your request.

The final requests for first semester are due **Thursday, November 20th, 2025**.

The final requests for second semester are due **Thursday, March 12th, 2026**.

RETROACTIVE REQUESTS WILL NOT BE CONSIDERED!

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What tips should I keep in mind?

- **Request funds well in advance.** It is not uncommon that SIC may have additional questions regarding your request and will not approve funding without further clarification. Allow for plenty of time leading up to your event.
- **Request funds for all off-campus travel events three weeks prior.** Requesting at least three weeks prior to your departure date will provide SIC plenty of time to review your request, ask additional questions if needed, and transfer the necessary funds.
 - Remember to submit a **Travel Request Form** at least two weeks prior to your organization's departure. This form can be found on the Student Organizations page on Cobbernet.
- **Use Parke supplies whenever possible.** Publicity supplies are sold at cost to all students and several tools are available for use by student organizations.
 - Questions? Email parke_slc@cord.edu or contact Zoey Zachek, Student Engagement & Communication Specialist at zzachek@cord.edu.
- **Retroactive requests will not be considered.** Retroactive = requesting funding after you have already made the purchase, or the event/trip has already occurred.

FAQs

How much money can we request?

There is no rule for how much you can request. It could be \$5, \$500, or \$5,000.

How often can we request?

There is no limit on the number of requests you can submit throughout the academic year.

Are budgets automatically approved?

No. The Student Involvement Council (SIC) meets to discuss each budget request and apply their guidelines to their decision. The council is making decisions to allocate money to student organizations throughout the year and they aim to make choices that ensure all organizations have access to **some** amount of funding.

What items to groups typically request for?

There is a wide range of what organizations will request money for, and it depends on your organization's needs. Common examples include sporting equipment, event set-up and reservations, speakers/performers, and more.

When will we hear back about our budget request?

In most circumstances, the council will communicate with you within two weeks. However, communication may be delayed if they need additional information regarding your request. Please continue to check your Concordia email to promptly answer questions.

What if we need money when SIC isn't meeting?

We encourage you to plan in accordance to the deadlines listed above. Funding will not be provided outside of the SIC meeting schedule.

What happens to the SAF funds we don't spend?

If you request more funding than necessary for your event, the remainder is to be left untouched so it can be returned to the SAF pool for future student organization requests. Spending SAF funds on events or items other than what was requested in your proposal to SIC is NOT permissible.

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What if I still have questions?

Contact Information

Thank you for taking the time to familiarize yourself with the SAF guidelines and relevant deadlines. If you still have questions, please consider reaching out to the following:

Student Involvement Council Commissioner
sgasic@cord.edu

The Office of Student Engagement
ose@cord.edu
218.299.3640