



# SGA Tiered Funding Basics

Embry-Riddle Aeronautical University - Prescott

Student Government Association

Office of the Treasurer

Revised on August 26<sup>th</sup>, 2024

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**The changes in the amount an RSO (Recognized Student Organizations) can request in SGA Grants became effective on January 1st, 2023.**

## Tier 1 Criteria:

- Must be registered and in good standing with the Department of Student Engagement
- Minimum of 5 members must be registered with the RSO (4 members + President)
- Disclose additional funding sources
  - Including but not limited to receipts, dues, statements and invoices with dollar amounts.
- EagleLife must be updated with current officers, contacts, and events at the time of the tier submission deadline (**November 12<sup>th</sup>**)

Tier 1 is eligible for the \$250 SGA RSO Subsidy.

## Tier 2 Criteria:

- Must have at least 1 full semester of establishment
- One officer as well as one other member must attend at least one SGA Open Meeting
  - The RSO's name must appear a total of two times over the semesterly list of RSO SGA Involvement over one SGA open meeting. The RSO must send at least one officer once.
  - If the officers of an RSO are not able to attend any Open Meeting, two general members may be sent in the officer's place. Approval from the SGA Treasurer must occur before this can take place. Without previous approval, non-officers will **ONLY** be counted towards the general member count
  - Scan all attendance QR codes present at SGA/BCA events and track your members/officers attendance independently for future reference.
  - One person can only count for 2 RSOs per event
- Two members must attend a BCA or SGA event
  - The RSO's name must appear a total of two times over the semesterly list of RSO Involvement over one BCA or SGA event
  - Scan all attendance QR codes present at SGA/BCA events and track your members/officers attendance independently for future reference.
  - One person can only count for 2 RSOs per event
- 75% of past approved items must be purchased over the past 3 semesters
- Must have a well-defined meeting schedule
  - EagleLife meeting registered (include screenshots) are the only acceptable form of proof
  - This is a DSE (Department of Student Engagement) requirement as well
- Must submit semesterly goals (please create an internal document and upload it to EagleLife. You will submit this document with your Tier Request Form)
- Must have an executive board of a President, Vice President, and Treasurer (or equivalents)
- All Tier 1 criteria

Tier 2 is eligible for the SGA RSO Subsidy as well as requesting up to \$2000 from the SGA Grant.

## Tier 3 Criteria:

- Must have 2 full semesters of establishment
- One officer as well as one other member must attend at least two SGA Open Meetings

- The RSO's name must appear a total of four times over the semesterly list of RSO SGA Involvement over two SGA open meetings. The RSO must send at least one officer twice.
- Scan all attendance QR codes present at SGA/BCA events and track your members/officers attendance independently for future reference.
- One person can only count for 2 RSOs per event
- Minimum of 20 active members or a total of 75 different people across all meetings in a semester
  - An active member is someone who attends 75% of all the meetings and events the RSO hosts
  - Must use the "Active Member Calculation Template" available on EagleLife > Org Resources > Financial Resources > SGA RSO Tier Requests
- Two members must attend two BCA or SGA events
  - The RSO's name must appear a total of four times over the semesterly list of RSO Involvement over two BCA or SGA events
  - Scan all attendance QR codes present at SGA/BCA events and track your members/officers attendance independently for future reference.
  - One person can only count for 2 RSOs per event
- At least one RSO Officer must attend Officer Orientation
  - One person can only count for 2 RSOs
- Defined Officer transition saved on EagleLife
  - Have position continuities in your RSO's guiding documents
- One recruitment event
  - Including, but not limited to, the Org fair, tabling, open house, etc.
- One RSO sponsored event
  - Including, but not limited to, a Competition, guest speaker, etc.
- One RSO sponsored community service event
  - Ex. Yard/road/park cleanup, community-based collections and donations, etc.
  - The RSO must generate at least 20 man-hours of service
    - A man-hour is the average amount of work one person can do over 1 hour. 20 man-hours are interpreted to mean that 20 people must each contribute 1 hour to the minimum number of hours the RSO must produce.
    - One person can count for up to 2 man-hours
      - Ex: If 10 people complete 2 hours of service each, the requirement is completed
- Orientation for new members
  - Must introductory PowerPoint / teaching material used to teach newcomers about the RSO
- Internal document review
  - Includes bylaws, funding guidelines, officer transition documents, etc.
- 10% of the funding requested through the grant must be contributed by the RSO. This can be acquired through fundraising or member dues.
  - Receipts, dues, statements, invoices, etc. with dollar amounts.
  - This does not affect the amount of Grant money the RSO can receive. At the end of the process, if the RSO asks for \$2000, they will have \$2000 + \$200 = \$2200.
- All Tier 1 and 2 criteria
  - Tier 3 is eligible for the SGA RSO Subsidy as well as requesting up to \$3500 from the SGA Grant

#### **Tier 4 Criteria:**

- Must have four full semesters of establishment
- One officer and two other members must attend 3 SGA Open Meetings
  - The RSO's name must appear at least nine times over the semesterly list of RSO SGA Involvement over 3 SGA open meetings. At least three times the RSO must send an officer.
  - Scan all attendance QR codes present at SGA/BCA events and track your members/officers attendance independently for future reference.
  - One person can only count for 2 RSOs per event
- Minimum of 25 active members or a total of 100 different people across all meetings in a semester

- Must use the “Active Member Calculation Template” available on EagleLife > Org Resources > Financial Resources > SGA RSO Tier Requests
- At least 2 RSO Officers must attend Officer Orientation
  - One person can only count for 2 RSOs
- One RSO sponsored community service event
  - Ex. Yard/road/park cleanup, community-based collections and donations, etc.
  - The RSO must generate at least 25 man-hours of service
    - A man-hour is the average amount of work one person can do over 1 hour. 25 man-hours are interpreted to mean that 25 people must each contribute 1 hour to the minimum number of hours the RSO must produce.
    - One person can count for up to 2 man-hours
- Three members must attend three BCA or SGA events
  - The RSO’s name must appear at least nine times over the semesterly list of RSO Involvement over at least three BCA or SGA events.
  - Scan all attendance QR codes present at SGA/BCA events and track your members/officers attendance independently for future reference.
  - One person can only count for 2 RSOs per event
- All Tier 1, 2, and 3 criteria  
Tier 4 is eligible for the SGA RSO Subsidy as well as requesting up to \$5000 from the SGA Grant

To qualify for a tier, RSO officers must submit the Tier Request Form (found on Eagle Life). With this form, all supporting documents must be submitted, including but not limited to attendance lists, social media posts about events, registration confirmations, receipts from dues paid and fundraising events, transcripts of meetings, and internal documents. The Treasurer will then determine which tier your RSO belongs in. There will be a short time for appeals if you believe that we have placed you in the wrong tier. This will take place at the end of the semester.

If an RSO is disbanded for any reason, the "semester count" of that RSO will be reset if the RSO decides to reassemble.

If you have any questions, now is the time to ask! It is better to ask now instead of the day the forms are due. You can reach me at my email, [prsgatre@erau.edu](mailto:prsgatre@erau.edu), my phone, (760) 987-7247 (please let me know who you are), or in the SGA office during my hours.

*Respectfully,*

**Makayla Gill**

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