

1-25-2017

## SB-17S-3077 UNF Bass Fishing Club

Student Government Association University of North Florida

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1 *SB-17S-3077: UNF Bass Fishing Club*

2 Whereas: The Student Government of the University of North Florida was established to represent student  
3 concerns in all University wide matters, and;

4 Whereas: The Budget and Allocations Committee is a standing committee of the Student Government  
5 Senate, responsible for funding only those entities that comply with the Student Government  
6 mission, which is to represent student concerns in all university wide matters while developing  
7 and promoting programs and activities of practical value and interest to students, and;

8 Whereas: RSOs and currently enrolled Activity and Service Fee-paying students may request funding for  
9 travel from the Student conference Travel Index according to chapter 841.1 of the Student  
10 Government Statutes and;

11 Whereas: According to chapter 841.2 of the same, Travel Requests fall under the jurisdiction of the Budget  
12 and Allocations Committee and are not subject to full Senate approval unless vetoed by the  
13 President or brought to the Senate floor as outlined in Chapter 840.10 and according to 841.2,  
14 and;

15 Whereas: The request must receive a two-thirds (2/3) affirmative vote to pass, and;

16 Whereas: The purchase or activity reflects students' genuine interests and enhances the educational, social,  
17 cultural, and recreational services available to students at the University of North Florida, and;

18 Whereas: The person(s) listed below are Activity and Service Fee-paying students, who seek to manifest the  
19 above mentioned goals, and;

20 Whereas: Five students from UNF Bass Fishing Club wish to attend F/W College Series Bass Fishing in  
21 Bainbridge, Georgia from January 12 to January 15, 2017, and;

22 Whereas: UNF Bass Fishing Club is requesting funding for the below items:

23	Registration	= \$0.00
24	Lodging	= \$152.85
25	Transportation	= \$100.13
26	Total	= \$252.98

27



# SENATE LEGISLATION

## SB-17S-3077

1

***SB-17S-3077: UNF Bass Fishing Club***

2

Therefore: Let it be enacted, by the University of North Florida Student Government, that \$252.98 be encumbered in the FY 2016-2017 Student Conference Travel Index 402028 in order to pay for the above referenced items.

3

4

5

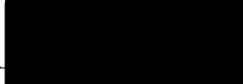
6

### Legislative Action

### Executive Action

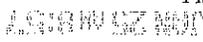
Author: B&A Committee  
Sponsor: Senator Kazdin  
Committee: B&A  
Committee Action: adopted as amended 5-0-0  
Senate Action: —  
Date of Action: —

Let it be known that SB-17S-3077 is hereby  
APPROVED / VETOED / LINE-ITEM VETOED  
on this 25 day of Jan 2017.

Signed,   
*Caleb Grantham Student Body President*

Signed and Delivered to the Student Body President  
on this 25 day of Jan. 2017.

Signed and Delivered to the Senate Secretary

Place Time Stamp Here  


Place Time Stamp Here  


Signed:   
*Dallas Burke, Student Senate President*

02.13.14

ROTUNDA TIMESTAMP

SG SIGNATURES COLLECTED  
JAN 17 PM 12:34

# Travel Request

Completed Travel Requests must be submitted a **minimum five (5) weeks prior to the departure date**. Submit form to the Student Government Rotunda (58E/3300).

## Checklist

### On this form

- Summary
- Cost Breakdown
- Questionnaire
- Travel Guidelines

### You provide

- Official schedule/agenda/program and other supporting documentation for event
- Official business quotes for accommodations (transportation, registration fees, etc.)
- List of all students traveling, including: names, n-numbers, phone numbers, email addresses, residential addresses, and room assignments (if applicable). *on file in Business office*

## Summary

Requests cannot exceed more than \$500 per individual student, and \$2,000 per RSO, per fiscal year. No student shall expend directly, or through an RSO, more than \$500 through the Travel Index annually.

I am requesting a total of \$1,984.70 for a(n)  Competition  Conference  Meeting  Seminar  Workshop  Other: \_\_\_\_\_

for  Myself  The RSO: UWF Bass Fishing Club

Event Information		
Event Name: <u>Fish College Series Bass Fishing</u>	Event Date: <u>Jan 14, 2017</u>	
Location: <u>Princeton, GA</u>	Departure Date: <u>1/12/17</u>	Return Date: <u>Jan 13, 2017</u>

Contact Information	
Requestor's Name: <u>Asia Heckman</u>	
Phone Number: <u>601-559-2237</u>	Email: <u>asiaheckman@hotmail.com</u>
Faculty Advisor/Sponsor's Name: <u>Walt Gitz</u>	
Phone Number: <u>901-620-1449</u>	Email: <u>wgitz@uwal.edu</u>

\*



## Cost Breakdown

<b>Registration</b>	Number of students going on trip	<sup>A</sup> 5
	Is there a registration fee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (move to "Lodging")	
	What is the registration fee per student?	<sup>B</sup>
	Total registration cost $A \times B$	<sup>C</sup>
	How much of this total are you requesting?	<sup>D</sup>
<b>Lodging</b>	Is there a lodging cost? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (move to "Transport")	
	Cost per room, per night	<sup>E</sup> \$ 50.95
	Number of rooms	<sup>F</sup> 2
	Number of nights	<sup>G</sup> 3
	Total cost of lodging $E \times F \times G$	<sup>H</sup> 305.70
	How much of this total are you requesting?	<sup>I</sup> \$ 305.70
<b>Transport</b>	Will you be traveling by plane, bus, train, or boat? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (move to "...Vehicle")	
	Cost per ticket	<sup>J</sup>
	Total cost of non-rental transit $A \times J$	<sup>K</sup>
<b>Personal Vehicle</b>	Will your organization drive a vehicle? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (move to "Total")	
	Do you prefer to rent, or drive your own? <input type="checkbox"/> Rent <input checked="" type="checkbox"/> My Own	
	Number of vehicles	<sup>L</sup> 1
	Miles to travel	<sup>M</sup> 225
	Total Mileage $L \times M$	<sup>N</sup> 225.00
	Total Mileage Cost $N \times 0.445$	<sup>O</sup> \$ 100.13
	Cost per rental vehicle Vehicle Rate x Number of Days	<sup>P</sup> \$ 0.00
	Total rental vehicle cost $L \times P$	<sup>Q</sup>
<b>Rental Vehicle</b>	Estimated Cost per Gallon	<sup>R</sup>
	Fuel Cost (for rental vehicles only) $(N + 15mpg) \times R$	<sup>S</sup>
	Total Rental Cost $Q + S$	<sup>T</sup>
	Total Transportation Cost $K + T$	<sup>U</sup> \$ 100.13
	How much of this total are you requesting?	<sup>V</sup> \$ 100.13
<b>Total</b>	Total cost of trip $C + H + U$	<sup>W</sup> \$ 405.83
	Requested amount $D + I + V$	<sup>X</sup> \$ 405.83

\*A rental quote must be included, even if not renting. Contact the Business & Accounting Office to obtain a discounted quote.

(\*) Updated

## Cost Breakdown

Registration	Number of students going on trip	A
	Is there a registration fee? <input type="checkbox"/> Yes <input type="checkbox"/> No (move to "Lodging")	
	What is the registration fee per student?	B
	Total registration cost $A \times B$	C
	How much of this total are you requesting?	D
Lodging	Is there a lodging cost? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (move to "Transport")	
	Cost per room, per night	E \$50.95
	Number of rooms	F 2
	Number of nights	G 3
	Total cost of lodging $E \times F \times G$	H <del>\$152.85</del> 305.70
How much of this total are you requesting?	I <del>\$152.85</del> 305.70	
Transport	Will you be traveling by plane, bus, train, or boat? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (move to "...Vehicle")	
	Cost per ticket	J
	Total cost of non-rental transit $A \times J$	K
Personal Vehicle	Will your organization drive a vehicle? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (move to "Total")	
	Do you prefer to rent, or drive your own? <input type="checkbox"/> Rent <input checked="" type="checkbox"/> My Own	
	Number of vehicles	L 1
	Miles to travel	M 225
	Total Mileage $L \times M$	N 225
Total Mileage Cost $N \times 0.44$	O \$99.00	
Rental Vehicle	Cost per rental vehicle	P
	Total rental vehicle cost $L \times P$	Q
	Estimated Cost per Gallon	R
	Fuel Cost (for rental vehicles only) $(N + 15mpg) \times R$	S
	Total Rental Cost $Q + S$	T
Total	Total Transportation Cost $K + T$	U
	How much of this total are you requesting?	V \$99.00
	Total cost of trip $C + H + U$	W
Requested amount $D + I + V$	X <del>\$251.55</del> 404.70	

\*A rental quote must be included, even if not renting. Contact the Business & Accounting Office to obtain a discounted quote.

## Questionnaire

1	Will funded students be enrolled in classes during the time of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2	Will funded students receive a grade or academic credit for attending the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	How many students have attended this event before?	6 students have attended before
4	How will attending this event benefit you/your organization?	Allows the anglers insight into fishing waters outside of Florida and to expand upon fishing techniques they may not have been exposed to previously
5	How will attending this event benefit the student body as a whole?	Allows students at UNF who are interested or want to learn about competitive fishing the opportunity to do so, also gets UNF's name out there with other colleges in a competitive setting.
6	What other sources of funding are you receiving for this trip, and how much per source?	Boat washing fundraisers, <del>club sponsorships</del> (varies) Club Sponsorships (varies)
7	How much has been fundraised for this event, and how?	We have fundraised approximately \$150 this year to cover registration fees.
8	How much has Student Government provided for this event before?	upwards of \$350 per tournament
9	What will happen if SG partially funds this request?	We will have to use money from the club account, but would not be able to go to all events later in the season
10	What will happen if SG does not fund this request?	Students would have to pay (at least partially) out of pocket to attend the event
11	If you're requesting for an RSO, how long has your organization been active at UNF?	7 years

## Statement of Travel Guidelines

1. Upon approval of the Senate, you must meet with the SG Accounting Associate within three (3) business days to discuss internal procedures and funding arrangements. Failure to do so will result in loss of funding. (Tip: it is recommended that you contact the Business & Accounting Office at 620-1511 the next business day and schedule an appointment.)
2. Your travel must adhere to University Travel Policies published annually by the Travel Office.
3. All travelers must sign a TA (Travel Authorization) and Liability Form no later than five (5) business days prior to trip departure date. You will be contacted by the SG Business and Accounting Office when the forms are ready for your signature.
4. Prepare an outline of the intended payment methods (i.e., who is paying for which expenses) and bring this information with you to your meeting with the Business & Accounting office.
5. Within two (2) business days of your return, original receipts must be turned into the SG Business & Accounting office. (Tip: keep a copy of your receipts in the event you are contacted with questions about your submission.)
6. University policy requires travelers to complete Travel Reimbursement (TR) forms at the conclusion of their travel, even if there is no reimbursement due. Once your TR is ready to sign, you will receive an email from the Business & Accounting office. It is important for you to make arrangements to sign the form within the time frame you are given in the email so not to jeopardize your reimbursement or to risk possible holds on your student record.

By submitting this form, the requestor assumes responsibility for this trip and affirms that all funding allocated by the Student Senate will be used in compliance with the Student Government Finance Code (Title VIII of the Student Government Constitution and Statutes). Failure to comply with the above guidelines and those in the Student Government Finance Code will result in forfeiting all Student Government funding for the trip and possible holds on student records.

	Name	Signature	Date
<input type="checkbox"/> RSO's President	Max Moreuse	[Redacted]	11/2/16
<input type="checkbox"/> Individual Requestor	Asa Heckman		11/2/16
Treasurer (leave blank for individual requests)	Matt Gile		11/2/16
Faculty Advisor/Sponsor	Matt Gile		11/2/16

*If you have a disability, or require accommodations, please contact ADA or DRC at least five days before the hearing.  
For physical barriers: ADA Compliance Office at (904)620-2870 or 711 for TDD/TTY.  
For other accommodations: Disability Resource Center at (904)620-2769 or [drc@unf.edu](mailto:drc@unf.edu).*

Office Use Only	B&A Hearing Date	Senate Hearing Date	
	Senate Sponsor	Signature	Date
	B&A Chair	[Redacted]	Date
	SG Treasurer	[Redacted]	Date
	Business Manager	[Redacted]	Date

B&A Chair: Christopher Jordan, Date: 2/2/16  
 SG Treasurer: Heather Pennick, Date: 12/1/16  
 Business Manager: Dawn Krjoe, Date: 12/2/16



## EVENT DETAILS

### SCHEDULE

**JANUARY 14, 2017**

**FLW COLLEGE FISHING - 2017 - LAKE SEMINOLE**

#### TAKE OFF

DAY 1 : 7:30 AM ET  
Bainbridge Earle May Boat Basin  
100 Boat Basin Circle  
Bainbridge GA 39819  
Phone: [386.437.1991](tel:386.437.1991)

#### HOST

Bainbridge Convention & Visitors  
Bureau  
101 South Broad Street  
Bainbridge GA 39817  
Phone: [329.243.8655](tel:329.243.8655)  
Website: [www.visitbainbridgega.com](http://www.visitbainbridgega.com)

#### WEIGH-IN

DAY 1 : 3:30 PM ET  
Bainbridge Earle May Boat Basin  
100 Boat Basin Circle  
Bainbridge GA 39819  
Phone: [386.437.1991](tel:386.437.1991)

#### REGISTRATION

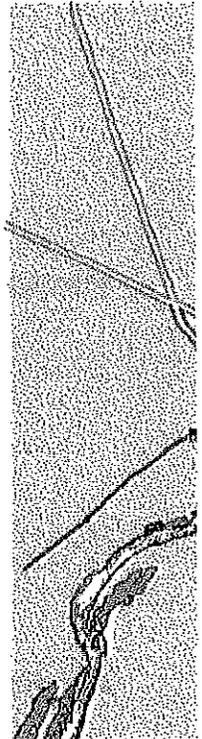
Bainbridge Earle May Boat Basin  
100 Boat Basin Circle  
Bainbridge GA 39819  
Phone: [386.437.1991](tel:386.437.1991)

#### IMPORTANT DATES

Priority Registration by January 13, 2017

#### MARINA

Bainbridge Earle May Boat Basin  
100 Boat Basin Circle  
Bainbridge GA 39819  
Phone: [386.437.1991](tel:386.437.1991)



LOGIN

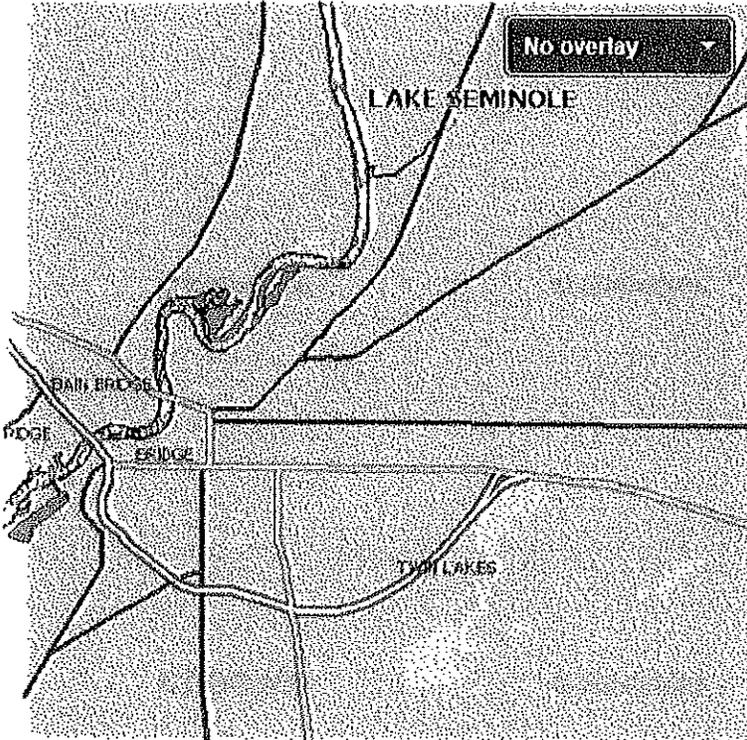


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**HOWARD JOHNSON BAINBRIDGE**

1401 TALLAHASSEE HIGHWAY  
BAINBRIDGE, GA 39819 US

Phone: 229-246-8550

Fax: 229-246-0260

Email: hojobainbridge@gmail.com

Printed: 11/2/2016 1:46:14 PM

**Folio (Detailed)**

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Name:	THADDEUS, HECKMAN	Confirmation Number:	944-557645				
		Account Number:	944-557645				
Address:	12171 BEACH BLVD APT 1627 JACKSONVILLE, FL 32246 US						
Room:	107	Room Type:	NDD2, 2DOUBLE/NS/	Nights:	3	Guests:	1/0
Rate Plan:	RACK	Daily Rate:	PETFRIENDLY	GTD:	CA - CASH		
Arrival:	1/12/2017 (Thu)	Departure:	\$50.95 + \$11.12 Tax				
			1/15/2017 (Sun)				

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**Room Rate:**

1/12/2017 (Thu) - 1/14/2017 (Sat)      \$50.95 + \$11.12 Tax per night.

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**Guest Signature:**

\_\_\_\_\_

(1) Regardless of charge instructions, the undersigned acknowledges the above as personal indebtedness. (2) This property is privately owned and management reserves the right to refuse services to any one, and will not be responsible for injury or accidents to guests or loss of money, jewelry or any personal valuables of any kind. "We or our affiliates may contact you about goods and services unless you call 888-946-4283 or write to Opt Out/ Privacy, Wyndham Hotel Group, LLC, 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our website about privacy."



**Jordan, Christopher**

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**From:** Barnes, Timothy  
**Sent:** Monday, January 09, 2017 12:12 PM  
**To:** Jordan, Christopher (SG B&A Chair)  
**Cc:** Knipe, Dawn  
**Subject:** FW: Travel

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

FYI....

---

**From:** Asa Heckman [mailto:Asa.Heckman@hotmail.com]  
**Sent:** Monday, January 09, 2017 11:58 AM  
**To:** Barnes, Timothy <n01065564@unf.edu>  
**Subject:** Re: Travel

Hey Timothy, thank you very much for getting in touch with me. I do understand there is a possibility that the committee may not approve the request or only select to partially fund the expenses. Christopher has informed me and I have discussed that with the travelers and they understand the financial situation. If Christopher could get in touch with me regarding the B&A committee presentation (since the circumstances have changed slightly from prior approval to a reimbursement) that would be superb. Please keep me informed if anything changes.

Thanks again,  
-Asa

P.S.  
Feel free to contact me via this email address or cell-phone (618-559-2237) whichever is best for you.

---

**From:** Barnes, Timothy <n01065564@unf.edu>  
**Sent:** Monday, January 9, 2017 9:10 AM  
**To:** Asa Heckman  
**Cc:** Knipe, Dawn; Jordan, Christopher (SG B&A Chair)  
**Subject:** Travel

Good morning Asa. I want to affirm that the club can travel, however, there is the possibility that the B&A Committee will not approve their request. So the club will run the risk of not getting reimbursed. Let me know if you have any questions. Thanks

**Timothy Barnes**

Accounting Associate | Student Government  
University of North Florida, Bldg. 58E/3409  
[timothy.barnes@unf.edu](mailto:timothy.barnes@unf.edu) | [sgbusiness@unf.edu](mailto:sgbusiness@unf.edu)  
Phone: 904.620.1582 | Fax: 904.620.5756