

## SIF Red Flag Policy

The Penn State Berks SIF Red Flag Policy exists to encourage appropriate use of the Student Initiated Fee monies. The policy defines the misuse of SIF monies and the sanctions and penalties administered for infractions. The SIF Red Flag processes administered by the Penn State Berks Student Initiated Fee Allocation Committee (SIFAC) are designed to assist in holding fund recipients accountable for their actions.

The Penn State Berks SIFAC reserves the right to audit any Student Initiated Fee allocation and to impose penalties for non-compliance with SIF policies as stated in the Penn State Berks Student Initiated Fee Handbook. Those who are found to be non-compliant will be subject to the Penn State Berks Student Initiated Fee Red Flag Policy as outlined below.

The misuse of Student Fee monies by an SIF grant recipient or participant may result in receiving an SIF “Red Flag.” Misuses of SIF funding are reviewed and sanctioned by SIFAC.

### ***Misuses of SIF funding include, but are not limited to:***

Violation of the SIF policies and procedures outlined in the Penn State Berks SIF Handbook, the Penn State Student Fee Board Handbook, and / or the Commonwealth Fee Board and Commonwealth Student Initiated Fee Operating Procedures.

Violation of the Penn State Student Code of Conduct.

Failure to follow SIF policies and procedures outlined in the Student Initiated Fee Award Notification email.

Failure to submit budget tracking spreadsheets and/or requested annual reports and documents.

Requesting duplicitous funding, i.e., making a duplicate-fund request by submitting a proposal to SIF and other Penn State sources or external funding which results in a net financial gain for the same items or services.

Storing SIF-funded materials or equipment off-campus and/or preventing other students or student groups from accessing SIF-funded materials or equipment.

Participants of Trips/Events who conduct any of the following:

- Without good reason, cancelling an RSVP for a trip after the Trip Coordinator’s stated deadline.
- Attending a trip but not actively participating in the paid or specific event/activity.
- “No Show” on the day of the trip, without providing advanced notice to the Trip Coordinator.

The funding recipient failing to notify SIFAC of a trip, event, or activity cancellation after funding has been awarded.

The funding recipient failing to notify SIFAC of a change in the original purpose and costs for the SIF proposal after funding has been awarded.

***The penalties and sanctions will be administered as follows:***

***First Offense:*** Email notification for misuse of SIF funds. A warning will be placed in the funding recipient's file. Additional steps may be specified.

***Second Offense:*** Email notification for misuse of funds and a 7-week probation. Probation applies to weeks in which classes are held and may include weeks of the semester following the offense date. During probation, the funding recipient may not use any of their approved allocated SIF funding. This includes sponsoring and facilitating SAF-funded events, programs, or trips and purchasing supplies, equipment, food, give-a-ways, gift cards, and apparel.

\* Funds that have already been encumbered will be processed for payment; however, no new spending will be approved.

\* Once the group or individual has completed their 7-week probation, all sanctions are lifted.

***Third Offense:*** Email notification for misuse of funds and a 15-week suspension. Suspension applies to weeks in which classes are held and may include weeks of the semester following the offense date. During suspension, the funding recipient may not use any of their approved allocated SIF funding. This includes sponsoring and facilitating SAF-funded events, programs, or trips and purchasing supplies, equipment, food, give-a-ways, gift cards, and apparel.

\* Funds that have already been encumbered will be processed for payment; however, no new spending will be allowed.

\* Once the group or individual has completed their 15-week suspension, all sanctions are lifted.

***Fourth Offense:*** Email notification for misuse of funds and suspension from using any remaining semester and/or academic year approved allocated SIF funding. All approved allocated funds will be taken back and returned to the SIF balance. Funding recipients will not be eligible to apply for SIF funds until the next academic year funding cycle.

\* Funds that have already been encumbered will be processed for payment.

**Additional Penalties**

In addition to the Red Flag penalties, recipients could receive the following:

- A reduction of future Student Initiated Fee funding
- Referral to the Student Conduct process
- Ineligible to submit funding proposals and/or zero funding on all requests submitted for one or more full academic years following the infraction

\* Any imposed penalties will be recorded in the funding recipient's file, documented on the SIF website, and filed for three years.