

LAFAYETTE COLLEGE

Student Government Standing Budget Committee

Budget Policy and Guidelines Student Government Recognized Organizations

GENERAL PROVISIONS & REGULATIONS

Non-Discrimination: There shall be no discrimination on the basis of any arbitrary criteria, as outlined in the Student Government Constitution.

Accessibility: All Lafayette College students must be allowed to participate in the event/group.

Awareness: A reasonable effort to advertise an event and/or group must be made. It is therefore required, in addition to any planned method of advertisement that an organizational event must be posted to LafSync.

Admittance Charge: Admission fees to events cannot be charged.

Direct Purpose: Student Government will only fund items and activities directly related to the purpose of the organization.

Required Records: Every organization is expected to maintain an account book containing all revenue and expenses, subject to audit at the request of the Student Government Treasurer or Lafayette College Controller.

Timing: There must be at least two weeks between the submission and the proposed event. Incomplete or late budget requests will not be accepted.*

Ex Post Facto Funding: There is no reimbursement for groups who spend money before receiving allocation from SBC. *Ex post facto* funding is strictly prohibited.*

Attending Budget Request Meetings: Any organization requesting more than \$400 must attend a Student Government Budget meeting with a detailed budget requested submitted before the meeting.

Budget Requests: *Itemized* budget requests (meaning very specific and detailed breakdown of each item to be bought) must be submitted before the weekly Student Government budget meetings and two weeks before the anticipated event, program, tournament, etc.

Student Responsibility: Lafayette College is fortunate to have close to 100 recognized student organizations where students can engage with each other and learn about cultures and interests, explore a passion or develop a new hobby. To that end, Student Government has a limited amount of funds to support all organizations to the best of their ability. We request students pay a portion of their membership in club sports, attendance at conference or find creative ways to reduce the overall cost of events.

Kickstart Your Organization: Each organization will be allocated \$150 at the beginning of the fall semester or when an organization becomes fully recognized to assist with advertising the first meeting, preparing for involvement fair and food for the first meeting. An organization may only spend up to \$100 on food.

SPECIFIC FUNDING POLICIES

Equipment and Uniform Policy

1. New or used equipment or furnishings (such as sports paraphernalia, sound equipment, etc.) must be recorded as inventory in the organization's records, and is the organization's responsibility to maintain.*
2. Sports clubs must get signature approval from recreation services for all capital equipment purchases and any non-perishable equipment over \$500 due to delivery, storage and liability considerations.
3. Uniforms purchased on behalf of a club are to be held in inventory and remain with the club at the conclusion of the year. Uniforms purchased with Student Government funds are not for individual members to keep beyond the use of club activity.
4. The purchase date for equipment and uniforms should be documented. *

Food Policy

1. Requests for food will be considered on the basis of their merit under either of the following two definitions:

- a. Significant Addition: The omission of food would significantly alter the nature of the event.
 - b. Integral to the Event: The omission of food would make holding the event impossible.
2. If a group chooses to invite a speaker or guest of the College to a meal, funding will be considered for the speaker only. Students who wish to accompany the guest are expected to pay for their own meals. All requests must be preapproved by the SBC.*
3. Student Government funds may not, under any circumstances, be used for the following:
 - a. The purchase or promotion of alcoholic beverages.
 - b. Dinners or parties solely for the entertainment of members of the organization.
 - c. Meals for off-campus trips.*
4. Food for the first general interest meeting(s) will be funded up to \$100. This allocation will be put into the account:
 - a. At the beginning of the fall semester
 - b. Or when a group becomes full recognized within Student Government.

If a club or organization would like to obtain food for an event, they are hereby requested to consult and are required to follow the procedures outlined in the “Lafayette College Policy on Food and (Non-Alcoholic) Beverages”.

Hotel and Accommodation Policy

1. All teams going on their respective league, division, or other inter-collegiate competitive events / organizations attending conferences specific to the mission of their organizations can receive hotel funding for up to \$150.00 per night per room (4 persons per room).
2. Speakers for on-campus events will be funded up to \$150.00 per night for hotel, additional speakers accommodations will be considered including travel to and from campus.
3. Additional funding will be considered if gender specific accommodations are requested.
4. All other club related accommodation expense, not aforementioned, will be assessed on its merits, necessities, and overall cost.

Contract Policy

1. All organizations that choose to contract agent, presenter, or lecturer must have all salaries and credentials approved by the Office of Student Leadership and Involvement and must notify SBC. Sports clubs should consult the Sports Club Manual for the proper onboarding process and the requirement for hiring and/or rehiring an instructor or coach for their organization.
2. Students may not sign contracts with third party agents; all approval should go through the Office of Student Leadership and Involvement Programs. All instructors and coaches must have the paperwork (i.e. Forms I-9, W-4, etc.) filed with Lafayette College in order to be paid.

Transportation Policy

1. Students should not use personal vehicles for official College business (departmental or club/organization programs). The College cannot assume liability for students who use their own vehicles.
2. Reimbursement for rental vehicles, gas, tolls, and parking will be provided only if Enterprise rental vehicle(s) were used. Requests for Enterprise rental vehicles can be made through the Office of Student Leadership and Involvement. Reimbursements will be considered for Ubers if no other option is available.
3. School buses should be used when possible within a 50 mile radius of the College, after 50 miles a coach bus or Enterprise vehicle(s) should be used for the safety of the participants.
4. Transportation for speakers or guests of the College will be funded within reason.

When Classes Are Not In Session (breaks and summer)

The aim of our funding model is to support member activity from the first day of classes in August through the last day classes in May. It is permissible to utilize funds for equipment or fees when those expenses align with the organization's budget proposal. Utilizing student government funds for travel will need to approval on a case-by-case basis. Events that are integral to the success of the organization will receive the greatest consideration for support with either registration fees or transportation. However, Student Government expects that organizational members will contribute financially to events proposed when classes are not in session.

Student Performances

Student Government does not fund student performers i.e. dj's, photographers, videographers, etc. or any student to perform a function for the organization.

Conferences

Registration cost, and travel or hotel costs will be covered by Student Government depending which may be less. Students will be required to cover a percentage of the cost to attend the conference.

Giveaway and Raffle Policy

1. Please see the Student Organization Guide for information on the Cash Prize and Gift Card Policy, as well as Fundraising / Games of Chance Policy.
2. Under Pennsylvania State Law, Games of Chance are illegal without a license.
3. When considering designs/logos for giveaway t-shirts, it is imperative to consider whether any picture or statement could be deemed as offensive, obscene, or indicative of harassment towards others.
4. Giveaways may occur only at registered events, not general body meetings.*
5. T-shirts will only be considered if they are integral to the event.*

Charitable Causes, Co-Sponsorships and Gift Policy

1. Under no circumstances may Student Government funds be donated directly or indirectly to any outside source.
2. Organizations may not transfer any funds from Student Government to another organization's event. Only generated revenue or funds from restricted account may be transferred to co-sponsor another organization's event.
3. Recognition gifts such as senior gifts, plaques or certificates to organization members will not be funded unless there are special circumstances.*

EXEMPTIONS

Aforementioned policies denoted with an asterisk may be appealed. To appeal a policy, please contact the Vice President of Student Government with sufficient time to review your claim.

ACCESSING THE FUNDS

1. There are two types of accounts that organizations may have to manage their money: Student Government Accounts and Restricted Accounts.

- a. **Student Government Account:** All Student Government allocations are held in the Student Government account. Every club receives a SG account upon receiving recognition. SG funds are allocated on a rolling basis throughout the year through Program Requests and may only be used for items approved through the budget process. An organization's budget is effective **July 1 to June 30**. Any remaining money in an organization's SG account will be returned to the SG General Account at the end of each semester or the end of a sports team season.
 - b. **Restricted Account:** Recognized clubs and organizations who engage in fundraising, collect dues, receive donations, or otherwise raise money outside of the SG budget allocation process may maintain those funds in a Restricted Account, to separately manage such organization finances.
2. There are two established measures for acquiring funds from Student Government: Program Requests and Basic Annual Budgets.
 - a. **Program Requests:** Recognized organizations may place Program Requests to receive funding for their on-campus programs and conferences. Organizations may make as many Program Requests as they wish. Each request should be submitted two weeks prior to the expected event date. Program requests may be placed through an online submission through LafSync.
 - b. **Basic Annual Budgets:** Recognized organizations may request Basic Annual Budgets throughout the year to cover the costs of regular club activity. This does not include on-campus programs, but rather supplies, national organization fees, and trips away from campus. Basic Annual Budget requests can be made via online submission through LafSync.
3. Purchase Orders or Vouchers may be obtained through the Office of Student Leadership and Involvement for the purpose of making transactions through approved vendors. All Purchase Orders must be submitted along with the appropriate receipts. To avoid any inconvenience, the Office of Student Leadership and Involvement should be notified at least two weeks before all purchase orders are submitted.
4. A cash advance may be requested through the Office of Student Leadership and Involvement for the purpose of purchasing approved items prior to an event or for gas/tolls for an upcoming trip.

5. Student use of personal funds is discouraged. Students will not be reimbursed for Sales Tax.
6. Please note, organizations are not permitted to hold accounts with outside firms or banks without the expressed permission of the Director of Student Leadership and Involvement.

BUDGET EVALUATION CRITERIA

Factors Budget Committee may consider when calculating budgets:

1. Did the club attend the Budget Preparation Info session?
2. How large is club membership? Or how many people are involved in the club's events?
3. What is the expected longevity of this club or the current longevity of the club?
4. How often does the club meet? What is usual attendance at these meetings?
5. How many events did the club program last year? Were they well attended by the campus community?
6. If there is the potential, were any of the club's events co-sponsored?
7. Where applicable, has the club effectively marketed its events?
8. Does the club require its members to pay dues?
9. Do the club members provide any of their own equipment, materials or devices for participation?
10. Does the club fundraise for any of its events or purchases?
11. How well researched and detailed is the club's request?

DISCLAIMER

Lafayette College Student Government reserves the right to freeze an organization's funds in instances of violation of Student Government policies, abuses of funding, and/or an organization's violations of student handbook policies. Lafayette College Student Government further reserves the right to subject any organization suspected of violating Student Government policies, abusing funds, and/or violating the student handbook policies to a budget hearing, which could result in sanctions as severe as the loss of recognition of an organization. Violations to the policies included the Student Handbook will be referred to the Office of Student Conduct.