STANDING BUDGET COMMITTEE
LAFAYETTE COLLEGE STUDENT GOVERNMENT

2015-2016
BUDGET POLICY & GUIDELINES

FOR STUDENT GOVERNMENT RECOGNIZED ORGANIZATIONS
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I. GENERAL PROVISIONS & REGULATIONS

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

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

3. 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.

4. Admittance Charge
   Admission fees to events cannot be charged.

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

6. 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.

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

8. 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.*

II. SPECIFIC FUNDING POLICIES

1. Equipment and Uniform Policy
FUNDING FROM LAFAYETTE COLLEGE STUDENT GOVERNMENT
STUDENT GOVERNMENT STANDING BUDGET COMMITTEE (SBC) 2015-16

a) 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.*

b) Club sports should contact Recreational Services before requesting equipment due to possible storage, planning, liability, and cost review.*

c) 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 are not for individual members to keep beyond the use of club activity.

d) The purchase date for equipment and uniforms should be documented. *

2. Food Policy

a) Requests for food will be considered on the basis of their merit under either of the following two definitions:
   i. Significant Addition: The omission of food would significantly alter the nature of the event.
   ii. Integral to the Event: The omission of food would make holding the event impossible.

b) 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.*

c) Student Government funds may not, under any circumstances, be used for the following:
   i. The purchase or promotion of alcoholic beverages.
   ii. Dinners or parties solely for the entertainment of members of the organization.
   iii. Meals for off-campus trips.*

d) Food for general body meetings will not be funded. However, an organization may apply for funds through a Program Request for food at an introductory meeting to solicit new members. *

e) 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”.

3. **Hotel and Accommodation Policy**
   a) All teams going on their respective league, division, or other inter-collegiate competitive events can receive hotel funding for up to $150.00 per night per room (4 persons per room).
   b) Student Government will not fund hotel and other accommodations for conferences, events, etc., unless the off-campus event is integral to the mission of the organization.*
   c) Additional funding will be considered if gender specific accommodations are requested.
   d) All other club related accommodation expense, not aforementioned, will be assessed on its merits, necessities, and overall cost.

4. **Contract Policy**
   a) All organizations that choose to hire a coach, instructor, contract agent, presenter, or lecturer must have all salaries and credentials approved by the Office of Student Leadership and Involvement Programs or Recreational Services Department, respectively, and must notify SBC.
   b) 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.

5. **Transportation Policy**
   a) 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.
   b) Reimbursement for rental vehicles, gas, tolls, and parking will be provided only if Enterprise rental vehicle(s) were used.
   c) Transportation for speakers or guests of the College will be funded within reason.

6. **Giveaway and Raffle Policy**
FUNDING FROM LAFAYETTE COLLEGE STUDENT GOVERNMENT
STUDENT GOVERNMENT STANDING BUDGET COMMITTEE (SBC) 2015-16

a) Please see the Student Organization Guide for information on the Cash Prize and Gift Card Policy, as well as Fundraising / Games of Chance Policy.
b) Under Pennsylvania State Law, Games of Chance are illegal without a license.
c) 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.
d) Giveaways may occur only at registered events, not general body meetings.*
e) T-shirts will only be considered if they are integral to the event.*

7. Charitable Causes and Gift Policy
   a) Under no circumstances may Student Government funds be donated directly or indirectly to any outside source.
   b) Recognition gifts such as plaques or certificates to organization members should be limited and only presented in special circumstances.

III. 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.

IV. 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.
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 three 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. 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 Programs should be notified at least two weeks before all purchase orders are submitted.

4. Student use of personal funds is discouraged. Students will not be reimbursed for Sales Tax.

5. 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.

V. **BUDGET EVALUATION CRITERIA**

Factors Budget Committee may consider when calculating budgets:
1. How large is club membership?
2. What is the expected longevity of this club?
3. How often does the club meet? What is usual attendance at these meetings?
4. How many events did the club program last year? Were they well attended by the campus community?
5. Were any of the club’s events co-sponsored? Did the club co-sponsor events of other clubs?
6. Has the club effectively marketed its events?
7. Does the club require its members to pay dues?
8. Does the club fundraise for any of its events or purchases?
9. How well researched and detailed is the club’s request?
10. Did the club attend the Budget Preparation Info session?

VI. 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.