

STUDENT ORGANIZATION BUDGET FACT SHEET

This is a quick reference guide for student organizations requesting and using Student Government allocated funds. For more detailed information, please see the Student Government Financial Guidelines at studentgovernment.lafayette.edu



REQUESTING FUNDS

Student organizations can request funds for 3 budgetary periods. All requests must include a detailed breakdown of expenses for the entire budget period and should be submitted using the Itemized Program Budget Request (IPBR) form.

In order to receive funds, student organizations MUST attend one of the Finance Informational Meetings at the start of each semester!

Period 1: Summer & 1st 2 Weeks of Fall Semester

- Submit by June 1st

Period 2: Fall Semester (Week 3 to Spring Semester)

- Submit by Involvement Fair (2nd Thursday of classes)

Period 3: Spring Semester (Week 3 to July 1st)

- Submit by 2nd Thursday of spring semester

BUDGET PERIODS



UNANTICIPATED BUDGET REQUESTS

For expenses that could not be anticipated (ie. championships, broken equipment, reaction to a current event), AND for reallocations over \$300. Justification must be provided as to why expense could not be anticipated.

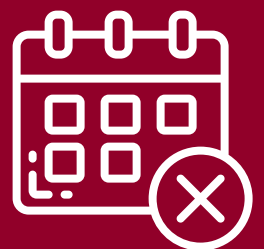
OPTIONAL BUDGET PERIODS

Winter Session (Mid November - Start of Spring Semester)

- Submit by Election Day (2nd Tuesday of November)

End of Year (April - July 1st)

- Submit by the Thursday following Spring Break



All unspent funds at the end of each semester will be confiscated.

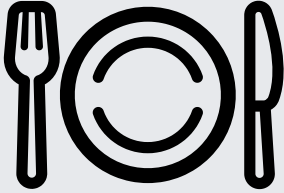
All Budget Requests should be submitted through OurCampus.

Student Government reserves the right to provide exemptions to the Financial Guidelines and may allocate more or less funding as evaluated on a case by case basis.

STUDENT ORGANIZATION FUNDING FACT SHEET

Below is a highlight of commonly requested funds. For more detailed list of what is/is not funded, please see the Student Government Financial Guidelines at studentgovernment.lafayette.edu

FOOD



- Only fund food for events (ie. retreats, formals, etc.)
- Food cannot be the sole draw of the event
- Must justify why food enhances that event specifically
- **DO NOT** fund food for group meetings, board meetings, etc.
- **DO NOT** fund food during off campus travel

APPAREL

- Fund one apparel item per year
- Apparel purchases are limited to active members
- Subsidize up to \$15 per person

PROMOTIONAL ITEMS

- All groups will be given \$75 for promo items each year
- Should be used for the promotion of the group (ie. stickers, printing, etc.)

TRAVEL



- Groups will be funded up to \$4,000 for the year for office campus travel. Sports Clubs and Intercollegiate Competition groups may be funded up to \$12,000 for the year for office campus travel.
- **DO NOT** fund hotels within a 50 mile radius.
- Students should NOT use personal vehicles for official college activities. Gas **WILL NOT** be reimbursed for personal vehicles.

FUNDRAISING

- Must be an Event (ie. dance marathon, walkathon)
- Only fund logistical items for the event (ie. decorations, wristbands, signs)
- Fundraiser event must be mission critical for the organization (ie. Relay for Life)

GIFTS/GIFT CARDS

- Only fund items directly related to graduation (ie. stoles, cords, etc.)
- **DO NOT** fund senior gifts, advisor gifts, gifts of any kind
- Gift cards up to \$25 each

OTHER ITEMS NOT FUNDED

- Greek organization dues or events
- Student DJs, photographers, etc.
- Single use plastic water bottles
- Items for sale, including bake sales

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