

Student Budget Board Guidelines

Budget deadline: 11:59 pm, February 19, 2016.

A 10% late fee will be assessed for any budget submitted after the deadline.

A 20% late fee will be assessed for any budget submitted a month or more after the deadline.

Clubs are required to submit a roster to SBB on the 28th of every month. If ignored, the club's budget will be frozen for 1 month.

SBB is not responsible for providing 100% of a group's funding. It is SBB's role to assist groups with the funding process. Due to the large number of active clubs on campus, it is not feasible for SBB to be the sole source of funding for groups.

If your budget is frozen, you will not be reimbursed for events/activities that take place during that period, nor will you be reimbursed for items purchased during that timeframe.

SBB does not cover costs associated with fundraising.

All budgets must be submitted via email (not hardcopy). Please type the budget proposal in either Microsoft Word or Microsoft Excel. **Send to: student budget board MUO email list (type MUO – student budget board in the “to:” section of the email).**

Copies of the budget requests will be returned electronically to the organizations after all reviews have been completed. If there are major changes, or if SBB has questions regarding some of the requests, your organization may be contacted for further information.

When completing the budget proposal, organizations should round all costs up to the nearest dollar.

Student Budget Board strives to be supportive of the activities programmed and to be fair and consistent in allocating funds for organizations' programming. In order to help us in being consistent, we have developed the following guidelines:

****SBB reserves the right to change these guidelines as needed without notice.**

Policies regarding gift cards:

The distribution of gift cards to students is allowed as a non-taxable event to the recipient if they are for door prizes during an organized student event, such as a Residence Hall event, or a Manchester Activities Council event. Gift cards should not be distributed to staff or faculty, and they should not be given in lieu of

compensation.

Policies regarding cash advances:

A minimum of 48 hours advanced noticed is required for all cash advance requests. It is preferred that requests are done via email.

When purchasing gift cards with a cash advance, do not turn in your cash advance slip and receipts until you have collected the names of all of the gift card recipients. Submit the recipient's names, receipts, cash advance slip, and any remaining cash (if any) all at once to Shanon Fawbush in the Student Activities Center.

An individual Cash Advance will not exceed \$400.00 at a time.

Grand total Cash Advances for an organization will not exceed \$800.00

Travel-

The rates for university-owned vehicles are:

University Car: 54¢ a mile

University Mini-Van and 15 passenger van: 59¢ a mile

People-Movers: 74¢ a mile

Requests for travel funds will not be granted without specific information. You MUST include:

- City and state of where you are traveling to
- Total round-trip mileage
- **MapQuest, Google or other directions**

A maximum of up to 1,750 miles each semester may be approved.

If you take more than one vehicle, you must count that mileage in your total mileage e.g. If you travel 150 miles (round trip) and you take two vehicles, then you are actually using 300 miles in total.

If the organization travels over 1,750 miles, the organization's members are responsible for paying the additional costs.

Cap on travel related expenses per trip:

Toll road fees- \$30.00

Parking-\$50.00

You must provide receipts for the toll and parking fees in order to be reimbursed.

AIRFARE RATES

- Members will receive .57 a mile. Airfare is reimbursed with proper documentation.

To acquire the amount of mileage, one must map quest directions from the airport in which the organization is flying out of, to the airport in which the organization is flying into.

SBB will cover the \$24 fee required for Manchester University's van certification class. To be eligible for the certification, students must be 21 years of age and have a clean driving record. For more information, please contact Shanon Fawbush, Director of Student Activities.

Conferences-

Registration fees for conferences that promote all-campus activity programming will be subsidized **up to one half** of total conference entrance fee per person, pending the availability of funds. Student Budget Board does not cover the cost for an organization to present at a conference. SBB does not provide funds for meals or lodging.

Printing-

Flyers and table tents can be done through the Student Activities Center at no cost to the organization. To place on order, please email your document to Shanon Fawbush. Please allow a minimum of 48 hours notice before the documents are needed. A maximum of 30 flyers can be requested per event. SBB will not fund printing done off campus.

Posters and flyers can also be done through the Office of Printing Services for a fee. **Groups are allowed up to \$50 per semester for printing through Printing Services.** To design a flyer/poster through Printing Services, the cost per hour is \$33.00. Printing a document in color is \$1.00 for 11 x 17 or .50 for 8.5 x 11. Printing a document in black and white is .05 for 8.5 x 11 or .10 for 11 x 17. Using any paper besides white 20# would also incur the cost of paper.

A minimum of two weeks notice must be given to Printing Services for posters and flyers.

To request a poster or flyer from Printing Services, please go to <http://www.manchester.edu/marketing/designrequest.htm>.

If your organization puts up advertisements for an event, it is your responsibility to take it down in a timely manner. Please remove all publicity within 24 hours of the completion of your event.

Guest Speakers-

SBB does not provide funding for on-campus speakers. A limit of \$250.00 per semester will be approved for off-campus speakers. The \$250 can be used to purchase gifts, provide a stipend, or reimburse mileage for the speaker.

Transportation will be covered within a 120 mile radius with Mapquest or Google Maps directions from starting point to Manchester University at 45¢ per mile.

Lodging will be provided for if staying on campus. Motels/hotels will not be covered. Contact Shanon Fawbush to make arrangements for on-campus housing.

Food-

Pending the availability of funds, SBB will provide funds for refreshments at 4 regular organization meetings per semester. The following guidelines must be followed:

- 1-15 members in attendance: \$25
- 16-29 members in attendance: \$35
- 30 - 49 members in attendance: \$45
- 50 – 79 members in attendance: \$55
- 80-99 members in attendance: \$65
- 100+ members in attendance: \$75
- 200+ members in attendance: \$120

Refreshment funds cannot be reallocated for other purposes such as picnics or other miscellaneous activities.

Picnics - SBB will only approve \$3.00 per member and **only funds 1 picnic per year.**

Campus Wide Activity-

Campus-Wide Activities: Campus-wide activity funds are for events that occur on campus. Purchases for campus-wide activities may not exceed \$75.00. **Only 2 campus-wide activities will be funded each semester.** The club will also need to fill out a program proposal that will be reviewed by SBB.

If the organization uses JYSC as the location for an event, that organization must use Chartwells Catering Services. Please make arrangements through Shanon Fawbush or by contacting a member of the Chartwells staff.

Table cloths: SBB does not provide funding for renting table cloths through Chartwells.

Prizes/Awards -

No cash prizes are to be awarded.

- A limit of \$75.00 per semester is allowed for prizes.
- After awarding **gift certificates/cards**, Shanon Fawbush **must** be given recipients' names in accordance with university policy.

Activities Fair -

\$100.00 per activities fair can be used to purchase items for the fair.

Arts and Crafts-

Arts and Crafts supplies include anything need for art projects: including (but not limited to): paper, glue, paints, glitter, etc. This category is not the same as decorations. A maximum of \$50 may be

awarded per semester and each group can allocate no more than two (2) funded arts and crafts activities per semester. Clubs are suggested to check the SAC before purchasing supplies.

Volunteer Activities-

Volunteer activities funding may be allocated to pay for items necessary to fund or assist a volunteer project. Each group may ask for a maximum of \$75 per volunteer activity and may hold a maximum of two (2) funded volunteer activities per semester. When requesting funds for volunteer activities please be very specific and provide as many details as possible (i.e. location, etc.). Clubs may not use this money as a gift.

Equipment and Supplies-

For an item to be considered as equipment it must be specifically related to the group's function (for instance, calculators for a math club), non-consumable, and **always** kept with the group, not by individual members. Money for supplies will be given at the discretion of SBB.

- Up to \$400.00 for new equipment, supplies, or equipment upkeep can be allocated **per year**

Dances -

A dance anywhere on campus, indoors or outdoors, requires security cadet coverage. Coverage cost is \$48.00 for an event of 2 hours or less, and an additional \$15.75 for the additional 1 hour. Dances are not to exceed 3 hours.

The organization must request security at least one week in advance or the dance will be cancelled.

Payment for student DJ's - \$35.00

Any damage done to the equipment while in your organization's care will come out of your budget.

Decorations-

SBB will only fund up to \$50.00 to decorate campus events.

Before purchasing decorations, please check with Student Activities as items can be borrowed from the SAC at no cost to your organization

When hanging decorations, organizations must use sticky tack (no tape) to hang up event posters and decorations; otherwise the organization will be fined. Sticky tack is available in the Student Activities Center at no cost. All posters and event advertisement must be taken down within twenty-four hours of the event.

Dues/Club Fees -

SBB will help clubs/organizations that are required to pay dues/association fees to a national organization. SBB will pay half of the fee per member. Dues/fees will be paid only after proper documentation has been submitted to Shanon Fawbush. Documentation must show the names of the Manchester University students, the name of the national association, and the amount owed by the organization.