

SABAC Maximum Funding Standards – Fiscal Year 2013		
Line Item Name	Maximum	Requirements
Advertising	<ul style="list-style-type: none"><li>Copies/Printing: \$40</li><li>Daily Iowan/Press Citizen/Gazette: \$40</li><li>IMU Marketing &amp; Design: \$40</li><li>Television/Radio:\$40</li></ul>	<ul style="list-style-type: none"><li>Per specified event/program</li><li>For UISG funded events, all advertising (flyers, posters, newspaper ads, etc.) and publications <b>MUST</b> acknowledge UISG as a sponsor and display the UISG logo</li></ul>
Airfare	<ul style="list-style-type: none"><li>\$0</li></ul>	<ul style="list-style-type: none"><li>Travel requests will not be funded this fiscal year</li></ul>
City of IC Traffic Control	<ul style="list-style-type: none"><li>\$0</li></ul>	<ul style="list-style-type: none"><li>Not funded</li></ul>
Equipment	<ul style="list-style-type: none"><li>UI Rental: per IMU Events &amp; Catering charges</li><li>Aero Rental: \$75</li><li>Other Rental: \$75</li><li>Purchase: \$500</li></ul>	<ul style="list-style-type: none"><li>For UI Rental, provide a detailed breakdown of what items and how much your event/program will require</li><li>For Purchases, attach a detailed description of the item, its intended use, and explanation as to why it is necessary to your organization’s function</li></ul>
Event/Program Supplies	<ul style="list-style-type: none"><li>Decorations: \$0</li><li>Arts &amp; Crafts Items: \$0</li><li>Food Supplies: \$0</li><li>Other Necessary Items: \$50</li></ul>	<ul style="list-style-type: none"><li>Other Necessary Items must be essential to the function of an event/program</li></ul>
Food/Beverage	<ul style="list-style-type: none"><li>IMU Catering: \$0</li><li>Other:\$0</li><li>Per Diem: \$0</li></ul>	<ul style="list-style-type: none"><li>UISG will not fund Food/Beverage under any circumstance</li></ul>
Honoraria	<ul style="list-style-type: none"><li>Based on Target Audience: 25                   \$300 50                   \$600 125                  \$900 250                 \$1200 350                 \$1500</li></ul>	<ul style="list-style-type: none"><li>No Honoraria allowed for speakers who are speaking off campus</li><li>Must announce UISG on the publication as a sponsor</li><li>Include travel and lodging costs in the request—we recommend booking lodging at the Iowa House Hotel</li></ul>
Insurance	<ul style="list-style-type: none"><li>\$0</li></ul>	<ul style="list-style-type: none"><li>Not funded</li></ul>
Internet	<ul style="list-style-type: none"><li>Ports: \$200</li><li>Service Plan:\$252 (\$21 per month)</li><li>Websites:\$0</li></ul>	<ul style="list-style-type: none"><li>Must demonstrate student organization purpose</li><li>Ports are for organizations outside of SOOS</li><li>Service Plan is in SOOS (Maximum 12 months ending at end of fiscal year)</li></ul>

Lodging	<ul style="list-style-type: none"> <li>Hotel: \$0</li> <li>Iowa House Hotel: \$0</li> </ul>	<ul style="list-style-type: none"> <li>No travel requests will be funded this fiscal year</li> <li>Include lodging costs for speakers/performers in Honoraria</li> </ul>
Other	<ul style="list-style-type: none"> <li>Trophies: \$0</li> <li>Awards: \$0</li> <li>T-Shirts: \$0</li> <li>Costumes: \$0</li> <li>Postage: \$100</li> <li>Film Rights: \$200</li> <li>Admission: \$0</li> <li>IMU Box Office Fees: \$100</li> <li>Homecoming Entry: \$0</li> </ul>	<ul style="list-style-type: none"> <li>For all Other requests, provide adequate detail as to the purpose and necessity of the item</li> </ul>
Parking – UI Parking & Transportation Fees	<ul style="list-style-type: none"> <li>\$0</li> </ul>	<ul style="list-style-type: none"> <li>Not funded</li> </ul>
Performance Fees	<ul style="list-style-type: none"> <li>See Honoraria</li> </ul>	<ul style="list-style-type: none"> <li>See Honoraria</li> </ul>
Phone	<ul style="list-style-type: none"> <li>Long Distance: \$30</li> <li>Service Contract: \$0</li> <li>Installation: \$200</li> </ul>	<ul style="list-style-type: none"> <li>Installation will be a one-time allocation per organization</li> </ul>
Printing	<ul style="list-style-type: none"> <li>\$500</li> </ul>	<ul style="list-style-type: none"> <li>For publications such as magazines</li> <li>Must be made available to all University of Iowa students</li> <li>Must print in publication “This has been paid for with student fees. It is free to University of Iowa students,” and display the UISG logo</li> </ul>
Registration Fees	<ul style="list-style-type: none"> <li>\$0</li> </ul>	<ul style="list-style-type: none"> <li>Not funded; includes membership dues and competition entry fees</li> </ul>
Salary/Stipend/Wage	<ul style="list-style-type: none"> <li>\$100</li> </ul>	<ul style="list-style-type: none"> <li>Used for audio/visual technicians contracted through IMU Events &amp; Catering</li> <li>Student positions will not be funded</li> </ul>
Security	<ul style="list-style-type: none"> <li>\$0</li> </ul>	<ul style="list-style-type: none"> <li>Not funded</li> </ul>
Supplies	<ul style="list-style-type: none"> <li>Miscellaneous: \$50</li> <li>Office Supplies: \$50</li> </ul>	<ul style="list-style-type: none"> <li>Per organization, per fiscal year</li> <li>Miscellaneous supplies must be essential to the basic operations of the organization</li> </ul>

Transportation	<ul style="list-style-type: none"> <li>▪ Vehicle Rental: \$0</li> <li>▪ Gas, Parking &amp; Tolls: \$0</li> <li>▪ Bus, Train or Taxi: \$0</li> </ul>	<ul style="list-style-type: none"> <li>▪ No travel requests will be funded this fiscal year</li> <li>▪ Include transportation costs for speakers/performers in Honoraria</li> </ul>
Venue Fee	<ul style="list-style-type: none"> <li>▪ IMU: <ul style="list-style-type: none"> <li>○ Main Lounge: \$560</li> <li>○ 2<sup>nd</sup> Floor Ballroom: \$310</li> <li>○ Richey Ballroom: \$260</li> <li>○ Terrace Room: \$125</li> <li>○ Illinois Room: \$125</li> <li>○ North Room: \$52</li> <li>○ South Room: \$52</li> <li>○ Faculty &amp; Staff Reception: \$100</li> </ul> </li> <li>▪ Other: <ul style="list-style-type: none"> <li>○ Old Brick: \$500</li> <li>○ Currier North Lounge: \$35</li> <li>○ Currier MPR: \$225</li> <li>○ Mayflower South MPR: \$95</li> <li>○ Mayflower Conference Room: \$25</li> <li>○ Quad Rec Room: \$120</li> <li>○ Non-University: \$0</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Venue Fees will not be allocated for recurring events or meetings</li> </ul>

Note: The Maximum Funding Standards are a *guideline* for SABAC's allocation decisions. All budget requests are subject to the committee's judgment. Failure to comply with maximum funding standards will result in a loss of allocated funds and/or probation of funding by UISG. UISG reserves the right to freeze accounts if money is being used in unethical or suspicious manners. UISG reserves the right to audit any one account at any time if the student organization is recognized by UISG. Please contact UISG Chief Financial Officer Erica Lester ([erica-lester@uiowa.edu](mailto:erica-lester@uiowa.edu)) for further questions.