

Allocations Board Funding Scope 2014-2015

Overview

The Funding Scope outlines the funding policies of the Allocations Board (A-Board). It clearly states what can and cannot be funded, as well as includes recommendations as to processing. A-Board receives its funding from the Student Activity Fee (SAF). The SAF is set at 1% of the Brandeis University tuition.

As stated in the Constitution and the By-Laws of the Student Union, only secured and chartered organizations are eligible to request and receive funds from A-Board. A-Board will only fund requests that are relevant to a club's constitution and are within the budgetary means of the SAF.

Marathon Scope

Marathons are periods during which clubs can request money. Each marathon has a designated time period for which funds are active. A-Board will not fund requests made in the wrong marathon period. The exception to this is a purchase that must be made in advance of an event for logistical reasons.

Example: a club asks for funds in Early Marathon to use for an event that will be held at the end of the semester. A-Board will deny this request and recommend that the club make the request again within the proper marathon.

A-Board also disapproves of clubs requesting funds in the wrong type of marathon (e.g. a club asks for funds for a one-time event in Full Semester Marathon, which is primarily for costs that repeat throughout the semester).

The types of marathons and their scopes are as follows:

1. Early Marathon and Full Semester Marathon

- Early Marathon: for events occurring within the first month of the semester.
- Full Semester: for constant costs throughout a semester, i.e. instructor fees.

2. Regular Marathon

- Covers majority of semester, from the end of Early Marathon to the end of the semester.

3. Appeals Marathon

- For appealing requests that were either denied or not fully funded in Regular Marathon. No new requests (i.e. requests not made during Regular Marathon) will be considered.

4. Emergency Request (ER) Meetings

- Set up at discretion of A-Board. At least one per semester between Regular Marathon and Early/Full Semester Marathon for the next semester.

Funding

A-Board can choose to make the following decisions on funding:

1. Approve full funding

A-Board can allocate money to each individual item, or allocate at the Requested Allocation (RA) level. The latter is referred to as a “lump sum.”

2. Approve partial funding

A-Board can “subsidize” or partially fund items. It can also approve certain items and deny other specific items within an RA.

3. Deny funding

A-Board reserves the right to deny funding. With all instances of denied funding (including partial denial in #2), A-Board will list a reason for the denial in SUMS and specify details in the “FBoard Comments” section. The four reasons are:

- **Cost:** Request is unreasonably high.
- **Equitability:** Request does not reflect equal accessibility to the Brandeis community.
- **Policy:** Request goes against A-Board’s funding scope; see “Restricted Items” below.
- **Scope:** Discretion. Often used for requests deemed unnecessary for club function.

4. Push off to Appeals

In rare cases, A-Board may decide that it does not have enough information to accept a request, and will tell a club to make its request again in the next marathon.

Only in the case that something is pushed off to Appeals will A-board reconsider its decision. In all other cases, the decision of the A-board is final. It will not reconsider requests in the same semester.

Restricted Items

A-Board will not fund the following items:

1. Retroactive Requests

A retroactive request is a request for reimbursement of money spent on an expense by a club before receiving A-Board approval (e.g. a club member spends money over the summer for a club and wants a reimbursement).

2. Personal Property

Personal property is an expense for an item that will not be kept by the club, but rather distributed to individuals. This includes birthday cards, electronics, cooking implements, gifts, prizes, and shirts for club members. SAF money belongs to all students and must be available to all students. Exceptions may be made to items that may fall into this category if a club can demonstrate that the items will remain club property.

3. Fundraisers

A fundraiser is any event that raises money for any cause, be it for a club or for a non-profit organization. A-Board does not provide money to allow for clubs to fundraise.

4. Political Campaigns

Campaigning for a specific political party or member of a party for any public office is not allowed due to Brandeis University's non-profit status. Campaigning for a specific law, however, is permitted.

5. Executive Board-only Events/Items

This includes retreats specifically for e-board members.

6. General Meetings

Food for general meetings will not be funded by A-Board, with the exception of clubs that have food as a central part of their club purpose (e.g. Cupcake Obsession, Home Cooking).

7. Alcohol

Alcohol may not be purchased with A-Board funds. A-Board will consider funding items related to alcohol if it is integral to a club's purpose (e.g. Brewing Club).

8. UTC Fee

The Undergraduate Theater Collective assesses a fee for participating members. A-Board does not fund this fee.

9. Prohibitive Costs

Although at times a planned event is legitimate, the costs associated with the event may be unreasonably high. The Allocations Board reserves the right to refuse to fund events that are an irresponsible use of student money.

Marathon-Only Items

Except in extenuating circumstances, the following items will ONLY be funded during Early, Full Semester, and Regular Marathon, not during Emergency Marathons. This is because these prices should be set in advance. The items are:

1. Theater Rights

2. Publishing/Printing Costs

Clubs must present bids from at *least* two different companies. In the case of flyers, A-Board will recommend that clubs make use of the printer in the Romper Room unless the club can demonstrate a need for alternate sources of printing.

3. Independent Contractors

Contractors must be competitively priced.

4. Coaches and Instructors

These should be requested during Full Semester Marathon. Coaches and instructors must be competitively priced and must also cater to enough of the student body to allow for such an expense. All costs must be described to A-Board prior to the lessons, and should be listed in a *per lesson basis*. A-Board calculates the total semester cost for lessons by multiplying the cost per lesson by the number of lessons to be funded.

5. Transportation

In all cases, clubs must research the cheapest cost available and bring proof of research to A-Board. A-Board may research alternative modes of transportation and will allocate according to the most reasonable method of transportation. The following are the common types of transportation requested during Marathons:

- **Car:** a maximum subsidy of *\$0.20 per mile* per vehicle may be granted on trips based on timing and location of trip. The exact mileage of the trip(s) must be provided through Google Maps, Mapquest, or a similar navigation service. Parking costs and toll fees must be researched and requested prior to a trip. In all cases, clubs must research the cheapest cost available and bring proof of research to A-Board. Clubs must fill their cars to full capacity.
- **Zipcar:** A-Board can reimburse clubs for the *hourly fee* (usually around \$8.50 per hour). The annual membership fee, however, will not be funded.
- **Branvan:** clubs should bring a quote or estimate from Transportation Services.

All other means of transportation may be funded in full at the discretion of A-Board. This includes shared van service, public transportation, buses, and airfare.

6. Lodging

A-Board may fund lodging if it is necessary for a club to fulfill its purpose. In all cases, clubs must research the cheapest cost per person (total cost divided by room occupancy) available and bring proof of research to A-Board. Clubs are expected to fill lodging spaces to full capacity. A-Board will double-check a club's quote for lodging and will allocate accordingly. Overly expensive requests resulting from a lack of research will not be funded.

Discretionary Items

The Allocations Board considers certain categories of items as secondary expenditures and will fund them per their discretion. These expenses must be necessary for an event or for the functioning of the club. In addition, the Allocations Board must have sufficient reserves of funds in order to allocate.

1. Office supplies

The Allocations Board strongly recommends that all clubs take advantage of the resources available in the Romper Room and Student Union office, both located on the third floor of the Shapiro Campus Center (SCC). A-Board may fund office supplies if they are not available in either of these two locations AND if they are absolutely necessary for a club to fulfill its purpose. For questions about office supplies or the Romper Room, please contact the Student Union Secretary through secretary@brandeis.edu.

2. Publicity and advertising

Publicity and advertising will only be funded for those clubs which publicity and advertising are absolutely necessary for their effective functioning. We advise clubs to use the supplies and copy machine in the Romper Room, supplies from other clubs, and their own creativity and create signs and posters to publicize their events.

3. Events that require an admission fee

Clubs cannot require that Brandeis undergraduate students pay admission into any events funded by A-Board or for any items funded by A-Board without A-Board approval.

Approval must be granted at the Marathon meeting. Non-Brandeis personnel, however, may be charged without approval of the Allocations Board for any amount. Clubs may ask for suggested donations, but no undergraduate students should be forced to pay. Failure to comply with this policy will result in sanctions by A-Board.

4. Clothing

In previous years, A-Board has not allocated funds for clothing, deeming them to be “personal property.” However, A-Board will allow for the use of SAF funds, upon A-Board approval, for the creation of clothing for events that will be distributed to the general Brandeis population. Staff shirts may be considered at the discretion of the Allocations Board if it is imperative to the purpose of the club.

5. Food

A-Board will consider requests of food only when it is:

- Relevant to the purpose of a club
- Integral to the goal and structure of an event
- Reasonably priced
- Available to all Brandeis students

The relevancy must be conveyed at the Marathon meeting with the Allocations Board. Any questions regarding allocations can be directed to the Allocations Board Chair. Clubs should realize that certain locations require custodians if food is brought.

Examples:

- *Chips and soda will not be funded as they are not integral to a club's purpose.*
- *A-board will not fund ethnic foods on the side of a play. The food should be central to the event. A-board prefers to pay for events rather than snacks on the side.*
- *A-board does pay for a presentation on ethnic cooking followed by the ability to taste the foods. This is both relevant to the club's purpose and the event.*

6. Chum's Fee

In previous years, A-Board has not funded Chum's Fee. Starting from this year, A-Board will permit clubs to request funding for this item. However, clubs must convey the importance of using Chum's over other locations on campus, either at the Marathon meeting or in the event description on SUMS.

7. Other categories not mentioned

A-Board will allocate at its own discretion for other categories.

Recommendations for Requests

In consideration for the time and energy spent by club leaders designing events, A-Board has drafted a set of recommendations that may guide requests for expenditures:

1. Be specific and detailed about requests. As a general rule, clubs requesting money for events should include *at least* the following in the long description on SUMS: when the event will happen, where the event will take place, what the purpose of the event is, how many people they expect to be at the event, and the link between the purpose of the event and the purpose of the club.
2. Bring competitive pricing from at least two vendors.
3. Avoid requesting common items that are owned by students (e.g. tights, bobby pins).
4. Each student contributes around \$230 to the SAF every semester, so avoid irresponsible and extremely expensive requests.
5. Keep food costs reasonable. This includes the custodial fees that are associated with venues supervised by Conference and Events Services (CES). A general rule of thumb is \$2-3 per person for snacks and \$7-8 per person for meals.
6. A-Board considers the per person costs of events to ensure an efficient and effective use of funds. Be prepared to justify events with high costs and low attendance.
7. If multiple clubs are co-sponsoring an event, only one club should request funding for it; however, this should be noted to A-Board during Marathon. This allows for better oversight of expenditures for both clubs and the Treasury.
8. For off-campus events with an admissions fee (e.g. King Richard's Faire, Aquarium), A-Board favors subsidizing the cost as opposed to 100% allocation. This allows more students to attend that could have otherwise.

Requirements for Requests

For events with a large audience, off-campus visitors, or equipment rented from CES:

1. Clubs need to email Club Finance (clubfinance@brandeis.edu) or hand in a cost estimate signed, and dated, by the Director of Public Safety, Ed Callahan, if they plan on hosting an event with security costs.
2. Clubs need to email Club Finance or hand in a cost estimate signed, and dated, by Conference and Events Services Events Manager, Emily Adcock, if they plan on hosting an event with any rental costs, or more than one custodian.

Financial Misconduct

Misusing money allocated by A-Board is defined as using SAF money for any expenditure not approved by A-Board. This includes buying supplies for events that were not specified

at Marathon, buying items that were denied, or overspending. *Example: money allocated for books may not be spent on a stereo.* All changes in allocations must be communicated to A-Board and receive re-approval. This violation of trust prevents A-Board from providing funds to these violating clubs in the future.

In the event of noncompliance with the rules and regulations of A-Board and Treasury, A-Board and Treasury will withhold all reimbursements and future funding until an agreement can be made with the Treasurer, A-Board, and the violating parties. These sanctions will continue until the situation is financially rectified and trust is restored.