Everything you need to know about The Funding Process

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Article I.

Overview:

This document consists of the Funding Policies of The Finance Board (The Board). It clearly states what can and cannot be funded, includes recommendations to process requests, describes the process of and provides examples of good vs. bad requests. The Finance Board will only fund requests that are relevant to a club’s constitution and are within the budgetary means of the Student Activities Fund (SAF).

The Board receives its funds from the SAF. SAF is set to 1% of the Brandeis University tuition. For the 2012-2013 academic year students contribute $211.48 each semester to SAF. With this in mind please make sure that your requests are within reason. The Board will take the cost per student into account while determining an allocation for any event.

Article II.

Marathons:

Article III.

Rules for request consideration:

In order for requests to be considered by The Board there are certain requirements which must be met.

1. An executive member of the club must have attended both the Treasury training meeting AND the Club Connections Conference. They need to sign themselves into each of these meetings as proof of attendance.
2. An updated and approved Constitution must be uploaded and accessible by the community.
3. Clubs must fill out/renew all forms required by the State, University, or Union prior to requesting funds.

For certain events clubs request security or custodians. In order to receive either, clubs must:

1. Email the FBoard Chair or hand in a cost estimate signed, and dated, by the Director of Public Safety, (**Ed Callahan)**, if clubs plan on hosting an event with security costs.
   1. Note: This can be a forwarded email from the Director of Public Safety stating that the club will or will not need security and what security elements will be required for the event.
2. Email the Fboard Chair or hand in a cost estimate signed, and dated, by Conference and Events Services Events Manager, (**Emily Adcock)**, if clubs plan on hosting an event with any rental costs, or more than one custodian.

It is highly recommended that all clubs intending to host an event attend a JumpStart meeting and use the following sources for research:

<http://www.brandeis.edu/studentaffairs/activities/leadership/jumpstart.html>

<http://www.brandeis.edu/studentaffairs/activities/leadership/handbook.html>

Article IV.

Recommendations for requests:

Article V.

Items that are always considered for approval in Regular Marathon (assuming the directions below are followed):

Remember that new requests are only allowed in Regular Marathon and in extreme emergency situations for Emergency Marathon.

Prices for the following items must be set in advance, prior to sending in a request, to be considered.

* Theater Rights
* Publishing/Printing costs (at LEAST two bids from different companies)
* Individual contractors and hires (Honorariums, speakers, etc.)
  1. NOTE: must be competitively priced. A speaker of significance to a single club may not be worth even $2,000 if it won’t be enjoyed by a large portion of the community.
  2. The average low price (25th percentile) is $450. The average high price (75th percentile) is $1,050. **This means that 75% of all speakers approved cost less than $1,050.**
* Coaches and Instructors

Costs should be described on a per lesson basis. Never pay an instructor prior to receiving funds from The Board. List the average number of attendees.

* 1. Coaches and Instructors must be competitively priced and cater to enough of the student body to allow for such an expense. There should be regular attempts at finding a bid from an alternative location. Usually the best option is to bring someone to campus to teach as it affects the largest number of students. The fact that a club has used the same instructor for a certain period of time is not an excuse to not try an alternative instructor.
* Transportation

In all cases clubs must research the cheapest cost available and bring proof of research to the Finance Board. Clubs MUST fill their cars to full capacity.

* Car
  + A MAXIMUM subsidy of $**0.20** per mile per vehicle may be granted on trips based on timing and location of trip (OUTSIDE OF THE GREATER BOSTON AREA). The exact amount of total miles must come from maps.google.com. Parking costs must be researched and then requested prior to a trip.
* ZipCar
  + To rent a zipcar please go to site below. There is a $25/annual fee –which we will NOT cover. The Board will however consider costs associated with club use of the car. ($8.5/hour or $69/day).
  + <http://www.zipcar.com/brandeis/>
* BranVan rental
  + Fill in the ([attached](https://docs.google.com/viewer?a=v&pid=sites&srcid=YnJhbmRlaXMuZWR1fHVuaW9ufGd4OmQyMjg4ZGRiZWZiMmMxMw)) paperwork
  + Clubs must email FBoard Chair or hand in a cost estimate signed, and dated, from Escort Services Event Manager, **Mike Winship**, if clubs expect to rent a BranVan.
* Any other transportation
  + All other means of transportation, (train, plane, subway, etc.) may be funded in full at the discretion of the Finance Board. In all cases, clubs must research the cheapest cost available and bring proof of research to The Board.
  + Transportation costs may be funded only if it is necessary for a club to fulfill its purpose. Allocations will be based on the most reasonable method of transportation.
* Lodging
  + Speak with Conference and Events Services to use the Faculty Lodge
  + Lodging may be funded in full at the discretion of the Finance Board. In all cases, clubs must research the cheapest cost per person (total cost / room occupancy) and bring proof of research to The Board.
  + Lodgings will only be funded if it is necessary for a club to fulfill is purpose.

Article VI

Discretionary Items are secondary expenditures. Finance Board must have sufficient reserves of funds in order to allocate to these requests. They must be necessary for an event or the functioning of a club to be considered by The Board.

* Office Supplies (Publicity/advertising)
  + All clubs should use the Club Resource Center, commonly known as the Romper Room, in the Student Union office. All publicity needs can be met from resources available in the Romper Room (fliers, posters, banners, etc.).
  + Questions about office supplies should be sent to the Student Union Secretary, **Carlton Shakes**, at [secretary@brandeis.edu](mailto:secretary@brandeis.edu)
  + Only needs that cannot be met through the Romper Room, after discussion with the Secretary, will be considered by The Board-assuming that it is absolutely necessary.
* Admissions Fee
  + Clubs CANNOT require that Brandeis Undergraduates pay admission to any Finance Board funded events or for any Finance Board funded item without Finance Board approval. Approval must be granted during Marathon meeting.
  + Clubs may ask for suggested donations but no undergraduates should be forced to pay. Non-Brandeis personnel may be charged without approval of the Finance Board for any amount.
  + Tickets for events must be requested
* Clothing
  + Clothes must be purchased through Custom Clothing Club OR a cheaper source. Proof that it is cheaper to use an alternate source must be shown to The Board during Marathon.
  + Only TShirts will be considered and must be distributed to the general Brandeis population. Designs are welcome but only if cost is reasonable. The average shirt costs less than $8/shirt with a design.
  + Staff clothes are funded for a club only. This means that the club will be responsible for maintenance and inventory of articles of clothing. They may NOT be distributed to members of the club except for use during events. The same articles must be re-used and will not be replaced because of loss, theft, or slight growth.
* Food
  + Must be relevant to the purpose of the club
  + Integral to the structure of the event-which must be relevant to the purpose of the club
  + A reasonable expenditure (snacks are usually $3/person meals are $8/person)
  + Open and advertised to all Brandeis Undergraduates

NOTE: IF event is held where custodians are required food will only be funded when costs exceed the price of a custodian.

* Retreats / Training (when legally required for club operations)
  + All training must be held on campus and during the academic year. It must be open for any interested students to attend. However, the instructor may set aside time to work exclusively with club leaders in addition to the public session.
  + Training must be coordinated with other clubs. An email must be sent out to club leaders that could be affected by the training offering them an opportunity to partake.
  + For any training that must be held off campus The Board will only fund for the instruction fee. Transportation, food, and lodging will not be considered.
* Other
  + Finance Board will allocate at its own discretion for other categories.

ARTICLE VII

Restricted Items are those requests which Finance Board is not able to fund.

Though rare exceptions are made they are usually made well in advance of Marathon. Please contact FBoard Chair if you feel that your club requires an item listed below.

* **EXCLUSIVE EVENTS** –All events must be open to the community
* Retroactive requests
  + Requests for reimbursement for funds already spent (prior to receiving FBoard approval).
* Personal Properties
  + Items that will not be kept by the club but distributed to people-including club members.
  + This includes birthday cards, electronics, cooking implements, gifts, clothes, etc.
* Fundraising costs
  + Finance Board does not provide money to allow for clubs to fundraise. However, loans are available to cover such costs. Please consult the Treasurer for more information.
* UTC Fee
  + The Undergraduate Theater Collective assesses a fee for participating members. Finance Board does not fund this fee.
* Prohibitive Costs
  + Although certain planned events may be legitimate, the costs associated with the plans may be unreasonably high. The Board reserves the right to refuse funding for, or subsidize costs of, such planned events on the basis of being an irresponsible use of student money.
* Political Campaigning
  + Campaigning for a specific political party or member of a party for any public office is not allowed due to Brandeis’ non-profit status.
  + Campaigning for a specific law is permitted
* Chum’s Fee
  + The Board does not allocate for the Chum’s fee.

VIII.

Rental items are available for **free** from Student Activities and the Student Union.

The following items are available from Student Activities for rental:

(COMING SOON)

The following items are available from the Student Union for rental:

-6’ tables

-3’x 3’ tables

-projectors

-coffee/hot chocolate makers (for up to 90 people/hour)

-walkie talkies

-stereo

-microphones (wireless and wired)

IX.

Financial Misconduct

* Misusing money allocated by the Finance Board is defined as using SAF money for any expenditure not approved by the Finance Board. This includes buying supplies for events that were not specified at the Marathon, buying items that were denied, or overspending. This violation of trust prevents the Finance Board from providing funds to these violating clubs in the future.
* In the event of non-compliance with the rules and regulations of the Finance Board and the Office of the Treasury, the Finance Board and the Treasury will withhold all reimbursements and future funding until an agreement can be made with the Treasurer, the Finance Board, and the violating parties. These sanctions will continue until the situation is financially rectified and trust is restored.