

GUSA Finance & Appropriations Committee  
**FY14 Budget Summit**  
Student Activity Fee Funding Application  
(APPLICATION A - Advisory Boards, GPB, GUSA Executive and Lecture Fund)

Please email this application and accompanying materials to  
[gusafinanceandappropriations@gmail.com](mailto:gusafinanceandappropriations@gmail.com) by **Sunday, February 17, 2013 at 11:59 pm.**

**Name of Organization:** Student Activities Commission

**Mission of Organization:** The mission of the Student Activities Commission (SAC) is to serve as an advisory board to the Vice President of Student Affairs of Georgetown University. SAC supervises the overall administration and effectiveness of student organizations, or clubs, and activities under its jurisdiction. As elucidated in the constitution of the Commission, the duties and responsibilities of SAC are as follows:

- A.** To support the growth and development of student clubs and activities at Georgetown University consistent with University Policy.
- B.** To act as a sounding board for complaints from and about student organizations and activities.
- C.** To develop policies and procedures involving student activities and funding.
- D.** To approve budgets and review financial affairs of student organizations and activities.
- E.** To grant and terminate student organizations' access to benefits.
- F.** To oversee the use of space made available to student organizations, whether for meetings or storage.

**Total Amount of Funding Requested: \$315,522.31**

\*See attached "Funding Request Methodology" document for a full, thorough explanation of SAC's request.

**Cost Center Number:** GX6800001

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

\*\*Microsoft Excel preferable\*\*

1. FY12 Revenues and Expenditures:

- A) Total revenue detailed by source (activity fee, tuition, fundraising)
- B) Total expenditures detailed by allocation (club budgets, events)

The table below can also be found under the tab "FY12" in the Spring 2013 Budget Summit Master SAC Workbook that is attached.

Revenue	Accrued	Expenditures	Approved Requests	Allocated
Tuition	\$ 156,107.00	Fall 2012	\$ 114,653.65	\$ 105,139.80
Coke	\$ 7,557.00	Lecture Fund Allocation	\$ 22,868.17	\$ 19,067.48
Student Activities Fee	\$ 90,000.00	Events & Ops	\$ 7,700.00	\$ 7,700.00
Fall 2011 Transfer from SAC Reserves	\$ 2,863.65		Fall 2012 Total	\$ 131,907.28
Spring 2012 Transfer from SAC Reserves	\$ 9,067.00			
Spring 2012 Unspent Rollback from Fall 2011*	\$ 38,632.32	Spring 2013 (w/o LF)	\$ 117,794.50	\$ 88,709.50
		Lecture Fund	\$ 27,949.48	\$ 21,033.38
Total FY 12 Revenue	\$304,226.97	Additional LF	\$ 3,667.00	\$ 3,667.00 **
		Travel Fund	\$ 30,000.00	\$ 38,676.17
* Note: An additional opportunity for rollover was provided for groups. We expect this number to <i>decrease significantly</i> .		Ad Hoc Fund	\$ 10,000.00	\$ 10,438.58 ***
** Note: Transfer from reserve fund		SAC Secretary Salary	\$ 400.00	\$ 400.00 **
*** Note: Includes a \$5,000 transfer from the reserve fund.			Spring 2013 Total	\$ 162,924.63
		Total FY 12 Expenditure		\$ 294,831.91
FY12 Surplus	\$ 9,395.06			

## 2. FY12 Balances:

- A) Balance of all accounts prior to start of FY12
  - a. Allocation Account (GX6800001) as of 7/1/11: \$0.00
  - b. Reserve Account (GX6800002) as of 7/1/11: \$187,767.00
  - c. Events and Ops (GX6800000) as of 7/1/11: \$7,481.00
- B) Balance of all accounts carried forward to FY13 (GD, gift)
  - a. Allocation Account (GX6800001) as of 7/1/12: (-\$27,913)
  - b. Reserve Account (GX6800002) as of 7/1/12: \$209,762.96
  - c. Events and Ops (GX6800000) as of 7/1/12: (-\$1,395.27)

## 3. FY13 Revenues and Expenditures:

- A) Total projected revenue detailed by source
- B) Total revenue to date detailed by source
- C) Total projected expenditures by allocation
- D) Total expenditures to date by allocation

For 3 A-D, please see table below or the “FY13” totals tab in the Spring 2013 Budget Summit Master SAC Workbook. Specific group allocations for FY13 can be found under the tabs “Fall 2012 Allocations” and “Spring 2013 Allocations.”

Revenue	Accrued	Expenditures	Approved Requests	Allocated
Tuition	\$ 156,107.00	Fall 2012	\$ 130,921.29	\$ 105,139.80
Coke	\$ 7,557.00	Ad Hoc Fund		\$ 9,000.00
Student Activities Fee	\$ 150,000.00	Travel Fund		\$ 27,000.00
			Fall 2012 Total	\$ 141,139.80
Total FY13 Revenue	\$ 313,664.00			
		Spring 2013	\$ 192,948.34	\$ 133,524.20
Fall 2012 Total:	\$ 141,139.80	Ad Hoc Fund		\$ 9,000.00
Spring 2013 Total:	\$ 172,524.20	Travel Fund		\$ 30,000.00
		SAC Secretary Salary		\$ 500.00 **
** Note: Transfer from reserve fund			Spring 2013 Total	\$ 172,524.20
Projected FY13 Surplus	\$0	Total FY13 Expenditure		\$ 313,664.00

4. FY13 Balances:

- A) Balance of all organization accounts to date (GX, GD, gift)
  - a. Allocation Account (GX6800001) as of 2/8/13: (-\$12,814.00)
  - b. Reserve Account (GX6800002) as of 2/8/13: \$209,762.96
  - c. Events and Ops (GX6800000) as of 2/8/13: \$14,278.00
- B) Projected balance of all organization accounts carried forward to FY14
  - a. Allocation Account (GX6800001): \$0.00
  - b. Reserve Account (GX6800002): \$186,433.89
  - c. Events and Ops (GX6800000): \$0.00

5. FY14 Budget

- A) Total projected revenue detailed by source
- B) Total projected expenditures by allocation
- C) Projected balance of all organization accounts carried forward to FY15

The below information can also be found under the tab “FY 2012-2013 Projections” in the Spring 2012 Budget Summit Master SAC Workbook. SAC expects all account to end at \$0.00 at the end of FY13. We do not expect the reserve account to change unless we are forced to make allocations out of it. Additional information and detailed methodology can be found in the attached document “Funding Request Methodology.”

<b>Revenue:</b>				
		<b>Tuition</b>		\$ 156,107.00
		<b>Coca-Cola Contract</b>		\$ 7,557.00
		<b>Projected Revenue</b>		\$ 163,664.00
<b>Expenditure (projected):</b>				
		<b>Fall 2013</b>		
		Ad Hoc		\$ 10,000.00
		Travel Fund		\$ 44,033.64
		Allocations		\$ 144,526.04
		<b>Fall 2013 Total</b>		\$ 198,559.68
		<b>Spring 2014</b>		
		Ad Hoc		\$ 12,000.00
		Travel Fund		\$ 40,239.19
		Allocations		\$ 228,387.44
		<b>Spring 2014 Total</b>		\$ 280,626.63
		<b>Projected Expenditures</b>		\$ 479,186.31
		<b>Projected FY14 Shortfall</b>		\$ (315,522.31)
		<b>SAC FY14 GUSA Request</b>		\$ 315,522.31

## PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. How did your organization affect student life? Can you measure it?

The Student Activities Commission and its organizations contribute enormously to student life at Georgetown. With such a large variety, including cultural groups, political groups, and performance groups, SAC organizations host ambitious and exciting programs, both large and small, that cater to many audiences here at Georgetown. As of February 17<sup>th</sup>, 2013, SAC has already approved 261 events for the Spring 2013 semester. SAC organizations also host some of the largest and most notable events on campus, including Rangila, Visions of Excellence Ball, Asiafest, and Reventon Latino. We also support the competitive success of groups such as Mock Trial, International Relations Club, and Ballroom Dance.

SAC grants access to benefits and provides funding for all of our organizations. Included in the support we provide is publicity through printing of fliers and paper goods for cultural dinners and meals. The current request being submitted to the GUSA Budget summit is entirely based on the data collected since Spring 2012.

SAC has also been increasingly responsive to our student groups and their concerns, positively impacting student life. Three of the biggest changes that we have done to improve communication/solicit feedback from groups are:

- 1) *"One-Pagers"*: To help guide student organizations, SAC has created a number of one-paged documents, or "One-Pagers," that are gradually being published in the "Documents" section of our Hoyalink.
- 2) *Online Published Budgets*: SAC has compiled all of our student organizations budgets into one Google Spreadsheet that is shared among the Georgetown undergraduate student body: ([www.tinyurl.com/sacspring2013](http://www.tinyurl.com/sacspring2013)) We hope that this helps to solve any budget discrepancy problems and to allow student leaders to check whether their events have been approved according to SAC's records, as well as to hopefully help to spark and fuel discussion for reform/improvements to our funding system.
- 3) *SAC Funding Working Group*: SAC recognizes the challenges to student organizations of the across-the-board scale, and in response, SAC has established a working group to address the financial issues within SAC and the larger advisory board system. We acknowledge that there is much room and many possibilities for improvement, and we hope to engage a wide range of current and past group leaders, with varying insights and perspectives, to work towards a solution for SAC's funding challenges. All who are interested are invited and this working group has been meeting throughout February, and will shift onto an online interface to garner even more student input.

We are committed to catering to our groups, responding to their needs, and representing their interests while maintaining individual group accountability. We seek to continue to make positive changes to SAC processes to give additional benefit to our groups and continue to positively impact student life.

2. How many clubs/groups are under your organization? Please list them.

SAC currently oversees 103 student organizations, which are listed below. We also have another 24 student organizations undergoing the new club development process under SAC. The new club development takes up to one year, and SAC determines whether it can have access to benefits or not based on 1) whether the group is duplicative of another organization on campus, 2) the sustainability of the group (i.e. how does this group plan to sustain itself after its current leadership/membership graduates), and 3) the impact of the group on Georgetown's student life. Because SAC recognizes the challenges of starting club without financial support, new clubs do have access to SAC's ad hoc funds but only on an event by event basis.

African Society of Georgetown  
Aikikai Club  
Anime Club  
Armenian Students Association  
Art Aficionados  
Asian American Student Association  
Aspiring Political and Policy Leaders  
Astronomical Society  
Bakers of Georgetown  
Ballroom Dance Club  
Bindaas  
Black Student Alliance  
Breaking the Bubble  
Caribbean Culture Circle  
Chinese Student Alliance  
Circolo Italiano  
Club Filipino  
Club Singapore  
College Academic Council  
College Democrats  
College Republicans  
Community Garden  
Computer and Electronics Club  
Cricket Club  
Cuban American Students Association  
Diversability  
Eco-Action  
European Club  
Figure Skating  
Financial Aid Peer Counseling  
French Cultural Association  
Gaming Club  
Gastronomes  
Georgetown Entrepreneurial Organization  
Georgetown Hip Hop Association  
German Club  
Global Zero

Grilling Society  
Hawaii Club  
Hellenic Club  
Hilltop Consultants  
Hilltop Tacos  
Hoya Blue  
Hoyas For Liberty  
Hoyawood  
International Relations Club  
International Students Association  
Iranian Cultural Society  
Irish American Society  
Israel Alliance  
J Street U  
Japan Network  
Jawani  
Jewish Student Association  
Klub Polski  
Korean Students Association  
Latin American Student Association  
Lebanese Student Association  
Lecture Fund \*  
Legislative Advocates  
Marketing Association  
MEChA  
Medieval Club  
Men of Strength  
Mexican Student Association  
Minority Association for Pre-Health Students  
Mock Trial and Law Team  
NAS: Arab Society  
National Assoc. for the Advancement of Colored People  
National Society of Collegiate Scholars  
O Clube Brasileiro  
On the Docket  
Parliamentary Debate Association  
Philodemic Debate  
Ping-Pong Club  
PorColombia  
Pre-Dental Society  
Pre-Med  
PRIDE  
Real Estate Investors Club  
Republican Women  
Right to Life  
Roosevelt Institute  
Secular Student Alliance  
SFS Academic Council

Smart Women Securities  
 Solidarity Committee  
 South Asian Society  
 Step Team  
 Student Activities Commission  
 Student Investment Fund  
 Students for Justice in Palestine  
 Tae Kwon Do  
 Taiwanese American Students Association  
 Take Back the Night  
 Thai Society  
 Tocqueville Forum Student Fellows  
 Turkish Student Association  
 Undergrad Bioethics  
 United Feminists  
 Vietnamese Students Association  
 Women in Politics  
 Women of Color

\*Falls under SAC, but applying to the budget summit separately

### 3. What were significant challenges for your organization over the past year?

After the first full year under the new budget system, SAC still faces a number of challenges over the past year. Our top three challenges were 1) maintaining equity while supporting our groups to fulfill their missions, 2) keeping groups accountable, and 3) maintaining equity with a lack of resources (both financial and non-financial).

- 1) In working out the kinks of the new budget system, the diverse needs of our student groups became even more apparent. Because SAC oversees such a wide range of groups, our funding system must be equally applicable for all of their needs. Especially at Spring 2013 SAC Budget Summit, we struggled to figure out the best way to ensure that our funding system is fair to smaller groups that only host dinners or smaller cultural events, groups like Mock Trial that must be able to travel to fulfill their mission, large political groups like the College Democrats and the IRC, and groups like the Bindaas and Jawani team that need practice space, etc. When these needs vary so significantly, it becomes challenging to maintain equity while supporting our groups to fulfill their missions.
- 2) Especially with such a tight budget where every group's request directly affects the scale cut (which consequently affects all SAC student organizations), educating groups about the current policies and making sure that they are kept accountable is definitely a challenge. We have most recently opened this discussion during the Funding Working Group sessions and hope to figure something out from there.
- 3) Additionally, SAC faces the common difficulty of not having enough resources to fund even the reasonable requests of our student organizations. For example, for Spring 2013, SAC received requests amounting to \$274,466.90. Even after trimming original to \$192,948.34, SAC was still only able to fund 69.202% of requests. These funding challenges are significant, yet it is difficult to maintain equity among all SAC organizations with such limited resources and it is something that we have solicited student organization and student leader input on via the Funding Working Group.

4. What were significant successes for your organization over the past year?

SAC's biggest success over the past year was increased communication and transparency on all levels, including student organizations, CSP, and the general Georgetown student body.

- a) *Student Organizations*: Perhaps our biggest change is the creation of the online published budgets ([tinyurl.com/sacspring2013](http://tinyurl.com/sacspring2013)). Here, any student group can look online to see whether their event has been processed/approved, to check with SAC's records of their events to avoid any incomplete event penalties, and to also look at other groups' events for a potential co-sponsorship. The published budgets were created as a direct response to the ambiguity that loomed over student organizations especially towards the end of the semester when groups are hosting their final events and doing end of the semester wrap ups.
- b) *Center for Student Programs (CSP)*: SAC and CSP are completely autonomous, however because CSP deals with reimbursements/DBC access for SAC organizations, SAC has created a master spreadsheet detailing each organization's event approvals that is updated on a daily basis. This directly benefits student groups because, especially with risk-free events being automatically approved, they now can process their finances and move on with the planning of their event without waiting.
- c) *Georgetown Student Body*: SAC has an open-door policy at all of its allocation meetings, established a public comment period at the beginning of every meeting to hear comments, questions and concerns from any person, and publishes all minutes and relevant/helping documents on Hoyalink for all to access. Furthermore, the SAC Funding Working Group is also open to the entire Georgetown student body – regardless if they are a leader of a SAC organization or not - to join. Lastly, in the past year, SAC has created a Twitter account and a Facebook page, which has helped us remind groups of deadlines and upcoming events (both of SAC and of other SAC student organizations).

5. Do you have any budget concerns for the next 5-10 years?

SAC most definitely does have budget concerns for the next 5-10 years.

- a) *New Clubs*: When we already fund our student groups at as low a percent as 70%, it is difficult to justify adding new groups without an increase in available resources. In the Fall of 2012, SAC granted access to benefits to an additional 9 student organizations, and we currently have 24 organizations still undergoing the new club development process under SAC. While most of the groups SAC sees have merit and will contribute to student life, approving new groups with no increase in funding provides a disservice to both the new groups we accept and current student organizations.
- b) *More Ambitious Programming*: SAC is excited to support larger, more significant programming by our student organizations, but that demands so much more of our available and already strained resources. As evident by the over \$274,000.00 requested by our student organizations this semester alone, groups could utilize more funding than they are already being approved for.
- c) *Spreading Hoya Spirit and Hoya Pride beyond DC*: Furthermore, we are seeing our groups travel more often and to more places, whether that is participating in invitational tournaments or representing Georgetown at cultural conventions. When our groups travel they are positive representations of Georgetown's student body outside of D.C.



and represent our university at many prestigious competitions and conferences. We would like to be able to maintain and even increase our support for such travel in the future.

6. What level of financial risk does your organization incur?

SAC does incur a moderately high level of financial risk. Because we have so many groups spending money in different ways with a degree of autonomy under SAC's guidelines, there are areas where things can go wrong. In almost all cases, SAC is responsible to back the financial accounts and actions of all of our student groups. We mitigate these risks by maintaining a well-funded reserve account above a minimum level suggested by financial affairs and risk management. SAC is also legally responsible for our student groups, adding additional financial risk. For any risky or unclear financial decisions, we consult with the Center for Student Programs, financial affairs, and other relevant campus organizations.

7. Your organization received a funding increase for FY13 because of SAFE Reform. Was this a fair increase? What was the effect of SAFE Reform?

The question as stated is difficult for SAC to answer. In actuality, our funding increased from FY12 to FY13 by \$60,000, which is a significant increase that SAC organizations directly benefitted from as part of the new budget system. We hope to continue to have an increase of at least that much, if not more, for FY14. As the hub of a plurality of Georgetown's student groups, SAC organizations have demonstrated a desire and need for increased funding, requests that we hope the GUSA Finance and Appropriations Committee will consider. Because SAC caters to so many groups, we expect that any increase in available funds will be reflected in an increase to SAC's budget.

It is also challenging for us to specifically identify the effect of SAFE Reform because of how SAC groups are funded. The increased funding simply allowed us to fund more requests of more of our groups to a larger extent. The increase in funding is spread across the board to all of our groups, and thus it is challenging to identify specific ways in which the SAFE increase was used. In funding more of groups' requests, we have also been able to fund travel to a higher level, continuing to support our student organizations. The SAFE increase has allowed us to use more resources to fund more requests of our student organizations.

8. If you are requesting more funding for FY14 than FY13 please explain why.

We are requesting more funding for FY14 than FY13 because the requests of our student organizations continue to outpace available funds. This is most evident in our most recent scale cut of 69.202% - a number that we greatly need to increase. We have also added 16 additional groups in the past fiscal year and expect to add another 10-15 more in the upcoming fiscal year. With more innovative and ambitious agendas for programming and an increasing demand to represent Georgetown beyond campus – both of which SAC would like to support – SAC is requesting more funding to ensure that these events are happening and thus adding to student life here at Georgetown. The entire request for additional funds is entirely driven by data gathered since Spring 2012. Please see the "Funding Request Methodology" for an explanation of our calculations.

9. How could the Budget Summit process be improved this year? How could relations with GUSA be improved?

The Budget Summit process was well presented and was well supplemented with the memorandum. Perhaps some background as to how the Finance and Appropriations committee reviews all of these budgets would have been helpful, but otherwise it was quite clear. While some of the financial information, such as past balances at specific times, was difficult to track down, in general the form was thorough and allowed us to provide plenty of information. Relations with GUSA have been much improved with SAC over these past few semesters, but increased communication between senators and the executive is always welcomed.

**PLEASE ENSURE YOUR ORGANIZATION CONTINUES TO COMPLY WITH THE 2010 6-POINT REFORM PLAN:**

1. The total balance of any advisory board's reserve account shall not be excessive (as deemed by the Office of the Vice President for Student Affairs), and boards with surplus funds should provide a plan to for their reserves.

The current balance of our reserve account is slightly higher than financial affairs and office of risk management suggest, but we are already considering how to reduce it in a responsible way. We are currently looking into long-term and large-scaled investments, such as improving student spaces or even investments as simple as purchasing tables for all SAC groups to use for events/tabling.

2. An appeals process shall be implemented and publicized, where such processes do not already exist, for clubs that are denied full funding for an activity or annual budget under its advisory board.

Any decision made by SAC is allowed to be appealed, and a decent handful of groups have taken that opportunity. SAC also has an appeals process directly after our own budget summit as outlined in our budget guide. Appeals can be made both to the Commission and the director of the Center for Student Programs.

3. Clubs shall have the option of requesting a lump sum, annual budget with an opportunity to reapply for additional funding from its advisory board.

Such a process exists. Please see attached funding guide for more details.

4. All meetings and recorded minutes of all meetings of an advisory board shall be open to the public, including any and all votes, and that all records are posted online in a timely fashion.

Such a system exists. All of our meetings are public and our minutes are posted on Hoyalink under the "Documents" section.

5. Members of the advisory board are, in some way, directly accountable to their constituents or to the student body in general, such as having GUSA Senate confirmation or being elected by the leaders of the clubs they represent.

The chair of the Student Activities Commission is elected by club leaders, a recent change that has had positive implications for accountability. Commissioners are chosen by a selection committee, including members of other advisory boards. Student groups have an opportunity to evaluate their commissioners. Outside of formal processes, we solicit input at all levels.

6. Clubs have reasonable control over all funds that they fundraise outside of the normal allocations process.

Because of SAC's bulk allocation system, all SAC organizations have control over their organization's funds. Furthermore, groups can raise additional funds outside of SAC's original allocation and used as groups choose as long as specific events are approved and keeping with university policy. Also according to our budget guide, groups can now fundraise internally for their organization without paying back SAC for the original allocation.

**CERTIFICATION:**

*By signing below, I hereby certify that the information enclosed is accurate to the best of my knowledge.*

**Funding Request Form Submitted By:** Jennifer Chiang

**Name of Group Student Chair:** Jennifer Chiang

**Signature (type your name):** Jennifer Chiang

**Name of Group Advisor:** Amanda Carlton

**Signature (type your name):** Amanda Carlton

**Date:** February 17<sup>th</sup>, 2013

**Contact Email:** jc859@georgetown.edu

**Contact Phone Number:** 202-553-4388

## **FY14 Budget Summit SAC Funding Request Methodology**

This year for the budget summit, SAC's funding request was achieved by formal calculations based wholly on requests from our student organizations. Under the current budget system, groups have demonstrated the amount of funding they request for their programs, and so we utilized these requests from the Fall 2012 and Spring 2013 semesters. For the purposes of our calculations, we use an assumption that in a full year of programming, 45% of the programming occurs in the fall and 55% occurs in the spring. This is a breakdown SAC has used for many years and one we consider to be accurate. (FY13's breakdown was 46.75% of programming in the Fall and 53.25% in the Spring.)<sup>1</sup> Because the Lecture Fund is applying separately for their allocation funds, we have removed them from our calculations. All requests are based on SAC funding 100% of reasonable group requests.

### **General Allocations**

For general allocations, we begin with our groups' reasonable requests for Fall 2012: \$130,921.29. While total group requests were as high as \$192,860.61, we felt it would be more responsible to use the total that SAC scaled the numbers down to, despite the fact that groups desired almost \$200,000. We expect Fall 2013 allocations to be the same as Fall 2012, so **\$130,921.29**.

Next, our groups' reasonable requests for Spring 2013 is \$192,948.34, with the total group requests as high as \$274,466.90. We expect Spring 2014 allocations to be the same as Spring 2013, so **\$192,948.34**.

### **New Groups**

SAC must then consider new groups in the calculations. Starting in Fall 2012, all of the advisory boards saw a dramatic increase in the number of student organizations wanting to enter in the new club development process. There were 47 submissions in Fall 2012, and another 37 submissions in Spring 2013, compared with the 14 submissions in Spring 2012. Groups were assigned based on where they fit best based on their mission, and for the FY13 year, SAC was assigned a total of 25 Fall + 13 Spring = 38 groups, 24 of which are currently undergoing the new club development process. In Fall 2012, SAC granted access to benefits to 9 new student organizations bringing our total to 103. These 9 organizations were allowed to budget for the Spring 2013 semester, so their requests are already accounted for in the Spring 2013 general allocation amount. Each of these 9 groups have demonstrated their merit and that there is a high demand within the Georgetown community for their new organization.

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<sup>1</sup> Calculated using the number of events requested during the two budget summits, and therefore does not include ad hoc events. For Fall 2012, 712 events were brought to the commission during SAC's budget summit, and for Spring 2013, 811 events were brought to the commission. There were 164 ad hoc events during Fall 2012, and  $(164/45)*55 = 200.44$  ad hoc events projected for Spring 2013.

Though SAC encourages the groups to undergo the new club development process to hopefully receive access to benefits, we recognize both the financial and non-financial burdens that these new groups represent to both SAC and other SAC organizations. The Spring 2013 semester's scale cut of 69.202% is a good representation of this. With all of this in mind, for the Spring 2013 semester, as SAC begins to feel the strain, in all funding, space, and advising, we expect to be more stringent in our rationale for approving new groups and thus only expect to grant access to benefits to an additional 8 new groups to fund in Fall 2013 and Spring 2014. The average reasonable request of the new groups SAC approved last semester was \$1030.77, therefore, when calculated for 7 new groups, an additional  $\$1030.77 \times 7 = \mathbf{\$7215.39}$  is expected to be allocated for Spring 2014. Again, assuming that spring is 55% of programming, an additional **\$5903.50** is needed for these groups in Fall 2013.

Additionally, SAC anticipates granting access to benefits to an additional 5 groups in Fall 2013. Using the average allocation of \$1030.77 for new groups in Spring 2013, we expect an additional allocation of **\$5153.85** for Spring 2014 for groups granted access to benefits in Fall of 2013. When combined the allocation necessary for new groups approved Spring 2013, the total for new groups in Spring 2014 is \$12,369.24.

### **Unfunded Groups**

Five SAC organizations in Fall 2012 and 11 SAC organizations in Spring 2013 did not request funding within the specified time period. While we must be strict with our funding procedures and timelines, we cannot expect groups to miss deadlines in such a fashion each semester and must be prepared to fund all of our student organizations expecting them all to follow proper timelines and procedures. To combat this, SAC is planning to simplify the budget process into one online form. Based on the average group reasonable request from Fall 2012, \$1,540.25, we can assume an additional **\$7,701.25** will be necessary for Fall 2013. Based on the average group reasonable request from Spring 2013, \$2,097.26, we can assume an additional **\$23,069.86** will be necessary for Spring 2014.

### **General Allocation Totals**

For general allocations in Fall 2013, we expect to need \$130,921.29 for general allocations, \$5,903.50 for new groups in Fall 2013, and \$7,701.25 for unfunded groups in Fall 2013, for a total of **\$144,526.04** for general allocations for Fall 2013.

For general allocations in Spring 2014, we expect to need \$192,948.34 for general allocations, \$7,215.39 for new groups granted access to benefits in Spring 2013, \$5,153.85 for groups granted access to benefits in Fall 2013, and \$23,069.86 for unfunded groups for Spring 2014. This makes the total needed for Spring 2014 general allocations to be **\$228,387.44**.

## **Travel Fund**

Assume that all travel funded as of 2/18/12 (the available data) reflects travel between 1/9/13 and 3/4/13. The 3/4/13 figure is based on SAC's two-week rule for event approval requests and past experience. This reflects 69 days of group travel. The remaining period during which groups can travel for Spring 2013 is from 3/4/13 to 4/29/13 (4/29/13 being the last day of classes and the last day on which groups are permitted to travel). This remaining period is 56 days long, but after subtracting 14 days for Easter and Spring Breaks, during which student organization travel is minimal or nonexistent, the remaining period is 42 days long. Using current requests (reflecting the past 69 days) to establish a per-day travel request average, this per day request average can be multiplied by 42 to determine projected requests for the remainder of the semester. This number can then be added to requests to date to determine total projected requests for the semester. As a result, we can reasonably expect that travel funding will total **\$40,239.19** for Spring 2014.

To calculate the Travel Fund amount for Fall 2013, we use the amount of travel funding allocated to SAC organizations for Fall 2012, which was \$44,033.64. We expect Fall 2013 allocations to be the same as Fall 2012, so **\$44,033.64**.

## **Ad Hoc Fund**

SAC has instituted an Ad Hoc fund for additional funding requests for new events or events that undergo substantial changes after the original budgeting process. We have seen groups utilize the Ad Hoc fund extensively and have already seen a number of requests we have not been able to fund. Spring 2012 had a total of 92 events that were considered ad hoc, Fall 2012 had 164 events, and after as of 2/13/2013, Spring 2013 already had 49 ad hoc events. There are  $(164/45)*55 = 200.44$  total ad hoc events projected for Spring 2013. We expect programming, and therefore also ad hoc programming, to increase towards the end of the semester since that is when most ad hoc funding requests typically come in. For FY13, we maintained an Ad Hoc fund of \$9,000 each semester. Seeing its success, we hope to maintain an Ad Hoc fund of **\$10,000** for Fall 2013 and **\$12,000** for Spring 2014, considering expected increase usage of the fund and additional new groups granted access to benefits.

## **Total Requests**

SAC expects to receive \$156,107.00 from tuition and \$7,557.00 from the Coca-Cola contract for FY14. For Fall 2013, with general allocations (\$144,526.04), the Ad Hoc Fund (\$10,000) and the travel fund (\$44,033.64), we expect allocations to total **\$198,559.68**. For Spring 2014, with general allocations (\$228,387.44), the Ad Hoc Fund (\$12,000) and the travel fund (\$40,239.19), we expect allocations to total **\$280,626.63**. Both semesters combined, we expect total expenditures for FY14 to be **\$479,186.31**. After including the Coca-Cola contract and tuition revenues, SAC will have a shortfall of **\$315,522.31** for FY14.

As a result, SAC is requesting **\$315,522.31** from GUSA for FY 14. Totals are demonstrated in Table 1 and specific calculations can be found in the Spring 2013 Master Budget Summit Workbook under the tab “FY 14 Request Calculations.”

**Table 1:**

<b>Revenue:</b>				
		<b>Tuition</b>		\$ 156,107.00
		<b>Coca-Cola Contract</b>		\$ 7,557.00
		<b>Projected Revenue</b>		\$ 163,664.00
<b>Expenditure (projected):</b>				
		<b>Fall 2013</b>		
			Ad Hoc	\$ 10,000.00
			Travel Fund	\$ 44,033.64
			Allocations	\$ 144,526.04
			<i>Fall 2013 Total</i>	\$ 198,559.68
		<b>Spring 2014</b>		
			Ad Hoc	\$ 12,000.00
			Travel Fund	\$ 40,239.19
			Allocations	\$ 228,387.44
			<i>Spring 2014 Total</i>	\$ 280,626.63
		<b>Projected Expenditures</b>		\$ 479,186.31
		<b>Projected FY14 Shortfall</b>		\$ (315,522.31)
		<b>SAC FY14 GUSA Request</b>		\$ 315,522.31



**Note:** The following are excerpts of the draft of SAC's FY12 Annual Report. Starting in the Spring 2012 semester, SAC is using more and more data to inform our decisions and to help us reflect and improve on ourselves going forward. We hope to publish the FY13 Annual Report in late Summer 2013 or early Fall 2013.

Student  
Activities  
Commission

Spring  
2012

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Annual  
Report

# I. How to Use This [Draft] Report

- *All of the reported data has been collected from the Event Authorization Form.* When a student organization would like to have an event approved, a representative from the organization would then fill out the Event Authorization Form that is found on the SAC website and in the future, Hoyalink. The data featured in this report was extracted from a compilation of all of these event requests.
- The only events that need to be brought the commission's attention are those that have risk and/or those in which groups would need access to their GX accounts. Therefore, *some student programming that happens on campus* does not require SAC approval (e.g. officer meetings and regular practices) and *are thus not included in this report because of the absence of that data.* Nevertheless, the data presented in this report is a good reflection of the use of money and resources reserved and used for student programming.
- *The commission trusts that groups have given us honest summaries of their events.*
- Definitions of the Three Event Type Classifications
  1. *Informative/Educational ("Educational")* – These events have the goal of educating and or informing the Georgetown community. Examples include panels with guest lecturers (in which SAC allocates money to the receptions), forums, internship panels, debates, etc.
  2. *Social Gathering ("Social")* – These events have the goal of promoting a sense of community within the club's membership and or the overall Georgetown community. Examples include formals, general body meetings, movie nights, board bonding, and large scale performances, such as Rangila and Asiafest. It is important to note that there were some events that were labeled as an "Organizational Investment/ Operational Expenses" on the Spring 2012 budget that were clearly social events, i.e. Movie Nights. These particular few events were thus reclassified as "Social Gathering" events in order to stay consistent and maintain the accuracy of the data collected.
  3. *Organizational Investments and Operational Expenses ("Organizational")* – These "events" are requests for items that would help keep the club running and growing. Examples include art supplies, t-shirts (which SAC only provides fundraising loans for), and website fees.
- *Events classified as "incomplete" are those that were allocated on the budget but never approved by the commission. They may have taken place without SAC approval, but for the purposes of this report they are considered incomplete.*

## II. General Statistics & Trends

For the Spring 2012 semester, there were **a total of 837 unique events brought to SAC's attention, 92 of which were brought to the commission as Ad Hoc events.** However, even though SAC had reserved the resources to cover all 837 events during the budget summit with the creation of the ad hoc fund, not all 837 events were "completed." For this report, the term "completion" entails that the event was submitted to and approved by SAC prior to the event's date. Those events that were not completed, or "incomplete," include those that failed to be submitted to the event authorization form, those that were cancelled, or those that were denied or tabled due to an insufficient amount of information or a violation of university policies.

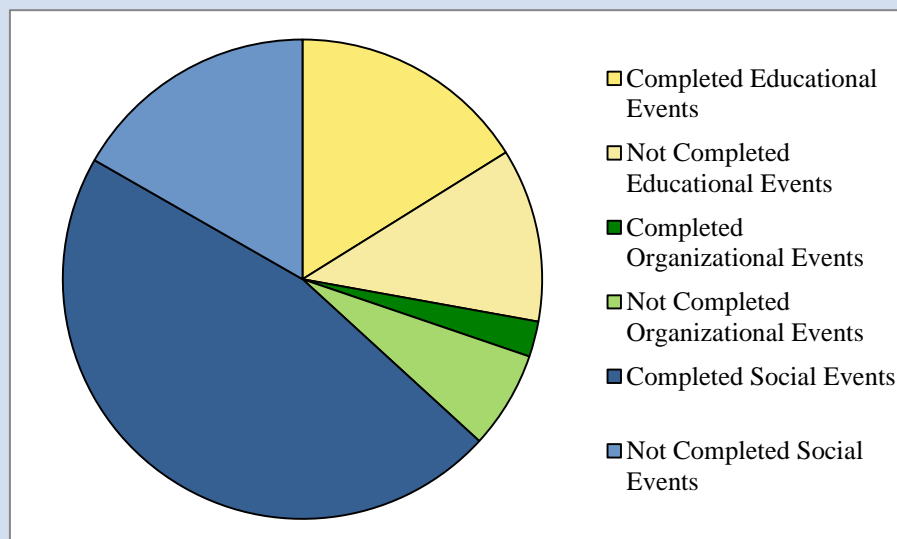
### Completed versus Not Completed Events

#### Completed Events

<i>Educational</i>	135
<i>Organizational</i>	20
<i>Social</i>	389
<b>Total</b>	<b>544</b>

#### Not Completed Events

<i>Educational</i>	98
<i>Organizational</i>	55
<i>Social</i>	140
<b>Total</b>	<b>293</b>

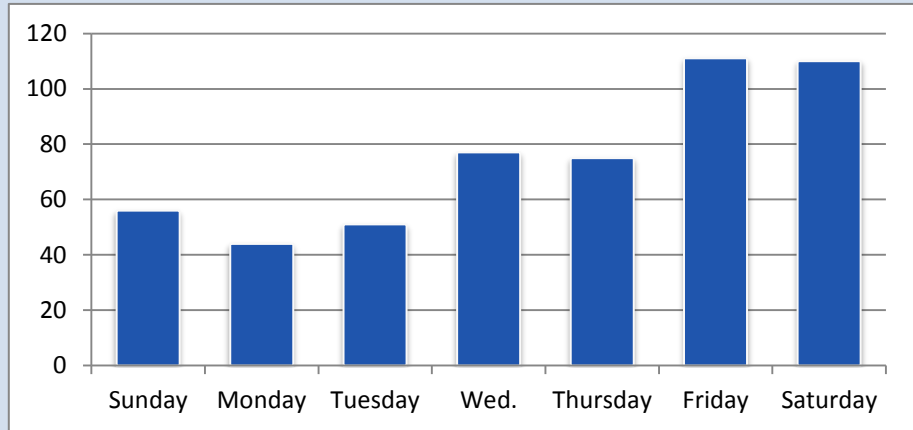


This pie chart shows the classifications of all 837 events. The yellow represent all educational events, green organizational events, and blue social events. The darker colors represent completed events, while the lighter colors represent not completed events. From this graph, one can see that social events make up most of student programming as it represents almost two out of every three events. **Most social events proposed were completed, while a little more than half of the educational events proposed were completed, and more organizational events were left incomplete at the end of the Spring 2012 semester.** From observation, the commission has seen that many of the organizational investments/operational expenses have been accounted for in reality, but they just never made it to the event authorization form potentially due to a lapse in commissioner to student group communication. For this reason, the penalty for not completing events has been waived for those events labeled to be an organizational investment/operational expense. The commission hopes that in the future the number of not completed events diminishes.

The following pieces of data are presentations and analyses of some general trends that the commission noticed throughout the semester of programming. The commission hopes that this will provide a better background for student groups, SAC, and the university in order to better allocate and organize their energy and resources for maximum utility.

## Programming Trends – Programming Times

<i>Day of the Week</i>	<i># of Events</i>
<i>Sunday</i>	56
<i>Monday</i>	44
<i>Tuesday</i>	51
<i>Wednesday</i>	77
<i>Thursday</i>	75
<i>Friday</i>	111
<i>Saturday</i>	110



Not surprisingly, the **most popular day of the week for student groups to program is Friday**, though Saturday is a close second. Though not depicted in the above table or graph, the average length of an event is two hours and twenty-three minutes.

## Programming Trends – Peaks and Lows

Jan. Feb. Mar. Apr. May

1		1	3	4	9
2		4	0	2	12
3		2	0	3	6
4		2	0	1	0
5		1	0	1	1
6		5	0	2	
7		1	0	1	
8		2	0	0	
9		2	0	2	
10		7	1	4	
11	0	5	0	6	
12	1	3	2	7	
13	0	2	4	9	
14	0	2	3	16	
15	0	2	6	9	
16	2	4	10	7	
17	1	8	8	6	
18	3	6	4	11	
19	1	1	5	7	

20	3	2	9	16
21	2	1	2	22
22	1	10	5	3
23	1	4	12	2
24	2	15	16	3
25	1	10	2	13
26	7	6	5	13
27	5	3	5	13
28	1	1	5	6
29	1	4	5	20
30	0		10	4
31	0		12	

This chart illustrates the number of events that happened on each available programming day during the Spring 2012 semester. The darker the color box, the more events there were. As one can see, there were high periods of programming right before and after breaks, notably Spring Break (March 3<sup>rd</sup> – 11<sup>th</sup>) and Easter Break (April 5<sup>th</sup> – 9<sup>th</sup>). Programming increases towards the end of the year, peaking on April 21<sup>st</sup> with twenty-two events.

## Programming Trends – Locations<sup>1</sup>

<i>Location</i>	<i># of Events</i>	<i>Location</i>	<i># of Events</i>	<i>Location</i>	<i># of Events</i>	<i>Location</i>	<i># of Events</i>
<i>Off Campus</i>	128	<i>Facilities Office</i>	9	<i>Black House</i>	4	<i>Esplanade</i>	3
<i>ICC Classroom</i>	54	<i>Makom</i>	8	<i>Harbin Patio</i>	4	<i>Observatory</i>	3
<i>Alumni Lounge</i>	34	<i>Hoya Court</i>	7	<i>Lohrfink Audi.</i>	4	<i>Sellinger Lounge</i>	3
<i>Common Rooms</i>	33	<i>Fischer Colloquium</i>	6	<i>McShain Lounge</i>	4	<i>Kehoe</i>	2
<i>Red Square</i>	28	<i>Hariri</i>	6	<i>Yates Field House</i>	4	<i>La Casita</i>	2
<i>Conference Room</i>	18	<i>Reiss</i>	6	<i>Bulldog Alley</i>	3	<i>Midnight MUG</i>	2
<i>Philodemic Room</i>	17	<i>Riverside</i>	6	<i>Bioethics Library</i>	3	<i>Mortara Center</i>	2
<i>Front Lawns</i>	16	<i>St. Mary's</i>	6	<i>Alumni Square</i>	3	<i>Harbin Field</i>	2
<i>Copley Formal</i>	13	<i>Epicurean</i>	5	<i>Car Barn</i>	3	<i>Uncommon Grounds</i>	2
<i>White Gravenor</i>	11	<i>Healy Classrooms</i>	5	<i>ICC MUG</i>	3	<i>Walsh</i>	2

According to the data collected, approximately **one out of every five events is held off campus**. Furthermore, approximately **one out of every ten events is held in an ICC classroom**. Plausible reasons for these trends include the high prices for both catering as well as campus space. The commission hopes that in the future more campus spaces, especially those that are considerably pricier such as the Leavey Ballroom and Fischer Colloquium, can become more accessible and affordable for all student groups. Though the commission does

<sup>1</sup> Locations that were registered to have been used only one time include: Career Education Center, Leavey Club Room, Dahlgren Quad, Gaston Hall, Gelardin Media Center, Georgetown University Hotel and Conference Center, ICC Auditorium, ICC Galleria, Kennedy Multipurpose Room, Med-Dent Building, New South Screening Room, Philodemic Library, Leavey Program Room, Riggs Library, and the Tennis Courts.

encourage students to explore DC, the commission would also hope to see more student groups using some of the spaces here on campus, many of which are free and underutilized. For Fall 2012, SAC will be distributing a list of spaces open for student organizations to utilize.

In terms of the data, those locations that had only one event occurring there throughout the Spring 2012 semester are not shown in the above table. Also, at times, locations were not reported or were misreported, which could have affected the accuracy of the data presented here.

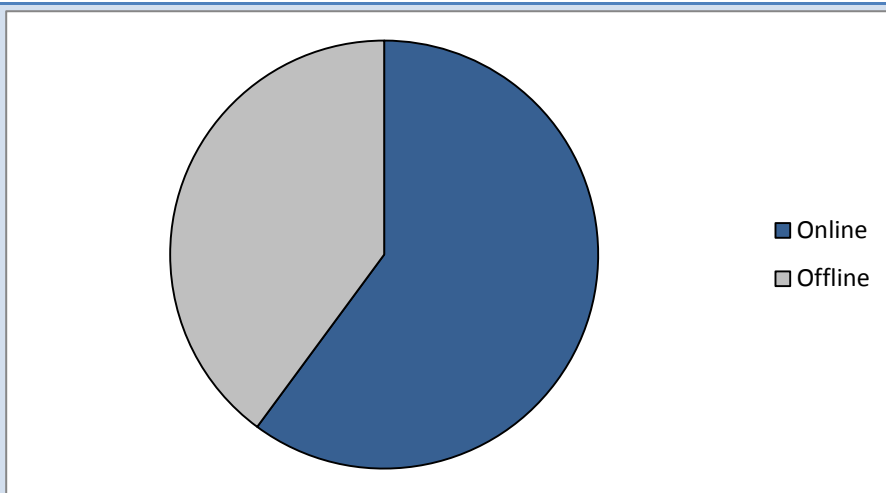
## Programming Trends – Attendance

	<i>Average</i>	<i>Median</i>	<i>Maximum</i>	<i>Minimum</i>
<i># of people</i>	53.681	30	600	5

It is important to note that the data used to calculate statistics regarding attendance is given by the student organizations themselves as an estimate of how many people they expect to come to their upcoming event. At times, groups have underestimated, overestimated, or even neglected to tell the commission the attendance. Nevertheless, the commission trusts that groups estimated these numbers with care and precision.

## Programming Trends – Event Authorization Process

	<i># of Events</i>
<i>Approved Online</i>	327
<i>Approved Offline</i>	217
<i>Total</i>	544
<i>Average # of Days between the date of the event and the date of the submission to the commission</i>	14.473



This semester, SAC introduced a new event authorization process where events with no risk can be approved online by both the SAC Chair and Vice-Chair. Events that are ad hoc, travel, or involve some sort of risk instead had to come to the full commission. Over the course of the semester, approximately three out of every five events were approved online saving both the commission's and the student group's energy and time. Furthermore, the commission also maintained a policy of requesting groups to submit events at least two weeks in advance. We are pleased to see that the data reflects student groups' cooperation. Even so, this number is an average of all events both big and small, and given the number of rushed event authorizations (groups coming to us the day of for approval), we hope to see this number increase in the future.

## Programming Trends – Risk Factors

<i>Risk Factor</i>	<i># of Events</i>	<i>Risk Factor</i>	<i># of Events</i>
• <i>Ad-Hoc Funding Request</i>	92	• <i>Alcohol present, even if not paid for by SAC</i>	2
• <i>Anticipated spending/income over \$10,000</i>	1	• <i>Contract(s) involved</i>	27
• <i>Fundraising</i>	19	• <i>Non-GU organization participating</i>	36
• <i>Off campus</i>	128	• <i>Over 200 expected participants</i>	15
• <i>Overnight stay</i>	22	• <i>Strenuous or high risk physical activity</i>	9
• <i>Spending \$500 or more at a non-GU restaurant/caterer for food being consumed off campus</i>	3	• <i>Spending \$750 or more at a non-GU restaurant/caterer for food being consumed on campus</i>	8
• <i>Travel or any transportation paid for through a GX account</i>	35		
Average # of Risks per event	0.730	Average # of Risks per event with $\geq 1$ risk	1.780

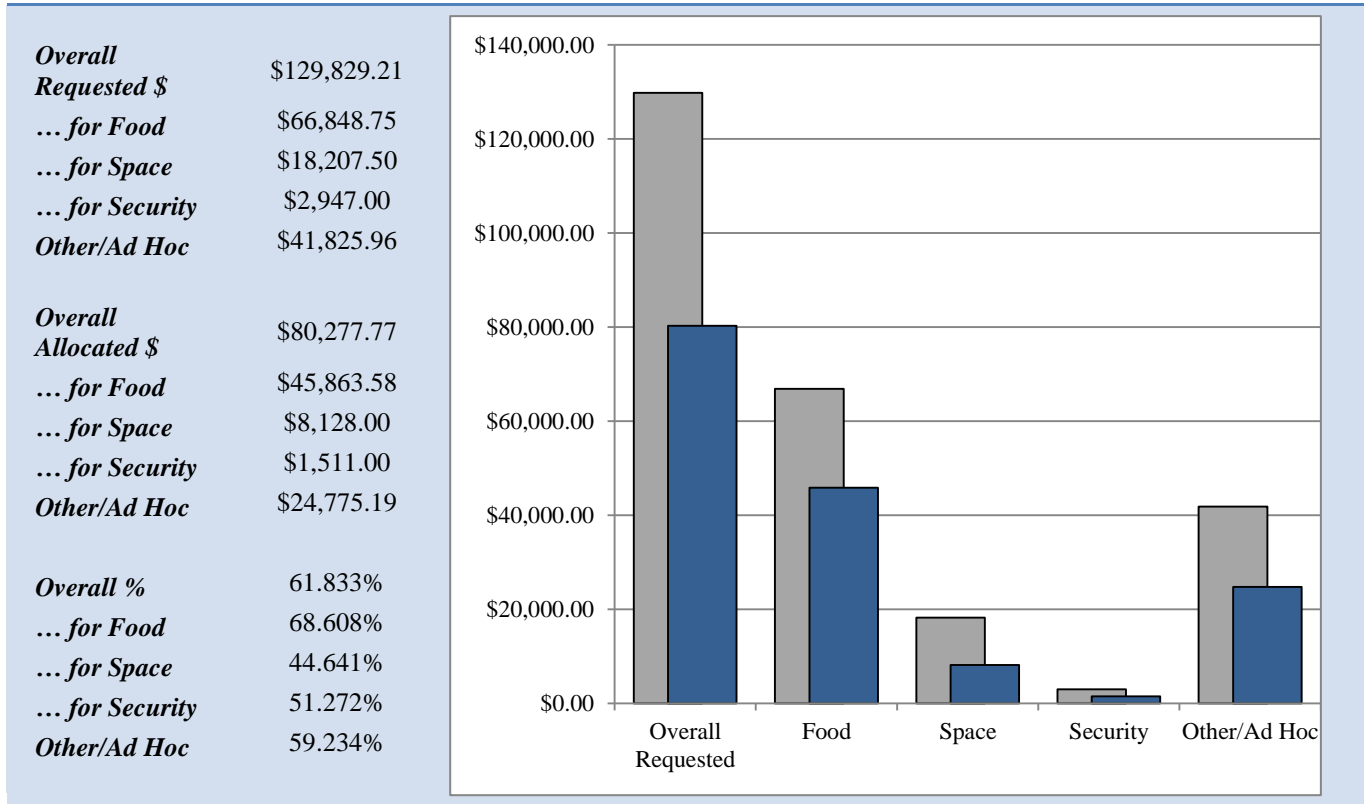
Most events that SAC encounters usually do not involve risk, however, those that do still tend to be manageable. Events involving a lot of risk are usually travel events or large-scale, semester-defining programs for student organizations. Most of the time the risk is an “Ad Hoc Funding request” or travel off campus, usually for a meal. During the event authorization process, these risk factors have helped the commission focus our discussion on potentially troublesome aspects of the event. Furthermore, these risk factors have also helped student groups by reminding them of university policies and that they should communicate with both their commissioner as well as their CSP advisor for further guidance.

## III. Financials

For the Spring 2012 semester, the 837 events brought to SAC’s attention requested a total of \$222,570.71. Due to SAC’s limited resources, the commission ultimately approved \$114,889.47 of the requests for all 837 events to utilize. Because many events were not completed, there may have been a substantial sum of money remaining at the end of the semester, potentially as high as \$34,611.70.

**All allocations presented in this report have been scaled.** SAC applies a scale to our funding each semester to account for our inability to cover all financial requests with our available resources. The scale is calculated by finding the ratio between total group requests and allocation funding available, and is then applied equally to all organizations. For the spring 2012 semester, the scale was 75.255%. The scale was only waived for events held on Georgetown Day to encourage student group programming and was waived for travel events because those allocations were already scaled.

## Financials – Completed Events



In the above graph, the gray bar represents what was requested, while the blue bar represents what was ultimately allocated. To reiterate, this chart reflects the financial information behind only the 544 completed events, which includes the 92 ad hoc events. With the exception of space requests, the commission was able to grant more than half of all financial requests.

Throughout the Spring 2012 semester, the commission did struggle with the issue of spaces for student programming. Due to the high costs of some of the bigger, more versatile spaces on campus, many groups ultimately resorted to finding space at a nearby hotel. In response to this problem, SAC hopes to work with OCAF and other managers of on-campus space to perhaps give student groups an opportunity to utilize more expensive spaces at discounted prices.. Furthermore, as reflected in the latest version of the budget guide, the new space allocation policy reads, “SAC will allocate up to \$10 per person for space and equipment, regardless of whether the space is on or off campus.” The commission hopes that this new approach will help student organizations program in more suitable spaces for their needs.



## Financials – Completed Events, Cont.

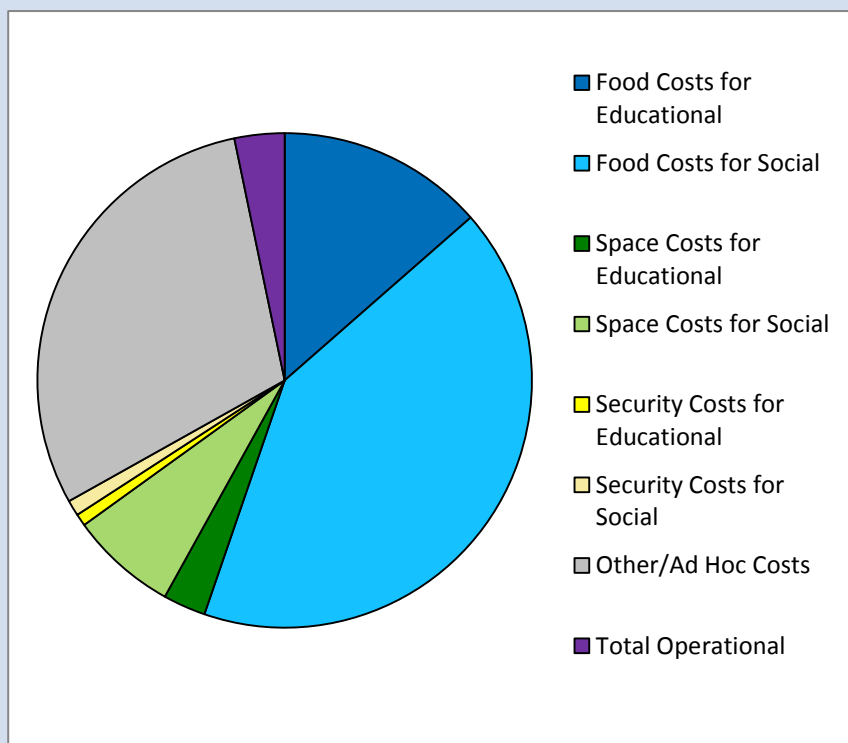
**Food Total**        \$ 45,863.58  
**Educational**     \$ 11,250.10  
**Social**            \$ 34,613.48

**Space Total**       \$ 8,128.00  
**Educational**     \$ 2,315.00  
**Social**            \$ 5,813.00

**Security Total**    \$ 1,511.00  
**Educational**     \$ 656.00  
**Social**            \$ 855.00

**Other/Ad Hoc**    \$ 24,775.19

**Total Allocated**  
**Educational**     \$ 21,758.23  
**Social**            \$ 55,808.14  
**Operational**     \$ 2,711.40

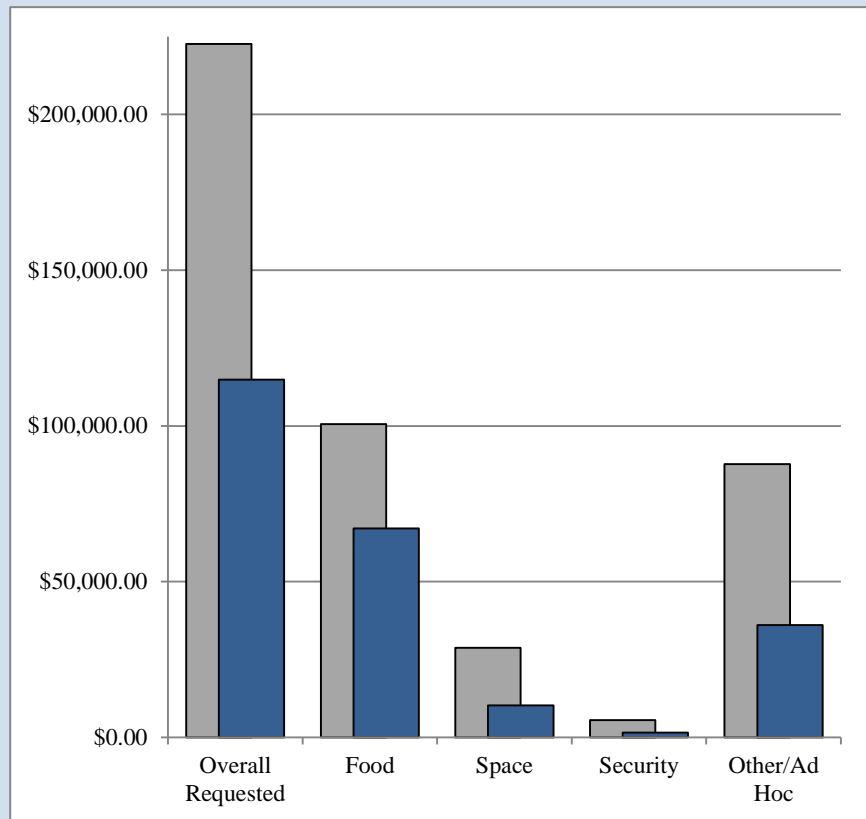


The above pie chart represents a breakdown of the overall allocated money for completed events into food costs, space costs, security costs, operational costs, and other/ad hoc costs. The blue represents food costs in general, green represents space, yellow represents security, the purple represents operational costs, and the gray represents the other miscellaneous costs, as well as the cost of ad hoc events. Operational costs are not broken down into food/space/security costs since items in this category should not be food, space, or security related. “Other” costs are usually those that do not fit into the other three categories. Examples of “other costs” include renting out Strike Force or tablecloths for the more formal events. Continuing on, the darker colors represent those events that are classified as educational events, and those that are lighter are classified as social events. Ad hoc events were not broken down into food/space/security/other costs because that particular set of data was not available and/or accessible for many of the ad hoc events.

As illustrated, much of SAC money goes to subsidizing food costs, especially for social events. Isolating just the social events (the lighter blue, green, and yellow pieces), one can see how almost half of all of the allocated money was devoted towards social events, while educational events do not even make up a quarter of the total.

## Financials – Ideally with All Events Completed

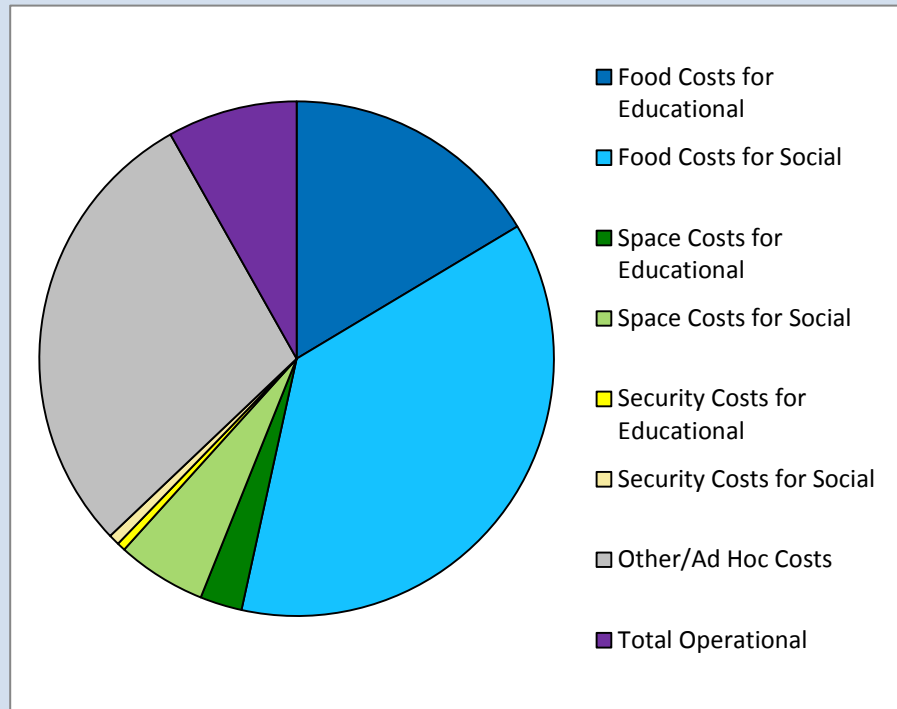
<b>Overall Requested \$</b>	\$222,570.71
<b>... for Food</b>	\$100,517.75
<b>... for Space</b>	\$28,754.00
<b>... for Security</b>	\$5,540.00
<b>Other/Ad Hoc</b>	\$87,758.96
<b>Overall Allocated \$</b>	\$114,889.47
<b>... for Food</b>	\$67,075.78
<b>... for Space</b>	\$10,277.00
<b>... for Security</b>	\$1,511.00
<b>Other/Ad Hoc</b>	\$36,025.69
<b>Overall %</b>	51.619%
<b>... for Food</b>	66.730%
<b>... for Space</b>	35.741%
<b>... for Security</b>	27.274%
<b>Other/Ad Hoc</b>	41.051%



In the above graph, the gray bar represents what was requested, while the blue bar represents what was ultimately allocated. Again, this graph represents what SAC allocated in hopes of having all 837 proposed student programming events to have been held. As shown by the graph, SAC is limited by their resources and was only able to allocate 51.619% of all financial requests.

## Financials – Ideally with All Events Completed, Cont.

<b>Food Total</b>	\$	66,545.78
<i>Educational</i>	\$	20,433.30
<i>Social</i>	\$	46,112.48
<b>Space Total</b>	\$	10,277.00
<i>Educational</i>	\$	3,287.00
<i>Social</i>	\$	6,990.00
<b>Security Total</b>	\$	1,511.00
<i>Educational</i>	\$	656.00
<i>Social</i>	\$	855.00
<b>Other/Ad Hoc</b>	\$	36,025.69
<b>Total Allocated</b>		
<i>Educational</i>	\$	33,533.43
<i>Social</i>	\$	71,174.14
<i>Operational</i>	\$	10,161.90



The above pie chart represents a breakdown of the overall allocated money for completed events into food costs, space costs, security costs, operational costs, and other/ad hoc costs. The blue represents food costs in general, green represents space, yellow represents security, the purple represents operational costs, and the gray represents the other miscellaneous costs, as well as the cost of ad hoc events. Operational costs are not broken down into food/space/security costs since items in this category should not be food, space, or security related. “Other” costs are usually those that do not fit into the other three categories. Examples of “other costs” include renting out Strike Force or tablecloths for the more formal events. Continuing on, the darker colors represent those events that are classified as educational events, and those that are lighter are classified as social events. Ad hoc events were not broken down into food/space/security/other costs because that particular set of data was not available and/or accessible for many of the ad hoc events.

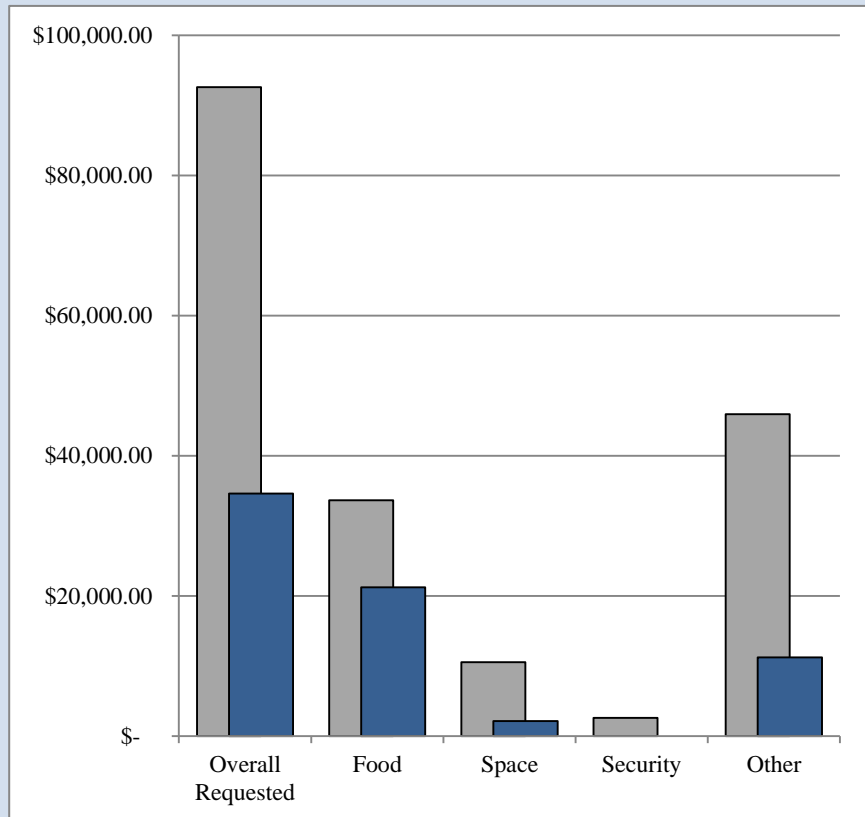
As illustrated, most of the money was allocated towards social events and more than half the money was allocated towards food costs.

## Financials – Not Completed Events

*Overall Requested \$* \$92,596.50  
*... for Food* \$33,669.00  
*... for Space* \$10,546.50  
*... for Security* \$2,593.00  
*Other/Ad Hoc* \$45,933.00

*Overall Allocated \$* \$34,611.70  
*... for Food* \$21,212.20  
*... for Space* \$2,149.00  
*... for Security* \$0.00  
*Other/Ad Hoc* \$11,250.50

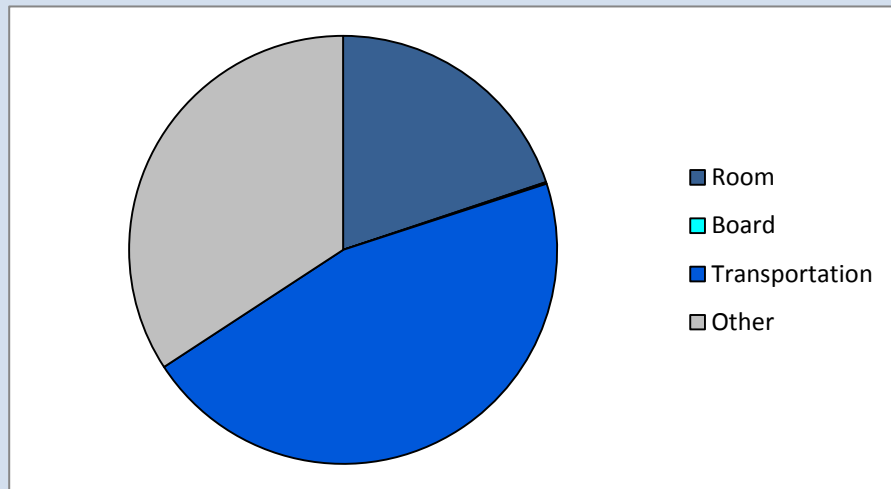
*Overall %* 37.379%  
*... for Food* 63.002%  
*... for Space* 20.376%  
*... for Security* 0.000%  
*Other/Ad Hoc* 24.493%



In the above graph, the gray bar represents what was requested, while the blue bar represents what was ultimately allocated. This graph reflects the 293 events that failed to have been completed. **Of these 293 events, 98 of them were educational events, 140 of them were social events, and 55 of them were organizational “events.”** What is interesting to see is the drastic drop between the overall amount requested and the overall amount allocated. A plausible explanation was that many of these events were not planned thoroughly enough upon presentation to SAC such that the commission felt like they did not have enough information to approve such an event – and in the end, the event never was completed on SAC’s end.

## Financials – Travel Allocation Analysis

<b>Room</b>	\$13,738.16
<b>Board</b>	\$90.00
<b>Transportation</b>	\$31,652.71
<b>Other</b>	\$23,659.79
<b>Total</b>	\$69,140.66
<b>Total Scaled</b>	\$38,676.17



For Spring 2012, SAC created the Travel Fund, from which all travel related allocations were taken from. This semester, a total of \$69,140.66 was approved for travelling purposes, which was reduced to \$38,676.17 after appropriate funding percentages were applied. The funding percentage varies event by event depending on whether the student organization is considered a travelling group, which number trip it was for the group (one, two, or three) and whether the trip was merit-based or not.

The above pie chart illustrates the breakdown of what the commission approved for travelling events. The “Other” category included things such as luggage fees, registration fees, and tip. As illustrated, one can see that transportation fees do take up much of the costs. One of the downfalls that the commission realized during the semester was the timing of travel approvals was not always ideal for student groups as prices for tickets fluctuated as time passed. This sometimes resulted in additional and frantic ad hoc requests for more money to cover the fluctuating prices, which are usually granted. For the future, the commission hopes that student organizations that are planning an event that involves travel come request approval from the commission at least two weeks prior to the first day of travel so that all kinks are worked out before the day of.

<b>Classification</b>	<b># of events</b>	<b>Type of Transportation</b>	<b># of events</b>
<i>Outside VA/MD/DC</i>	<i>13</i>	<i>Plane</i>	<i>4</i>
<i>Within VA/MD/DC</i>	<i>6</i>	<i>Bus</i>	<i>7</i>
		<i>Train</i>	<i>2</i>
<i>Merit Based Travel</i>	<i>3</i>	<i>Car/Van</i>	<i>3</i>
<i>Non-Merit Based Travel</i>	<i>16</i>	<i>Metro</i>	<i>3</i>

**Average Vote**  
*Approve - 8.647    Oppose - 0.118    Abstain - 2.941*

Though not necessarily finance-related, the above table is a breakdown of the nineteen travelling events that the commission encountered during the Spring 2012 semester.

If one compares the average vote presented here with the previous average votes, it is apparent that the commission is more cautious in approving travel requests, keeping in mind equity to other student groups.

**Georgetown University  
Student Activities Commission**



**Student Organization Budget System Guide  
Fiscal Year 2013**

## **Budget Process**

**General Information:** The standard budget process is the basis of budget system. Groups fill out the Budget Form in November and April of each semester requesting an allocation for the following semester. SAC holds a Budget Summit where groups can present, budgets are approved and funds are allocated.

**Timeline:** A timeline will be announced during each semester for the budget process. Groups will be given at least two weeks to prepare their budgets. Groups will have at least one week following the announcement of allocations to submit appeals.

**Budget Preparation:** Student groups work with their Commissioners and CSP Advisors to prepare a budget. Budgets should include information about all events except for all travel events, and fundraising events that are not eligible for an allocation from SAC (see Travel & Fundraising sections). Groups are expected to hold each event on their budget. SAC encourages groups to put as much detail as possible on the Budget Form, but recognizes that not all event information will be available at the time of submission. As such, for some events, groups will not be able to include detailed information. In general, the more expensive or unusual an event is, the more information that is necessary. Budget Forms must be completed in order to be considered during the Budget Summit. Groups should consult their Commissioners with questions or concerns during the budget preparation phase.

**Organizational Investments & Operational Expenses:** Organizational investments and operational expenses should be included on the Budget Form. These investments and expenses refer, more or less, to non-event expenses. An organizational investment is intended for multi-year use. It remains the property of the university and does not belong to any individual student within the organization. SAC offers limited storage space for student groups as requested. Operational expenses are intended for non-event operation of the student group over the course of the semester. Organizational investments and operational expenses are evaluated with extra stringency. There is a \$1,500 organizational investment and operational expense limit per group per semester, though SAC can make exceptions at its discretion. Groups are expected to detail costs on the Budget Form.

**Budget Evaluation:** Budgets will be evaluated with the consideration of reasonableness. The specific evaluation criteria are:

- Level of an event's relation to the group's mission
- Consideration of SAC's limited resources

- Equity to student groups
- Responsible use of SAC funds
- No SAC money being spent on alcohol, tobacco, weapons, etc., and appropriate use of such goods
- Compliance with Student Organization Standards and other GU policies
- Overall benefits accrue primarily to undergraduate students in the GU community
- Consideration of whether some cost should be borne by students
- Previous allocations
- Money management

SAC reserves the right to evaluate budgets based on considerations not enumerated above.

## **Event Approval Process**

**Event Authorization:** All events except for unfunded membership meetings require approval by SAC. Student organizations must seek event approval by completing an Event Authorization Form and submitting it a minimum of fourteen days before an event is scheduled to take place. If a group submits the Event Authorization Form with fewer than fourteen days remaining before the event, SAC may not be able to approve the event before it is scheduled to take place. Any events that have not been approved are not permitted to occur. The Event Authorization Form requests basic event details and contact information, and has various checkboxes. Events where no boxes are checked will be automatically evaluated for approval electronically by two of the following three individuals: the SAC Chair, the SAC Vice-Chair, and the group's SAC Commissioner. It is expected that events with no boxes checked will generally be approved unless there is a glaring issue. Commissioners will ensure that their group is notified if and when an event is approved. Commissioners may also notify groups that more information is required before approval is granted. Groups will have access to their funds once the event's Event Authorization Form has been approved.

**Event Authorization Form Checklist:** The Event Authorization Form includes a checklist. These checks refer to various risk issues outlined by Georgetown University's Office of Risk Management and CSP. In addition, there are checkboxes for fundraising and ad-hoc events. The checklist consists of the following:

- Presence of alcohol



- Over 200 estimated participants
- Non-local travel or transportation paid for through a cost center
- High risk or strenuous physical activity
- Overnight stay
- Off-campus event
- Spending \$500 or more on food/drinks from non-GU entity
- Participation of non-GU organization(s)
- \$10,000 or more in event expenses or income
- Contracts required
- Fundraising
- Ad-hoc Funding Request

If an organization checks any of the above boxes, it will be required to provide more event details on the Event Authorization Form, and the event will have to be evaluated by the full Commission. SAC Commissioners may present on a group's behalf at their discretion. If an organization fails to check a box that applies to the event being considered, the event may not be approved, or approval may be rescinded. Additionally, groups that fail to correctly complete the risk checklist may be sanctioned, which could include reductions in allocations, prohibitions on holding events, access to benefits review, stricter event approval requirements or removal of access to benefits.

**Budget Modifications:** Groups are required to complete all events detailed on their budgets. If a group wishes to delete an event from its budget, 110% of the event allocation will be removed from their account, regardless of the group's financial situation. Student groups are required to remove or request changes to a budgeted event in the case that the event fundamentally differs from that described. Student groups may delete an event during any weekly SAC meeting. Groups are able to modify events on their budget by submitting an Event Authorization Form as an Ad Hoc Funding Request request (see Ad Hoc Approval Process). Modified events may be eligible for reduced or additional funding during the Ad Hoc approval process. Groups that fail to complete their budget or modify their incomplete budget will have 115% of each incomplete event's allocation removed from their account, regardless of the group's financial situation. This may put groups at risk of an additional cut if they possess a negative balance greater than 10% of their original allocation (see below, FY Balances).

**Event Attendance:** Groups are required to report event attendance on the Event Follow-up Form (see Event Follow-up Form). If attendance is more than 25% lower than the estimate provided on the budget or in the ad hoc request, the group must provide a justification. If a group demonstrates a pattern of drastically overestimating event attendance, the group may be called before the Commission. If SAC determines that the group knew or reasonably should have known that their estimates were substantially unreasonable, SAC reserves the right to penalize the group by reducing certain events' allocations proportional to actual attendance and/or taking this into consideration in evaluating the group's future budget and ad hoc funding requests. This policy is intended to prevent groups from taking advantage of the funding system by intentionally or negligently overestimating attendance. If at any time before an event, a group wants to reduce an event's attendance estimate, the group can present to SAC and request an event modification. SAC has discretion to reduce the allocation proportionally.

**Fiscal Year Balances:** Groups are required to end the fiscal year with a positive or \$0 balance. Plans are underway to provide student groups with online access to their cost center records. For the time being, groups can access their financial information through their CSP advisor. However, SAC strongly encourages all student groups to keep independent financial records. If a group completes the fiscal year with a negative balance greater than 10% of their total budget allocation for the fiscal year, that group will be penalized with a reduction of this same percentage from their next fiscal year budget. For instance, if an organization possessed a 12% negative balance in FY 2012, 12% would be deducted from FY 2013. On the other hand, if an organization possessed a 3% negative balance in FY 2012, they would face no requisite reduction in FY 2013. The 10% leeway is intended to account for any discrepancies and unintended expenses, and SAC still expects all groups to maintain a positive or \$0 balance (unless otherwise authorized). Groups can request to roll over between fiscal years all true demonstrable profits (e.g. earnings from fundraising and donations).

**Co-Sponsorships:** Groups are encouraged to co-sponsor events with other GU or non-GU organizations.

- If a group requires access to their cost center for a co-sponsorship, the co-sponsored event must be listed on their budget or presented to SAC through the Ad-Hoc approval process. An Event Authorization Form is required in either case.
- If a group does not require access to their cost center, in most cases, no Event Authorization Form is required, and the event need not be listed on the group's budget. However, if the event is being co-sponsored with only non-GU organization(s), an Event Authorization Form is required, and the event must be listed on the group's budget or requested through the Ad-Hoc process.

**Fronting:** Fronting is prohibited. According to the Student Organization Standards, fronting is defined as misrepresentation specifically designed to gain access to university benefits, especially facilities, for any person or group that would be otherwise ineligible for such benefits, or eligible at a less favorable rate.

**Early Space Approval:** Groups will be eligible to request early space approval for events in the current or upcoming semester prior to the budget process or prior to seeking ad hoc approval if they are able to demonstrate advance need for an event space. Groups are encouraged to apply by contacting their Commissioner and filling out a Space Approval Form. Commissioners will notify groups if a Space Approval Form has been accepted. Once space has been approved, groups are not eligible to change the event date or substantive event details without SAC approval. The Event Approval process (i.e. Event Authorization Form) still applies for events that are granted early space approval. Early space approval is entirely optional. It is intended to allow groups to reserve particularly crowded spaces well ahead of time for events that have been planned out. Generally, these events will be recurring events. Early Space Approval will be most relevant for large and popular spaces such as Gaston Hall and Copley Formal.

**Event Follow-up Form:** Groups are required to fill out an Event Follow-up Form after every completed event (including travel, fundraising and ad hoc events) except unfunded membership meetings. All Event Follow-up Forms must be completed by the first day of the exam period at the end of each semester. For an event that was held and no Event Follow-up Form was submitted by the deadline, the group will incur a penalty of 10% of the event's allocation.

## **Ad Hoc Approval Process**

**General Information:** SAC will consider events, including modification requests, on an Ad Hoc basis at each weekly SAC meeting. In advance of any meeting, student groups must submit a completed Event Authorization Form to their commissioner. Student groups must provide a specific, detailed cost breakdown for events being considered for Ad Hoc funding. Groups are generally required to present, though Commissioners can present for a group at their discretion. Groups can only present once on an Ad Hoc funding request for any individual event. SAC can make exceptions at its discretion.

**Ad Hoc Funding:** SAC will choose the amount of money to allocate to an ad hoc event, even if this value differs from the request by the group. If all group budgets are subject to a proportional cut, all Ad Hoc events will be cut at the same percentage. SAC reserves the right to make additional cuts to Ad Hoc events. Groups will be notified of the allocation amount and will have the option to deny the Ad Hoc allocation, in which case the group will not be able to hold the event.

**Additional Event Allocations:** Groups can only request additional funds for events already approved on their budget if there will be substantial changes to the event. Groups should fill out an Event Authorization Form and explain why additional funds are necessary for the event or any circumstances that have created unanticipated expenses. The group should check the Ad Hoc funding request box on the Event Authorization Form.

**Ad Hoc Fund:** The Ad Hoc fund will be finite for the semester and this consideration will affect SAC's Ad Hoc funding decisions during the semester. Commissioners will notify groups at their request how much remains in the Ad Hoc fund.

**Ad Hoc Criteria:** Ad Hoc should be used to support programming in the semester that already exists or events that were unanticipated at the time the budget was developed. The Ad Hoc process should not be used instead of the budget process and SAC commissioners will take note of any misuse of the Ad Hoc fund by student groups. When considering Ad Hoc requests, SAC can and will consider, in addition to all standard reasonableness standards, the cost breakdown of the event, equity to other student groups, why the event was not included on the budget, the importance of the event and SAC's resources.

**\$0 Allocation Events:** All events except unfunded meetings must be included on a group's budget or approved through the Ad Hoc Approval Process. Groups will be able to add \$0 allocation events by completing an Event Authorization Form and indicating on the form that the event is an Ad Hoc event. For \$0 allocation events, it is not necessary for groups to check the Ad Hoc Funding Request box on the Event Authorization Form.

## **Fundraising Process**

**General Information:** Groups are strongly encouraged to fundraise as a means to augment the funding provided by SAC. Fundraising events where the fundraiser's beneficiary is a SAC group are eligible for SAC allocations. Fundraising events where the fundraiser's beneficiary is not a SAC group are not eligible for SAC allocations, but are eligible for fundraising loans.

Fundraisers will only be eligible for funding if they represent an actual event that provides a benefit to the organization or campus community other than fundraising itself. SAC will not purchase apparel or other items to be sold by student groups. Fundraising events that are eligible for SAC allocations can be requested through the budget and Ad Hoc processes. All other fundraising events, including those requiring fundraising loans, should not be included on the budget. They should instead be requested as Ad Hoc or fundraising loan requests after budgets have been allocated.

**Fundraisers Requiring No SAC Funds:** When groups wish to hold fundraisers that do not require any SAC funds, groups can fill out an Event Authorization Form and submit it to their Commissioner to be presented at the next SAC meeting. All fundraisers must be presented to the Commission.

**Fundraising Loans:** In many cases, groups may require funding to purchase tee shirts or to host a fundraising event for an outside organization. In such cases, groups can request a loan from SAC. In order to do so, groups should follow the same procedure as above of submitting an Event Authorization Form, but should also include a Fundraising Loan Form with details about the funding request. Groups should designate whether they wish for the loan to be a fiscal year loan or a non-fiscal year loan:

- **Fiscal Year Loans:** These loans come due at the end of the spring semester. When the loan cycle is complete in the spring, SAC will automatically withdraw the amount loaned from the group's cost center regardless of total amount fundraised.
- **Non-Fiscal Year Loans:** Non-fiscal year loans should be used for tee shirt sales and fundraisers that are expected to last past the end of the fiscal year. The maximum term for a non-fiscal year loan is four semesters. Groups will provide invoices/exact costs to SAC, who will then pay directly for the fundraiser. Profits from all group fundraising will be deposited directly into the SAC account until the loan is paid off. Once the loan is fully paid for, groups can deposit the profits directly into their cost center. When the loan cycle is complete, if a portion of the loan has not been paid off, the money is automatically withdrawn from the group's cost center.

**Fundraising Profits:** Real demonstrated fundraising profits are those earnings from fundraising after costs have been paid and loans have been paid off. If SAC provides an allocation for a fundraising event (as opposed to a loan), this allocation does not need to be paid back. Real demonstrated profits can be spent freely by the student group on any approved event, organizational expense or operating expense. If and only if requested, profits carry over between semesters. No university funds may be donated to non-GU organizations.

## **Travel Event Process**

**General Information:** All non-local travel events will be considered separately from group budgets. Groups wishing to travel must submit a Travel Form that details specific costs and details for that travel event, along with a standard Event Authorization Form. Any local travel

should be included on the Budget Form or approved through the Ad Hoc Approval Process (see above). The travel fund applies to transportation, lodging and event fees.

**Travel Fund:** All funding will be allocated out of a separate travel fund comprised of a fraction of each semester's total allocation budget. Allocations from the travel fund will not be subject to a percentage cut if one is imposed on general budgets. The travel fund will be backed by the reserves to guarantee funding percentages.

**Funding Percentages:** SAC will fund up to three travel events each semester. The first and second travel event will be funded at 55% of cost. The third travel event will be funded at 25% of cost. Groups can designate which percentages will apply to which travel events. Groups can seek approval for additional travel events, but SAC will not allocate towards the events. SAC may consider, additional travel allocations for unforeseen advancements in prestigious competitions.

- **Non-Traveling Groups:** Any group classified as a non-traveling group will have travel funded at a 10% lower rate (see Funding Percentages). Groups unsure of their classification or wishing to change it should talk to their SAC Commissioner and/or CSP Advisor.
- **Merit-Based Travel:** Merit-based travel is funded at a 10% higher rate (see Funding Percentages). Merit-based travel is defined as travel for the primary purpose of participation in a prestigious competition that the group was selected to participate in based on substantial demonstrated merit (e.g. previous competition victories, selection through competitive application). There must be a direct and demonstrable relationship between the group's merit and its selection for the particular competition. SAC may request additional evidence of this relationship at its discretion. SAC may elect to designate travel that does not meet these conditions as merit-based at its discretion.

**Approval Process:** SAC will consider travel funding requests at any SAC meeting during the semester. Groups should submit an Event Authorization Form for the event along with a Travel Form that details the specific costs of the event to their commissioner. The event will then be considered at the next SAC meeting. All travel events must be consistent with university travel policies.

## **General Policies**

**SAC Training:** All treasurers of SAC organizations must attend SAC training every semester. Presidents and other board members are strongly encouraged to attend. A group whose treasurer has not attended training will not be permitted to program or to access their funds after the date of the last scheduled SAC training. SAC will make accommodations for extenuating circumstances at its discretion.

**Lecture Events:** All lecture events must be approved by the Lecture Fund, per SAC's agreement with Lecture Fund. Student groups are not required to receive SAC approval for lecture events. Student groups may appeal any decision by the Lecture Fund directly to SAC. Events accompanying lectures, such as receptions, must still be approved by SAC through standard event approval procedures. SAC will fund these events through the standard budget and ad hoc procedures. Student groups do not need to obtain Lecture Fund authorization if they do not require any use of their cost center and are co-sponsoring the Lecture with an official Georgetown University non-student entity (such as an academic department or administrative group).

**One Budget, Two Parts:** Logistically, it is only feasible for student group budgets and accounts to be evaluated at the end of the fiscal year (after the spring semester). As such, budgets for the fall and spring semesters of the same academic year will be treated as two parts of one budget. Though they will be funded and approved separately, they will be evaluated as one budget. Penalties, incentives and the like will apply to the entire academic year. The Spring 2012 semester will be evaluated as a single semester.

**Department of Public Safety (DPS):** Student groups are required to notify DPS **at least 10 business days in advance** at <http://publicsafety.georgetown.edu> for events taking place on campus that meet any of the following criteria:

- Controversial speakers/scenarios
- Parties (or similar events) with 75 or more people
- Anticipated collection or sales of \$500 or more in cash
- Any event with more than 200 anticipated attendees
- Distinguished guests (e.g. ambassadors, senators)
- Presence of alcohol
- Many expected non-Georgetown University attendees

After receiving notification of the event, DPS will decide whether their presence is necessary. As of October 2011, the cost is \$41 per hour per officer, with a minimum of four hours per officer. Requests should be submitted at least ten business days prior to the event date. As a rule of thumb, DPS will send approximately one officer per 75-100 attendees, though they have discretion to send more or fewer officers.

**Food Costs:** In addition to the normal evaluation criteria, SAC will evaluate food costs based on the following formula of per person food costs:

- Under \$5 = 100% of cost
- \$5-\$7 = 75% of cost
- \$7-\$15 = 25% of cost
- \$15 or more = 0% of cost

This formula is gradated such that each portion of the total per person cost of food is funded based on the percentage corresponding to its category. For instance, for a meal costing \$16 per person, SAC will pay 100% of the first \$5, 75% of the next \$2, 25% of the next \$8 and 0% of the remaining \$1. A computerized calculator will be made available to student groups for simple calculation of costs. Some sample funding:

- \$5 per person cost → funded at \$5 per person
- \$7.50 per person cost → funded at \$6.63 per person
- \$10 per person cost → funded at \$7.25 per person
- \$15 per person cost → funded at \$8.50 per person
- \$20 per person cost → funded at \$8.50 per person (the maximum funding level)

All costs not funded by SAC can be paid for with other sources of funding (such as fundraising and donations) or paid directly by the participating students. Student groups are expected to provide honest estimates of attendance and food costs.

This formula is considered a guideline, and SAC has discretion to increase or decrease the allocation based on other standards of reasonableness in food costs. For instance, light refreshments and snacks following a speaking event generally should not cost \$10 per person. Additionally, SAC will take into account the number of food events that a group is holding and the importance of food to the events. These allocations for food costs include drinks and food service costs, but not other relevant event costs, such as room reservations. SAC will generally



not fund transportation for the sake of eating a meal at a particular restaurant (or other establishment).

Alcohol may not be purchased during a SAC-funded meal even if students independently purchase it. Some exceptions apply.

**Space and Equipment Allocations:**

SAC will allocate up to \$10 per person for space and equipment, regardless of whether the space is on or off campus. For example, should a group be hosting an event off campus for 150 people, SAC will allocate a maximum of \$1,500 for the space and equipment. It is expected that the vast majority of events will cost much less than \$10 per person for space and equipment. The \$10 per person in space costs is considered an absolute maximum. If the intended space and equipment costs less than \$10 per person, it will be funded at the level of its actual costs. Standard reasonableness criteria still apply. Extraordinary equipment costs will be considered on a case-by-case basis.

**Performances:** It is expected that students will pay a portion of the cost of performances costing more than \$5-10 per person. SAC will evaluate performance costs on a case by case basis. Performances may be considered as fundraisers.

**Movie Screenings:** For movie screenings that are open or advertised to the public, the student organization must obtain the rights to show the movie.

**Domino's Pizza:** CSP has negotiated a discount price and simplified payment method for student groups purchasing pizza from Domino's. One large, one topping pizza costs \$6.99 plus gratuities. Payment can be made using the Domino's Pizza Form available in CSP.

**SAC Office Budget:** The SAC office budget, which is used to purchase items relating to the operations of the SAC office, will not be subject to standard budget procedures. The SAC office budget pays for photocopying, printing, computing and other resources which are available to all student groups.

**Photocopying:** Student groups may use the copier in the SAC Office by submitting the flyer/document to SAC and requesting photocopies. When a SAC Commissioner has made the copies, they will be placed in the student group's mailbox in the SAC office. Copying is limited based on reasonableness and available supplies.

**Study Days and Exam Periods:** Any programming that takes place after class days end must be a study break. As defined by CSP, a study break is an event of no longer than two hours, that is free to attend, includes food and requires minimal preparation time.

**Commissioner Evaluation:** SAC groups will have the opportunity to evaluate their commissioners periodically.

**SAC Constitution:** Further information about SAC procedures can be found in SAC's Constitution.

**Center for Student Programs (CSP):** Although SAC must approve all events and allocations for SAC student groups, groups should work with CSP (especially with their CSP advisors) to plan their events and gain access to their funding. CSP Advisors are available during weekly office hours and can schedule meetings with SAC organization leaders.

**Other Policies:** SAC groups must comply with all other Georgetown University policies. Some of the most relevant policies include, but are not limited to:

- Access to Benefits Policy
- Student Organization Standards
- Speech and Expression Policy
- Publicizing Policy
- Residence Life Posting Policy
- Serving Alcohol at student organization events
- Web Space Use Agreement
- Vehicle Operations Policy
- Space Use Agreement
- Registrar Policies
- OCAF Policies
- Travel Policy

**Revisions to the Comprehensive Budget System Guidelines:** SAC may revise these guidelines with a 2/3 vote of the Commissioners in attendance at any SAC meeting where there is a quorum. A one week comment period will precede any vote. To bypass the one week comment period for urgent matters, the vote of the Commissioners in attendance must be unanimous. SAC will seek to provide adequate notification and input to student groups in making changes. SAC will make special accommodations at its discretion where changes to the Comprehensive Budget System Guidelines impact student groups unexpectedly.