**Center for Social Justice Advisory Board for Student Organizations Funding Policies**

*All of these policies are consistently followed by the Center for Social Justice Advisory Board for Student Organizations (CSJ ABSO), contingent on individual event and overall budget approval.*

General Financial and Budget Policies

1. **Funding Request:** All additional funding requests must be submitted to CSJ ABSO with sufficient time for review during two of the board’s weekly meetings.
2. **Cost Centers:** CSJ student organizations with access to benefits will be provided at least one GX cost center for all programmatic and operational expenses. Any remaining funds in the GX cost center shall revert back to ABSO at the end of each fiscal year. If requested, student organizations may also be granted a GD cost center to deposit any funds raised for an external organization or for the student organization’s activities. Any remaining funds in the GD cost center will carryover to the subsequent fiscal year and are exempt from the ABSO funding policies (but are not exempt from University policies). Funds allocated by the CSJ ABSO or from other University sources (such as other departments) may not be transferred to the GD cost center.
3. **Semester Length:** The CSJ ABSO considers each semester to have 14 service weeks, with a total of 28 service weeks per year.
4. **Vans:** When available, vehicles may be used by CSJ organizations at a rate of $3 per mile with a $1 usage fee for each van. Vans cannot travel beyond a 30-mile radius of campus and no more than two vans can be reserved for a trip. Student organizations are subject to fines as articulated in the van policies and procedures document. Non-CSJ sponsored organizations may use the vans when available at a rate of $3 per mile with a usage fee of $10. CSJ organizations have priority over non-CSJ organizations for renting vans.
5. **Line Item Changes:** Student advisors may approve a line item change up to a maximum of $500 per fiscal year according to all other polices. For line item changes over $500 Student Organizations must apply to ABSO for consideration as a budget revision.
6. **Supplies:** 
   1. All efforts should be made to have supplies donated or bought at discounted rates.
   2. General offices supplies are available in the CSJ free of charge for student organizations.
   3. Ordering particular office supplies require a detailed explanation of how it will benefit the organization’s activities.
   4. Books and videos are kept in the Center for Social Justice and are available to all service organizations.
   5. If an organization is funded to purchase books and videos, after their use the books and videos should be donated to the CSJ to expand the library.
   6. Items such as calculators, dictionaries, and other reusable materials will only be funded once.
   7. CSJ ABSO may contribute to the purchase of t-shirts for internal organization members for identity and/or awareness. These T-shirts are not for the purpose of fundraising or sales. However, the student organization must clearly explain the purpose of the t-shirts. ABSO will usually only fund 60% per T-shirt with a maximum of $200 per year or 90% per Alta Gracia T-shirt with a maximum of $450; the balance must be covered by co-sponsorship or charged to the student organization members. If t-shirts are sold to members, they must be sold at cost of the remaining balance; otherwise the sales will be considered a fundraiser (see fundraiser sales policy). Because of these maximums, student organizations may not line-item change their budget during the fiscal year to have more money to purchase T-shirts.
   8. CSJ ABSO will only fund a new banner every 3 years. Lost banners during transition or over the summer will not be replaced. ABSO will usually only fund the purchase of a banner up to 3’ X 6’ and no more than $98.00. This is based on the price of a 3’ X 6’ full color banner from Banners.com ($47.70) with reinforced corners ($25.00), reinforced hemming (18ft @ $0.90/foot), and standard shipping ($9.00).
      1. Groups may request funding for more than one banner, as long as the banners are to serve different purposes. However, banners serving the same purpose cannot be replaced before three years after purchase. Banner requests are subject to ABSOs approval.
7. **Recruitment:**
   1. **Food:** A maximum of $185 total can be allocated per year for recruitment food including for SAC fair, MAD fair, recruitment meetings, tabling, etc.
   2. **Flyers:** Student organizations have access to the copier machine in the Center for Social Justice to make up to 400 copies per month, assuming they respect campus flyering guidelines. All flyers must indicate that the student organization is sponsored by the Center for Social Justice by: 1) writing “Sponsored by the Center for Social Justice” on the flyer; or 2) including the CSJ logo.
   3. **Supplies:** General office supplies are available at the CSJ free of charge for student organizations. Ordering particular recruitment supplies require a detailed explanation for how this will support recruitment efforts.
8. **Training and Reflection Activities:**
   1. **Training:** ABSO encourages students to attend and/or plan training relative to their mission and activities.
      1. ABSO encourages collaboration between student organizations with a need for similar training
      2. ABSO encourages student organizations to consult ABSO about existing and developing training opportunities, possible funding for Education trainings, as well as best practices advice.
      3. ABSO provides a full officer training in the spring and a new group and refresher training in the fall
   2. **Reflection:** ABSO encourages reflection and has resources available that provide reflection information and techniques that each group will receive.
      1. ABSO provides journals for the student organizations and reflection training during officer training
      2. Some funding is available to support specific reflection activities
9. Chapter Dues
   1. ABSO will consider funding chapter dues for groups without a fundraising component. If a group’s mission and general programming includes fundraising, i.e. they have the capacity to fundraiser without it detracting from their general focus, or they have sufficient reserve funds to cover chapter dues, ABSO will not fund chapter dues. ABSO will consider funding chapter dues for groups who do not have the means or resources to do so themselves, when paying chapter dues to maintain a relationship with the national organization is integral to the group’s operations.

X. **Food:**

* 1. All requests are subject to approval and require a detailed explanation of how food is instrumental in reaching the goals of the proposed activity/event.
  2. All listed dollar amounts are guidelines and do not guarantee that all requests will be funded at this maximum rate.
  3. Co-sponsorship and “creative cost-cutting” are encouraged and considered positively in all funding requests for food.
  4. Funding food costs include paper products

Ongoing Programming Budget Policies

1. **Food in Ongoing Programming:**
   1. CSJ ABSO will consider funding snacks for service outings lasting 3 or more hours (e.g. water, fruit, granola bar) at a maximum of $3 per person and $45 total, per outing
   2. Meal-based awareness events
      1. Maximum $6 per person per event and a maximum $600 per year per program
      2. Student organizations are encouraged to investigate:
         1. Co-sponsorship
         2. Inter-group collaboration
         3. Alternatives to catering such as home cooking or purchases from warehouses such as BJ’s
   3. Food with community members
      1. Maximum $6 per person per event

For more information on general ongoing programming requests, please refer to the general budget policies.

Special Event Budget Policies

1. **Special Events Food:** 
   1. Celebrations with community members:
      1. Maximum of one celebration per semester
      2. Maximum $8 per person for lunch or dinner
      3. Maximum $4 per person for breakfast
   2. Retreats, reflection, and training:
      1. Maximum $8 per person for lunch or dinner
      2. Maximum $4 per person for breakfast
      3. Maximum of $12 per person per day
   3. Spring Break Trips:
      1. Maximum of $12 per person per travel day
      2. Maximum of $10 per person per service day if food is not provided by the site
      3. Spring break trips require some student financial contribution to the total cost
   4. On-Campus Conferences planned by the student organization:
      1. Maximum of $8 per person per conference
   5. Volunteer Appreciation**:** 
      1. CSJ ABSO will usually fund up to $5 per person for GU student volunteer appreciation events
      2. This funding would cover the total cost of the event, including food, but excluding any t-shirt requests.
   6. Educational and Immersion Trips to O’Donovan Dining Hall:
      1. CSJ ABSO will fully fund meal tickets to the on-campus dining hall for educational or immersion events if eating at Leo’s is integral to the mission of the event
      2. Maximum of one trip per semester
      3. CSJ ABSO will fund maximum 100 meal tickets total for Georgetown students and campus visitors per year
      4. There cannot be more than one Georgetown student per campus visitor
   7. Food in Group Bonding Activities:
      1. CSJ ABSO will consider funding food for events without a service or reflection element for the purposes of student group bonding and cohesion.
         1. Maximum $6 per person per event and a maximum two events per year.
         2. Student organizations are encouraged to investigate:
            1. Co-sponsorship
            2. Inter-group collaboration
            3. Alternatives to catering such as home cooking or purchases from warehouses such as BJ’s
2. **Special Events With Speakers:**
   1. Requests less than or equal to $300 per speaker for costs including travel, hotel, food, honoraria, etc. can be considered for full funding by CSJ ABSO.
   2. Requests between $300 and $600 require co-sponsorship and the CSJ ABSO will consider funding up to $300.
   3. Any requests over $600 require co-sponsorship and the CSJ ABSO will consider funding no more than 50% up to a maximum of $1,000.

On and Off Campus Attendance Budget Policies

XIV) **On Campus Conference Attendance:**

* 1. CSJ ABSO will consider funding up to $75 per person in registration fees to fund the attendance of ABSO student organizations members to GU conferences.
  2. CSJ ABSO will not fund food.

1. **Off Campus Conferences Attendance:**
   1. CSJ ABSO requires some financial contribution to the total cost of the conference attendance be it through fundraising or seeking co-sponsorships. ABSO will consider funding up to 2/3 of the total cost of Conference Attendance, including Travel, Registration, and Lodging.
      1. **Travel:** CSJ ABSO asks that students search well in advance for travel arrangements to ensure the best price.
      2. **Registration:** CSJ ABSO will consider funding up to 2/3 of registration costs.
      3. **Participants:** No firm limits are set regarding who or how many should attend, yet there is a preference for underclassmen and members other than officers.
      4. **Food:** CSJ ABSO will usually pay up to a maximum of $12 per person per day if food is not included in the registration fee or conference accommodations.
      5. Future funding for the conferences depends on the student organization demonstrating the values of the conference for the organization, clients, and/or campus community. A written report must be submitted to the organization’s CSJ ABSO student advisor to be reported on in the minutes. This report will then be sent to the CSJ ABSO treasurer for historical records.
      6. **Lodging:** CSJ ABSO asks that students search well in advance for adequate but not excessive lodging to ensure reasonable pricing.

Retreat Budget Policies

1. **Retreats:**
   1. For the purposes of training, reflection, and planning the CSJ ABSO encourages organizations to plan a yearly or semester retreat. Retreat agendas must be approved by ABSO Student Leaders. Limited travel and lodging/facility funds may be available and up to $8 may be spend per person per meal with a maximum of $12 per person per day can be allocated for retreat food.

Fundraising Budget Plan Policies

1. **Fundraising**
   * 1. Funds from ABSO allocated to student organizations cannot be directly donated to an external non-Georgetown organization
     2. All fundraising dollars (either cash or checks) must be brought to the CSJ immediately after the event or sales. In accordance with Georgetown University policy, no personal accounts may be used to deposit student organization funds. Fundraising proceeds are deposited by CSJ into the organizations’ cost center with the University.
     3. When reviewing requests for fundraising, ABSO will consider the projected funding plan and the amount the fundraiser expects to raise and donate.
   1. **Fundraising Programming:** These requests include the programming costs for fundraising events, but do not include costs for the sales of merchandise, apparel, or food, regardless if the sales occur during the event or if they are sold for the purposes of fundraising or awareness. For more information on merchandise sales, please see Sales Policy. All fundraising requests must provide a fundraising plan, including the marketing plan, total costs of the event, estimated revenue, estimated profit (costs minus the total expected revenue), and detailed information about the event’s profits in the past. All fundraising programming must include an awareness component in which the student organization distributes information about their cause.
      1. **Fundraising only Events:**
         1. ABSO will only provide loans (funding that must be paid back to ABSO) for fundraising events and will not make donations towards the cost of the event.
         2. To be considered for loans, the student organization must plan to achieve percentage profit greater or equal to 15%, where profit is defined as total revenue/total cost – 1. The event’s prior success and the organization’s history of loans will be taken into account along with their fundraising plan in evaluating their loan request.
      2. **Fundraising and Advocacy Events:** 
         1. In order to support the advocacy component of fundraising events, ABSO may underwrite a maximum of 10% of the total cost of fundraising and advocacy events with a maximum of $150. To be considered for an underwrite, student organizations will need to submit a detailed advocacy plan. This underwrite is not a loan; ABSO does not expect it to be paid back.
         2. Loans will be available for covering the cost of the rest of the event; however, the loan must be paid back in full.
         3. To be considered for loans and for funding, the student organization must plan to achieve percentage profit greater or equal to 15%, where profit is defined as total revenue/total cost – 1. The event’s prior success and the organization’s history of loans will be taken into account along with their fundraising plan in evaluating their loan request.
         4. Advocacy, as distinct from awareness, includes an action component. An advocacy event provides students with clear information on how they can make a difference in addition to providing basic information about the cause. Advocacy should inspire dialogue, not simply be distribution of information.
   2. **Sales Policy:** If items such as T-shirts, other apparel, merchandise, or food are sold to raise funds and awareness, the CSJ ABSO will consider loaning a maximum of $1000 to the student organization. The projected funding plan that sets a goal for the amount the student organization is expecting to raise and donate will be taken into consideration.
2. **Loans**: ABSO may provide limited loans for fundraising events and merchandise sale, evaluated on past event success and projected profit.
   1. **Fundraising Event Loans:** ABSO will provide loans to organizations for fundraising events, subject to ABSO’s funding availability. The organization and ABSO will assign a due date for the loan to be paid back in full upon receiving the loan. By the loans due date, the organization must also fill out and submit an event evaluation form to ABSO’s treasurer.
   2. **Merchandise Sales Loans:** ABSO will loan no more than $1000 to an organization at a time for merchandise sales, subject to ABSO’s funding availability. The loan must be paid back in full before the student organization may request another merchandise sales loan. The organization and ABSO will assign a due date for the loan to be paid back in full upon receiving the loan. By the loan due date, the organization must also fill out and submit a merchandise sales evaluation form to ABSO’s treasurer.
   3. **Loan Requirements:** ABSO and each organization will work together to assign a deadline for the loan to be paid back in full. Should the organization fail to pay back the loan in full, they will be expected to pay back the remaining money by the end of the next fiscal year. The organization can earn back the money owed ABSO by hosting a more successful event. They have until one year after the loan due date to pay back the loan. Organizations who fail to pay back their loan by the due date are encouraged to work with their student advisor. Failure to pay back the loan a year after the loan due date will result in severe loan restrictions for the defaulting organization. The organization may also be asked to discontinue some of their more costly events.

XIV) Folding Groups: Upon folding, any additional funds remaining in a group's GD account shall be donated to a non-profit organization of the group's choosing unless otherwise earmarked. The recipient organization must be approved by ABSO within two months of the group's folding. The folding group must provide ABSO with detailed information on the recipient organization. Any additional materials (books, sports equipment, office supplies, etc.) belonging to the group may also be donated or else will be given to the CSJ.