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# BUCKNELL

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Bucknell Student Government  
Appropriations Committee

Box C2909  
Bucknell University  
Lewisburg, Pennsylvania 17837  
Phone (717) 524-3150

## CHECK SIGNING POLICY

### INSTRUCTIONS FOR CLUB TREASURERS

#### Be aware of the following!!!

Your club has submitted a budget which, when approved by the BSG, delineates how you plan to spend your money. Do not (1) Spend money on things not itemized in your budget, or (2) spend more money than you were budgeted. If it is discovered that your club is violating either of the above, your account will be frozen until further notice. If you wish to spend more money, apply for additional appropriations; similarly, if you wish to spend money that you have allotted for other things, submit a reallocation form.

#### Procedure

- 1) Fill out the check with date and amount. On the line marked "organization" write the name of your club. On the line marked "treasurer" the signature of the club treasurer should appear.
- 2) Along with the check, fill out a student budget sheet in duplicate (both the blue and white sheets). Be sure that the "description" section is complete and corresponds to an item on your club's budget.
- 3) Bring both the check and both student budget sheets to the BSG Office (UC 303) during the check signing hours of the Administrative Aid, which are posted on the BSG door.
- 4) If your check is approved, the Administrative Aid will sign the "advisor" line on both the check and the student budget sheets and give them back to you. If it is not approved, the check will be returned to you along with an explanation.
- 5) If the check is approved, bring it to the treasurer's office in Marts Hall (room 121) to be signed by the university treasurer. Once she signs it, it is yours to spend.
- 6) It is also each club's responsibility to bring deposit slips up to the BSG office periodically so the transactions can be recorded.

9/23/87  
BG/bg

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## APPEALS FORM INSTRUCTION SHEET

The appeal form is to be used only if a club does not agree with the Appropriations Committee's decision regarding funding. The difference between what was initially requested and what was appropriated should constitute what is being appealed. This appeal form must be submitted to the AC within one month of the AC's decision or during the first month of school (in the case of Spring Appropriations).

Simply fill in the following:

- SECTION A: The organization's name, its president, treasurer, and advisor. Also, estimate the number of members who will actively join your club.
- SECTION B: Simply fill in the name of your club and the date on which the initial request was presented. Then check one of the two boxes indicating whether the request came from your original budget or from an addition to the original budget.
- SECTION C: This section should describe precisely what you are appealing. If more than one item is being appealed, please list them in order of preference. Indicate next to each item the amount originally requested and the amount originally appropriated. Total both columns and place the difference in SECTION D.
- SECTION D: Simply enter the total amount your club is appealing.
- SECTION E: The signatures of the president, treasurer, and advisor of the club is required.

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## APPEALS FORM

\_\_\_\_\_  
Date Filed

- A. Name of Organization \_\_\_\_\_  
Name of Chief Officer \_\_\_\_\_  
Name of Treasurer \_\_\_\_\_  
Name of Advisor \_\_\_\_\_  
Estimated Membership \_\_\_\_\_

- B. \_\_\_\_\_ is appealing a decision made by the  
Name of Club  
Appropriations Committee on \_\_\_\_\_ concerning:  
Date  
( ) Original Appropriations.  
( ) Additional Appropriations.

- C. Explain, precisely, the item(s) your club is appealing. Include the amount(s) originally requested and the amount(s) originally appropriated.

Reason for appealing	Amt. originally requested	Amt. originally appropriated
_____	_____	_____

- D. Total amount appealing: \$ \_\_\_\_\_

- E. We, the undersigned, have read and understand the AC Guidelines.

\_\_\_\_\_  
Chief Officer

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Advisor

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\_\_\_\_\_  
Date Filed

## ADDITIONAL APPROPRIATIONS FORM

- A.    Name of Organization \_\_\_\_\_  
      Name of Chief Officer \_\_\_\_\_  
      Name of Treasurer \_\_\_\_\_  
      Name of Advisor \_\_\_\_\_  
      Estimated Membership \_\_\_\_\_
- B.    Amount originally requested for present fiscal year \$ \_\_\_\_\_  
      Amount originally appropriated for present fiscal year \$ \_\_\_\_\_
- C.    Briefly describe the area(s) in which you are requesting additional fund(s) and summarize your expenditures to date in those areas.
- D.    Amount of additional appropriation request (Total)    \$ \_\_\_\_\_
- E.    Itemize your request for additional appropriations in the space below:
- F.    We, the undersigned, approve the above document for consideration by the Appropriations Committee. I have read and understand the Appropriations Committee Guidelines.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chief Officer  
Treasurer  
Advisor

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## FUNDS REALLOCATION FORM

Funds appropriated by the Appropriations Committee may only be used for the purposes originally stated in the approved budget. However, a club may reallocate portions of its budget with the approval of the Appropriations Committee. If a club requests a minor reallocation of \$50.00 or 10% of its total budget, whichever is less, it may do so with the permission of the BSG Treasurer. The reallocation form is to be used only if a club discovers that the expenses in part of its approved budget exceed their limit, while another portion of its budget was over-funded.

- A. Name of Organization \_\_\_\_\_  
Name of Chief Officer \_\_\_\_\_  
Name of Treasurer \_\_\_\_\_  
Estimated Membership \_\_\_\_\_
- B. Amount originally requested for the present fiscal year \$ \_\_\_\_\_  
Amount originally appropriated for the same year \$ \_\_\_\_\_  
Amount to be reallocated \$ \_\_\_\_\_
- C. Briefly describe your reason for wishing to reallocate funds. Be sure to include the area that you are intending to enhance as well as the portion of your budget that will be decreased.
- D. Itemize your request for reallocation in the space below.

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## GUIDLINES FOR BSG APPROPRIATIONS COMMITTEE

### RECOGNITION:

All organizations requesting funds must be recognized by the BSG Executive Committee according to University administration requirements. Refer to "Requirements for Granting the Status of a Recognized Organization."

After recognition, a club is entitled to the following privileges:

1. Funding from the BSG Appropriations Committee (AC) and the Committee on Student Programs (COSP).
2. Access to a University account, including check-writing privileges.
3. Use of University vehicles, campus dining and duplicating services.
4. Establishing credit with the University bookstore.
5. Access to University rooms for meetings.

### SPECIFIC OPTIONS FOR FUNDING:

#### 1. Appropriations Committee (AC)

##### A. Initial appropriations

The AC fiscal year runs from Sept. 1 to August 31. Initial requests for appropriations for an upcoming fiscal year are presented:

1. During "Spring Appropriations Weekend" held the first and second and/or full weekend in April of each year.

NOTE: The treasurer & president of each club for the upcoming year should be present during the club's budget presentation.

2. After a new club has received recognition (see New Club Guidelines).

##### B. Additional Appropriations

At any time during the fiscal year, a club may seek additional funds for any new projects or activities not previously requested. A club may also apply for additional funds if it discovers that expenses for a certain activity will exceed the amount originally requested for that activity.

NOTE: Any club requesting additional appropriations must request it at least three weeks prior to the activity.

##### C. Appeals

After a club has been notified of its initial appropriations, or of additional appropriations, it may make a single appeal of the AC's decision within one month. Appeals of decisions made during the Spring Appropriations Weekend will be reviewed at a scheduled time during the following fall semester.

##### D. Reallocation of Appropriations

Funds appropriated by the AC may only be used for the purposes originally stated in the approved budget. However, a club may reallocate

portions of its budget with the approval of the AC. If a club requests a minor reallocation of \$50.00 or 10% of its total budget, whichever is less, it may do so with the permission of the Appropriations Accounts Manager.

NOTE: A club may neither unilaterally reallocate funds nor spend its money for purposes which are not indicated in its approved budget.

## 2. Committee on Student Programs (COSP)

The BSG provides an alternative form of funding through COSP. A club can apply for funding during the fiscal year from COSP if the project or lecture meets the following criteria:

1. Funding for the event has not previously been requested from the AC.
2. The event is open to the entire campus community.
3. The event occurs at most once a year.

NOTE: The petition for funding must be filed at least three weeks prior to the event.

## MONTHLY AUDITS:

The Appropriations Account Manager is given authority to hold audits when he/she deems it is necessary. Every group treasurer is required to maintain a ledger, keep receipts for all expenditures, and visit the University treasurer's office (121 Marts) monthly to pick up computer printouts for their club. Audits can take place at any time during the fiscal year. If for any reason the treasurer fails to attend an audit the club president will be contacted, after which, if an audit is not complete within three days, the club's accounts will be "FROZEN", making all funds inaccessible.

## AC SUBSIDIES:

Due to financial limitations, the AC cannot feasibly fund certain activities in their entirety. Consequently, the AC will provide subsidies in the following areas:

### A. Food and Lodging:

1. \$5.00/day/person for food
2. \$10.00/night/person for lodging \$20

### B. Travelling:

Gas expense for travel will be funded as follows:

1. \$.10/mile for non university vehicle
2. \$.22/mile for university cars
3. \$.25/mile for university vans
4. \$.80/mile for university school bus
5. \$.90/mile for university leisure coach

NOTE: The AC will not fund any round trip that exceeds 600 miles.  
mileage table.

### C. Duplicating:

1. the AC will reimburse a club for up to 500 photocopies from Duplicating services at current prices.
2. Any copying exceeding the 500 limit will be subsidized in the form of dittoes -- available in the Office of Student Activities at 1/2 cents per copy.

## ATHLETIC-RELATED CLUBS:

Due to the particular nature of athletic clubs, the AC has developed additional

guidelines for them:

1. Athletic-related clubs may not request traveling funds until their schedule for the upcoming season has been established.
2. The AC will only subsidize one athletic team going to off-campus events, tournaments, meets, matches, etc. These trips will be limited to ten per year.
3. Once funded, athletic-related clubs may not make changes in their playing schedules without the approval of the AC if such a change would involve additional unbudgeted expenditures by the club. If the additional expenditure can be maintained as a transfer of existing funds, this is permissible to the extent that it complies with the existing guidelines under Reallocation of Appropriations.

#### CONFERENCES:

Organizations requesting funds to send members to conferences must adhere to the following guidelines:

1. Supply a brochure with price quotas for the conference to be attended.
2. Request for funding must be made two weeks prior to the conference's registration date.

NOTE: The AC will limit funding for conferences to one conference per year for five members. The AC will fund 20% of the conference fee, not to exceed \$200.00.

#### STUDY BREAKS AND SOCIAL FUNCTIONS:

The AC will fund one studybreak per semester, not to exceed \$50.00. This policy can be applied to other club social functions which the AC deems as being an equivalent to a study break. Special consideration in the funding of social functions will be given to clubs or organizations whose activities are primarily social functions in nature.

#### SPECIAL DINNERS & PICNICS:

Clubs are permitted to ask the AC for up to \$5.00/person based on 80% membership in the club and a reasonable estimate of outside participation. Two picnics or dinners are permitted per year (except under certain circumstances).

#### PHONE CHARGES:

Clubs may ask for up to \$50.00 in phone expenses.

#### UNIFORMS:

Clubs may request funds for uniforms only if they are handed down to new club members until paid uniforms become worn out.

#### SPEAKERS, CONCERTS, RECITALS:

No more than \$1,000.00 per year may be requested under this category. Additionally, clubs with similar interests are urged to co-sponsor concerts, plays, speakers, etc...

#### PRIZES & TROPHIES:

No money will be allocated for either of these.

#### ALCOHOL:

No club may purchase alcohol with any of its funds.



#### STOLEN EQUIPMENT:

It is the responsibility of the club to secure its equipment; therefore, the AC will not replace any lost or stolen materials.

#### SALARIES FOR TECHNICAL WORK:

If a specific responsibility within the organization requires technical skill, then the organization must have the approval of the AC to pay those involved with the technical labor. All employee's salaries must be paid by check.

#### DUES:

The AC may recommend that a club charge dues as a supplementary source of income. This income will be considered part of the appropriation. Failure to charge such recommended dues will result in the freezing of current accounts and will jeopardize the club's chances of receiving funding for the following year. The organization must provide a receipt of all dues.

#### DEBTS:

The AC will not fund any organization for the upcoming fiscal year if it has a debt from the previous year. The AC maintains the following policy concerning debts: (a) Clubs which have a deficit under \$500.00 are expected to eliminate the debt through fund-raising. Upon elimination of this debt, the AC will deposit the fund for the school year into the club's account. (b) Clubs which have a deficit exceeding \$500.00 are expected to eliminate a minimum of \$500.00 through fund-raising. The difference remaining will be deducted from the amount of the club's initial appropriation.

#### DONATIONS AND UNANTICIPATED REVENUE:

The AC maintains the following policy regarding donations and unanticipated revenue. All donations or unanticipated revenue, whenever received, must be immediately reported to the AC. The AC will then have the option of: (a) leaving the new funds in the club's account and permitting the club to hold additional activities, or (b) removing the amount of AC funding equal to the donation or revenue, thus leaving the club with funding to complete all original activities.

In a case where donations and/or unanticipated revenue exceeds the total amount of AC funding, the club may keep the difference between the two for additional club activities.

#### NEW CLUBS:

The AC defines a "new club" as one which requests funding during the same fiscal year that the club was recognized by the Executive Committee. Unlike an established club, a new club cannot apply for funding for an entire year. Instead, it must submit its budget on a semester basis for the first year. Afterwards, it can apply for annual funding.

#### GENERAL INFORMATION:

1. The AC is not obligated to reimburse an organization for expenditures paid prior to its request.
2. All AC funds remaining in the student organization accounts will be cleared on August 31 of each year.
3. The AC does not permit an organization to maintain any funds other than those in the University account.

FAILURE TO COMPLY WITH ANY OF THE ABOVE GUIDELINES WILL RESULT IN ONE OR MORE OF THE FOLLOWING ACTIONS:

1. A TEMPORARY FREEZING OF FUNDS
2. A WITHDRAWAL OF CURRENT FUNDS
3. LOSS OF PRIVILEGE TO RECEIVE ANY FUNDS FOR THE UPCOMING FISCAL YEAR
4. A DECREASE IN THE AMOUNT OF FUNDS ALLOCATED FOR THE UPCOMING FISCAL YEAR
5. IMPOUNDMENT OF BSG OWNED EQUIPMENT

Revised 12/1/87

JL/BG/cc

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## TRAVEL AND MILEGE INFORMATION

<u>BUCKNELL UNIVERSITY, LEWISBURG, PA to:</u>	<u>ROUND TRIP MILEAGE</u>
Albany, NY	620 Miles
Annapolis, MD	388 Miles
Atlantic City, NJ	489 Miles
Baltimore, MD	280 Miles
Baltimore Airport	310 Miles
Binghamton, NY	260 Miles
Bloomsburg, PA	60 Miles
Boston, MA	870 Miles
Buffalo, NY	440 Miles
Chambersburg, PA	387 Miles
Charlottesville, VA	604 Miles
Cherry Hill, NJ	425 Miles
Cincinnati, OH	960 Miles
Colgate University	425 Miles
Cornell University	320 Miles
Corning, NY	220 Miles
Cleveland, OH	700 Miles
Davidson College	1050 Miles
Delaware University	312 Miles
Detroit, MI	950 Miles
Dickinson College	148 Miles
Easton, PA	220 Miles
Edinboro, PA	573 Miles
Edison, NJ	270 Miles
Elmira, NY	208 Miles
Erie, PA	460 Miles
Forsham University	460 Miles
Gettysburg, PA	204 Miles
Hadley, MA	785 Miles
Harrisburg, PA	128 Miles
Hazleton, PA	130 Miles
Hershey, PA	165 Miles

**BUCKNELL UNIVERSITY, LEWISBURG, PA to:****MILEAGE**

Indiana, PA	319 Miles
Iona, NY	390 Miles
Johnstown, PA	275 Miles
Juniata College	185 Miles
Lafayette University	296 Miles
Lancaster, PA	216 Miles
LaSalle University	368 Miles
Lebanon, PA	195 Miles
Lehigh University	241 Miles
Lock Haven, PA	115 Miles
Lycoming College	56 Miles
Lynburn, NY	485 Miles
Mansfield, PA	157 Miles
Mechanicsburg, PA	135 Miles
Morristown, NJ	300 Miles
New Haven, CT	250 Miles
New York City	400 Miles
Notre Dame College	1070 Miles
Oberlin, OH	650 Miles
Ohion, PA	436 Miles
Ottawa, Canada	980 Miles
Philadelphia, PA	390 Miles
Pittsburgh, PA	380 Miles
Pottsville, NY	130 Miles
Princeton, NJ	370 Miles
Providence, RI	740 Miles
Reading, PA	235 Miles
Richmond, VA	560 Miles
Rider College	355 Miles
Rahway, NJ	375 Miles
Rochester, NY	775 Miles
Rutgers University	435 Miles
Scranton, PA	192 Miles
Selinsgrove, PA	40 Miles
Shippensburg, PA	196 Miles
Silver Spring, MD	360 Miles
State College, PA	113 Miles
Stroudsburg, PA	220 Miles
Storrs, CT	715 Miles
Syracuse, NY	467 Miles

BUCKNELL UNIVERSITY, LEWISBURG, PA to:

MILEAGE

Temple University	335 Miles
Toronto, Canada	840 Miles
Towson, MD	300 Miles
Washington, D.C.	350 Miles
West Chester, PA	379 Miles
West Point, NY	500 Miles
White Plains, NY	430 Miles
Wilkes Barre, PA	142 Miles
Williamsport, PA	70 Miles
Wilmington, DE	310 Miles
York, PA	185 Miles

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2/26/87