

Club Funding Guidelines

Before you submit any budget: Please remember that these guidelines are just that, and all values listed are approximations. This should be used in conjunction with [How to Navigate the Funding Process](#), which provides a more general overview for understanding the SAFC & budget submission process.

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I. On-campus Entertainment

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If you intend to bring a performer or guest to campus, please contact both SAFC Chair Megan Massa (mmassa@bowdoin.edu) and SOOC Chair Danny Mejia-Cruz (dmejia@bowdoin.edu) before negotiating any prices to go over the event estimates and plans. Off-campus venues must be justified as providing services otherwise unavailable on campus.

1. Production Costs

Costs of staging and production may be funded by the SAFC only if the services are well justified for your event. Moreover, these requests should always be accompanied with line-item estimates which reflect the minimum possible cost alternatives.

Moonlighting, Brunswick's only local production company, typically costs \$1,500

2. Performers or Dancers

If the content of a proposed performance is relevant to your organization's purpose, the SAFC may provide funds for outside performer(s) or dancer(s). If your performer(s) need lodging, please see [Section V. Lodging](#). The SAFC will not fund student performers.

Performers or dancers typically cost \$500

3. Concerts

A request for concert funding must provide background information about the performer. For assistance in organizing this information, please consult with the leaders of the E-Board or the staff in the Student Activities Office. If your performer(s) need lodging, please see [Section V. Lodging](#). The SAFC will not fund student performers.

Concerts typically cost \$1,500

4. Films

Groups must obtain a public viewing license for all films shown on or off campus. The SAFC may fully fund this expense, but be sure to contact the leader(s) of the Bowdoin Film Society (ifranks@bowdoin.edu; mdas@bowdoin.edu) to receive assistance in acquiring the best rates. If you'd like to bring the director or other relevant parties to speak at the event, please see [Section II. Guest Speakers](#).

Film rights typically cost \$250

5. Coffee Houses or Book readings

The SAFC may provide funding for food, coffee or other drinks at an event; please see [Section IV. Food](#) for more information. Also, if you'd like to bring the author or other relevant parties to speak at an event, please see [Section II. Guest Speakers](#). The SAFC will not fund student performers.

Coffee Houses or readings typically cost \$100

II. Guest Speakers

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1. Honorariums

Each club may request a limited number of speakers per semester based on expected community impact, size of club, price of speaker, etc. Proposals for a speaker must include background information and adequate justification for bringing him or her to campus. Groups must enter into negotiations with speakers to minimize the cost of honorariums before submitting a budget to the SAFC. However, no verbal or finalized contracts can be made before consulting the SAFC and Student Activities.

Honorariums typically cost \$1,500.

2. Travel

Although the SAFC may cover transportation costs, please encourage speakers to be as cost-efficient with their mode of transportation as possible. Also note, that the SAFC will only fund economy class flights, and requires students to leave ample time for booking tickets. Tickets booked without at least a month before the date of departure, thus incurring a price premium, may be subject to a decreased funding allocation from the SAFC. Keep in mind that funding must be approved before any tickets are bought and that these tickets must be purchased under the supervision of a Student Activities staff member. If the guest requires lodging, please see [Section V. Lodging](#).

Travel costs will vary with respect to departure location.

III. Campus Services

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1. Venue Reservation

If your event requires an on-campus venue, please reserve the space using the [Campus Scheduling Reservation Form](#) at no cost.

2. Facilities Management

The SAFC expects volunteer or student labor to be used to substitute Facilities labor whenever possible. If you need services from Facilities, however, you can denote it on your Campus Scheduling Reservation Form or place a [Work Order](#). Note that SAFC funding must be obtained before requesting services from Facilities.

Facilities requests typically cost, in total, \$150

3. Audio/Visual (Information Technology)

Information Technology provides many audio/visual needs at no cost, but if needed, the SAFC may cover audio/visual expenses that are clearly justified for an event. If you must use a production company, please refer to [Section I. On-campus Entertainment](#) for details.

4. Advertising

a. [Poster Design](#)

The SAFC may fund appropriate advertising for campus events. If you would like to have a poster or table tent designed for your event, you can contact the BSG Poster Designer (stuactintern@bowdoin.edu) with details about the design elements, information, or format you would like to use.

Poster or table tent designs are free courtesy of the BSG

b. [Printing Costs](#)

All printing must be done at the Copy Center (located in the Dudley Coe basement); campus printers in the library and computer labs should never be used for the printing purposes of a club. In order to have your items printed, you can place an [online work order](#) form or submit a written one. If you are printing a table tent, be sure to have it approved with Dining (Mark Dickey, mdickey@bowdoin.edu, for Thorne and Lester Prue, lprue@bowdoin.edu, for Moulton) and denote to the Copy Center that you need it folded.

Pricing for the Copy Center, regardless of the paper stock, is as follows:

Black and White (Letter/Legal)	\$.02/copy
Black and White (11x17)	\$.04/copy
Color (Letter/Legal)	\$.15/copy
Color (11x17)	\$.20/copy

Poster printing in total typically costs \$12

IV. Food

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1. Off-Campus Meals

The SAFC will only fund off-campus meals that are intimately related to a club's mission and purpose. It will not fund off-campus meals for the purpose of group bonding. Group-bonding meals should occur on-campus, either through cooking events, or in one of the many rooms available for reservation in the dining halls.

2. Meals During Travel

At no cost, student groups may transfer board to receive a boxed meal or a meal subsidy from Dining Services while travelling. This may only occur up to twice per year, unless an athletic club is given special permission by Ken Cardone.

The SAFC may provide funding for meals while travelling, at a rate of \$5 for breakfast, \$8 for lunch and \$10 for dinner. The SAFC reserves the right to request that groups use board transfer to cover a portion of this per-person cost.

Typical costs per person are: Breakfast \$5; Lunch \$8; Dinner \$10

3. Dinner with Campus Guests

If you wish to organize a small dinner event off-campus with campus guests, the SAFC may provide funds for a limited number of guests (including the Speaker and possibly Faculty) as well as group leaders. The SAFC will not provide funds for all club members to attend.

4. Meeting or Game Snacks

The SAFC may fund up to \$50 of snacks per club per semester. This can be used either for home or away games, or for general meeting purposes.

5. Dinners Open to Campus Community

The SAFC may fund one dinner open to the campus community per semester, at a maximum of \$10 per person, with Dining Services' board subsidy subtracted from the cost of food per each student (see no. 7).

6. Banquets

If a banquet is necessary and pertinent to your club's mission, the SAFC will fund banquets up to \$10 per person, with Dining Service's board transfer applied to each student (see no. 7).

7. Board Transfers (Meal Subsidies)

Board transfers can occur up to twice per year, unless an athletic club is given special permission by Ken Cardone (kcardone@bowdoin.edu, X3211). When requesting a meal subsidy, please note Dining provides subsidies at a rate of \$2.20 per student for breakfast, \$2.95 for lunch or brunch, and \$3.40 for dinner. This request must be made at least two weeks in advance with a list of all participating students' ID numbers. Please include this calculation in the "outside funding sources" box on the budget form.

If your organization is using Dining to cater this event, you must meet with Dining prior to submitting a SAFC budget. A comprehensive breakdown of all the planned meal items must be provided.

V. Lodging

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1. Guest Lodging

The SAFC may fund lodging for official visitors to campus. To arrange lodging, please contact Administrative Assistant Karla Nerdahl (knerdahl@bowdoin.edu) at the Smith Union Information Desk, as the Student Activities Office receives a discount for most local hotels. If this form of lodging is inappropriate for a guest, an organization may request a room in the President's House, but should be prepared to justify its request to the SAFC.

Guest lodging typically costs \$100/night

2. Student Lodging for Travel

If possible, events should always be scheduled to return you to Bowdoin for the night and prevent the need for lodging. If this is not possible, please explore all cost-free options for lodging with family, friends or alumni. If absolutely necessary, the SAFC may fund lodging for students when they are traveling to or from events. Please use websites like Kayak.com to help you find the most economically feasible hotels. With your final request, please use this and similar sites to compile a list of possible hotels.

The SAFC may fund up to \$20/student per night

VI. Travel

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1. Vehicle Travel

The SAFC expects student organizations to use the most cost-efficient form of travel. The SAFC will fund vehicle travel (mileage, gas and tolls) in either of the two formats below; personal vehicles will only be funded in extreme circumstances. Clubs that travel often should make every effort to have its members van-certified by Facilities (sign-ups to be certified can be found [here](#)). The SAFC does not fund Zipcars or road trips outside of New England.

a. College Vans

College vans cost \$25 a day, regardless of gas mileage. To reserve a van, contact Facilities at x3689, or fill out their [Vehicle Request form](#). If vans are not available as a result of late planning, the SAFC will not provide additional funds for the use of student vehicles.

b. Student Vehicles

Students may receive gas compensation at a rate of \$0.21 per mile. Note that this is not a reimbursement and that funding requests must be made prior to trips. The rate for student vehicles is subject to gas market prices and will be adjusted accordingly by the Facilities Office and the SAFC.

c. Local Travel

If travelling locally, please use Brunswick Taxi, the Brunswick Explorer, or the Bowdoin Shuttle. College Vans will not be funded for travel in Brunswick.

2. Other Forms of Travel

Bus, train, or plane tickets booked without ample time to the date of departure, thus incurring a price premium, may be subject to decreased funding allocation from the SAFC. However, the SAFC is willing to work with clubs if transportation costs increase unexpectedly after a budget allocation.

VII. Conferences and Retreats

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1. Training Conferences

The SAFC will fund one conference per semester, for which the SAFC can pay for travel, conference fees, food, etc. Conferences should provide instruction or information to club leaders not otherwise available on campus.

The SAFC understands that it is not always possible to attend conferences during the academic year. Student organizations may petition the SAFC to attend a conference during the summer break period. Spring semester conferences may be planned from the beginning of the semester, until the academic year ends (July 1). Fall semester conferences taking place when the new academic year begins (July 2) may be applied during the summer break period.

Conferences typically cost \$600

2. Retreats

The SAFC will fund one retreat per academic year. Retreats must help a club establish its goals, discuss/plan events for the school year, and build a sense of community.

Retreats are capped at \$20/person

3. Games, Tournaments, and Registration Fees

The SAFC will fund registration fees for competition events, but unreasonably large per-person costs will not be funded. Games or tournaments required for participation in the team's league will be prioritized while extra-league games or tournaments must be justified in the budget proposal.

The SAFC typically funds about \$30/person for registration fees

Note about Conferences and Retreats

Students looking to go on retreats and attend conferences paid for by the SAFC may *not* miss class to do so. If missing class is vital to the success of the conference, students should email the SAFC Chair, Megan Massa (mmassa@bowdoin.edu) and their SAFC club representative to inform them of this. Club leaders should then begin a dialogue with their club faculty advisor so that the advisor may represent their cause to the rest of the faculty.

VIII. Expert Instruction and Coaches

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1. Weekly Instruction

If the nature of the sport or activity and the number of participants justifies the expense, the SAFC may fund a coach or instructor. Each group may only spend \$100 per week for instruction cost. If necessary, Assistant Coaches may be paid up to \$50 per week, \$10 of which must be covered by group dues. Coaching will be provided for the duration of the team's season, as well as up to three weeks of pre-season. Instructors or coaches for non-seasonal sports will be funded for up to 10 weeks of instruction.

Weekly instruction is capped at \$100/week

2. Workshops/Non-weekly Instruction

The SAFC may fund non-weekly instruction. The SAFC will not fund instructors with unreasonable per-hour fees.

Outside instruction typically costs \$100/hour

Note about Expert Instruction and Coaches

The SAFC reserves the right to request attendance sheets from semester practices and sessions in order to determine if the number of participants justifies the expense of the coach or expert instruction.

IX. Equipment and Gear

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1. Justification

The SAFC requires a cost-benefit explanation as well as pricing options be included with any request for equipment. Equipment/jerseys will only be funded if they are necessary for a club to compete or participate in an activity. The SAFC will not fund any item that is purchased for individuals. All equipment must stay with the organization from year to year, without exceptions.

2. Storage and Usage Policy

When requesting funding for equipment, please include a written policy regarding the intended storage and usage of it. This should clarify where the equipment will be kept and if it will be available to all student organizations or solely to your organization. If you need assistance finding storage space, please contact SOOC Chair Danny Mejia-Cruz (dmejia@bowdoin.edu); note that student dormitories are not acceptable venues for club storage.

3. Liability

Club leaders are financially responsible for any gear funded by the SAFC. Gear lost or stolen as a result of leadership oversight may not be replaced the following year, and it is the responsibility of all club members to ensure this does not occur.

4. Organization Paraphernalia (T-Shirts, Sweatshirts, etc.)

The SAFC does not fund non-essential team clothing, but it may provide loans to organizations for these items. If given a loan, you must sign a contract with the Student Activities Office, requiring the club to repay the loan by the semester's end. Items must be sold at-cost, without profit.

X. Publication Printing

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1. Licensing and Registration Costs

The SAFC will fund licensing and registration fees with the understanding that the publication should consist of work contributed by current Bowdoin students.

2. Distribution

The SAFC may fund printing and distribution costs for publications distributed in the Bowdoin community. The number of copies printed will be determined on a case by case basis. Justification must be provided in order for the SAFC to fund printing or distribution costs for issues leaving the Bowdoin campus.

Typical printing costs are \$400/300 copies

XI. Fundraising/Donations

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See the Bowdoin Student Handbook for [Fundraising Policies and Guidelines](#). The SAFC does not fund prizes, and it cannot allocate funds that are going directly to charitable organizations.