

General Club Funding Guidelines

NOTE: If the SAFC discovers that a group has intentionally inflated a budget, their event will not be funded and the club's charter will be reconsidered.

Entertainment

Social Outings/ Off-Campus Dinner

The SAFC will cover costs up to \$15 per person, once per semester.

On-Campus

Dances

SAFC will allocate up to \$500. DJs with their own equipment (headphones, turntables, etc.), will be funded at \$40/hour. DJs with software and programs suitable for mixing and playing music will be funded at \$20/hour.

NOTE: IPOD/ITUNES DJs will not be funded.

Concerts

Concert funding requests need to provide background information about the band. Consulting with the campus E-Board is also recommended.

Films

For all campus viewing, the SAFC will fund public viewing licensing fees. Please contact the Bowdoin Film Society to receive the best rates.

Productions

Costs of staging and production will be funded by the SAFC. If the production is planned for an alternative venue, then the organization needs to provide an adequate justification.

Coffee Houses/Readings

The SAFC will fund up to \$100 for once per semester.

Lodging

Visitor/Guest Lodging

The SAFC will fund lodging for official visitors to campus.

Bowdoin has special rates with many area hotels and inns including Comfort Inn, Brunswick Bed and Breakfast, and the Fairfield Inn. Please say you are calling from Bowdoin when booking hotel rooms to receive the special rate.

If the above forms of lodging are inappropriate for the guest, the organization may request a room in the Presidents House, but should be prepared to justify their decision to the SAFC.

Student Lodging

The SAFC will fund up to 1 group event per semester up to \$20 per person (based on 4 people per room.)

The SAFC expects the club to cover the difference not funded. **If any individual needs financial assistance with this fee difference**, they can contact Allen Delong, Director of Student Activities, to receive extra funds.

Expert Instruction

Weekly Instruction

The SAFC will fund up to TWO HOURS per week for the total cost of instruction minus the group dues. Group dues must cover 15% of the costs.

Non-Weekly Instruction

The SAFC will fund non-weekly instruction minus the group dues. Group dues must cover 20% of the costs. The SAFC will not fund instructors with unreasonable per hour fees.

Planning Conferences and Retreats

Training Conferences

The SAFC will fund only ONE of campus conference per semester for up to \$600 per academic year. This total may be used to pay for travel, conference fees, food, etc. Conferences should have benefits for the club members and the campus at large.

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 extended toward any conference held before the academic year ends (July 1.) Fall semester conferences may be applied during the summer break period taking place when the new academic year begins (July 2).

Retreats

The SAFC will fund only ONE retreat per academic year and \$20 per person with a total organization cap of \$600.

Retreats must assist in helping the club establish its goals, discussing and planning events for the school year, training leaders, and team building.

Campus Services

Facilities Management

The SAFC expects that volunteer or student labor will be sought out to substitute for facilities labor, however, if this is not possible, the SAFC will provide funds.

Audio Visual

The SAFC will cover audio visual expenses that are clearly justified by the student organization.

Specialty Equipment

Justification

Please include a brief statement of the costs vs. benefits for the purchase. Please bring pricing options from various companies for the committee to consider.

Competitive Bids

Research into various vendors of a certain product is required for all purchases.

Storage and Usage Policy

Please include a written policy regarding the usages of the equipment. This should clarify if the equipment will be available to all student organizations or solely to the organization requesting the equipment. **The SAFC will not fund equipment that has no home.** Please secure on-campus storage before submitting an SAFC budget proposal. There is currently space available in the Smith Union; please contact Christine Drasba or Allen Delong for more information.

Publication

Licensing and Registration Costs

The SAFC will fund licensing and registration fees with the understanding that the publication should reflect the work of the Bowdoin community.

Distribution

The SAFC will fund all printing and distribution of publications going to the Bowdoin community. The number of copies printed will be determined on a case by case basis.

Off-Campus Distribution

The SAFC will NOT fund printing or distribution costs for issues leaving the Bowdoin campus.

Advertisements

The SAFC will fund appropriate advertising for campus events. Advertising must come from the Bowdoin College copy center. Available prices and costs for the copy center are available online. Campus printers in the library and computer labs should never be used for the printing purposes of a club.

A comprehensive cost breakdown for all printed medium must be added in the budget proposal.

Travel

Vehicle Travel

Please note that the SAFC expects the student organization to use the most efficient form of travel. The SAFC will fund vehicle travel (mileage, gas and tolls) in any of the three formats below. In an effort to decrease college-wide gas consumption, individuals' vehicles (which are normally less efficient than vans) will only be funded in extreme circumstances.

NOTE: The SAFC does not fund zipcars.

Gas Reimbursements

For Students' Vehicles: # of miles x \$0.15/mile

The rate for gas reimbursement is subject to market prices and will be adjusted accordingly by the Facilities Office and the SAFC.

College Van:

of miles x \$0.225/mile (regular van or car)

of miles x \$.229 (12 passenger van)

To reserve college vans contact Facilities at x3689

Other Travel

Other types of travel (train, bus, or plane) will receive funding calculated according to the gas reimbursement format of driving to the destination.

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 very much willing to work with clubs on campus transportation costs increase unexpectedly after a budget allocation.

Example format:

Expected Miles from Bowdoin College to Washington, DC= 570.96 mi

For gas roundtrip reimbursement= $(570.96 \times 2) \times \$0.225/\text{mile} = \$128.47$

** \$128.47 would be the amount allocated for the travel costs to an event in Washington, DC to be applied toward bus, train, or plane ticket or for car fuel.

This only applies to travel within the continental United States.

The SAFC requires students to use travel websites such as Mapquest.com in order to acquire exact distances for destination points. (Eg. Boston: 140 miles, Portland: 30 miles)

NOTE: 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 on campus transportation costs increase unexpectedly after a budget allocation.

Food

Student Meals

The SAFC will only **fully** fund students who are NOT on board, which is approximately 10% of the student body. For the remaining students in your group who are on board, please subtract the following rates from your requested budget amount. This calculation should be written in the "outside funding sources" box on your budget form.

Board Transfer Rates (please time these amounts by the # of students attending your event):

Breakfast \$1.92/student

Lunch/brunch \$2.55/student

Dinner \$ 3.04/student

Dining allows 2 events with board transfer per organization per semester. Keep this in mind when asking for board transfers!

The SAFC will not fund the cost of food for non-Bowdoin students. Special consideration will be given to guests who are performing or providing a service to the Bowdoin community.

SAFC funds cannot be used to purchase alcoholic beverages

NOTE: Students are also entitled to receive a "food equivalent" (e.g., boxed lunch/dinner) as an alternative to board transfer. To do so, please contact Dining Services (x3211) with the appropriate number of board transfers or "food equivalent" requests.

Special Meals

Dinner with campus guests

The SAFC will fund faculty, group leadership and guests. This does not include other club members or the general campus.

Meeting Snacks

The SAFC will fund up to \$50 of snacks per club per semester.

Dinners Open to Campus Community

The SAFC will fund 1 per semester, funding the full Dining Services costs and/ or up to \$10 per person (e.g., KASA BBQ). (Board must be subtracted from the cost of food per each student).

If you are using dining to cater your event, you must meet with dining prior to submitting and SAFC budget.

A comprehensive breakdown of all the planned meal items must be included.

Guest Speakers

Honorariums

Each club may only request one speaker per semester. In order to receive funding, the SAFC requires research on the speaker's typical cost. This research will be included with the budget submitted to the SAFC. Typical honorariums should not exceed \$1,500

Gifts

The SAFC will not fund gifts for speakers.

Travel

The SAFC will only fund economy class flights and requires students to leave ample time for booking tickets.

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 very much willing to work with clubs on campus transportation costs increase unexpectedly after a budget allocation.

T-Shirts

The SAFC does not fund t-shirts, but it does give loans to clubs for t-shirts. If given a loan, the club is required to sign a contract with the Student Activities office, obligating the club repay the loan by the semester's end.

Fundraising

See the Bowdoin Student Handbook for fundraising policies and guidelines.

Student Prizes

The SAFC does not fund individual student prizes.

Donations

The SAFC does not allocate funds for donations to be made to organizations.

Individual Certifications

The SAFC generally will not fund the costs associated with obtaining any type of licensure or certification for individual members of an organization. In turn, the SAFC still reserves the discretionary right to fund individual licensures or certification if it deems it necessary for the campus' benefit.

Event Timing

The SAFC will not fund events that conflict with other large events that are going during the same day and time. It will also not fund events if there are already many events going on during the same day or weekend as the proposed event.

Please note that all these guidelines are just that—guidelines. It is at the discretion of the SAFC to determine how and to what extent these will be enforced.