Budget Committee Guidelines for Allocation of Funds

2020-2021

Campus Council and the Student Government Association (SGA) is tasked with allocating the Student Activities Fee, through the Allocation Committee. The Allocation Committee makes the budget allocation recommendation to Campus Council for final approval. The Student Activities fee is paid by each student and should benefit all students at Wooster. Student organizations should be cognizant of the fact that the student activity fee is intended to fund events and activities that are open to all students and which are advertised as such. These guidelines serve to inform student organizations what items may be funded and what limits may be imposed on such funding. Additional funding limits may be imposed to make sure allocations are within the budgeted amount of money. Any spending by Campus Council operation funds will be done in accordance with these guidelines.

Campus Council reserves the following amount of money from the student activities fee each year outside of the allocation process:

- $27,000 for new funding requests. New funding requests are defined as funding needed for a newly chartered student organization or a new idea from a student organization that was not included in their original budget request.
  - Newly chartered student organizations can immediately request up to $500 per semester for their first two semesters. Organizations that are approved in the fall can request funding for the current and following semester. Organizations that are approved in January and early February may request funding for the current semester and complete the budget request for the following academic year. Organizations chartered after the budget process has begun can request $500 per semester for the following year.
- $3,350 Trainings for Club Sports
- $1,500 Campus Council Operation Funds
- $1,500 Student Organization Publicity Space in the Campus Life Suite
- $1,500 First Aid Bags & Supplies

I. Eligibility

To be eligible for funding, a student organization must have a current student organization cabinet information form, an organization charter or constitution in good standing, have a representative of the organization attend one of the funding information sessions, and the funding application must be prepared by the officers who will oversee the expenditure of any awarded funds, i.e., the officers who will be in charge for the upcoming academic year. Graduating seniors are not eligible to write budget requests or submit them for consideration.

II. Food and Beverage

Financial support may be provided for any event where food and beverage is essential to its purpose. Funding will not be supported for food or beverage for weekly, monthly, semesterly or yearly meetings. Student Organizations are encouraged to work with Dining Services on all food related needs. All funding for food events must follow campus council guidelines.

A. Recruitment, Informational or Interest Events
Financial support may be provided for recruitment or interest events to help a student organization recruit new members. Student organizations should request this financial support under recruitment. The amount supported will depend on the size of the event, anticipated attendance, and type of food being served. Requests for food for these types of events must follow funding guidelines outlined below in “B-I” and cannot exceed the total amount permitted for all recruitment ($150).

B. **Receptions for Events**
Financial support may be provided for a reception before or after an event that is open to the all students. Student organizations can request up to $150 for events with under 50 people attending. For each additional 50 people the organization anticipate will attend the reception, a request can be made for an additional $150 or $3.00 per additional person, as per quotes from Dining Services. Student organizations are encouraged to use Dining Services for all receptions.

C. **Popcorn for Movie Viewing**
Financial support may be provided for the rental of a popcorn machine and supplies through W.A.C. or Dining Services. Student organizations can request up to $35.00 for popcorn.

D. **Social Events where Alcohol is Served**
Financial support may be provided for food and non-alcoholic beverages at events with alcohol. Events must be open to the entire campus and follow the “Guidelines for Large Social Gatherings and Events with Alcohol” found in the Scot’s Key. Student organizations can request up to $250 for these events to use for food and non-alcoholic beverages.

E. **Alcohol**
Student Activities Fee cannot be used for alcohol. Exceptions may be granted for religious services or religious ceremonies. Approval for alcohol use for religious purposes will only be given when working in consultation with the Chaplain.

F. **Campus Dining Services Catered Meals**
Financial support may be provided for campus catered meals. Meals must be open to all students and advertised as such. Funding is to cover expenses for students only. See ticket information below for all other guests. The amount of support will depend on the size of the event, attendance for it, and type of food being served. It is recommended that student organizations plan approximately $20 per student for all food and beverage expenses. Estimates from Dining Services should be provided. The funding for this type of event varies greatly so details and estimates are very important for this type of request. Quotes can be obtained by contacting Dining Services.

G. **Off-Campus Catered Meals**
Campus Council encourages student organizations to use Campus Dining Services when it is possible. Student organizations wishing to use off campus caterers must follow the College catering policy (https://www.wooster.edu/offices/dining/catering/). However, financial support may be provided for off campus catered meals. Meals must be open to all students and advertised as such. A Catering Exemption Form must be submitted 10 business days before the
event to Dining Services. Funding is to cover expenses for students only. See ticket information below for all other guests. The amount of support will depend on the size of the event, attendance for it, and type of food being served. The cost per student should not exceed $20 per student for all food and beverage expenses. Estimates from the Off-Campus Caterer should be provided. The funding for this type of event varies greatly so details and estimates are very important for this type of request.

H. **Student Prepared Meals**
Student prepared meals will be funded based on the number of attendees at $5 per person. Exceptions to this cap will be considered on a case-by-case basis.

I. **Tickets for Food Events**
Tickets are required to be used for events to cover the expenses of faculty, staff, community members, children, parents/guardians, alumni or other non-College of Wooster guests. Tickets should cover the individual expense for their meal including food, beverage, supplies, etc. Ticket arrangements must be made through Lowry Center and Student Activities and paid to The College of Wooster and deposited into the student organization’s account.

J. **Miscellaneous**
Items that may need to be funded when creating your budget request include but are not limited to: Tablecloths, napkins, cutlery, plates, bowls, serving dishes, delivery fees.

III. **Off Campus Travel: Conferences, Competitions, Trips, and/or Other Off Campus Travel**

Request for funds can only be used to cover the expenses of the student participants.

Students, participating in the activities defined above and using funds from the student activities fee (Campus Council funds) to cover any expenses, are encouraged to provide feedback to the campus community. A blurb may be submitted electronically to Lowry Center and Student Activities to be uploaded to your organization’s webpage. This should include the dates of travel and any information that would be valuable to the campus community. You are encouraged to share information in other ways such as: demonstrations, oral or written presentations, reflections, art wall displays, digital presentation, an article in The Voice reflecting on experience or knowledge gained, etc. For groups that received funding the previous year, you are required to share your experiences, in writing, with the allocations committee when requesting funding for the upcoming year. Club sports are the only exception as they are currently required to submit an annual review.

Organizations traveling off campus are required to fill out paperwork with Lowry Center and Student Activities at least one (1) week prior to departing from campus. Breaks will require documentation to be submitted earlier.

Travel Expenses for advisors will be considered if the request is made for an advisor to travel with an organization in the original budget request. Coaches’ travel expenses are to be paid by the coach, as they are compensated for their services.

A. **Registration/Participation Fees**
Financial support may be provided for registration and participation fees. Estimates must be provided with supporting documentation of these fees in the request for funding. Students may be expected to contribute up to 25% of the cost of registration or participation fees. Documentation must also demonstrate who is eligible to go to events and how it is open to all of campus to participate in. These fees cannot be used for on campus retreats, conferences, events, competitions, etc., for individual organizations. Registration and participation fees will generally be allocated funds up to $150 per student participant. Activities with registration or participation fees greater will be considered but should expect to only receive partial funding (up to 75% per student participant). Participants must present to greater College of Wooster community about their experience in the off-campus travel or event. See above.

Financial support may be provided for registration/participation fees. Registration/participation fees generally range between $50 and $150. Activities with higher registration fees will be considered but could expect to only receive partial funding. Spectator fees will not be funded.

B. Meals

Financial support will not be provided for food or meals during off campus travel unless the food is a part of the registration or participation fee.

C. Travel

Financial support may be provided for travel expenses which can include car rentals, airfare, and shuttles to/from airport. Depending on the requested amount, students may be expected to contribute some of the funding of the travel expenses (up to 25% per participant). Estimates must be provided with supporting documentation for all travel expenses in the request for funding. Campus Council will only fund flights at the lowest rate per seat in coach. Campus Council may provide funding for renting vans/cars/buses through the College. The College discourages the use of privately owned/personal vehicles for transportation. Campus Council will not reimburse for mileage for privately owned/personally owned vehicles. Exceptions may be made for the use of personal vehicles for travel when there is a convincing reason (i.e. transporting animals). A justification with details and supporting documentation is required in the funding request. Funding cannot be used for Enterprise’s Carshare program through the College. Funding can be used for Wooster Transit. Funding for tolls or gas will not be supported. The College will not reimburse for valet parking, but you can request funds for self-parking of a car, van, or bus.

D. Lodging

Financial support may be provided up to a maximum of $125 per room/alternate accommodations per night. Any variation in the request for funding must include estimates with documentation provided in the request for funding. Estimates should be an average cost from several different online resources. Links must be provided as proof of cost. Rooms/Accommodations need to be able to accommodate at least 4 people per room/accommodation. Only college of Wooster students are permitted to stay in the room or alternate accommodations.
E. **Student Contribution**  
Campus Council expects that students will contribute to the costs of registration, lodging, and travel. Students are expected to contribute up to twenty five percent (25%) of these expenses for off campus travel. Students are also expected to share their experiences from their off-campus travel with the campus in some way. For off campus travel, that have greater costs, the student contribution may be greater. Documentation must be provided regarding the number of students expected to participate and how much they will contribute, if needed. The group may reduce the student contribution through fundraising, non-campus council funds, departmental support, or other means. Please discuss with the Lowry Center and Student Activities staff if you are interested in pursuing any additional funding sources outside of Campus Council funds. If an individual who is planning to participate and can show that the student contribution creates a financial burden and will keep them from being able to participate, the individual member is encouraged to work with the Lowry Center and Student Activities staff and Campus Council to request additional funding outside of the allocation and appeals process. This additional funding will not preclude any funding that the organization receives. Documentation in the form of a letter of support from either Financial Aid and/or the Dean of Students Office is required for additional financial support to be granted through Campus Council.

IV. Speakers/Performers/Artists

A. **College of Wooster Students**  
Financial support cannot be provided for College of Wooster students serving as a speaker, performer, or artist.

B. **Wooster Faculty/Staff**  
Financial support will not be provided for travel, meals, lodging, nor an honorarium/performance fee for College of Wooster Faculty/Staff.

C. **Trustee**  
Financial support may be provided for travel, meals, and lodging for a trustee. Council may fund up to $50 for meal(s), for the trustee only, per day of the event. This cost includes tips. Financial support may be provided up to a maximum of $125 per room per day of the event. Typically, support will be for only 1 night unless the trustee is doing a multi-day speaking engagement or performance. Estimates with documentation need to be provided, especially for multi-day events. Council may fund the cost of either a round trip coach flight or mileage at the IRS approved rate ([Privately Owned Vehicle (POV) Mileage Reimbursement Rates](#)). Documentation of the estimated cost must be provided using a program such as MapQuest or Google Maps. Per IRS regulations, trustees may not receive an honorarium.

D. **Non-Wooster or Guest Speaker(s), Performer(s), or Artist(s)**  
Financial support may be provided for honorarium/performance fee, travel, meals, and lodging for a non-Wooster or guest speaker(s), performer(s), or artist(s). The approval of the honorarium/performance fee is at the discretion of Council, but it is recommended that the
honorarium/performance fee not exceed $10,000. Documentation of the requested honorarium must be provided from the booking agency or directly from the speaker/performer. Requests for funding exceeding $10,000 may be considered but require a detailed justification. These exceptions will be made in consultation with the Director of Lowry Center and Student Activities or designee.

Council may fund up to $50 for meal(s), for the speaker or performer only, per day of the event. This cost includes tip. Financial support may be provided up to $125 per room per day of the event. Typically, only one (1) night will be covered unless the person is doing a multi-day speaking engagement or performance. If there are multiple members of the group, this should be taken into consideration when requesting funds for multiple rooms for one (1) night.

Estimates with documentation need to be provided, especially for multidate events or multiple people needing rooms. Council may fund the cost of either a round trip coach flight or mileage at the IRS approved rate (Privately Owned Vehicle (POV) Mileage Reimbursement Rates). Documentation of the estimated cost must be provided using a program such as MapQuest or Google Maps.

E. Political Figures

Approval of a political figure must be sought from the President’s Office. Also refer to Section XIV, Article A: Partisan Political Activities.

V. Public Performance Rights (Movies, Music, Play, etc.)

Financial support may be provided for purchasing public performance rights for movies, music, plays, etc. Student organizations are encouraged to only request funding for one (1) movie or play per semester unless it can be directly connected to their academic year goals and mission. All movies, plays, and performances of music must be open to the entire campus with no admission charged. Public performance rights will generally range from $35 (music arrangements) to $850 plus shipping (movies). Rights costing more than $850 will be considered with proper documentation connecting how the item directly connects to the organization’s goals and mission.

VI. Community Outreach

Community outreach encompasses activities in which members of student organizations become involved with the communities outside of the campus. Funding for such events is generally limited to a max of $50. Special consideration will be given to requests of more than $50, which must be supported with detailed documentation estimates. Community Outreach must connect to the mission of the College or to the purpose or mission of the student organization. Community outreach must be open in participation to others outside of the organization and include an educational or reflective piece. All off-campus travel requests must follow the funding guidelines and off campus travel.

VII. Advertising/Printing/Promotional Material

Financial support may be provided for advertising, printing or creative promotions for events and organization. The funding is generally limited to a max of $50. Funding for printing advertisements for specific events is $15 per event. Student organizations are encouraged to be creative and think outside
the box by utilizing the publicity space in the Campus Life suite that is partially funded by Campus Council to support student organizations. Groups are encouraged to use free publicity options as well (i.e. POT ads, social media). Funding will not be given to organizations requesting special promotional giveaways (i.e. event shirts, pens or cups with organizations name on it). Funding can be request for promotional buttons that can be made through Lowry Center and Student Activities. Organizations can request up to $50 to make promotional buttons.

VIII. Office/Cleaning/Other Required Supplies or Equipment

Financial Support may be provided for office, cleaning, or other supplies required to function as an organization. The funding is limited to $50 total. An itemized list with estimates should be provided as documentation with funding request. Any purchased equipment must remain within the organization from year to year and is not for personal use.

First aid kits will be available upon request and are to be checked out and returned to Lowry Center and Student Activities.

Equipment for club sports may be funded. These items must remain property of the organization and returned to the organization leaders at the end of the season. Lowry Center and Student Activities will help secure summer storage space if needed.

IX. Coaches, Trainers, Referees

A. Wooster Students

College of Wooster students are not allowed to receive payment for serving as a coach, trainer or referee unless permission is granted by the Dean of Students office for extenuating circumstances.

B. Wooster Faculty/Staff

Financial support will not be provided for travel, meals, lodging, nor a stipend for College of Wooster Faculty/Staff serving as a coach. College of Wooster trainers may be paid by an organization if there are extenuating circumstances and their services are provided. Expenses for advisors will be considered if requested in the original budget request and it is written in the advisor’s job description.

C. Coaches and Trainer Fees

Coaches fees should cover their out of pocket expenses. Negotiation about payment and fees needs to occur between the coach, student, and the Lowry Center and Student Activities staff.

X. Prizes, Awards, Raffles

Campus Council will not fund prizes, awards or raffles. Students are encouraged to use their self-generated funds for these purposes.

XI. Recruitment
Campus Council will fund up to $150 for recruitment. This can be used for food, advertising, events, and activities.

XII. Fundraising

Financial support will not be provided for organizational fundraising.

Financial support will be considered for charitable fundraising.

XIII. Clothing, Uniforms, Items for Personal Use

A. Items for Personal Use

Campus Council will not fund items for personal use. Students are encouraged to use their self-generated funds for these purposes.

B. Clothing and Uniforms

Your organization may request funds for items that can be reused, which includes clothing necessary or required to the function of your organization.

XIV. Other

The above sections provide guidance on the most often requested budget items. Budget requests that do not fall into any of these categories will be considered on a case-by-case basis. Please provide as much detailed documentation with estimates as possible to support your funding requests. You should feel free to contact Lowry Center and Student Activities Staff or a member of Campus Council’s Budget Committee for assistance.

A. Partisan Political Activities

Financial support will not be provided for partisan political activities. Please refer to the Handbook on Selected College Policies for more information.

B. Required Trainings and Certifications

Funding will be provided for Campus Council required trainings and any training mandated by a governing organization.

C. Membership Fees

Funding will be provided for memberships that are required by a governing organization.

D. Closed Events

Events that are not open and advertised to the entire student body will not be funded. Examples include: formals, closed parties, award banquets, invitation-only events or events only members can participate in, and organizational retreats. Any exceptions to this will require a majority vote of Campus Council.

XV. Additional Information Note

A. Allocation Timeline
The timeline for allocations and appeals will be as follows:

All student organizations chartered previously to the sixth (6th) week of classes are eligible for funding through the traditional budget allocation process. All eligible student organizations are required to attend budget writing training which occur between the fourth (4th) and sixth (6th) week of classes. All budgets are due on the sixth (6th) week of classes during spring semester. The Allocation Committee should have completed its initial allocations by the last Friday of March and turned it over to Campus Council for final approval. Student Organizations should anticipate that budget decisions will be released by that tenth (10th) week. Your organization will have access to these funds on July 1st regardless of whether you decide to appeal. The tenth (10th) of week of classes will be the start of appeals. Budget committee will have meeting with Student Organizations wishing to appeal for 2 to 3 weeks to discuss appeals with Student Organizations. Student Organizations must submit a written appeal to Budget Committee prior to their meeting. Campus Council will give its final vote on appeals during the last week of classes.

B. Appeals

You will receive an email notification of the Campus Council’s decision on your appeal within 2 weeks. As stated above in the allocation timeline, the tenth (10th) of week of classes will be the start of appeals. Budget committee will have meeting with Student Organizations wishing to appeal for 2 to 3 weeks to discuss appeals with Student Organizations. Student Organizations must submit a written appeal to Budget Committee prior to their meeting. You will be asked to present your appeal in person to the Campus Council Budget Committee for review. Campus Council will give its final vote on appeals during the last week of classes.

C. Denied Events

If funding requests were previously denied in both the allocations and the appeals process, or you failed to appeal for items denied by the Allocations Committee, Student Organizations cannot reallocate funds from approved requests to fund the denied event. Student Organizations also cannot request new funds for previous requests denied in the allocations or appeals process.