Usual Expenses Guidelines:

A couple of important items to consider when formulating a budget are:

1. The Allocations Board is more likely to fund an event in which costs are broken down than those with general guesstimates. Find and request exact prices as much as possible.
2. If there are costs that are outside these guidelines go ahead and request them but be ready to explain them.
3. We encourage you to bring paperwork that supports your higher cost items to your allocations meeting (this is not mandatory).
   a. Examples of this might be quotes from vendors or price negotiation emails with speakers.
4. The Student Activity fee is not to be used to fund giveaways or monetary prizes unless central to the event.
   a. Ex: a 3vs3 basketball tournament may request money for non-monetary prizes but an organizations formal does not require giveaways
5. Registration and dues costs are only partially funded for organizations that are open to all students. Closed organizations must pay their own fees of this sort.
6. Only costs that are central to events will be funded if funds are available. Please keep in mind that every semester the Allocations Board receives more in requests than it is capable of funding.
7. Policy on Gasoline - The Allocations Board will only fund for gasoline and travel expenses one way.
   a. Trip to Indianapolis: $15-20
   b. Trip to Bloomington: $15-20
   c. Trip to Chicago: $25-30
      i. For organizations who wish to participate in conferences/tournaments/retreats etc. off campus, the requesting organization bears the burden of proving to the Allocation Board how the trip benefits the DePauw community
8. Room at the Inn at DePauw: $99
   a. Use of the Inn at DePauw's social spaces is free for student organizations because it was created with the intention of being a student space.
9. Pizza is allotted at $10/box:
   a. Although the Allocations Board would like to be able to support some of the more local establishments the increase in price along with the quantity of requests concerning pizza make this impossible.
10. Projector & Screen: $65
11. Utensils & Plates: $20
12. DJ: $100-250
13. Advertisements:
   a. Fliers for event <100 attendees: $20
   b. Fliers for event >100 attendees: $30
i. **NEW:** Organizations requesting events that cost over $2,000 are allowed double the advertising budget. However the organizations must come to the budget presentation with a comprehensive plan for advertising the event to the campus. It is our expectation that everything will be done to bring in the greatest number or participants to such events.

c. Sheet (for sheet sign): $5

d. Paint (for sheet sign): $6

e. Chalk: $6

14. Decorations are given last priority and should not exceed $100

15. **NEW:** Organizations who wish to change their events after the allocation of the Student Activity Fee must notify the Allocations Board. This prevents organizations from misusing funds from previously approved events.