

# Allocations Guidelines

## Spring 2017 Budget

1. Student Organizations should not use funding towards Gift Card(s) and Prize purchases for events. Gift Card(s) and Prize(s) costs are taxable item(s) and require reporting to the Accounting Office along with recipients personal information/social security number. Because of these additional requirements, we do not approve the use of funds to be for these items to support Student Organization events.
2. Re-allocating funds to non-approved events is not allowed. If you submitted your Allocations Request for the semester towards hosting programs, you are not able to use those funds towards events that were not specified.
  - a. For instance, your organization requested \$1,500.00 towards the semester programs, and have a remaining balance of \$400.00, that balance should remain in your account. You should not reallocate that funding towards purchasing of supplies for your organizations for the following semester, transfer funding to another organization for a different event not specified in your budget, or towards the attendance to a conferences or other events.
3. Reusable items are not able to be kept by individuals or by an organization, unless approved by the Allocations Board. Reusable items purchased through the Allocation Funding belong to DePauw Student Government Allocations and should be available to all organizations. Depending on the items, organizations may be required to be stored within the Student Organization Space in order to benefit all organizations, be repurposed and limit the need to reallocate funds towards similar programs/events.
  - a. Example: Speakers, Microphones, Cornhole Set, etc.
4. Funding for professional photographers are allowed for events, if they are essential to the event, for a maximum of 1 - 2 hours. Photographers are permitted for group photos/photo booths if it is part of the core of the program. Photographers are not permitted if the photos are for internal program records, advertising, promotions, or member headshots. Professional photographers will be limited to \$25.00 per hour.
5. Student DJ Services are allowed, **if** essential to the event. This is for campus-wide open events, not for closed group programs and will be limited to \$50.00 per hour and should not exceed \$250.00 per an event. You will need to specify the hours of your events when requesting funding for a DJ.
  - a. Example: Your organization is hosting a BBQ with a DJ, your estimated event time should be noted. Campus Life Orientation 2021 Event will have DJ from 12:00 PM (noon) until 4:00 PM for DJ Services: Cost \$200.00 for a 4 hours.

6. Events that require Shuttle Service to and from campus will need to use a standard shuttling service (i.e. school buses). Organizations should not use higher-end charter buses. Variations would be based on the distance and event type.
  - a. If students are driving individually, we will only provide a mileage stipend (\$.42/mile) based upon distance traveled. Gas receipts to/from the location will not be reimbursed. You will need to provide the locations that you traveled to and from. Mileage calculations will be computed using mapquest. Organizations will not be able to purchase "gas cards/gift cards" in order to supply transportation support to drivers.
  - b. All organizations should review the Student Organization Travel Policy and complete the necessary paperwork:
    - i. <http://www.depauw.edu/studentacademiclife/campus-activities--clubs/student-clubs--groups/resources/>
7. Interest/Weekly Meetings should not utilize funding towards food on a regular basis. If you have your first meeting of the year, food can be requested but is not guaranteed. Allocations does NOT allow that each weekly/bi-weekly meeting have food/pizza/catering. Food requests should be for programmatic reasons that are essential to the event and/or reach the campus community (BBQ/Cookouts, etc.).
8. Student Organization programs that intend on having Pizza, should request \$10/box
  - a. Although we would like to support more local businesses, the high amount of food requested from Allocations has made this request impossible.
9. Hotel Room at the Inn at DePauw (or other Hotels in the area) are estimated at \$99.00 per night. Therefore, each night stay per (single/double) room should be included in your request. Hotel accommodations should not include amenities such as: Room Service, Internet, Movies, etc.
10. Events/speakers that require projector and/or screen through DePauw Media Services should include \$65 per event. If the request is for a larger set-up, you should communicate with Media Services to request a price quote.
  - a. <http://www.depauw.edu/it/media/>
11. Advertisements and DePauw Printing Services
  - a. Fliers for event(s) less than 100 attendees: \$20.00
  - b. Fliers for event(s) with more than 100 attendees \$30.00
    - i. Printing Services Color Fliers 2016 - 2017:
      1. Color 8 ½ X 11 are \$.25 single-sided, therefore you can get 80 fliers for \$20.00.
      2. Color 11 X 17 are \$.50 single-sided, therefore you can get 40 fliers for \$20.00.
    - ii. Printing Services Black & White Fliers 2016 - 2017:
      1. Contact Printing Services for B/W Flier Cost per number of prints. On average, a 76+ prints on 8 ½ X 11 are \$.025 and 11 X 17 are \$.04.

- c. Banners and larger scale printing outside of Event Fliers should be notified and included in your budgets. These range based on printing size and materials, therefore should include the cost in your budget proposal
          - i. On average paper Banners are \$2.00 per Sq Ft and vinyl Banners are \$3.00 per Sq Ft. On average, a 24 X 36 paper Banner is \$12.00 and 24 X 36 vinyl Banner is \$18.00.
- 12. All contracts must be received before requesting money from Allocations Board, therefore any artist/contracts will need to be provided to the Allocations Board during the funding request. If you have an artist cost and can provide the rate per event or speaking engagement, that should be used when submitting budget requests.
  - a. If contracts or information is not available prior to the Allocations Budget Meeting, it will need to go through an Event-By-Event Request.
  - b. No contract should be signed by individual students/organizations and need to be signed by Student Academic Life/Campus Life prior to submitting them to the artist/speaker/agent. Student who sign contract will be held responsible for payments if they sign agreements, especially those that are not approved through the Allocations Board.
- 13. To maximize Student Activity Funding and to support the best attendance for all campus events, an organization should state and inform the Allocations Board of their anticipated attendance per speaker/artist and a marketing plan when considering hosting a speaker/artist.
  - a. In other words, if a speaker/artist is \$7,000.00 for a 1 hour event, and you intend on reaching 100 attendees, the cost per student/attendee is \$70.00. If your goal is 300 attendees, for the same speaker/artist, the cost per attendee is \$23.34. Demonstrating the cost per attendee helps ensure that we are maximizing our Student Activity Funds and reaching the intended audience.
- 14. Events that are paid for in full or supported by the Student Activity Fund can accept donations from students, but cannot require them as means for attendance to the event. Events that are supported by the Student Activity Fund are intended to be open to students.
- 15. The Student Activity Fund should not be used to make donations to events/organizations sponsored by Allocations. Therefore, any remaining balances that were provided from Student Organization Accounts (and not fundraised) cannot be donated towards nonprofit organizations or causes. Organizations that fundraised money and have deposited that into their Student Organization Account should notify Allocations in order to not be removed from their budgets (for Roll Over).
  - a. Example 1: Organization E fundraises or collects dues, and currently has \$12,000 in their Student Organization Account. The organization will be making a payment at the end of the school year (May). They should notify Allocations in order to ensure that the funding is maintained in their account from Fall to Spring and/or Spring to Fall. Funding in Student Organization Accounts is typically removed and rolled-over, to ensure that it is distributed evenly in the new Budget Cycle.

- b. Example 2: Organization Q hosts event that is sponsored by Student Activity Fund at \$8,000.00 which has carnival events and food. They raise \$10,000 from individuals, but did not use \$3,000 from their Allocations. They should not combine that \$3,000 with their raised \$10,000 towards donation.
  - c. Example 3: Organization A holds a charity fundraiser promoting attendance cost for individual or group tickets. Organization B would like to have members attend by using Student Activity Funds to purchase individual or group tickets. Organization B would need to have individual members purchase their own tickets or collect funding for the group rate to attend the event.
16. Student Activity Funds should never be used to purchase alcohol, drugs, or other illegal substances for any organization or event. Any proof of these types of purchases will result in immediate suspension of that organization's funds.
  17. Student Activity Funds should never be used to purchase individual items like t-shirts, stickers, or other promotional materials for organizations. These items can be requested but are not guaranteed.
  18. Food Orders or Attendance that require a % of Gratuity should include that into their budget requests. Gratuity will be funded at 18%. Additional gratuity will not be funded for companies that have already built gratuity into their price.
  19. Priority 3 Events, or those events only open to members of the organization are considered closed groups and not entitled to receive funding. Closed groups are organizations where students have to meet certain requirements to be a part of them. These events may include, but are not limited to retreats, fees, workshops, etc.
  20. Decorations are given last priority and should not exceed \$100 for events. Budgets should clearly indicate the decoration purpose and types.
  21. Funding for attendance to conferences will be determined on a case-by-case basis. Due to the nature of conferences, full costs will not be guaranteed and all members Funding will be determined by the need to attend such a conference and the amount of students impacted by a result of attendance.
  22. We recognize that many organizations have personal connections that can benefit a Student Organizations and programs, such as; food providers/restaurants, manufactures/store owners, speakers/performers/DJs, and others. While at times these are beneficial, they may create "Conflict of Interest" when contracting.
    - a. Definitions
      - i. Person with Interest is any organization officer/leader, relative, member/alumni (on/off-campus), advisor, sought for a sponsored project or program, who has a direct or indirect financial interest, as defined below, is considered a person with interest.
    - b. Financial Interest
      - i. A person has a financial interest if the person has, directly or indirectly, through business, investment, or a family member
      - ii. An ownership or investment interest in any entity with which the university has a financial transaction or arrangement,

- iii. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- c. Conflict of Interest
  - i. A conflict of interest arises when a person with interest is in a position to influence either directly or indirectly DePauw Student Government Student Allocations Funding towards business, research, or other decisions in ways that could lead to gain for the person with interest, the person's family members, or others to the detriment of the University's resources, integrity, mission, teaching, research or public image.
  - ii. [http://www.depauw.edu/files/resources/conflict\\_of\\_interest\\_disclosure\\_for\\_m---crowe.pdf](http://www.depauw.edu/files/resources/conflict_of_interest_disclosure_for_m---crowe.pdf)