APPLYING FOR STUDENT ASSEMBLY FUNDING

QUICK-START GUIDE FOR ORGANIZATIONS

SPRING 2018

THE BASICS

STUDENT ASSEMBLY (WEEKLY/NON-STRATEGIC) FUNDING PROCESS:

1. Organizations must submit budget proposals by **Saturday at noon.**
2. The Funding Committee meets **Sunday afternoons** to review proposals and provide recommendations to the Central Council.
3. Should the Funding Committee have questions regarding an organization's proposal, it will send an email requesting clarification **by Sunday night.**
4. The Central Council meets **Monday at 8:30 PM**. It receives the Funding Committee's recommendations and votes on final allocation.
5. Student Assembly will email organizations with a decision on their proposal by **Monday at midnight**. The SA Secretary also records votes in the meeting minutes, which are distributed to the campus.
6. Organizations may access allocated funds beginning **Tuesday morning.**

KEYS TO A SUCCESSFUL PROPOSAL:

- Submit by **Saturday at noon.**
- Submit proposal for consideration **at least ten days before the proposed date of the event**.
- Include a detailed budget and breakdown, outlining all relevant costs. See attached template.
- Have a date set and a location booked for anticipated events through 25Live and/or Student Activities.
- If requesting funds for van/car transport, attach a map that includes roundtrip mileage for the trip.

IMPORTANT INFORMATION

STRATEGIC/NON-STRATEGIC PROPOSALS came into effect during the 2014-2015 school year to ensure fair distribution of funds among organizations.

Student Assembly dedicates **80%** of its budget to funding Strategic Proposals at the start of the semester. For Spring Semester 2018, Strategic Budget Proposals are due **Saturday, January 27th at noon**. Strategic Proposals encourage organizations to plan ahead and submit a budget for all events they plan to host during the semester, as well as for more expensive items they require. This division allows the Funding Committee to examine the vast majority of proposals during

one large meeting, making judgments on a proposal's merit compared to all others. Additionally, this process guarantees sufficient funding for annual college traditions.

The remaining **20%** of the Student Assembly Budget is for Non-Strategic Proposals. Organizations may submit Non-Strategic Proposals by **noon every Saturday of the semester, excluding over Spring Break**. Non-Strategic Proposals allow organizations to receive funds for "last-minute" events they did not plan at the start of the semester. The "Ten-Day Rule" (see below) still applies. Given the smaller amount of funding available and the short-term nature of Non-Strategic Proposals, the evaluation process of non-strategic proposals is more stringent.

Finally, the funding committee will not recommend more than 10% of the general fund to any one organization (through both strategic and nonstrategic funds). The Central Council may vote to allocate more than 10% of the general fund to one organization with a 2/3 vote.

EXPLAINING BUDGETS

Organizations should have someone available to answer questions in person for the Funding Committee on Sunday evening (January 28th) and should be prepared to attend the Student Assembly funding meeting on Monday evening (January 29th at 8:30pm) to answer questions for the Central Council. Failure to send a representative if requested *could* result in partial or no funding.

ITEMS STUDENT ASSEMBLY WILL NOT FUND include:

- Alcohol
- Food for weekly meetings
- Expenses related to exclusive events (Ex. food, cleaning, etc.)*
- Non-Profit Donations
- Fundraising expenses
- Clothing unrelated to a particular event or clear purpose (i.e. we will not fund t-shirts for E-Board members)
- Web page costs

*Student Assembly-funded events must be open to all students

TEN-DAY RULE ensures proper planning by organizations. All proposals must be submitted ten days in advance of the proposed date of an event. For example, if the "Hamilton Potluck Society" wishes to have an all-campus Potluck on Saturday, February 25, they must submit their proposal by 11:59 PM on Wednesday, February 15. **No exceptions**. Do not wait until the last minute to submit your proposal!

CPS (COST PER STUDENT) BENCHMARK is a measure the Funding Committee uses to evaluate the merit of a proposal. While there is no maximum CPS, the Funding Committee uses this number to assess the impact of each event on campus.

ON-CAMPUS EVENTS CENTERED AROUND FOOD may receive funding up to $8.00 per expected attendee, inclusive of all utensils, napkins, beverages, etc. While Student Assembly has no official cost limit for off-campus dining, the Funding Committee considers $15.00 per meal and per person a reasonable maximum allocation.

If buying food from a vendor or catering service, you must still break down exactly how many of each dish you are buying and specify the food vendor.

If purchasing ingredients to prepare your own food, it is not necessary to list the exact quantity and price of the individual ingredients, so long as the total cost of the meal is still at or below $8.00 per person.

If requesting funding for food that is not central to the purpose of the event, you may receive funding up to $5.00 per expected attendee.

PUBLICITY FUNDS are capped at $25.00 per event. This includes fliers from the Print Shop, materials for handmade signs and banners, stickers, and any other form of publicity. **Events for which Student Assembly provides a plurality of funding - that is, events for which Student Assembly provides more funding than any other source - MUST have the Student Assembly logo on all related publicity**. The Student Assembly logo is available on the Hamilton College Student Assembly website. The Print Shop **WILL NOT** print publicity posters for an event receiving a plurality of its funding from Student Assembly without a Student Assembly logo.

Website: http://students.hamilton.edu/studentassembly

MILEAGE RATE is the standardized rate the college uses for car/van cost estimates. The rate was updated in January of 2017 and is now **$0.545** per mile, inclusive of gas for personal cars/vehicles and exclusive for college vans. When submitting a funding proposal including transportation expenses, consider two options:
- Personal Vehicle: In this case, budget $0.545 per mile for the roundtrip length of the trip.
- College Van: In this case, budget $0.545 per mile for the roundtrip length of the trip (which accounts for the wear and tear of the van), AS WELL AS for gas money/tolls/parking needed.
- **In both cases, attach a map showing the route with the total roundtrip distance on it**.
- Student Assembly will only fund 25% of expenses on other modes of transportation including planes, trains, and ships.

ROLLBACKS are funds organizations have remaining in their Student Activities accounts that were not used during the semester. Rollbacks occur either when an organization cancels an event that they received Student Assembly funding for, or when they end up spending less on an event than they received through their budget proposal allocation. Failure to rollback funds may result in suspension or probation the organization. The Funding Committee and Central Council will take rollbacks into consideration when reviewing future budget proposals, so organization should seek to minimize rollbacks by estimating the costs of each event as accurately as possible ahead of time.

All funds are rolled back at the end of each semester, and **any organization with more than $40 left in their account may have their funding privileges <u>revoked the following semester</u>**.

REALLOCATION OF FUNDS can occur if an organization cancels an event for which they received funding, but would like to use those funds for another event. In this case, the organization must reach out to the Student Assembly Treasurer at satreas@hamilton.edu, explain the situation, and provide revised and exact numbers for the new event. It is at the discretion of the SA Treasurer to approve such reallocations. Excessive requests for reallocation by an organization may result in a suspension of funding privileges.

THIRD-PARTY CONTRACTORS OR VENDORS**: Hamilton prohibits student organizations from signing contracts with third-party contractors or vendors (this includes performers, speakers, etc.) without the explicit approval of the Student Activities Office, specifically Noelle Niznik (nniznik@hamilton.edu) or Kaity Werner (kwerner@hamilton.edu). Failure to comply will result in revocation of an organization's funding privileges for <u>one year</u>.**

BUDGET TEMPLATE

When submitting proposals, we have created a new budget spreadsheet template that you are required to complete as part of your budget proposal for both strategic and non-strategic budgets. This budget template can be found on the Student Activities website.

A FINAL NOTE

Student Assembly is the custodian of the student's money - the proceeds from the annual "Student Activities Fee." We want students to be happy with how we distribute and use those funds.

The rules in this "Quick Start Guide" are the result of years of experience and hours upon hours of discussion. For more detailed information, guidance, and with any questions, please consult the Student Assembly "Constitution and Bylaws" on the website, email the Student Assembly Treasurer (satreas@hamilton.edu), or approach any member of Student Assembly. We're more than happy to work with you. We want to help student organizations at Hamilton grow, succeed, put on great events, and enhance student life.

Have a great semester! We look forward to helping you.

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