

Budget Packet
Student Government Association
Budget Allocation Timeline for 2009 - 2010 Academic Year

October 9:	Budget Packets available for January – May programs on OSA website or in the SGA Office – Fishbowl Hundley Hall. (www.lynchburg.edu/osa/xml) or on SGA webpage.
October 13:	Treasurer’s Meeting (mandatory for anyone submitting budget packets), 8 pm, Brewer Townhouse
October 15- 18:	Fall Break
October 19 – 22:	Budget packet assistance by SGA vice president, if needed. Sign up in SGA Office – Fishbowl Hundley Hall.
October 23:	Budget Packets for January - May Due to Student Government Office – Fishbowl Hundley Hall, 4pm
October 28:	Senate Budget Committee Review of Budget Packets
October 28 – 30:	Organization sign up for Senate Budget Hearings in OSA 8:30a – 5p
October 31 and November 1:	Senate Budget Hearings, Schewell 229 12n – 7p (sign up in OSA Oct. 28 - 30)
November 4:	Budget letters available in organization mailboxes by 12 noon
November 13:	Budget Appeal Forms due to SGA Office by 4p (forms found on line www.lynchburg.edu/osa/xml or on SGA webpage)
November 18:	Senate Budget Committee Appeals Meetings (location TBD)
November 23:	Final Notification on Appeals – letters in organization mailboxes
November 25 – 29:	Thanksgiving Break
December 11:	Last Day of Class
December 14 – 19:	Exams
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January 19:	Classes Begin
February 27:	Budget Packets available for August – December programs available on OSA website (www.lynchburg.edu/osa/xml) or in the SGA Office – Fishbowl Hundley Hall.
March 3:	Treasurer’s Meeting (mandatory for anyone submitting funds for Aug. – Dec.), 8p Brewer Townhouse
March 20:	Budget Packets for August – December Due to SGA Office – Fishbowl Hundley Hall, 4p
March 25:	Senate Budget Committee Review of Budget Packets
March 25 –	
March 27:	Organization sign up for Senate Budget Hearings in OSA 8:30a – 5p
March 28 and	
March 29:	Senate Budget Hearings Schewell 229 12n – 7p
April 1:	Budget letters available in organization mailboxes by 12 noon
April 10:	Budget Appeal Forms due to SGA Office by 4p (forms found on line www.lynchburg.edu/osa/xml or on SGA webpage)
April 15:	Senate Budget Committee Appeals Meetings (location TBD)
April 20:	Final Notification on Appeals – letters in organization mailboxes
May 4:	Last Day of Classes
May 5 – 11:	Exams
May 15 :	Commencement

Student Government Association and Senate Budget Committee Allocation Policies and Procedures

Revised: Spring 2008

The policies and procedures of the Allocation process are established by the Student Senate, which is the legislative branch of the Student Government Association to provide guidelines for the allocation, disbursement, and administration of the Student Activity Fee. This document is consistent with information provided in the Student Organization Handbook (<http://www.lynchburg.edu/x1882.xml>)

I. Applicant Eligibility:

- A. The club/organization must be recognized by Senate.
- B. The club/organization must consist of at least four registered students.
- C. The club/organization must be comprised of a percentage of LC students numbering no less than 75%.
- D. The officers must be LC students.
- E. The club/organization must possess a Lynchburg College faculty or staff advisor.
- F. Every club/organization must fill out *annually* the Registration of Campus Organization form and Hazing Statement regardless of whether or not they are requesting funds.

II. Application Procedures:

A. Treasurer Meeting

1. **Treasurer or a designee must attend the Treasurer's meeting**, which will be held two weeks before forms are due
2. If a representative of an organization does not attend that organization will not be allowed to receive funds from Senate for that budget cycle. **Treasurers or designees may not represent more than one organization.** It is the responsibility of each organization to send a representative to this meeting.
3. Each organization is required to make a copy of the budget packet for their records.
4. Supporting documentation must accompany paperwork. This includes, but is not limited to: copy of the contract or other official documentation, supply order form; conference registration, etc.
5. Budget forms must be completed in blue or black ink and be legible. Budget forms may be typed.
6. **Form must have required signatures of the president, treasurer and advisor.**

B. Reviewing Requests

1. Requests will be reviewed by the Senate Budget Committee in no particular order.
2. Organizations that submit late or incomplete request forms or do not attend the Treasurer meeting will be removed from the regular pool of requests and be considered for funding with penalties at a later date.

C. Organizational Hearings

1. Once funds have been requested, the Senate Budget Committee will meet with each organization during their scheduled time

2. Organizations must sign up for a meeting time either at the Treasurer meeting or in the Office of Student Activities (location TBD each semester).
3. Organizations will be notified of their funding through their assigned mailbox outside the Office of Student Activities by the Vice-president and Treasurer of the Student Government Association.

D. Funding Timeline

1. Funding is requested by each organization during fall or spring semester. No allocations are available for summer or winter break periods. There will be a budget allocation first semester that will include activities and/or events January through May. The second allocation meeting will be held second semester and will include the activities and/or events for August through December.
2. Senate Budget Committee will only fund events occurring within the proper allocation period and will not fund any expenses not incurring during the current allocation period.
3. Senate Budget Committee may only fund events during the defined school year. The school year, by definition, begins on the first day of classes for both semesters and ends on the final days of exams for first semester and graduation day for second semester.
4. Dates for allocation meetings and deadlines for submission will be announced at the beginning of each academic year and announced at the Treasurer's meeting and will also be posted on the Student Activities Calendar.

III. Administration and Disbursement of the Student Activity Fee

- A. Funding for student organizations is based on the organization's membership, yearly registration, hazing statement, history (determining good standing or lack thereof) and account status (determining overages, and/or misuse of funds).
- B. The Senate Budget Committee reserves the right to deny funding to any organization for any activity based on the limited funds available for the allocation process.
- C. Co-sponsorship of activities, which combines funds is highly recommended.

D. Funds can be requested for the following (use these categories when filling out paperwork):

1. Programming: Services and activities that require contracts and/or payment to an outside source. They can be educational or social in nature and are directed primarily to the student community. Examples include, but are not limited to comedians, speakers, and/or tournaments.
 - a. The Office of Student Activities has sound technicians (DJs) that can be used at on-campus events and activities. Services are \$10 per hour.
 - b. Senate Budget Committee may fund up to \$500 to an organization who wishes to promote a multicultural event. Justification for the multicultural event must be included with the paperwork.
 - c. For any contractual service to be funded, paperwork must include a date and time, room reservation request, and contract and/or agreement from the individual/group invited.

2. Conferences: Conferences will be considered on an individual basis. Senate Budget Committee will only fund conferences for the top executive positions for the organization provided an explanation of their specific position and purpose for attending the conference is included.
 - a. The registration form must be included with the list of all attendees for Senate Budget Committee to approve. If you cannot provide this information at the time of allocation, please submit a supplemental request to the SGA vice president once all information is completed.
3. Membership Recruitment: Any meeting or activity that is being held to further increase the membership of the organization. Organizations may request up to \$50.
4. Office supplies: Supplies that cannot be found in the Office of Student Activities to be used for the general operation of the organization. These items may include, but are not limited to markers, tape, colored paper, etc. Organizations may request up to \$30.
5. Food: All food used for events and/or activities must be contracted through Lynchburg College Dining Services. Food requests must be submitted THREE weeks in advance of the event and/or activity. Please indicate if the event is CLOSED or OPEN. Failure to include this information will result in funding being denied for food for the event.
 - a. CLOSED EVENT; Senate Budget Committee will allot up to \$3 per person for food and up to 50% of the remainder of the request for that event. A closed event is defined as one held only for those members of that particular organization.
 - b. OPEN EVENT: Senate Budget Committee will allot up to \$6 per person for food. An open event is defined as one that is open to the entire campus community.
6. Eating Utensils/Paper Goods: To be used for food related purposes only. Senate Budget Committee will allot \$5 with the exception of events with anticipated attendance in excess of 75 Lynchburg College students. If anticipating over 75, Senate Budget Committee will allot up to \$15.
7. Prize Money: Prize money is to be used to purchase items to be used as prizes for the event. Examples include, but are not limited to gift cards/certificates, movies, cd player, MP3, etc. Senate Budget Committee will allot up to \$150.
8. Decorations: Supplies that “add” to the event, but are not necessary to the event itself. Senate Budget Committee will allot up to \$30 per event if the event expects attendance over 75 Lynchburg College students and is OPEN to the campus community. Many supplies can be found in the OSA Resource Room and should be taken into consideration when submitting budget requests.
9. Safety and Security: Events and activities that expect large attendance and/or will have alcohol present, require the use of Lynchburg College Security, as well as Lynchburg Police Officers. **Requests must be submitted through the Director of Student Activities 30 days before the event date.**

- a. Lynchburg College Security \$28 per hour with a minimum of four hours.
- b. Lynchburg Police \$30 per hour with a minimum of four hours.

10. Printing: To be used ONLY by media type organizations, such as The Current, Smells Like Tickled Pink. An invoice or other documentation needs to be included with request from the company to be used for printing services.

11. Special Needs: For items that are not listed or do not fall “neatly” into any of the above listed categories. Additionally, this category is a one time need for a particular event or activity. A description of the item(s), proof of cost, and relevance to the event are required for special needs to be considered by the Senate Budget Committee.

12. Other: Allocation of “other” will be at the discretion of the Senate Budget Committee. Other should be used only when items cannot be placed into categories listed above.

E. **Senate Budget Committee WILL NOT allocate funds for:**

1. Travel Expenses: Travel expenses can be defined, but is not limited to gas, mileage, toll, hotel, and vehicle rental expenses.

2. Off campus events: Any event that is held at a non-college location, with the exception of recruitment events and off-campus service projects.

3. Any closed off-campus event: Examples include, but are not limited to Greek Formal, Class specific events, etc.

4. Honorariums: Honorariums are defined as payment given to a professional person for services for which fees are not legally or traditionally required.

5. Stipends: Stipends are defined as fixed and/or regular payments such as a salary or allowance.

6. Direct Contribution: Direct contributions are defined as charitable gifts to nonprofit organizations.

7. Profit Making Ventures: Profit Making ventures are defined as any activity or event that will charge for a service in an effort for the organization to “make money” from the event.

8. Membership Dues: Organizations are encouraged to include dues in their constitution if it is deemed necessary to the success of the organization.

9. Clothing, uniforms, club attire: Any personal item that would be used personally by the organization members and potentially “kept” by the individual member(s).

10. Give-aways: Any item that is not considered part of the larger event. If the give-a-way is to be considered as such, the category should be listed as either Special Needs or Other and a detailed description should be included in the paperwork.

11. Other Source Funding: Senate Budget Committee will not fund any organization under the jurisdiction of and/or receiving funding from a department, unless a written denial of funds from that department accompanies the budget paperwork.

12. Alcohol: Senate Budget Committee will not fund alcohol for any event. Events can be funded that have alcohol served, but funds cannot be directed towards the purchase of the alcohol.

13. Repetitive Events: Senate Budget Committee will not fund more than four events of the same type. Examples include, but are not limited to hosting four movies, sponsoring four athletic events, etc.

14. Closed Events: Senate Budget Committee will fund ONLY ONE closed event per semester. Definition of closed event is one which only members of that organization are invited to participate in the event.

F. Allocation of funds will be handled as follows:

1. Organizations will receive a letter from the SGA Vice-president and Treasurer indicating if the budget proposal was approved, partially approved or denied, with an explanation. Letters will be placed in organization mailboxes (outside the Office of Student Activities) by 5p the Friday after Senate Budget Hearings.
2. The date(s) and title(s) of the organization's events will be placed on a "Calendar of Events" for distribution to the entire LC campus.
3. **Receipts from events must be submitted within 5 business days after the event is held** or Senate reserves the right to withhold the funds originally allocated for that event.
4. Petty Cash Vouchers – Receipts for purchases made by Petty Cash Advances are due within 5 days of the event. If not received within the 5 day period these funds will be deducted from your organization account and future purchases will have to be made in advance and you will be required to submit a SGA Reimbursement Form with proper receipts for reimbursement. If you do not have an on-campus organization account the funds will be deducted from future SGA Allocated events.

IV. Appeal Process, Event Changes and Supplemental Requests

A. Appeal Process

1. An organization has the right to appeal an unapproved funding request by writing a letter of appeal to the SGA Vice-president, Treasurer, and Advisor.
2. Once the form letter is received, the Senate Budget Committee will convene, vote and come to a decision; the SGA Vice-president will contact the organization regarding the ruling, which is the final word and authority in the matter.
3. An appeal must be made within one week after the allocation process and is under the scrutiny of the Senate Budget Committee and SGA Cabinet.

B. Event Changes

1. If for some reason there is a change of date, time or location of an event, please notify the Office of Student Activities as soon as possible. If a date change is not appealed to the SGA Senate two weeks prior to the date change (either the original date or newly scheduled date – whichever is earlier), Senate may not fund the

event due to improper notice. This will be done on a case-by-case basis.

2. The funds that were allocated to an organization may be used only for the purposes designated by the budget committee. Any club officer who submitted a budget and misuses funds will be brought up on Honor Code charges, unless extenuating circumstances warrant the misuse. This will be reviewed on a case-by-case basis

C. Supplemental Requests

1. Any organization that chooses to submit for supplemental funding may submit a supplemental request form stating the reasons the funds are needed after the allocation period to the SGA Vice-president or Treasurer.
2. Supplemental funding will be considered on a case by case basis after the semester allocation process and should only be requested when an organization has the opportunity to sponsor an event/activity that could not have been planned for during the appropriate allocation period.

Budget Packet Checklist

In an effort to reduce the number of appeals, as well as make the budget allocation process simple for the organizations, advisors, and Senate Budget Committee, please use the checklist below as you complete the Budget Packet! As always, if you have questions, please contact the Office of Student Activities or Student Government Association for assistance!

1. _____ Are you using the appropriate and current Budget Packet Paperwork? If you have questions about this, please check with the Office of Student Activities.
2. _____ Has your organization registered (or re-registered) for the academic year and signed the anti-hazing statement? This information can be found on the Student Activities webpage.
3. _____ Have you provided the requested information on the Budget Request Form (Name of organization, Representative Completing Form, Email and Phone Number, Purpose of organization)?
4. _____ Did you list activities and budget allocation information from previous allocation period?
5. _____ Have you included supporting documentation for all requested funding for activities/events/programs (room request, contracts, menus,etc.)?
6. _____ Do you have the appropriate signatures of the president, treasurer and advisor required?
7. _____ Did you utilize the appropriate CATEGORIES to request funding, which can be found in Section III.D 1- 12?
8. _____ Do you have any CATEGORIES listed that cannot be funded by SGA, which can be found in Section IV.E 1 – 14?
9. _____ Did you make copies of your room request form, catering, etc. and give the originals to Ms. Deborah Brown in OSA to reserve your space and request your food, etc?
10. _____ Did you keep a copy of your budget packet for your files, as well as for any appeals you may need to request?