



SGA ALLOCATION PROCESS AND BUDGET GUIDELINES

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Article I. The SGA Student Activities Fee Allocation

Section 1. The Student Activities Fee

- A. The Student Activities Fee is paid by all Washington College students every semester of their enrollment at Washington College.
- B. The SGA currently receives 33% of the total semesterly Student Activities Fee.
 - a. This percentage fluctuates at the discretion of the Business Office.

Section 2. General Funding Philosophy

- A. The goal of the SGA funding process is to facilitate the diverse events, activities, and initiatives of SGA-recognized clubs and organizations.
- B. It is in the spirit of the SGA Allocation of the Student Activities Fee for the SGA to approve funding only for events, activities, and initiatives discernably organized by students and for students.
- C. All organizations must adhere to a set of general guidelines for funding, with additional guidelines provided for Honor Societies, Cultural/Religious Groups, Service Organizations, Fraternity and Sorority Life, and Club Sports.
- D. The SGA Allocation of the Student Activities Fee may only be used for events that benefit the campus community and are open to the whole campus in some capacity.
 - a. Events must not be restricted on any academic basis (e.g. "Only students who have taken two Spanish courses").
 - b. Events with limited space available may be advertised first to active club members before being opened to the greater campus community, but clubs must make a sincere attempt to advertise the event.
 - c. All events must be advertised by the club at least one week in advance of the event taking place.
- E. All organizations are encouraged to fundraise so that they may enrich their events beyond the scope of what SGA funding guidelines can allow.
- F. The Financial Controller and the Budget Committee reserve the right to interpret and supersede any item of these guidelines at their discretion when acting in the best interest of the SGA and student body, taking into consideration factors such as planning, scope of the event, precedent, and other relevant factors. In such cases, rationale will be clearly presented to the Senate.

Article II. Semester Budget Process

Section 1. Process Overview

- A. The budget process will occur once per semester and will be used to plan club budgets for the following semester.
- B. All SGA-recognized organizations can receive funding through the semester budget process and twice per semester through the discretionary process, which is described in [Article 3](#).

- C. All budgets submitted to the Budget Committee, approved by the Committee, and approved by the Senate are preliminary until notice of the finalized Student Activities Fee Allocation is given to the Financial Controller by the college's Business Office.
- D. Costs should be included in the budget for the semester in which the cost will be incurred, even if the event will occur in a different funding period.
 - a. That is, for a spring conference with a fall deadline for registration fees, those fees should be in the **fall** budget.
- E. All budget items must be in line with the general funding philosophy expressed in [Article I, Section 2](#).

Section 2. Requirements for Funding

- A. To be eligible for any SGA funding in the budget process or through discretionary funding, organizations must:
 - a. Be on record with the SGA Vice President as an SGA-recognized club.
 - b. Have an active membership of at least 10 students.
 - i. This excludes Cultural/Religious groups.
 - c. Have a set of governing documents that ensures an easy transition of executive members and provides them with information regarding past and present club budgeting.
 - i. This will be submitted to the SGA Parliamentarian and kept on record.
 - ii. This must include some form of club-specific diversity statement or affirmation of the campus diversity statement. The SGA Secretary of Diversity and campus Diversity Council can assist clubs with this language.
 - d. Not have assets in excess of their proposed request, unless that organization can demonstrate that their assets are being necessarily maintained for an intended use.
- B. To be eligible for the semester budget process, clubs must complete certain requirements. Failure to meet any of the following requirements will factor into the Budget Committee's decision for the club's approved allocation:
 - a. An executive board member, preferably the Treasurer, must attend one mandatory information session held by the Financial Controller.
 - i. This session will go over budgeting basics and any new changes or additions to the process.
 - b. Budgets must be submitted on or before the deadline set by the Financial Controller at the beginning of the budget process.
 - i. Late budgets will not be accepted.
 - c. For organizations requesting \$1500 or more, there will be an additional mandatory meeting with the Financial Controller and Budget Committee members in order to receive funding for the semester.
 - i. Clubs requesting under this amount have the option of meeting with the Budget Committee but are not required to.
 - ii. These meetings will be held at a time that works for both parties during Budget Week.

- iii. Failure to attend this meeting for clubs requesting \$1500 or more will result in an allocation of \$0.
- C. No club may receive a budget totaling more than 10% of the SGA's Student Activities Fee allocation for that semester.
 - a. The specific cap will be communicated every semester at the start of the budget process.

Section 3. Specific Funding Guidelines for All Organizations

- A. The following items express the general rules for SGA funding. There are several specialized categories of clubs where exceptions and additional guidelines may supersede the general rules. These specialized guidelines can be found in [Article II, Section 4.](#)

Item i. Interest meetings

- A. The SGA will provide \$50 toward an interest meeting once per semester.
- B. Funding for interest meetings must go toward supplies, food, or other materials needed for the meeting.
- C. Clubs with struggling membership as determined by the SGA Vice President may be required to hold an interest meeting to ensure longevity.

Item ii. Regular meetings

- A. Clubs may request up to \$25 for each regular meeting, for up to 10 meetings per semester.
 - a. Therefore, funding for regular meetings will not exceed \$250 dollars in total over the course of a semester.
- B. Induction ceremonies and receptions are not funded by the SGA, except in cases laid out in [Article II, Section 4, Item i.](#)

Item iii. T-shirts

- A. Clubs may budget for t-shirts once per academic year.
- B. The SGA will provide funding for shirts at a maximum rate of \$15 per active member at the time of allocation.
- C. Club members are expected to pay the difference if shirts are more expensive than the \$15 per member limit.
- D. Clubs must design shirts in accordance with the college branding guidelines.
- E. All shirt designs must be approved by College Relations and Marketing before being sent to the Financial Controller for purchase.
 - a. Proof of approval must be sent to the Financial Controller.
 - b. The current contact for approvals is Pamela Cowart-Rickman.

Item iv. Supplies

- A. Supplies, decorations, etc. that are necessary for events will be funded.
- B. Especially for large costs, specific documentation of supply costs may be requested by the Budget Committee.
- C. It is the responsibility of the student organizations to check with other groups on campus to ensure that the requested item cannot be found already on campus.
 - a. For example, for creative supplies organizations must check with the Office of Student Engagement before requesting a purchase.
 - b. The Budget Committee will deny requests that can be acquired from other groups on campus.

Item v. Food

- A. Funding for food will be provided at the following rates, with adjustments where necessary:
 - a. On-campus events will be funded at the staff lunch rate in the dining hall, currently \$6 per person, unless otherwise approved.
 - b. Off-campus events will be reimbursed at a rate of \$12 per person, which is double the staff lunch rate.
 - i. Club assets or student contribution may be expected to pay any additional food cost.
- B. For multiple-day off campus events such as conferences, the Budget Committee will approve full funding for one group dinner and may partially cover another meal, but will not typically fund all food expenses.
- C. The SGA will not provide funding for alcohol or the service of alcohol.
- D. The Budget Committee will make necessary adjustments to the baseline rates in [Article II, Section 3, Item v, part A](#) in the case of necessary dining in an expensive area, cultural/religious foods, and other necessary exceptions.

Item vi. Hotels and Lodging

- A. Student lodging will be covered up to the federal “per diem” rate established by the region the organization is staying in.
 - a. This rate can be found online at <https://www.federalpay.org/>.
 - b. This serves as a basis for estimated and fair prices. Exceptions will be applied when necessary.
 - c. Hotel rooms should hold up to 4 students per room. Exceptions will be applied when necessary.
- B. Clubs are encouraged to search for alternatives to hotels, including Airbnb, as these services are often less expensive than traditional hotels.

Item vii. Travel

- A. Clubs requesting funding for travel must consult with the [“Using a Campus Vehicle”](#) page of the Transportation Services website to determine the appropriate amount of money to request.

- B. All requests for college vehicles must be submitted to the Transportation Manager, currently Lisa Jones, using the online form found on the website no less than 2 business days before the scheduled trip.
- C. For travel within a 200-mile radius, requests for campus vehicles must be made first before seeking other sources of transportation.
 - a. If there are no vehicles available to meet the needs of the request, contact the Transportation Manager, Lisa Jones, to discuss alternatives (rental vehicle, mileage reimbursement, etc);
 - b. Use of personal vehicles is a last resort and the Financial Controller must be notified of those instances.
 - i. Approval from the Transportation Manager must be provided to the Financial Controller in such cases.

Item viii. Conferences (excluding Fraternity and Sorority Life)

- A. Conference registration fees will be funded in full.
- B. Food costs will be funded in accordance with the guidelines set out in [Article II, Section 3, Item v, part B](#).
- C. Ground transportation will be funded in full, in accordance with the guidelines found in [Article II, Section 3, Item vi](#).
- D. Air transportation will not be funded and students are expected to fund their own airfare.
 - a. Exceptions may be made in years where there is a “conference fund” due to budget surplus.
- E. Clubs must be able to provide documentation that proves the legitimacy of the conference, including its location, date, goal, and relevance to the club.
- F. Lodging will be funded at the rates found in [Article II, Section 3, Item v](#).

Item ix. Philanthropy

- A. No club or organization may receive more than \$3200 in funding for philanthropy events per academic year.

Item x. Fundraisers and Giveaways

- A. The SGA does not fund giveaways.
- B. The SGA does not fund fundraisers that benefit the student organization, since these events by definition should cover their own costs.
 - a. This includes t-shirt sales, raffles, prizes, bake sales, etc.

Item xi. Speakers and Contracts

- A. All requests for contracted vendors, including speakers, must have a specific and justified purpose. These vendors must be demonstrably relevant to the organization requesting funding.

- B. All contracts will be handled through the Office of Student Engagement. Student organizations are expected to contact OSE prior to requesting funding from the SGA.
 - a. Before approving funding, the Budget Committee must receive a copy of the contract proposal.

Item xii. Graduation Regalia

- A. The SGA will fund graduation regalia (e.g. graduation cords) for certain seniors of clubs and organizations up to \$15/person.
- B. Clubs should set forth eligibility requirements for graduation regalia in their club constitution, which must be on record with the SGA Parliamentarian.
 - a. For example, a club could stipulate that only members who have been in the club for two years can receive a graduation cord from that club.

Section 4. Further Guidelines for Specialized Clubs

Item i. Honor Societies

- A. No funding will be allocated for regularly scheduled meetings.
- B. No funding will be provided towards dues and membership.
- C. Honor societies can budget for induction ceremonies or receptions up to a maximum of \$300.00.
 - a. This reflects the total amount the SGA will cover, including the expenses of any speakers.
 - b. If the SGA is paying for a speaker the induction ceremony or reception must be open to the whole campus.
- D. No funding will be provided for interest meetings, since honor societies are exclusive in nature.

Item ii. Service Clubs

- A. Service clubs are expected to promote campus involvement through events that benefit a third party outside of Washington College.
- B. Events budgeted for must directly relate to the cause or interest of the organization.

Item iii. Fraternity and Sorority Life

- A. All FSL philanthropy events must adhere to the guidelines set out in [Article II, Section 3, Item ix.](#)
 - a. Inter-Fraternity Council and Panhellenic Council are not eligible to request funding for philanthropy events.
- B. No funding will be allocated for Greek Formals or regularly scheduled meetings.
- C. The Inter-Fraternity Council and Panhellenic Council can each budget for one interest meeting per semester not exceeding the amount of \$200.00.

- a. Individual Greek Organizations will not be provided funds for interest meetings outside of the IFC or Panhellenic Council.
- D. IFC and Panhellenic Council cannot request money for t-shirts.
- E. The SGA does not fund conferences for FSL, including IFC and Panhellenic Council.
- F. Fraternities and Sororities are encouraged to consult with the Greek Life Coordinator during the budget process and for other funding questions.
- G. No funding will be provided to FSL for graduation regalia.

Item iv. Club Sports

- A. The following is a non-exhaustive list of club sports costs that can be covered by the SGA:
 - a. National Membership dues
 - b. Tournament and game costs
 - i. The club and its members will be responsible for late payments of referees, or the payment of fines and penalties.
 - c. Uniforms
 - i. Can be purchased once every two years, must remain the property of the club and SGA, and are the responsibility of the team to maintain.
 - ii. Misuse that leads to damage or loss of the equipment is the responsibility of the individual or club. The SGA will not fund replacements in such cases.
- B. Capital purchases (field maintenance, etc.) are not included in individual club budgets and will be coordinated with the Director of Campus Recreation.

Article III. Discretionary Funding Guidelines

Section 1. Process overview

- A. Only clubs with a semester budget may receive discretionary funding.
- B. Discretionary requests are submitted through the online survey found on the SGA website.
 - a. Discretionary requests must be submitted before 5:00pm on the Monday prior to the Senate Meeting where the request will be reviewed.
 - b. The Financial Controller will contact the club representative with information on the next steps for their request.
- C. Following the recommendation of the Budget Committee, all discretionary requests must be brought up for a vote of the full Senate in order to be approved.
- D. At least one club representative must be present at the Senate meeting where the motion to allocate funds is presented to the Senate.
- E. The Senate must vote on any funds requested from the discretionary fund two weeks prior to the end of the semester.

Section 2. Guidelines

- A. The same guidelines that govern the semester budget process apply to discretionary funding.
 - a. These guidelines can be found in [Article II, Sections 3 and 4](#).
- B. The purpose of the discretionary fund is to pay for unanticipated expenses and/or fund additional events or opportunities as they arise throughout the semester.
- C. Each club is allowed to request additional funding twice per semester.
 - a. This includes any requests submitted and denied by the Senate.
 - b. No club may receive more than \$1,500 in the fall semester and \$1,000 in the spring semester from the discretionary fund.
- D. If an organization is deemed ineligible for a budget by the Budget Committee, they are ineligible to submit discretionary requests for that budget cycle.
- E. Discretionary requests do not cover costs for items, purchases, services rendered, events or the like which have occurred after the fact.
 - a. Discretionary requests funding must be approved before any cost is incurred.

Article IV. New Clubs and Special Interest Groups

Section 1. New Clubs and Special Interest Groups (SIGs)

- A. SIGs are capable of receiving up to \$250.00 in Student Government Association funds.
 - a. \$50 of this allocation must go towards an interest meeting.
 - b. SIGs are eligible to receive one discretionary request in the semester in which they are approved to access the remaining \$200.
- B. New clubs are eligible to make one discretionary request in the semester in which they are approved.
- C. SIGs will automatically receive an account from the Financial Controller in which they may store any funds raised.
- D. New clubs and Special Interest Groups are ineligible to receive an SGA budget for the semester in which they are founded.
- E. New clubs may participate in the budget process for the semester following their approval.
 - a. I.e., SIG A becomes an SIG in the Fall of 2019, then becomes approved as a club in the Spring of 2020. That club is eligible to participate in the budget process for the Fall of 2020.
- F. New Clubs and Special Interest Groups are not authorized to make purchases until their account number has been created and approved by the Business Office and an information meeting has been held with the Financial Controller.
- G. Exceptions to the above stipulations may be granted in cases where the Vice President and Financial Controller are in agreement.

Section 2. Reactivated Clubs

- A. If a club becomes re-active and does not have a budget after at least one complete semester of inactivity, they can apply for one discretionary request.
 - a. This request must consist of funding for one interest meeting and one other event they plan to host in order to increase interest.
- B. Any funds remaining in the club's account from previous periods of activity will be accessible to the reactivated club.
 - a. Any plans for use of this money must be communicated in a detailed plan to the Vice President and Financial Controller prior to spending.
- C. Reactivated clubs must meet with the Financial Controller to discuss SGA budgeting and financial responsibility.

Article V. Auditing

Section 1. Good Practice

- A. Clubs are responsible for being aware of what is in their budget.
- B. Under no circumstance should a club spend money on items or events that were not budgeted for without prior approval from the Financial Controller.
 - a. This includes reallocation of money budgeted for events that have been canceled.
 - b. This includes purchases being made using non-SGA funding, as reimbursements must be processed through the Financial Controller.
- C. At the end of the Fall semester and fiscal year ending in June, all SGA accounts will be audited by the Business Office to ensure proper spending by organizations.
 - a. Club accounts could be charged for money owed to the SGA as a result of improper or non-budgeted spending.
 - b. Club leaders and advisors will be notified in such instances.

Section 2. Improper Spending

- A. If a club or organization has been deemed to be improperly spending or misguiding the Financial Controller or Senatorial Budget Committee, they risk financial consequences.
- B. The Financial Controller and Budget Committee can recommend to the Senate one or more of the following actions:
 - a. Placing a freeze on the club's account for the remainder of the semester or year.
 - b. Suspension of the club's ability to have a budget or ability to submit discretionary requests.
 - c. Appointment to the honor board chair for review.
- C. These actions may be implemented following a 2/3 vote of the Senate approving the action.
- D. An appeal or revocation of any of the aforementioned actions must be submitted in writing to the Parliamentarian. The organization may appeal to the Senate prior to a vote.

Article VI. Reallocation of Funds

- A. In the event that plans change or funds are left over from another event, clubs may request budget reallocation.
- B. Clubs requesting a reallocation of funding must submit a formal email to the Financial Controller and receive confirmation from them.
- C. Clubs requesting total budget reallocation or reallocation in excess of \$500 may be asked to come before the Budget Committee to discuss their request.

Article VII. Capital purchases

Section 1. Requirements

- A. Pursuant to the College's Fixed Asset and Capital Purchase Policy:
 - a. A Fixed Asset is any tangible asset purchased for use in the day-to-day operations of the College from which an economic benefit will be derived over a period greater than one year and has a value of \$2,000 or more.
 - b. Fixed Assets include items of property and equipment such as buildings, office furniture, fixtures, computers and other related technology equipment.
- B. Any requested capital purchase must be demonstrably necessary to the organization and to the campus.
- C. Any requested capital purchase must be accessible in some capacity to all SGA-endorsed organizations on campus.

Section 2. Student Organization Capital Funding Process

- A. Organizations may request capital purchases either in their semester budget or through the discretionary request process.
- B. Clubs are expected to meet with the Financial Controller and Budget Committee to discuss and potentially edit their capital request.
- C. Following a recommendation from the Budget Committee and Financial Controller, all capital purchases must then be approved by a majority vote of the SGA Review Board.
- D. Funding for capital purchases will come out of the SGA reserves rather than the semester operating budget.
 - a. This will be reflected on the official semester budget approved by the Senate.

Section 3. Executive Board Capital Funding Process

- A. SGA Executive Board members may request capital purchases only during the semester budget process.
- B. These purchases should be for long-term initiatives and school improvement measures, or for the betterment of the SGA.
- C. All Executive Board capital purchases must be highlighted in the semester budget presented to the Senate.

D. Following Senate approval of the semester budget, the Executive capital purchases must be approved by a majority vote of the Review Board.