

## **Budgetary Committee Funding Guidelines and Policies:** **Funding from the Association of Amherst Students 2011/2012**

Questions? Contact [budgetary@amherst.edu](mailto:budgetary@amherst.edu)

### *Association of Amherst Students ("AAS") Constitutionally Outlined Policies*

- **Non-Discrimination:** There is to be no discrimination on the basis of any arbitrary criteria, as outlined in the AAS Constitution.
- **Accessibility:** All Amherst College students must be allowed to participate in the event/group.
- **Awareness:** A reasonable effort to advertise the event and/or group must be made.
- **Admittance Charge:** Admission fees to events cannot be charged.  
For the exact language of these policies, please see the AAS Constitution, Section IV, Part E.

### *Budgetary Committee ("BC") Working Policies*

- **Items That Are Regularly Funded**
  - **Registration fees** for conferences, competitions, and the like.
  - **Equipment** relevant to an organization/event's activities, within reason and with the stipulation that such equipment, if reusable, be kept within the group for future use.
  - **Honoraria**, at a rate proportional to the stature of the speaker and, if defined as expensive, with the support of other sources on or off campus. See honoraria precedent for more details.
  - **Publicity**, in support of the Awareness Policy, at a maximum of \$10 for on-campus and \$12.50 for 5-College publicity campaigns. Exceptions will be considered for educational/awareness campaigns. See educational campaigns precedent for more details.
- **Food**
  - All organizations are entitled to \$50 for food for the purpose of attracting new members to the group at introductory meetings. This meeting(s) must be held towards the beginning of a semester. The beginning of the semester is defined for both semesters as before the 4th week of the semester.
  - Each organization is additionally entitled to request up to \$200 per semester that can be spent on food that will "add substantively" to the event(s) for which it is allocated. (Effective Spring 2009)
  - Any other requests for food will be considered on the basis of their merit under either of the following two definitions:
    - **Significant Addition:** The omission of food would significantly reduce the educational impact of the event. Examples would be Cultural or Religious food related to a particular cultural or religious holiday or celebration.
    - **Integral-to-the-Event:** The omission of food would make holding the event impossible. Examples would be Religious worship food, food for a cooking night, or a benefit dinner.
    - **Cultural/Religious events:** Cultural or Religious events must be intended to increase awareness or knowledge about a particular aspect of a culture or country. I.e, they cannot simply be a meal, but must be linked to some form of educational programming. Religious food may also be defined as food integral to the celebration of a religious rite.
    - **Benefit dinners:** Benefit dinners are defined as dinners intended to raise awareness for a defined cause and must have sustained programming about said cause. They may additionally contain a fundraising aspect for a specific charity or NGO and have sustained educational programming about said charity.  
*Please see Food Precedents below for more information.*
  - If a group chooses to invite a speaker or guest of the College to a meal, funding will be considered for the speaker or guest only, and at the rate of \$20 per guest. Students who wish to accompany the guest are expected to pay for their own meals.
- **Hotels and Accommodations**
  - All teams going on their respective league, division, or other inter-collegiate competitive events can receive hotel funding for up to \$150 per night per room, with every room housing four persons. In the event that five people require lodging, the AAS Senate policy is to fund one room for all five people. These guidelines also apply to students attending conferences and similar trips, at the discretion of the AAS Senate.
  - If a group is required to leave unreasonably early in order to arrive at their destination on time, funding will be considered for hotels for the evening before their competition/event.
  - "Unreasonably early" shall be defined by the following formula:  
**Start Time – 90 Minutes of Warm Up/Parking – Travel Time determined by Google Maps = Before 5:00AM**
  - In the case of conferences, each request will be accessed on its merits, necessities, and overall cost.

- **Coaches/Instructors**
  - All organizations that choose to hire an instructor or coach can have no more than \$4,500 in coaching/instruction-related fees in one semester. Additionally, groups must in good faith be reasonably different than existent organizations. (Effective Spring 2009).
  - All instructors and coaches must have the proper paperwork (i.e. Forms I-9, W-4, M4m, relevant contracts) filed with Amherst College and the AAS in order to be paid. (Effective Spring 2009)
- **Transportation**
  - Gas for non-AAS owned vehicles will not be paid.
  - Transportation for speakers or guests of the College will be funded within reason. To receive reimbursement for gas for speakers, travel receipts must be collected.
  - Generally, transportation for students to events will not be considered.
- **Giveaways and Raffles**
  - Under no circumstances will giveaways such as t-shirts, buttons, etc. be funded.
  - Raffle items and raffle tickets are also not eligible for funding.
  - For financial support in this area, student groups are advised to look to the Social Council and Program Board. The Campus Center may also be of assistance.
- **Charitable Causes and Events**
  - Since the charging of admissions fees is against the AAS accessibility policies, the Budgetary Committee suggests that clubs use the 'suggested donation' model to generate revenue at fundraisers and other charitable events.
- **Political Donations**
  - The AAS never funds political donations of any kind.

### *General Regulations and Policies*

- All funding requests must be approved and allocated by a vote of the Senate, except in cases of emergency funding of up to \$200 that can be granted at the discretion of the Budgetary Committee.
- All events must have a reasonably precise date and location planned before funding will be considered.
- Re-Allocation of allocated funds towards like items will be considered at the discretion of the Treasurer.
- *Ex post facto* funding is strictly prohibited. All groups must have money allocated to them by the AAS Senate before spending it. There is no reimbursement for groups violating this rule. Please plan ahead.
  - Generally, the group should start the process no later than two weeks before the event.
- **“Credit Rating”**: Groups that have significant balances of allocated but unused money at the end of a semester will receive warnings and potential future funding suspension or penalties. Ask only for what the group/event needs, be certain of the event before requesting, and roll back any unused funds.

### *Timelines and Deadlines*

- **Getting the Funds: Discretionary Fund**
  - Every Tuesday at noon, Discretionary Fund Requests are due.
  - Every club **MUST** have met with a BC member during their office hours, prior to the BC meeting. This is mandatory and is strictly enforced.
  - Every Wednesday (except during breaks), the Budgetary Committee meets at 9:30 PM in the Frost Library Barker room on A-Level to make recommendations on weekly discretionary fund requests. It is no longer necessary to send a club member to the meeting. The BC member who reviewed the club's request during office hours will present the request to the committee.
  - Every Monday (except during breaks), the AAS Senate meets at 8:30 PM in the Cole Assembly Room ('Red Room') of Converse Hall to make the actual allocations.
- **Getting the Funds: Club/Organization Budget**
  - Only for AAS-recognized groups (If the group is interested in being recognized by the AAS, a representative should contact the Judiciary Council Chair, presently George Tepe '14)
  - Semesterly Budgetary Process Meeting (a.k.a. Club Head Meeting). All AAS-recognized groups seeking a Semester Club Budget must send a representative in order to be considered for a club budget.
  - Monday March 26<sup>th</sup> at Midnight: Semester Club Budgets are due, before which the group **must have met with a BC Member to discuss their request.**
  - Weekend of April 6<sup>th</sup>: Semester Club Budget meeting for BC Members.
  - Wednesday, April 11<sup>th</sup>, 9:30 PM: Semester Club Budget appeals in the Frost ALevel Barker room.
  - Monday, April 16<sup>th</sup>, 8:30 PM: AAS Senate votes on the Budget for Fall 2012.

- **Accessing the Funds**

- Check Requests are processed every Thursday evening (if received by Wednesday) with checks sent that weekend.
- A Check Request must be filled out completely and attached to all relevant documentation of the expenses (receipts, contracts, reallocation Forms). Failure to do so will result in processing delays (ie, if necessary documentation is not turned in before Wednesday, the check cannot be written until the subsequent Thursday).
- If necessary, the AAS Credit Card can be used by appointment with the Treasurer on items purchased on the Internet. The Treasurer requires 72 hours prior notice in order to arrange this.

**Disclaimer: The statements above are provided to give a general idea of AAS funding policies, and are subject to change as the AAS Senate deems appropriate in the interest of fairness, fiscal responsibility, and access.**

*AAS Budgetary Committee Working Precedents.*

	<b>Policies</b>	<b>Caps</b>
<b>Food</b>	Never fund : <ul style="list-style-type: none"> <li>- Homecoming food.</li> <li>- Student activities fair food / posters / giveaways.</li> <li>- Food for internship panels.</li> <li>- Food for tabling.</li> <li>- Food for regular/weekly meetings of clubs.</li> </ul>	<ul style="list-style-type: none"> <li>- \$1500 maximum for Food for Cooking/Culinary Clubs per semester.</li> <li>- \$50 Introductory Meeting Food must be used within the first four weeks of the semester.</li> <li>- \$200 Food rule.</li> </ul>
<b>Giveaways/ Prizes</b>	Never fund: <ul style="list-style-type: none"> <li>- Giveaways of any kind (ie, not even educational giveaways)</li> <li>- Prizes.</li> </ul>	
<b>Club sports</b>	Never fund uniforms unless required by a league. Uniforms must remain within the club even after the end of the season.	
<b>Events / Honoraria</b>	Honoraria: <ul style="list-style-type: none"> <li>- Halve any honoraria amount to a minimum of \$500.</li> <li>- Have groups seek cosponsorship from Social Council, Program Board, Student Activities Office or Academic departments, after which they may return to BC to petition for the remainder.</li> </ul> <p><i>Note: the honoraria precedent may also be applied to large budget items like food.</i></p>	<ul style="list-style-type: none"> <li>- \$50 cap for decorations</li> <li>- \$30 cap for educational poster campaigns</li> <li>- \$30 cap for utensils</li> <li>- \$400 soft cap for DJs</li> <li>- \$50 for rider items</li> <li>- \$10 cap for publicity</li> </ul>

***A Note Concerning Food:***

*The Budgetary Committee's overarching guide is to never fund food for food's sake. There are many great events on campus, and not all of them need food to be successful. Since all students contribute equally to the student activities fee money that the AAS oversees, that money is allocated in the interests of fairness and fiscal responsibility. The AAS is consequently unable to fund food every time it is requested. If your student group would like food at your events, think carefully about why your group needs the food and examine our precedents outlined in this document. When you approach a BC member during their office hours to talk through your request, have these policies in mind as you talk through your request.*

*There are many other funding sources on campus that are able to provide funding for food where the AAS cant. These resources include the student activities office (Dean Fatemi), Social Council, Program Board, the CCE and its SCEF fund, academic departments, and the President's office. Remember, the BC is much freer to fund non-food items like: facilities costs, equipment, honoraria so be sure to request funds for those things so that you can use all the funding you receive from other sources on the things the AAS cannot fund: namely food and transportation.*

*If in doubt, just ask. The BC is here to help student groups get what they need. If you feel frustrated or confused about how to structure funding your event reach out to a BC member, the AAS Treasurer or Dean Fatemi. We are all here to help.*