

## 2015-2016 CONFERENCE FUNDING POLICY AND FINANCE REQUEST FORM

The following guidelines for funding conferences and conventions apply to only non-competitive organizations funded through the Rhode Island College Student Activity Fee.

A conference or convention eligible for funding typically includes the following elements:

1. Sponsored by a professional organization, or its regional or local counterpart;
2. Includes a registration fee, and;
3. Furthers the goals of the participating organization through educationally oriented seminars and/or workshops.

***Exceptions to the following policy may be considered for extenuating circumstances ONLY.  
All information must be submitted with the initial Finance Allocation form.***

When requesting funds for a conference from the Finance Commission, the representative of the organization must:

1. Come in at least four (4) meetings in advance of the registration deadline of the conference to obtain funding from the Finance Commission. Any request submitted and/or presented after the four (4) meeting cut-off time may not be considered for funding.
  - a. Under extreme circumstances, an organization may be granted an extension if the delay is caused by a motion to table by the Finance Commission.
  - b. In the event that an organization submits a request after the four (4) meeting cut-off due to issues outside their control, the organization may present its request to the SCG Treasurer. If sufficient evidence of delay due to outside influences is presented, the SCG Treasurer may send the request to the Finance Commission.
2. Provide conference flyer, brochure or bulletin.
3. Time and date of conference.
4. Registration costs.
5. Mode of transportation and estimated travel costs.
  - a. Have three (3) quotes for transportation costs.
  - b. Have three (3) quotes for lodging costs.
6. Estimated meal costs.
7. A list of who is attending, if possible, and how these attendees were chosen.

Organizational members are prohibited from making any payments for **any part** of a conference prior to obtaining funding from the Finance Commission. Should this policy be broken, no funding will be allocated towards the conference. **No exceptions to this policy shall be made.**

### **STUDENT PARLIAMENT AND THE STUDENT PARLIAMENT FINANCE COMMISSION MAY FUND:**

1. Up to \$800.00 per person, with a maximum of \$7,000.00 per group, for one academic year.
  - a. Any organization requiring additional funds may petition the Finance Commission to open Line 239 Fundraiser and fundraise the difference. Any funds raised beyond the initial allocation can be reallocated to the line items pertaining to their trip.
  - b. No student will be funded to attend more than four (4) conferences per academic year.
2. Up to the full cost of registration not to exceed \$400.00 per person.
3. Up to 50% of the actual cost of travel by air, bus, or rail.
4. Up to 50% of the actual cost of lodging up to four (4) nights.
5. Up to \$25.00 per-diem per student for meals, not to exceed 5 days (\$5 breakfast; \$8 lunch; \$12 dinner).
  - a. Receipts for per-diem food allocations granted by the Finance Commission and in original budgets of the Chess Club and the Debate Council will not be required of individuals or organizations. All funds in organization's budgets which deal with food no matter the manner in which it is allocated are not to be treated in this manner. Receipts will still be required in all other areas.
6. The Finance Commission will consider a student's prior conference attendance when making decisions. However, funded attendees will be left at the discretion of the Finance Commission. The Finance Commission can only allocate funds to a maximum of eight (8) attendees.

7. No organization will take their own car on a conference due to insurance reasons. Any organization funded by the Finance Commission for a conference within driving distance will be required to rent a car or van. The Finance Commission will pay for the full cost of the rental and will pay for one-half (1/2) of the fuel cost.
  - a. An organization will be provided funds for a rental vehicle provided that the Advisor of the organization, or a Rhode Island College Faculty or Staff member, agrees to operate the vehicle.
  - b. Utilization of fifteen (15) passenger vans will not be permitted for insurance liability reasons.
8. If a conference is cancelled by the conference organizers, pending a refund of lodging and the possibility of changing travel, all attempts should be made to return to Rhode Island College.
9. Please refer to Line 500 Excess Revenue Policy on page 11 in regards to conference revenue.

**In the event of increases in the prices of lodging or mode of transportation after funds have been allocated, the SCG Treasurer may allocate funds before any arrangements are made provided that the increases do not exceed fifty dollars (\$50.00) per attendee.**

Any conference may be booked through a member of the organization who is attending the trip, or by appointment only in the Student Community Government, Inc. office. Upon making an appointment, the organization must present:

1. A final list of all members who are attending.
2. A Conference Contract signed by each member attending.

**IF A COMPLETE AND FINAL LIST OF MEMBERS ATTENDING AND A CONFERENCE CONTRACT FOR EACH ATTENDEE IS NOT PRESENTED TO STUDENT COMMUNITY GOVERNMENT, INC., THE CONFERENCE WILL NOT BE BOOKED.**

Four (4) weeks prior to the date of the conference, the SCG Office will discontinue booking an organization's conference. At that time, only an attending member can book the conference if the organization still wishes to attend. After booking, the organization must follow previous funding policies in order to apply for reimbursement (see Purchases on page 6).

Any organization allocated funds by the Finance Commission to attend a conference is **required** to file a brief written synopsis of the conference. The synopsis should include the time, date, and location of the conference as well as the sessions attended, what the club learned, and whether or not this conference should be attended again. This report should be presented to Parliament within two (2) meetings from the date of return, and a member of the club who attended the conference should be present to answer any questions. If sine die is called before the presentation is made, the organization must present to Student Parliament within the first two (2) meetings of the next session.  
***Failure to report to Student Parliament will result in a 50% conference cap for the following year.***

It is not the intent of Student Parliament or the Finance Commission to limit an organization to the number of attendees. If the total cost of the conference exceeds the funding limit, the group may split the difference equally among those students attending the conference.

***In order for your request to be heard, it must be submitted to Mary Stahowiak on or before 1:00 p.m. the Friday before the meeting.*** The order in which requests are heard will be on a "first come, first served" basis.

*Thank you for your cooperation.*

*Sincerely,*

*Noah S. Carsten  
Treasurer*



**FINANCE COMMISSION REQUEST FORM  
CONFERENCE ALLOCATION REQUEST (CONTINUED)**

DATE AND TIME OF CONFERENCE (PLEASE INCLUDE BEGINNING AND END DAYS AND TIMES):

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REGISTRATION DEADLINE: \_\_\_\_\_

DOES REGISTRATION INCLUDE:     MEALS             LODGING             TRANSPORTATION

3 QUOTES REQUIRED FOR:

	1 <sup>ST</sup> QUOTE	2 <sup>ND</sup> QUOTE	3 <sup>RD</sup> QUOTE
TRANSPORTATION	\$ _____	\$ _____	\$ _____
LODGING	\$ _____	\$ _____	\$ _____

ESTIMATED MEAL COST: \$ \_\_\_\_\_

ESTIMATED PER PERSON COST: \$ \_\_\_\_\_

**MAXIMUM OF 8 ATTENDEES:** LIST OF POSSIBLE ATTENDEES (PLEASE SEPARATE WITH A SEMI-COLON “;”)

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**CONFERENCE LINE ITEMS**

**330 CONFERENCES**

- 331 Air Fare
- 332 Train Fare
- 333 Bus Fare
- 334 Rentals
- 335 Tolls
- 336 Gas
- 337 Meals
- 338 Lodging
- 339 Registration Fees
- 340 Other (specify)

***DID YOU REMEMBER TO INCLUDE THE ITEMS ON THE LIST BELOW?***

- CONFERENCE FLYER
- DATE AND TIME OF CONFERENCE
- 3 QUOTES FOR TRANSPORTATION
- 3 QUOTES FOR LODGING
- ESTIMATED MEAL COST
- REGISTRATION INFORMATION
- LIST OF ATTENDEES

**IF ALL ABOVE ITEMS ARE NOT INCLUDED,  
YOUR REQUEST WILL NOT BE CONSIDERED**