

# Club Funding Guidelines

## **Before you submit any budget:**

These guidelines should be used in conjunction with [How to Navigate the Funding Process](#), which provides more general rules and resources for understanding the SAFC.

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## **I. On-campus Entertainment**

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- If you intend to bring a performer or guest to campus, please contact both SAFC Chair Brian Kim and SOOC Chair Dani Chediak before drafting any contracts to go over the event estimates and plans.
- If you would like to have your event off-campus, you must provide adequate justification for this change.

### **1. Production Costs**

Although costs of staging and production may be funded by the SAFC, club leaders must justify the need for these services. Moreover, these requests should always be accompanied with line-item estimates which reflect the minimum possible cost.

*Moonlighting, Brunswick's only local production company, typically costs \$1500*

### **2. Performers or Dancers**

If the content of a proposed performance is relevant to your organization's purpose, the SAFC may provide funds for outside performer(s) or dancer(s). The SAFC will not fund student performers. If your performer(s) need lodging, please see [Section V. Lodging](#).

*Performers or dancers typically cost \$500*

### **3. Concerts**

A request for concert funding must provide background information about the performer. For assistance in organizing this information, please consult with the leaders of the E-Board or the staff in the Student Activities Office. If your performer(s) need lodging, please see [Section V. Lodging](#). The SAFC will not fund student performers.

*Concerts typically cost \$1500*

### **4. Films**

Groups must obtain a public viewing license for all films shown on or off campus. The SAFC may fully fund this expense, but be sure to contact the leader(s) of the Bowdoin Film Society (David Shuck; dshuck) to receive assistance in acquiring the best rates. If you'd like to bring the director or other relevant parties to speak at the event, please see [Section II. Guest Speakers](#).

*Film rights typically cost \$250*

### **5. Coffee Houses or Book readings**

The SAFC will not fund student performers, but the SAFC may provide funding for food, coffee or other drinks at the event; please see [Section IV. Food](#) for more information. Also, if you'd like to bring the author or other relevant parties to speak at the event, please see [Section II. Guest Speakers](#).

*Coffee Houses or readings typically cost \$100*

## **II. Guest Speakers**

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### **1. Honorariums**

Each club may request a limited number of speakers per semester. Proposals for a speaker must include background information and adequate justification for bringing him or her to campus. Groups must enter into negotiations with speakers to minimize the cost of honorariums before submitting a budget to the SAFC. However, no verbal or finalized contracts can be made before consulting the SAFC and Student Activities.

*Honorariums typically cost \$1,500.*

### **2. Travel**

Although the SAFC may cover transportation costs, please encourage speakers to be as cost-efficient with their mode of transportation as possible. Also note, that the SAFC will only fund economy class flights, and requires students to leave ample time for booking tickets. Tickets booked without at least

two weeks before the date of departure, thus incurring a price premium, may be subject to a decreased funding allocation from the SAFC. Keep in mind that funding must be approved before any tickets are bought. If the Guest requires lodging, please see [Section V. Lodging](#).

### **III. Campus Services**

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#### **1. Venue Reservation**

If your event requires an on-campus venue, please be sure to reserve the space using the [Campus Scheduling Reservation Form](#) at no cost.

#### **2. Facilities Management**

The SAFC expects that volunteer or student labor to be used to substitute facilities whenever possible. If you need services from Facilities, however, you can denote it on your Campus Scheduling Reservation Form or place a [Work Order](#). Note that SAFC funding must be obtained before requesting services from Facilities.

*Facilities requests typically cost, in total, \$150*

#### **2. Audio Visual (Information Technology)**

Information Technology provides many audio visual needs at no cost, but if needed, the SAFC may cover audio visual expenses that are clearly justified for an event. If you would like to use a production company, please refer to [Section I. On-campus Entertainment](#) for details.

#### **3. Advertising**

##### **a. Poster Design**

The SAFC may fund appropriate advertising for campus events. If you would like to have a poster or table tent designed for your event, you can utilize the Poster Design Team. Please contact SOOC Chair Dani Chediak for details.

*Poster or table tent designs cost \$20 each*

##### **b. Printing Costs**

All printing must be done at the Copy Center (located in the Dudley Coe basement); campus printers in the library and computer labs should never be used for the printing purposes of a club. In order to have your items printed, you can place an [online work order](#) form or submit a written one. If you are printing a table tent, be sure to have it approved with Dining (Mark Dickey, mdickey, for Thorne and Lester Prue, lprue, for Moulton) and denote to the Copy Center that you would like it folded.

Pricing for the Copy Center, regardless of the paper stock, is as follows:

Black and White (Letter/Legal)	\$.02/copy
Black and White (11x17)	\$.04/copy
Color (Letter/Legal)	\$.15/copy
Color (11x17)	\$.20/copy

*Poster printing typically costs \$12*

### **IV. Food**

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#### **1. Meals During Travel**

At no cost, student groups may transfer board to receive a boxed meal from Dining Services while travelling. This may only occur up to twice per year, unless an athletic club is given special permission is given by Ken Cardone. To request a boxed meal, please contact Dining Services (x3211) with the ID numbers of all those requesting the meal. Make sure to give Dining ample time to process the request.

If this option does not work for your organization, the SAFC may provide funding for meals while traveling, at a rate of \$5 for breakfast, \$8 for lunch and \$10 for dinner. You may also choose to use a board transfer

to subsidize this cost:

- Dining allows two events with board transfer (or boxed meal), per organization, per year at a rate of \$2.15 per student for breakfast, \$2.85 for lunch or brunch, and \$3.30 for dinner. This request must be made at least two weeks in advance with a list of all participating students' ID numbers. Please include this calculation in the "outside funding sources" box on the budget form.

*Typical costs per person are: Breakfast \$5; Lunch \$8; Dinner \$10*

## **2. Dinner with Campus Guests**

If you wish to organize a small dinner event off-campus with campus guests, the SAFC may provide funds for a limited number of guests (including the Speaker and possibly Faculty) as well as group leaders. The SAFC will not provide funds for all club members to attend.

## **3. Meeting or Game Snacks**

The SAFC may fund up to \$50 of snacks per club per semester. This can be used either for home or away games, or for general meeting purposes.

## **4. Dinners Open to Campus Community**

The SAFC may fund one dinner open to the campus community per semester, at a maximum of \$10 per person, with Dining Services' board subsidy subtracted from the cost of food per each student:

- Dining allows two events with board transfer (or boxed meal), per organization, per year at a rate of \$2.15 per student for breakfast, \$2.85 for lunch or brunch and \$3.30 for dinner. This request must be made at least two weeks in advance with a list of all participating students' ID numbers. Please include this calculation in the "outside funding sources" box on the budget form.

If your organization is using Dining to cater this event, you must meet with Dining prior to submitting a SAFC budget. A comprehensive breakdown of all the planned meal items must be provided.

# **V. Lodging**

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## **1. Guest Lodging**

The SAFC may fund lodging for official visitors to campus. To arrange lodging, please contact Administrative Assistant Karla Nerdahl (knerdahl) at the Smith Union Information Desk. If the traditional forms of lodging are inappropriate for a guest, an organization may request a room in the President's House, but should be prepared to justify its request to the SAFC.

*Guest lodging typically costs \$100/night*

## **2. Student Lodging**

If possible, events should always be scheduled to return you to Bowdoin for the night and prevent the need for lodging. If this is not possible, it is encouraged you explore all cost-free options for lodging with family, friends or alumni. If absolutely necessary, the SAFC may fund lodging for students when they are traveling to or from events. When requesting this funding, please use websites like Kayak.com to help you find the most economically feasible hotels. With your final request, please use this and similar sites to compile a list of possible hotels.

*The SAFC may fund up to \$20/student per night*

# **VI. Travel**

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## **1. Vehicle Travel**

The SAFC expects student organizations to use the most efficient form of travel. The SAFC will fund vehicle travel (mileage, gas and tolls) in either of the two formats below; personal vehicles will only be funded in extreme circumstances. Clubs that travel often should make every effort to have its members van-certified by Facilities (sign-ups to be certified can be found [here](#)). The SAFC does not fund Zipcars or road trips outside of New England.

a. College Vans

College vans cost \$25 a day, regardless of gas mileage. To reserve a van, contact Facilities at x3689, or fill out their [Vehicle Request form](#). If vans are not available as a result of late planning, the SAFC will not provide additional funds for the use of student vehicles.

b. Student Vehicles

Students may receive gas compensation at a rate of \$0.21 per mile. Note that this is not a reimbursement and that funding requests must be made prior to trips. The rate for student vehicles is subject to gas market prices and will be adjusted accordingly by the Facilities Office and the SAFC.

## 2. Other Forms of Travel

Tickets booked without ample time to the date of departure, thus incurring a price premium, may be subject to decreased funding allocation from the SAFC. However, the SAFC is willing to work with clubs if transportation costs increase unexpectedly after a budget allocation.

## VII. Conferences and Retreats

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### 1. Training Conferences

The SAFC will fund only one conference per semester, and the SAFC can pay for travel, conference fees, food, etc. Conferences should provide instruction or information not available to students on campus.

The SAFC understands that it is not always possible to attend conferences during the academic year. Student organizations may petition the SAFC to attend a conference during the summer break period. Spring semester conferences may be planned from the beginning of the semester, until the academic year ends (July 1). Fall semester conferences taking place when the new academic year begins (July 2) may be applied during the summer break period.

*Conferences typically cost \$600*

### 2. Retreats

The SAFC will fund one retreat per academic year. Retreats must help a club establish its goals, discuss/plan events for the school year, and build a sense of community.

*Retreats typically cost \$20/person*

### 3. Games or Tournaments

The SAFC will only fund team-oriented registration fees; registration fees for individuals will not be funded. Games or tournaments required for participation in the team's league will be prioritized while extra-league games or tournaments must be justified in the budget proposal.

## VIII. Expert Instruction and Coaches

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### 1. Weekly Instruction

If the nature of the sport or activity and the number of participants justifies the expense, the SAFC may fund a coach or instructor. Group dues must cover 15% of the instructor's weekly cost, which is capped at \$100, amounting to a maximum of \$15 a week. If necessary, Assistant Coaches may be paid up to \$50 dollars per week, \$10 of which must be covered by group dues. Coaching will be provided for the duration of the team's season, as well as up to three weeks of pre-season. Instructors or coaches for non-seasonal sports will be funded for up to 10 weeks of instruction.

### 2. Non-Weekly Instruction

Group dues must cover 15% of the costs for any non-weekly instruction. The SAFC may fund non-weekly

instruction minus the group dues. The SAFC will not fund instructors with unreasonable per-hour fees.  
*Outside instruction typically costs \$100/hour*

## **IX. Equipment and Gear**

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### **1. Justification**

The SAFC requires a cost-benefit explanation as well as pricing options be included with any request for equipment. The SAFC will not fund any item that is purchased for individuals. All equipment must stay with the organization from year to year, without exceptions.

### **2. Storage and Usage Policy**

When requesting funding for equipment, please include a written policy regarding the intended storage and usage of it. This should clarify where the equipment will be kept and if it will be available to all student organizations or solely to your organization. If you need assistance finding storage space, please contact SOOC Chair Dani Chediak.

### **3. Liability**

Club Leaders are financially responsible for any gear funded by the SAFC. Upon receiving funding, club leaders will be required to sign a liability contract that outlines expectations for the upkeep and return of equipment. In the case of lost or broken equipment (not including normal wear), club leaders will be held responsible for replacement of the item(s) or reimbursement of its cost(s) to the SAFC. As part of the end-of-year rechartering process, current club leaders must pass this liability onto the club's future leaders by updating the contract with the SAFC. The SOOC will not recharter your organization before this process is complete.

### **4. Organization Paraphernalia (T-Shirts, Hoodies, etc.)**

The SAFC does not fund non-essential team clothing, but it may provide loans to organizations for these items. If given a loan, you must sign a contract with the Student Activities Office, requiring the club to repay the loan by the semester's end. Items must be sold at-cost, without profit.

## **X. Publication Printing**

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### **1. Licensing and Registration Costs**

The SAFC may fund licensing and registration fees with the understanding that the publication should consist of work contributed by current Bowdoin students.

### **2. Distribution**

The SAFC may fund printing and distribution costs for publications distributed in the Bowdoin community. The number of copies printed will be determined on a case by case basis. Justification must be provided in order for the SAFC to fund printing or distribution costs for issues leaving the Bowdoin campus.

*Typical printing costs are \$400/300 copies*

## **XI. Fundraising/Donations**

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See the Bowdoin Student Handbook for [Fundraising Policies and Guidelines](#). The SAFC cannot allocate funds that are going directly to charitable organizations.