

SAFC Yellow Book

Petitioning Funds Process

A step-by-step process:

- Please attend the SAFC/SOOC information session at the beginning of each year. This helps us keep track of new leadership and allows everyone to be on the same page. You may not request funds unless the treasurer and leader attend this session or you are both waived by the SAFC Chair or VP of Student Organizations.
- Pick-up a budget form (located inside the thick gray SAFC binder) from the Student Activities Office (located behind the SU Info Desk.)
- Please consult the SAFC Guidelines (the Blue one for Student Organizations and/or the Yellow one for Club Sports) before submitting your budget. These booklets outline the types and amounts of funds regularly used by student organizations on campus.
- **Prepare your budget.** Try to fill out all sections available and feel free to attach an extra sheet if you cannot fit your explanation onto the form. If you are planning a large event or filling out a budget for the first time, email your organization's SOOC or SAFC contact person (information available in your binder in the Student Organizations Office) and they will help you through the process.
- **The earlier you get your budget in, the better!** Slots fill up fast, so get your budget in no later than Thursday at noon. Remember that the SAFC does not fund reimbursements, so be sure to get your budget in at least two weeks ahead of time.
- If your budget is **not a new event and under \$1500**, please sign up for a 7 minute time slot on the sheet inside the grey binder by Thursday at noon.
- If your budget is over **\$1500 or a new event**, please sign up for a 15 minute time slot inside the grey binder. No proposals under \$1000 should sign up for a 15 minute time slot! If there are no 15 minute slots available, you can sign up for two 7 minute slots.
- If your budget is **under \$100**, no need to sign up for a time slot! Simply place your budget in the grey binder with an explanation of the expense.
- The SAFC will email you by Friday afternoon letting you know when to come in to the meeting. Please be flexible with scheduling; we're trying to fit as many groups onto the agenda as possible. Getting to the meeting a couple minutes early is never a bad idea!
- **The SAFC will notify the organization's treasurer via e-mail about our decision by the**

following Wednesday.

- If approved, the organization may be required to submit receipts and an Event Debrief outlining actual expenditures after the event or item purchasing has occurred. The Debrief is to help your organization in the future more than helping the SAFC, **so we will not fund future events until this form is filled out and placed into your organization's binder in the Student Organizations Office.**
- If you have any questions and do not feel comfortable emailing the SAFC Chair, please stop by the Student Activities Office and ask someone for help or email Allen Delong, Director of Student Life and Smith Union.
- If you or a member of your club are not able to pay for something due to financial need, contact Director of Student Life Allen Delong.

Funding Guidelines

Travel & Lodging

Vehicle Travel

The SAFC will fund vehicle travel (mileage, gas and tolls) in any of the three formats below:

- Gas Reimbursements
For Students: # of miles x \$0.225/mile
The rate for gas reimbursement is subject to market prices and will be adjusted accordingly by the SAFC.
- College Van:
of miles x \$0.225/mile

You can reserve Bowdoin College vehicles online on the transportation website. If no vehicles are available for the date you need, JoJo Craig (x3689, ccraig@bowdoin.edu) will help you secure another vehicle. Make sure you know your account number (424***) when calling.

NOTE: The SAFC expects the club sport to use the most cost effective form of travel.

Other Travel

Other types of travel (train, bus, or plane) will receive funding calculated on the gas reimbursement format (1) of driving to the destination.

NOTE: The SAFC encourages students to use travel websites such as

Expedia.com in order to acquire exact distances for destination points. (Eg. Boston: 140 miles, Portland: 30 miles)

Lodging During Away Games

It is expected that the team will try and arrange for cost-free housing. If this is not possible then SAFC will fund lodging costs up to \$20 per person (based on 4 people per room.)

The SAFC expects the individuals to cover the difference not funded.

Food

Student Meals

The SAFC will only fund the number of students who are NOT on board, which is approximately 10% of the student body, for only those meals they will be missing. Allocation of those funds will be based on the current board transfer rates listed:

Board Transfer Rates:

Breakfast \$1.92

Lunch/brunch \$2.55

Dinner \$2.94

Dining now allows 2 events with board transfer per organization per semester. Keep this in mind when asking for board transfers!

NOTE: Students are entitled to transfer their board for the meals they will miss by attending an organizations event. Students are also entitled to receive a "food equivalent" (e.g., boxed lunch/dinner) as an alternative to a board transfer. To do so, please contact Dining Services (Lisa Fox, x3211) with the appropriate number of board transfers or "food equivalent" requests.

Coaching Staff

Head Coach

- The SAFC will fund a coach if the nature of the club sport and the number of participants justify the expense.
- Funding is set at \$100 a week for a head coach during the season and for three practice weeks before the first game.

Assistant Coach

- SAFC will fund and assistant coach if the club team can justify the expense.
- Funding is set at \$50 a week for one assistant coach during the season and three practice

weeks before the first game

Exceptions

If the athletic department pays for a club sport's head coach, then the SAFC will not fund another head coach. However, the SAFC will fund an assistant coach.

Competition Day Expenses

Referees

The SAFC will fund the full cost of officials for competitions.

EMT

The SAFC will fund the full cost of an EMT at competitions at which the league or the school rules require their presence.

Game Food

The SAFC will fund the cost of supplying water and ice for Bowdoin teams at home and away competitions.

The SAFC will fund the cost of supplying water and ice for opponents teams during competitions at Bowdoin.

The SAFC will fund game snacks up to \$50 per semester (i.e. oranges, granola, power bars, etc.)

Off-Campus Venues

The SAFC will not fund facilities fees for competitions being hosted off-campus, in third party venues, by Bowdoin teams, unless the college does not have access or own this type of facility (e.g. horse barn).

Equipment

Safety Equipment

- The SAFC will fund all required team safety equipment.
- Individual safety equipment will be funded on a case-by-case basis.

Competition Equipment

The SAFC will fund all team competition equipment required by conference or school rules.

Practice Equipment

The SAFC requires a cost vs. benefit explanation when considering funding team equipment for practice. Please bring pricing options for the committee to consider.

Specialty Equipment

- Definition: Specialty equipment is defined as all equipment not required by conference or school rules.
- Justification: Included with the budget will be a cost benefit explanation for the purchase.

Capital Costs

Definition

Capital costs are defined to be any equipment (Safety, Competition, Practice, or Specialty) or tangible good(s) over \$500.

Justification

Included with the budget will be a cost vs. benefit explanation for the purchase. Please bring pricing options for the committee to consider.

Competitive Bids

Due diligence in regards to competitive pricing is required for all purchases.

Storage and Usage Policy

Included with the budget will be a written policy regarding the usages of the equipment. This should clarify if the equipment will be available to all student organizations or solely to the organization requesting the equipment. The SAFC will not fund equipment that has no home! Please secure on-campus storage options before your Monday meeting.

Awards Dinners

Meal Expenses

- The SAFC will fund ONE per year. This includes teams with multiple seasons.

- The SAFC will fund students not on board, the incremental costs of Dining Services on top of board transfers, and coaches up to \$10/person. The SAFC will not fund non-team members.

Non-Meal Expenses

- The SAFC will fund up to \$30 in trophy costs for the team per year.
- The SAFC will not fund the costs of coach's gifts.

Expenses Not Funded

- Individual uniforms will not be funded by the SAFC.
- Fees and tournament registrations for INDIVIDUALS will not be funded by the SAFC (Teams fees will be funded).
- Extended tours or road trips outside New England will not be funded by the SAFC.
- The rental of off campus facilities for games or practices will not be funded by the SAFC, unless the college does not own or have access to appropriate facilities (e.g. horse barn).
- Competition items (e.g. betting shirts) will not be funded by the SAFC.
- Social activities connected with the team with alcohol available will not be funded by the SAFC.
- The SAFC will not fund more than 2 coaches per team.
- The SAFC will not fund language or academic instruction.

Please note that all these guidelines are just that—guidelines. It is at the discretion of the SAFC to determine how and to what extent these will be enforced.