

## How to Navigate the Funding Process

The SAFC is here to help you and your club - please read over this document before making any budget requests, as this will help clarify both our decision process, as well as what we require in each budget. If you need any additional assistance regarding funding, please don't hesitate to contact the SAFC Chair (Brian Kim). If you need any assistance regarding planning the event itself, please contact the SOOC Chair (Dani Chediak), the Associate Director of Student Activities (Nathan Hintze), or the Assistant Director of Student Activities (Silvia Serban).

In the interests of students, the SAFC holds the discretionary right to make funding decisions beyond any of the guidelines established in our guideline books. These decisions are based primarily off of the range of audience for the event/purchase in conjunction with the total costs for the event/purchase. How well the event is planned is another large factor (is it well advertised? does it sound like the leaders are well aware of all resources required in executing the event? etc.), as well as how much support from the general student body the event has.

- **What you need before submitting a budget:**
  - Clubs must be a Charter I organization (see SOOC Chair Dani Chediak if your club needs to change its charter)
- **Things to consider before submitting a budget:**
  - Budgets must be submitted at least two weeks in advance of the actual event.
  - Larger budgets (e.g. \$500 or over), or budgets involving bringing guests to campus, must be approved by the SAFC Chair (Brian Kim) **before** budget submission
  - Events that are planned on busy weekends, or at times that conflict directly with other events, must be rescheduled
    - Check the [Bowdoin Orbit](#) and the [Student Organizations Calendar](#)
    - Contact the SOOC Chair, Dani Chediak, for instructions on access
- **How to submit a successful budget:**
  - Consult the [Club Funding Guidelines](#) before making any budget
  - Consult the [Programming Guide](#) for additional assistance on planning your event
  - All requests must be as specific as possible - any requests for funding must be justified with line-item breakdowns and explanations of each item. **However**, it is better to submit an early, tentative budget, than a late final budget.
  - Club leaders and the creator of the budget must be present at the SAFC meeting if they're scheduled into the agenda (an email will be sent out each Sunday with the agenda and whether or not your club is scheduled for a meeting)
  - Reimbursements for costs that have already occurred will not be funded by the SAFC.
  - Submit the budget by Friday each week in order to be considered for the following Monday meeting. All meetings occur at 5:30PM, so please keep your schedule clear if your budget is complex and will benefit from meeting with us to exchange more information
    - Budgets can be submitted via the [Online Budget Proposal Form](#)
    - If you don't know your project number, contact SOOC Chair Dani Chediak for assistance.
- **How to find additional sources of funding:**
  - Contacting groups that would have an interest in seeing your event come to fruition can provide an additional source of funding. Groups such as Social Houses, Deans, Academic Departments, and other campus resources have historically contributed a great deal to various student events, and would be a great place to seek extra support.
- **A Note about Financial Assistance:**
  - Depending on the budget, the SAFC may ask for some student contributions to cover the costs of the event/purchase. If this poses a significant financial strain to any students in your club, extra money is available for students with financial need. If a member of your club qualifies for financial assistance, please contact the Director of Student Activities, Allen Delong (adelong2@bowdoin.edu), or have that member contact his/her Dean.