

# SAFC Club Funding Guidelines

**Before you submit any budget:** Please remember that these guidelines are just that, and all values listed are approximations. This should be used in conjunction with How to Navigate the Funding Process, which provides a more general overview for understanding the SAFC & budget submission process.

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### **I. On Campus Entertainment**

*If you intend to bring a performer or guest to campus, please contact both SAFC Chair Irfan Alam (ialam@bowdoin.edu) and SOOC Chair Kelsey Scarlett (kscarlet@bowdoin.edu) before negotiating any prices to go over the event estimates and plans. If you expect your event to cost more than \$1,000.00, please contact Student Activities no less than 6 weeks before the proposed date of the event to fill out a contract negotiation form. Off campus venues must be justified as providing services otherwise unavailable on campus.*

#### **1. Production Costs**

Costs of staging and production may be funded by the SAFC only if the services are well justified for your event. Moreover, these requests should always be accompanied with line item estimates which reflect the minimum possible cost alternatives.

*Moonlighting, Brunswick's only local production company, typically costs \$3,500*

#### **2. Concerts and Performers**

A request for concert or performer funding must provide background information about the performer and must be relevant to the club's mission. For assistance in organizing this information, please consult the leaders of the EBoard or the staff in Student Activities. If your performer(s) need lodging, please see Section II3. Guest Lodging. The SAFC will not fund student performers.

*Concerts and performances typically cost between \$500 and \$1,500*

#### **3. 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 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.

*The cost of film rights will vary with respect to release date and licensing studio fees.*

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

The SAFC may provide funding for food, coffee or other drinks at an 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 an event, please see Section II. Guest Speakers. The SAFC will not fund student performers.

*Coffee Houses or readings typically cost \$100*

## **II. Guest Speakers**

### **1. Honorariums**

Each club may request a limited number of speakers per semester based on expected community impact, size of club, price of speaker, etc. Clubs should seek to limit their spending on speaker's fees to \$3,000 per year. The SAFC reserves the right to grant exceptions based on extenuating circumstances. 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. The SAFC expects a good faith effort on the part of club leaders to negotiate the price of a speaker. If the speaker costs more than \$1,000.00, the SAFC also expects to see a signed contract negotiation form from Student Activities. Please begin this process no less than 6 weeks before your scheduled date. Please contact the SAFC Chair if there are any extenuating circumstances. Please note that no verbal or finalized contracts can be made before consulting both the SAFC and Student Activities. If your intended speaker is expensive (upwards of \$1,500), you should begin planning months in advance in order to take advantage of outside funding sources, such as Lectures and Concerts. If you wish to bring in a speaker, the SAFC encourages you to seek connections through faculty.

### **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 a month 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 and that these tickets must be purchased under the supervision of a Student Activities staff member.

*Travel costs will vary with respect to departure location.*

### **3. Guest Lodging**

The SAFC may fund lodging for official visitors to campus. To arrange lodging, please contact Administrative Assistant Karla Nerdahl ([knerdahl@bowdoin.edu](mailto:knerdahl@bowdoin.edu)) at the Smith Union Information Desk, as the Student Activities Office receives a discount for most local hotels. If this form of lodging is 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 costs \$119/night at the Brunswick Hotel when booked through Student Activities.*

### **III. Campus Services**

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

If your event requires an on campus venue, please reserve the space using the Campus Scheduling Reservation Form at no cost.

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

The SAFC expects volunteer or student labor to be used to substitute Facilities labor whenever possible. If you need services from Facilities, however, you can denote it on your Campus Scheduling Reservation Form or place a Work Order.

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

#### **3. 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 must use a production company, please refer to Section I. On campus Entertainment for details.

#### **4. 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 contact the BSG Poster Designer ([stuactintern@bowdoin.edu](mailto:stuactintern@bowdoin.edu)) with details about the design elements, information, or format you would like to use.

##### b. Printing Costs

*Poster or table tent designs are free courtesy of the BSG*

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@bowdoin.edu](mailto:mdickey@bowdoin.edu), for Thorne and Lester Prue, [lprue@bowdoin.edu](mailto:lprue@bowdoin.edu), for Moulton) and denote to the Copy Center that you need 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 |

*The SAFC may fund up to \$12 for 60 11x17 posters for advertising through the copy center, \$50 for large-size posters for advertising a series of events a week or longer through the copy center, and \$24 for printing 120 awareness campaign posters through the copy center (costs are subject to change based on changing rates from the copy center)*

## **IV. Food**

### **1. Off Campus Meals**

The SAFC will only fund off-campus meals that are intimately related to a club's mission and purpose. It will not fund off-campus meals solely for the purpose of group bonding. Group-bonding meals should occur on campus, either through cooking events, or in one of the many rooms available for reservation in the dining halls.

### **2. Meals During Travel**

At no cost, student groups may transfer board to receive a boxed meal or a meal subsidy from Dining Services while traveling. This may only occur up to twice per year, unless an athletic club is given special permission by Ken Cardone.

The SAFC may fund up to \$2 per meal per person while traveling for an off-campus competition. (Student Organizations may also receive Board Transfer money from Dining Services at the rate determined by Dining Services).

### **3. 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.

### **4. Meeting Snacks**

The SAFC may fund up to \$50 of snacks per club per semester. This can be used for general or special club only meeting purposes.

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

The SAFC may fund one dinner/meal (an event open to campus community where food is central to the purpose of the event and acts as a meal substitute for students attending with RSVPs required), per academic year at the cost of \$10 per person attending for food costs.

### **6. Banquets and Retreats**

The SAFC may fund one Banquet (a meal for only club members) or one reasonably priced Retreat (an off-campus overnight club-bonding event for only club members) per academic year, with the SAFC only funding up to \$10 per person attending for food costs; however, competitive club teams that travel off-campus overnight for one or more than one event do not get a retreat (but may have a banquet).

### **7. Board Transfers (Meal Subsidies)**

Board transfers can occur up to twice per year, unless an athletic club is given special permission by Ken Cardone ([kcardone@bowdoin.edu](mailto:kcardone@bowdoin.edu), x3211). When requesting a meal subsidy, please note Dining provides subsidies at a rate of \$2.45 per student for breakfast, \$3.25 for lunch or brunch, and \$3.70 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.

### **8. Food for Non-Dinner Focused Events**

For events where food is auxiliary to the central purpose of the event (i.e. a lecture), then funding for food will be determined at the discretion of the SAFC

## **V. Travel**

### **1. Vehicle Travel**

The SAFC expects student organizations to use the most costefficient 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. The SAFC does not fund Zipcars, road trips over 500 miles from Bowdoin, or road trips outside the United States.

#### **a. College Vans**

College vans cost \$30 a day, regardless of gas mileage. Students must use college provided gas cards to fuel said vehicles. The SAFC will not reimburse students if they use personal funds for College Vans. 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. The SAFC will not pay for damages to personal vehicles.

#### **c. Local Travel**

If travelling locally, please use Brunswick Taxi, the Brunswick Explorer, or the Bowdoin Shuttle. College Vans will not be funded for travel in Brunswick.

### **2. Other Forms of Travel**

Plane tickets may be funded in under special circumstances on a case by case basis for Leadership Conferences only. If a flight is deemed unnecessary by the SAFC and club members still intend to travel by plane, the SAFC can fund local transportation (van rentals through the College, bus, and train) in the destination city. Bus or train 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.

### **3. Student Lodging for Travel**

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, please explore all costfree 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. Please use websites like Expedia.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.

*\$110 per room per night (including tax and fees), assuming four people per room. If this this is not sufficient for any hotel in the area to which you are travelling, the SAFC will consider exceeding this limit on a case by case basis.*

## **VI. Conferences and Retreats**

### **1. Non-Overnight Retreats**

For non-competition based clubs, the SAFC may fund the transportation costs of a Bowdoin van for one off-campus, non-overnight club-bonding event per semester

### **2. Club Retreats**

The SAFC may fund one Banquet (a meal for only club members) or one reasonably priced Retreat (an off-campus overnight club-bonding event for only club members) per academic year, with the SAFC only funding up to \$10 per person attending for food costs; however, competitive club teams that travel off-campus overnight for one or more than one event do not get a retreat (but may have a banquet).

### **3. Non-Competitive Conferences**

“The SAFC may fund no more than \$500 total for registration/entrance fees for no more than 12 club members to attend one informative conference that is essential to the club mission per academic year.”

### **4. Competitive Conferences**

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. SAFC can pay for registration, lodging (though staying with friends is preferable), and travel. The SAFC will not fund plane travel for events in this category. The SAFC will make funding decisions relating to other components of the budget in line with current guidelines.

### **\*Note about Conferences and Retreats\***

Students looking to go on retreats and attend conferences paid for by the SAFC may *not* miss class to do so. If missing class is vital to the success of the conference, students should email the SAFC Chair and their SAFC club representative to inform them of this. Club leaders should then begin a dialogue with their club faculty advisor so that the advisor may represent their cause to the rest of the faculty. The SAFC will not fund events that occur over break. Exceptions include the weekend of Fall Break, the weekend beginning Spring Break, and the weekend ending Spring Break.

## **VII. Expert Instruction and Coaches**

### **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. Each group may only spend \$100 per week for instruction cost. If necessary, Assistant Coaches may be paid up to \$50 per week. Coaching will be provided for the duration of the team's season, as well as up to three weeks of preseason. Instructors or coaches for non-seasonal sports will be funded for up to 10 weeks of instruction. For specialty clubs, if the coaching fee exceeds this amount and the club has demonstrated a good faith effort in reducing their coaching fee, the SAFC will consider allocating higher coaching fees

*Weekly instruction is capped at  
\$100/week*

## **2. Workshops/Nonweekly Instruction**

The SAFC may fund nonweekly instruction. The SAFC will not fund instructors with unreasonable per-hour fees.

*Outside instruction typically costs  
\$100/hour*

### **\*Note about Expert Instruction and Coaches\***

The SAFC reserves the right to request attendance sheets at any time from semester practices and sessions in order to determine if the number of participants justifies the expense of the coach or expert instruction. When requesting coaches' or instructors' fees for the second semester, club leaders must submit a complete attendance sheet from the first semester, complete with dates of practices/lessons and the number of students at each practice.

## **VIII. Equipment and Gear**

### **1. Justification**

#### **UNIFORMS NECESSARY TO COMPETE/PERFORM**

Uniforms are defined as apparel necessary for competitive and performance groups to compete or perform. The SAFC may fund reasonably priced uniforms necessary to compete/perform for all competitive groups and theater groups, regardless of whether they are reusable by multiple members

#### **UNIFORMS ESSENTIAL TO SOOC CLUB MISSION**

The SAFC may fund reasonably priced uniforms for groups including non-theater performance groups (i.e. Dance Groups) that are reusable by multiple members of the club for generally two years

#### **GEAR ESSENTIAL TO SOOC CLUB MISSION**

Club gear is any item that is the property of the club and is essential to the club mission that is not a uniform as described above. The SAFC may fund reasonably priced gear that is reusable by multiple members of the club for generally two years, with the exception of food/ingredients; food/ingredients do not need to be reusable and may be funded at the discretion of the SAFC.

### **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; note that student dormitories are not acceptable venues for club storage.

### **3. Liability**

Club leaders are financially responsible for any gear funded by the SAFC. Gear lost or stolen as a result of leadership oversight may not be replaced the following year, and it is the responsibility of all club members to ensure this does not occur.

#### **4. Organization Paraphernalia (TShirts, Sweatshirts, etc.)**

The SAFC does not fund nonessential 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.

### **IX. Publication Printing**

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

The SAFC will 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.

*Publication costs will vary with respect to publication company and size of publication.*

### **X. Fundraising/Donations**

See the Bowdoin Student Handbook for Fundraising Policies and Guidelines. The SAFC does not fund prizes, and it cannot allocate funds that are going directly to charitable organizations.

### **XI. Student Provided Services**

Current students may not be paid for services provided to student clubs using SAFC funds. This includes but is not limited to: mechanics, DJs, programmers, and performers. The Bowdoin Student Government is exempt from this rule.

### **XII. Operating Budgets**

Operating budgets that receive an allocation decision in the Spring may not return to the SAFC in the following Fall and Spring to renegotiate a similarly requested operating budget. Operating budgets which require more funding for things unknown during the Spring, may come to the SAFC to ask for additional funds; however, it is up to the SAFC's ultimate discretion to decide whether to fund. If the SAFC decides to allocate additional funds to an operating budget, then the SAFC must audit the organization at the end of the semester or year to ensure that the funds allocated were used for the specific request.

### **XIII. SAFC Members Abstaining from Voting Policy**

If a member of the SAFC is an SOOC listed club leader (listed as a leader on the chartering form), they must abstain from a vote pertaining to a budget from that club; however, they may still participate in deliberation, but must make it known to the SAFC that they are a SOOC listed club leader.

#### **XIV. SAFC General Funding Policy**

The SAFC can only allocate money for Bowdoin students, with the exception of speakers (including faculty speakers) and coaches.