

SAFC Club Funding Guidelines

Reviewed Fall 2022

Please remember that these are just guidelines, not fixed rules, and all values listed are approximations. The SAFC withholds the right to make funding decisions at its discretion. This document should be used in conjunction with How to Navigate the Funding Process, which provides a more general overview for understanding the SAFC funding process. Please contact the SAFC Chair, Kiley Briand (kbriand@bowdoin.edu), if you have any questions.

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I. Campus Services

1. Venue Reservation

If your event requires an on-campus venue, please reserve the space using your organization's CampusGroups page.

2. Facilities Management

The SAFC expects students to substitute Facilities labor whenever possible. If you need services from Facilities, you will also request that via CampusGroups when entering "Set-up Notes".

3. Audio/Visual

Audio Visual Services provides many audio/visual needs at no cost. Request AV support and equipment via CampusGroups. The SAFC may cover expenses for services not provided by AV if they are clearly justified for an event.

4. 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 for free, you can contact the BSG Poster Designer (stuactintern@bowdoin.edu) with details about the design elements, information, or format you would like to use.

5. Copy Center & Printing Costs

All printing must be done at the Copy Center (located in Smith Union); personal printing credits should never be used for club purposes. In order to have your items printed, you can place an online Copy Center 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, for Thorne and Susanne D'Angelo-Cooley, sdangelo@bowdoin.edu for Moulton) and denote to the Copy Center that you need it folded.

The SAFC may fund the printing costs of advertisement posters, awareness campaign posters, scripts, performance/show brochures, and other materials essential for activities directly related to a club's mission.

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

Black and White (Letter/Legal) Black and White (11x17)

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

\$5 for 25 11x17 posters for advertising an event \$3 for 15 11x17 posters for general advertising a club/first meeting. \$50 for large-size posters for advertising a series of events a week or longer \$24 for printing awareness campaign posters \$0.02 per seat for printing pamphlets/brochures for shows and performances

II. Guest Speakers

If you expect your event to cost more than \$1,000, please submit your budget request form and contact Student Activities to fill out a contract negotiation form at least 4 weeks before the proposed date of the event.

1. Honorariums

Each club may request a limited number of speakers per semester based on expected community impact, size of the club, price of the speaker, etc. Clubs should seek to limit their spending on speaker 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 them to campus. The SAFC encourages you to seek connections through faculty.

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 both the SAFC and Student Activities. 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,

contact Student Activities at least 4 weeks in advance of the proposed event date to begin negotiating a contract. If your intended speaker is expensive, you should begin planning months in advance in order to take advantage of outside funding sources, such as the Lectures and Concerts Committee.

The SAFC will fund virtual speakers up to \$1000 per year.

In-person up to \$3000 per year

2. Travel

Although the SAFC may cover transportation costs, please encourage speakers to be as cost-efficient with their mode of transportation as possible. Please note that the SAFC will only fund economy class flights, and requires students to leave ample time for booking tickets. Tickets must be purchased under the supervision of a Student Activities staff member once funding has been approved by the SAFC. Speakers traveling by car are only eligible for a mileage (not gas) reimbursement.

\$0.25 per mile

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) in the Student Activities Office, as the 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. Entertainment

If you expect your event to cost more than \$1,000.00, please contact Student Activities at least 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, and the production is relevant to the club mission.

2. Rights for Club Productions

Production rights will only be funded after the club has confirmed space on campus at a time that does not conflict with other events. Refundable fees are expected to be returned to the SAFC, if the equipment is damaged or lost, the SAFC will require the refundable amount from the responsible club member(s).

3. Concerts and Performers

A request for concert or performer (including musicians, comedians, actors, etc.) 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 Student Activities staff. Contact the E-Board and WBOR for co-sponsorships. The SAFC will not fund student performers.

The SAFC encourages collaboration with other funding sources: College Houses, academic departments, Office of Multicultural Life, Office of Religious & Spiritual Life, SWAG Center, Lectures & Concerts Committee, etc.

Typically between \$500 and \$1,500

4. DJ Policy

The SAFC may fund DJs up to \$600 per year per club. Club leaders are encouraged to negotiate with the performers to accommodate this cap.

Certificates of Insurance for bands, DJs, etc. are required to perform on campus. These policies need to list Bowdoin as additionally insured for \$1,000,000. Most performers may already have a policy, but if your club comes across one that doesn't, you can purchase a day policy. Policies can range from \$200 - \$1,000 depending on the size of the event.

5. Decorations

The SAFC may fund up to \$75 for decorations for an event space. If the event is estimated to have greater than 75 Bowdoin student attendees, then the SAFC can choose to fund more decorations at its discretion.

6. Films

Check with Student Activities whether the film can be uploaded to Polarflix. Otherwise, groups must obtain a public viewing license for all films shown on 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.

7. Tickets

Clubs may require tickets for entrance to an event, with the tickets made available at the Smith Union Info Desk in advance. However, clubs cannot charge for tickets for Bowdoin students. If clubs charge for tickets for non-Bowdoin students, the funds raised will be returned to the SAFC.

Clubs may charge for an event if fundraising for a cause relevant to the club's mission. Prior approval from the Director of Student Activities, Nate Hintze, is required.

IV. Food

If your organization is using Dining Services to cater an event, you must meet with Dining prior to submitting a budget request through SAFC. Use the Dining Student Catering Guide for additional information. A comprehensive breakdown of all Dining costs must be provided.

1. Semester Meeting Snacks

The SAFC may fund \$50.00 of snacks for general or special club meeting purposes.

If a club has more than 40 active members, they can request a snack budget of \$100, twice a year.

2. Meals During Travel

Student groups may transfer board to receive a boxed meal or a meal subsidy from Dining Services while traveling. The SAFC will provide a Board Transfer Request form that must be submitted to Dining Services at least one week in advance of the date(s). The SAFC will supplement the board transfers to a total of \$8 per person for each Bowdoin meal missed.

\$8 per person per meal (including board transfers)

3. Board Transfers (Meal Subsidies)

Board transfers can occur up to twice per year unless Alison Cyr (acyr@bowdoin.edu) gives a club special permission. The SAFC will provide a Board Transfer Request form. After meeting with the SAFC, all participating students' ID numbers will be required at least one week before the event for the Board Transfer to be approved by Alison Cyr.

\$2.60 for breakfast, \$3.50 for lunch/brunch, and \$3.95 for dinner

4. Meals with Campus Guests

The SAFC may fund an on-campus meal in Thorne with a campus guest, plus faculty if appropriate. For meals purchased under a club's project code, the rates are as follows.

\$8.25 for Lunch and \$10.50 for Dinner

5. Banquets

For non-competitive clubs that do not travel off-campus overnight, the SAFC may fund one Banquet or one Retreat per academic year. For Overnight Retreats, see Section VI. 2. A banquet is defined as a meal only for club members, not necessarily related to the club mission. The SAFC may fund one banquet per club per year. For this banquet, the SAFC will supplement board transfers up to \$8.00 per person. The SAFC reserves the right not to fund a banquet, prioritizing clubs that have been active during the year.

7. First Meetings & Recruitment Events

Clubs hosting a first meeting or recruitment event at the start of the academic year to attract new club members and promote their mission may request funds for food.

\$50 for recruitment event food

8. Event Food

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. The number of people attending the event should be considered when determining auxiliary food costs. If a club collaborates with a College House, the College House should pay for event food. Bowdoin Logs cannot be ordered as food auxiliary to an event.

Club Only Events: up to \$30 Campus Wide Events: up to \$200 Special Events (Family Weekend, Homecoming, etc.): up to \$300

V. Travel

1. Vehicle Travel

The SAFC expects student organizations to use the most cost-efficient form of travel. The SAFC will fund vehicle travel (mileage 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 their 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 these vehicles. The SAFC will not reimburse students if they use personal funds for College Vans. To reserve a van fill out the Facilities Vehicle Request form.

Two van-certified drivers are required to take out any college vehicle. The SAFC requires that the names of the van-certified drivers be listed on the budget request form. The SAFC strongly encourages that at least one backup van-certified driver be listed as well. Requests for emergency travel costs that emerge as a result of van-certified driver cancellations will be approved only in extenuating circumstances.

You must reserve a Van before receiving SAFC funding to ensure its availability, with the option of canceling it later if funding is not granted.

b. Student Vehicles

Students may receive gas compensation at a rate of \$0.25 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 Traveling

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

2. Parking & Toll Charges

The SAFC may cover the cost of parking if no free option is available. The SAFC may also cover the cost of toll charges as necessary.

3. Other Forms of Travel

Plane tickets may be funded under special circumstances on a case-by-case basis for Leadership Conferences only. Bus or train tickets booked without ample time to the date of departure, thus incurring a price premium, may not receive funding from the SAFC. However, the SAFC is willing to work with clubs if transportation costs increase unexpectedly after a budget allocation.

4. Hotels & Accommodation

If possible, events should always be scheduled to allow you to return to Bowdoin for the night and prevent the need for lodging. If this is not possible, please explore all cost-free options for lodging with family, friends, or alumni. If necessary, the SAFC may fund the most cost-effective lodging for students when they are traveling to or from events (only in extenuating circumstances will the \$119 guideline be exceeded). Airbnb accommodation will only be considered if approved in advance by the Director of Student Activities, Nate Hintze. Furthermore, the total cost of Airbnb must be less than the guideline amount for hotel funding or less than the cheapest

available hotels. Club leaders should check with the Airbnb host in advance of the SAFC meeting whether groups of college students are permitted to rent the accommodation.

\$119 per room per night (including tax and fees), assuming four people per room.

VI. Conferences, Tournaments, and Retreats

Students looking to go on retreats and attend conferences paid for by the SAFC may not miss class to do so. In extenuating circumstances, club leaders may consult their faculty advisor, who may represent their cause to the rest of the faculty.

The SAFC will not fund events that occur over break (when classes are not in session and housing is closed). Exceptions include the weekend of Fall Break, the weekends at the start and end of Spring Break, and the last weekend of Winter Break. Exceptions may be made, at the SAFC's discretion, for a tournament as part of a club's league. In such an instance, the event will be funded following regular guidelines – transport leaving and returning to Bowdoin, meals only when the board plan is active, cost-effective hotels, etc.

Under-represented student groups should contact their affiliated offices (e.g. Office of Multicultural Life, Office of Religious & Spiritual Life, and SWAG Center) for conferences, as these offices are now responsible for such funding.

1. Club Bonding Activities

Each non-competitive club can access up to \$500 per semester for club bonding on or off campus. It is up to the Club Leaders to spend the bonding activity funds on transportation, cooking events, crafts, tickets, or other general bonding events.

2. Overnight Retreats

For non-competitive clubs that do not travel off-campus overnight, the SAFC may fund one Banquet or one Retreat per academic year. For Banquets, see Section IV. 6. A retreat is defined as an off-campus overnight club-bonding event only for club members, related to the club's mission. The SAFC will not fund hotels for retreats. Retreats are usually held at the BOC Cabin or the Coastal Studies Center. The SAFC may fund vans and board transfers. Other costs may be covered at the discretion of the SAFC.

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.

Up to \$500 for registration fees for up to 12 club members

4. Competitive Conferences

Games or tournaments required for participation in the team's league will be prioritized over extra league games or tournaments. The SAFC can pay for registration, lodging, and travel (not flights). The SAFC will make funding decisions relating to other components of the budget in line with current guidelines.

5. Hosting Conferences

The registration fees charged to non-Bowdoin teams should cover the costs associated with hosting a conference for non-Bowdoin teams. The SAFC may fund the cost of food for necessary campus guests (e.g. judges, referees, etc.) who are essential to the success of the conferences.

\$10 per necessary campus guest per meal, up to a maximum of \$200

6. Club Sports' Seasons

The SAFC will only fund club sports within their season as specified by the Chair of Student Organizations at the time of their charter.

VII. Equipment and Gear

The SAFC will not fund gear that is already freely available for students to use on campus (e.g. in the Buck Fitness Center, Buck 3rd Floor Facilities). Furthermore, the SAFC cannot fund gear to be kept by individual club members, gear to be freely distributed to the campus community or public, or any type of 'giveaways'. In the event of a global pandemic, the president of the BSG retains the right to lift these restrictions on the funds allocated to the BSG in order to increase student engagement.

1. Justification

a. 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.

b. Uniforms essential to the 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.

c. Gear essential to the 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.

When food is an integral part of a club's mission, food/ingredients will be considered as gear and may be funded at the discretion of the SAFC.

2. Storage and Usage Policy

When requesting funding for equipment, please organize suitable storage for the equipment in advance. This should clarify where the equipment will be kept and if it will be available to all student organizations or solely to your organization. Keeping gear in personal residences is not acceptable for club storage. If you need assistance finding storage space, please contact the SOOC Chair, Brian Ou (bou@bowdoin.edu).

3. Liability and Accountability

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. If rented equipment is lost or damaged, the cost must be covered by the responsible club member(s) before further SAFC funding can be approved for the club. The SAFC has the right to not fund gear that was requested and allocated the previous year but never purchased by the club.

4. Organization Paraphernalia (T-Shirts, 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.

An exception will be made for paraphernalia such as stickers, badges, and buttons that either advertise an important service for the campus community or act as part of a wider awareness campaign (not a single event or program).

VIII. Publications and Media

1. Licensing & 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 that are distributed on the Bowdoin campus only. The number of copies printed will be determined on a case-by-case basis.

3. Printing

The SAFC may fund publications that are relevant to the club mission up to four times per year unless the club's charter states otherwise. The number of editions may be maximized by considering multiple printing companies, and adjusting page numbers, paper type, binding style, and color.

\$2500 per year for all editions

4. Websites & Software

Clubs should work with IT Services to set up a WordPress website at no cost. Similarly, clubs should enquire about software downloads that are available for college and personal computers. In exceptional circumstances, the SAFC may fund website maintenance costs and computer software (either one package available to all club members or individual packages for club leaders only). The SAFC will not fund additional Cloud storage as Bowdoin Outlook services provide up to 1 terabyte of hard drive storage per student

IX. Expert Instruction and Coaches

The SAFC reserves the right to request attendance sheets from practices/sessions with instruction in order to determine if the number of participants justifies the expense of the coach or expert instruction.

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 spend up to \$100 per week on instruction costs. If necessary, Assistant Coaches may be paid up to \$50 per week. If the coach is classified as a Bowdoin Casual Employee, the hourly wage is \$15 per hour, which cannot be changed.

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 its coaching fee, the SAFC will consider allocating higher coaching fees.

Up to \$100 per week (plus up to \$50 per week for the assistant instructor), for a maximum of 10 weeks

2. Workshops & Non-Weekly Instruction

The SAFC may fund non-weekly instruction if the instructor fees are reasonable.

Typically \$100 per hour

3. Student Deposits

For workshops, conferences, and events that benefit the individual participants (e.g. career preparation, interview practice, etc.), students will be expected to pay a \$30 refundable deposit to secure their place and demonstrate commitment to the event. Failure to attend the event will result in the loss of the deposit.

X. General Policies

1. SAFC Funding Guidelines

The SAFC guidelines are not fixed rules, and all values listed are approximations. **The SAFC withholds the right to make funding decisions at its discretion.**

2. SOOC Guidelines Policy

If a club is in violation of the SOOC Guidelines, the SAFC has the right to withhold funding until the club has settled the issue with the SOOC.

3. General Funding Policy

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

4. SAFC Voting Policy

The six voting members of the SAFC are the four Class Council Treasurers and the two At-Large Representatives. The Chair of the Treasury only votes as a tiebreak. If an SAFC member is a SOOC-listed club leader, they must abstain from votes pertaining to budgets for their club (they

may participate in deliberation, but must make it known to the SAFC that they are a SOOC-listed club leader beforehand).

5. Funding Requests & Reimbursements

All budget requests must be submitted to the SAFC at least two SAFC meetings in advance of an event. Itemized requests must be as detailed as possible (please provide links to costs). All funds must be requested and approved by the SAFC before being spent. The SAFC cannot fund reimbursements. The SAFC cannot reimburse the use of printing credits or PolarPoints.

6. Financial Aid

The purpose of the SAFC budget is to fund clubs for the benefit of students, not to fund students directly. The SAFC budget cannot be used as financial aid for individual students, however, the SAFC acknowledges that there are unique situations where students need to have access to financial aid for club purposes. In this instance, the student or club leaders should speak with the Director of Student Activities.

7. 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. Some clubs on Operating Budgets may be granted exemption during the request process.

8. 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 that 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. The SAFC will audit all operating budgets at the end of the fall semester.

The Bowdoin Student Government, which may return to the SAFC throughout the year to request funding for new initiatives and projects, is exempt from this rule.

9. Fundraising & Donations

See the Bowdoin Code of Community Standards and the Student Activities Club Leaders Manual for Fundraising Policies and Guidelines. The SAFC does not fund prizes, and it cannot allocate funds that are going directly to charitable organizations. If the Director of Student Activities approves a fundraising event (for a charitable cause or organization), the SAFC may

fund necessary materials for the event if the amount raised will significantly exceeds the SAFC allocation.

10. Membership Fees

No club can charge formal or informal membership fees to club members. This means there cannot be an individual financial cost for any Bowdoin student in order for them to be full, including members of that club.

11. Co-sponsorships:

In order to receive funding for a co-sponsorship, all parties involved must be an integral part of the planning process of the event (choosing the speaker/performer, making posters, coordinating logistics, etc.). The event must be relevant to the mission of all co-sponsors.

12. Non-S AFC Funding:

The SAFC asks that all sources of outside funding (i.e. academic departments, SWAG, Student Center for Multicultural Life, etc.) be finalized and given to the SAFC prior to the committee's deliberations. If outside funding sources are not finalized at that time, a decision on the request will be delayed.

13. Budget Request Submission Format

The SAFC will postpone a budget request if the request is not submitted through proper formatting (Excel or Google Sheets) through CampusGroups by midnight on the Friday prior to the next meeting. Itemized lists must be included in the request to avoid delays in funding.

14. Virtual SAFC Policy

If the college is in a state of remote learning, the SAFC will continue to fund student clubs and organizations as it would if the school were not in a state of remote learning. All budget requests made while in a state of remote learning must be in accordance with the SAFC Guidelines. As always, the SAFC withholds the right to make funding decisions at its discretion.

In the event of a global pandemic or other global crisis, the president of the BSG retains the right to lift such restrictions and provide funding to increase student engagement.

