

The Student Government

Exploratory Committee on Programming Facilitation

2013-2014

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*Mission*

The Exploratory Committee on Programming Facilitation (ECPF) was responsible for reviewing Student Government’s current policies and procedures for the facilitation of Lafayette campus programming. The mission of the ECPF was to recommend a comprehensive reform of the current budgeting, scheduling, and managing of student programming facilitation to The Student Government.

*Procedure*

The ECPF was compromised of seven members of the Student Government. It conducted its business primarily over the winter interim, over which time members reviewed and assessed the programming policies and procedures at Lafayette. The ECPF also explored and reported on other models of campus programming across similar liberal arts colleges, in great depth and detail. Finally, the ECPF convened at the end of interim to compile its findings and recommend new policies to the Lafayette Student Government for adoption. The committee met for a total of 36 hours over three days, ultimately producing the assessments and recommendations given below.

*List of Schools Reviewed*

Lehigh University

Loyola University Maryland

Bucknell University

American University

United States Military Academy

Holy Cross University

Colgate University

United States Naval Academy

Amherst College

Bowdoin College

Colby College

Connecticut College

Hamilton College

Middlebury College

Trinity College

Tufts University

Wesleyan University

Williams College

Haverford College

Brown University

Columbia University

Cornell University

Dartmouth University

Harvard University

Princeton University

Yale University

University of Pennsylvania

Skidmore College

Union College

***Assessment of Lafayette’s System***

The members of the ECPF broke down Student Government’s current facilitation of clubs into three areas: Starting and Thriving as a New Organization, Community Outreach and SG Accessibility, and Organization Funding and Budgeting.

The conclusion of the ECPF’s report is that our system is not broken, but can be improved. By addressing each issue listed below, the ECPF believes the Lafayette community would be better served, now and in the future. Please see the identified issues listed below.

*Starting and Thriving as a New Organization*

* New Organizations, upon activation, are left to navigate policy and how to take further action as an organization on their own.
* To start an organization, a constitution and 20 signatures are required. The 20 signatures is meant to be demonstrative of genuine student interest, but any student will sign a start-up list
* Organizations have varied levels of communication with Student Government and the office of Student Involvement. Some clubs are always in contact, most are not and consequently hard to reach if need be

*Community Outreach and SG Accessibility*

* Student Government documents are redundant and confusing. It is difficult to tell which document to consult when looking to learn information
* Website is outdated, misorganized, and overall inaccessible

*Organization Funding and Budgeting*

* Clubs are limited with their funding. Clubs must work within their means, and sometimes are unable to receive funds for what would be successful events, because resources for them are limited. At the same time, clubs throw end of the year parties to use up the surplus they find themselves with, as a result of some failed/unattempted program that was asked for the year before
* Organization events take place on the same day. There is no shared space for students to consult about available times to program. In theory, Student Government is spending double on certain days which results in half attendance at each event.
* Club officers, before transitioning for the next year, craft their vision for the future of the club, which they outline in their annual budget request. Then, once the club has transitioned, new club officers are not always fully cognizant of the plans agreed upon by the last board. This causes messy transitions and is the source of a great deal of miscommunications.

***Recommendations***

After determining and considering the issues listed above, the ECPF moved to address as many of these concerns as possible. While some solutions are simple, others are more transformative. Please see the solutions below, which correspond with the bulled concerns listed above.

*Starting and Thriving as a New Organization*

* New Organizations, upon activation, will receive a basic, easy to process packet, to help teach them about the options available to them and the policies they must adhere to. (Appendix A : “Running a Successful Club 101”)
* To start an organization, a constitution and an exec board will be required. The exec board will show Student Government genuinely interested members, if only a few. (An idea derived from Amherst College) (Appendix B: “New Exec Board”)
* Exec boards will now include a “Program Chair” as well, who will serve as the primary contact between the Office of Student Involvement and the student organization. (An idea derived from Amherst College and Columbia University) (Appendix B: “New Exec Board”)

*Community Outreach and SG Accessibility*

* Student Government documents have been consolidated. This is now only one document for budgeting information and policy, complete with all of Student Government’s policies and expectations. This document is to be used in conjunction with Appendix A (Running a Successful Club 101) to give two options for understanding policy: a dense document and a simple document. (Appendix C : “Student Government Budget Policy Guidelines”)
	+ Worth noting within the comprehensive budget guidelines packet is a “Policy Exemptions Clause” which allows for Student Organizations to appeal any policy with an asterisk (\*) to Student Government for an exemption. Exemptions are given for extenuating circumstances and are meant to empower Student Organizations. (An idea derived from Bates College)
* The Website has had some major changes, and will continue to be updated upon adoption of the proposed changes of this document. Please visit <http://sites.lafayette.edu/stugovt/> to see the progress and Appendix D for the intended structure. (An idea derived from Bucknell University) (Appendix D : Website Structure)

*Organization Funding and Budgeting*

* To counteract the limiting of funds for reasonable requests, the ECPF recommends that organizations that host on-campus programs not be funded for those events annually but on a rolling basis request system (see third bullet for more information). (An idea derived in part from University of Pennsylvania, Bowdoin College, American University, and Colgate University.
	+ Those groups that program on-campus will receive only their operating costs, such as the marketing for the overall club, by completing a new qualtrics survey. This does not affect clubs that program off campus such as club sports, which will continue to be funded annually. (Appendix E : Basic Annual Budget Qualtrics Design)
	+ Contained within the Basic Annual Budget is a provision soliciting comprehensive descriptions of activity from each organization. This will allow Student Government to compile an Organization mission database for prospective students and interested members of the Lafayette community. (An idea derived from Middlebury College)
	+ New clubs can receive basic yearly budgets by completing a similar form as well. (Appendix F : Emergency Annual Budget Qualtrics Design)
* To counteract the cross-scheduling of club events, clubs will now, before receiving money from Student Government, register their event with Student Government, at which time Student Government will confirm or deny the date of the event and prevent over-scheduling. Exceptions can be made, especially in the case of multiple events which draw from distinctly different demographics. The calendar of student events will be maintained by Student Government on the Student Government website. (An idea derived and subsequently improved upon from Lehigh University)
* To give the current leaders of a club the necessary freedom to craft their own vision and direction for their club, the ECPF recommends that on campus events be funded on a rolling basis budget system.
	+ Organizations will fill out qualtrics surveys requesting the funding and date of their event on campus. Organizations will not be limited to a specific numbers of requests, and may program as many events as they seems fit, and by extension can receive as much money as is necessary (a point in response to the first bullet). (An idea derived from Bowdoin College) (Appendix G : Program Event Request Form)
	+ After each event, the host organization will complete a post event qualtrics survey assessing their event. This exercise will imbue within our Student Leaders the importance of assessment and evaluation to improve their events moving forward, and give Student Government an idea of how well the event went. (An idea derived from Colgate University) (Appendix H : Post Event Qualtrics Survey)

***Conclusion and Student Leader Learning Outcomes***

With the adoption of the ideas listed above, the ECPF believes that Lafayette’s Student Body as a whole will benefit greatly. Student Leaders will be held more accountable and likewise be rewarded more for successful planning and organizing. Student Leaders will also have a greater degree of immersion with Student Government and the Office of Student Leadership, which we hope will result in a more engaging and involved community. Lastly, student ideas and initiatives will be able to be supported more so than in years past, due to new direction of funding. Overall the ECPF believes the ideas above will enhance every student’s collegiate experience here at Lafayette.

Thank you for your time.

Remaining Timeline:

**Email Student Leaders:** Thursday, Feb. 27

**Student Forum**: Monday, March 3 (4:15 & 7:00 pm)

**Student Gov Deadline**: Thursday, March 6

Appendix

\*Some of the formatting of the documents below has been skewed. Documents are not final until passage by Student Government. Several documents still require work, though all are near completion, if not completed.

1. Running A Successful Club 101 (Pages 7-11)
2. New Exec Board (Page 12)
3. Budget Policy Guidelines (Pages 13-20)
4. Website Structure (Pages 21-22)
5. Basic Annual Budget Qualtrics Design (Pages 23-25)
6. Emergency Annual Budget Qualtrics Design (Page 26)
7. Program Event Request Form Qualtrics Design (Pages 27-30)
8. Post Event Survey Qualtrics Design (Page 31)



Running a Successful Club 101

Budget

1. **Basic Annual Budget**
	1. Every spring, a club submits a Basic Annual Budget, which can be found on the Lafayette Student Government page
	2. All Student Government-recognized organizations will receive an email notifying them of this process
	3. This money is for the basic, day-to-day functions of the club, not for on campus events
2. **Emergency Annual Budget**
	1. Funds that are requested under extenuating circumstances
	2. These circumstances generally relate to new clubs that do not have Basic Annual Budgets and requests that do not fall under the event category
3. **Program Event Request**
	1. Requests for these funds may be made by any recognized organization at any point in the year for an event or program on campus.
	2. This form can be found online and must be completed and submitted two weeks before the event
	3. As opposed to our past system, this allows clubs to be unrestricted in regards to event requests; the club is not bound by any monetary limit

Food

**A. Food Options**

1. Food must be purchased through Bon Appétit or through any of the vendors approved by Lafayette College
	1. Bon Appétit Catering Guidelines: <http://lafayette.cafebonappetit.com/content/uploads/sites/306/2013/08/Formated-Catering-Guide.pdf>
	2. Online Catering: <https://lafayette-catering.catertrax.com/index.asp>

b.) Funds cannot go towards the purchase of alcoholic beverages

Calendar

1. All club events will be posted and updated weekly
2. Make sure to check the calendar before deciding the date of your event to avoid conflicts with other organizations
3. Priority is given on a first come, first serve basis

Transportation

1. Vehicles must be acquired through Enterprise rental services, as approved by Lafayette
2. Review the College’s Transportation Procedures which are online
3. Submit the Driver Approval Request Form. Be sure to sign AND have your student group Advisor or Department Head sign the form before forwarding it to Room 316 in Markle Hall
4. The review process generally takes ten business days
5. Complete the Student Driver Quiz
6. All of this material can be found in the Finance & Administration tab of the Lafayette College website

Room Reservation

1. All room reservation requests are submitted to the Online Facility Reservation System
2. Log-in credentials are your Lafayette Network ID and password
3. If you have any problems, contact reserve@lafayette.edu
4. Some spaces may require permission from the Office of Student Life

Work Orders

1. If your event requires set up materials/equipment that are not in the room where you are hosting the event, you may require a work order
2. You will need to place the work order at least 7 days prior to the event
3. To receive help with a work order, contact the Office of Student Life Programs

Retaining Members

1. It is the responsibility of the Executive board to hold scheduled meetings on a consistent basis
2. Delegate responsibility to members

Advertising/Marketing

1. Clubs can determine between $20 or $40 allocations for general advertising/marketing in their Basic Annual Budget
2. Reprographics and Bulk Mail services are provided in the basement of Marquis

Equipment/Uniforms

1. All equipment purchased on behalf of your club must be kept with the club. Items are not to be purchased with Student Government funds for personal use and ownership.
2. If your club wants to have uniforms, those uniforms must stay with the club and not be kept by organization members.



Organization Officer Update

Form

 Name of Club/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 President:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Class Year Email

 Vice President:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Class Year Email

 Treasurer:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Class Year Email

 Secretary:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Class Year Email

 Program Chair:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Class Year Email

 Advisor:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Class Year Email



**2014-2015**

**BUDGET POLICY**

**& GUIDELINES**

**FOR STUDENT GOVERNMENT RECOGNIZED ORGANIZATIONS**

TABLE OF CONTENTS

I. GENERAL PROVISIONS & REGULATIONS 3

II. SPECIFIC FUNDING POLICIES 3

A. EQUIPMENT & UNIFORM POLICY 3

B. FOOD POLICY 4

C. HOTEL & ACCOMODATION POLICY 4

D. CONTRACT POLICY 5

E. TRANSPORATION POLICY 5

F. GIVEAWAY & RAFFLE POLICY 5

G. CHARITABLE CAUSES & GIFT POLICY 6

III. EXEMPTIONS 6

IV. ACCESSING THE FUNDS 6

V. BUDGET EVALUATION CRITERIA 8

VI. DISCLAIMER 8

1. GENERAL PROVISIONS & REGULATIONS
	1. **Non-Discrimination**

There shall be no discrimination on the basis of any arbitrary criteria, as outlined in the Student Government Constitution.

* 1. **Accessibility**

All Lafayette College students must be allowed to participate in the event/group.

* 1. **Awareness**

A reasonable effort to advertise an event and/or group must be made. It is therefore REQUIRED, in addition to any planned method of advertisement; that an organizational event must be posted to the Lafayette College online calendar.

* 1. **Admittance Charge**

Admission fees to events cannot be charged.

* 1. **Direct Purpose**

Student Government will only fund items and activities directly related to the purpose of the organization.

* 1. **Required Records**

Every organization is expected to maintain an account book containing all revenue and expenses, subject to audit at the request of the Student Government Treasurer or Lafayette College Controller.

* 1. **Timing**

Incomplete or late budget requests will not be accepted.

* 1. ***Ex Post Facto* Funding**

There is no reimbursement for groups who spend money before receiving allocation from SBC. *Ex post facto* funding is strictly prohibited. Please plan ahead.

1. SPECIFIC FUNDING POLICIES
	1. **Equipment and Uniform Policy**
		1. New or used equipment or furnishings (such as sports paraphernalia, sound equipment, etc.) must be recorded as inventory in the organization’s records, and is the organization’s responsibility to maintain.\*
		2. Club sports should contact Recreational Services before requesting equipment due to possible storage, planning, liability, and cost review.\*
		3. Uniforms purchased on behalf of a club are to be held in inventory and remain with the club at the conclusion of the year. Uniforms are not for individual members to keep beyond the use of club activity.
		4. The purchase date for equipment and uniforms should be documented. \*
	2. **Food Policy**
		1. Requests for food will be considered on the basis of their merit under either of the following two definitions:
			1. Significant Addition: The omission of food would significantly alter the nature of the event.
			2. Integral to the Event: The omission of food would make holding the event impossible.
		2. If a group chooses to invite a speaker or guest of the college to a meal, funding will be considered for the speaker only. Students who wish to accompany the guest are expected to pay for their own meals. All just requests must be preapproved by the SBC.\*
		3. Student Government funds may not, under any circumstances, be used for the following:
			1. The purchase or promotion of alcoholic beverages.
			2. Dinners or parties solely for the entertainment of members of the organization.
			3. Meals for off-campus trips.\*
		4. Food for general body meetings will not be funded. However, an organization may apply for funds through a Program Event Request for food at an introductory meeting to solicit new members. \*
		5. If a club or organization would like to obtain food for an event, they are herby requested to consult and are required to follow the procedures outline in the “Lafayette College Policy on Food and (Non-Alcoholic) Beverages”.
	3. **Hotel and Accommodation Policy**
		1. All teams going on their respective league, division, or other inter-collegiate competitive events can receive hotel funding for up to $150.00 per night per room (4 persons per room). These guidelines also apply to students attending conferences and similar trips, at the discretion of the Lafayette College Student Government.\*
		2. Additional funding will be considered if gender specific accommodations are requested.
		3. All other club related accommodation expense, not aforementioned, will be assessed on its merits, necessities, and overall cost.
	4. **Contract Policy**
		1. All organizations that choose to hire a coach, instructor, contract agent, presenter, or lecturer must have all salaries and credentials approved by the Office of Student Life Programs or Recreational Services Department, respectively, and MUST notify and SBC.
		2. Students may not sign contracts with third party agents; all approval should go through the Office of Student Life Programs. All instructors and coaches must have the paperwork (i.e. Forms I-9, W-4, etc.) filed with Lafayette College in order to be paid.
	5. **Transportation Policy**
		1. Students should not use personal vehicles for official college business (departmental or club/organization programs). The college cannot assume liability for students who use their own vehicles.
		2. Reimbursement for rental vehicles, gas, tolls, and parking will be provided only if Enterprise rental vehicle(s) were used.
		3. Transportation for speakers or guests of the College will be funded within reason.
	6. **Giveaway and Raffle Policy**
		1. Please see the Student Organization Guide for information on the Cash Prize and Gift Card Policy, as well as Fundraising / Games of Chance Policy.
		2. Under Pennsylvania State Law, Games of Change are illegal without a license.
		3. When considering designs/logos for giveaway t-shirts, it is imperative to consider whether any picture or statement could be deemed as offensive, obscene, or indicative of harassment towards others.
		4. Giveaways may occur only at registered events, not general body meetings.\*
	7. **Charitable Causes and Gift Policy**
		1. Under no circumstances may Student Government funds be donated to any outside source.
		2. Recognition gifts such as plaques or certificates to organization members should be limited and only presented in special circumstances.
2. EXEMPTIONS

Aforementioned policies denoted with an asterisk may be appealed. To appeal a policy, please contact the Vice President of Student Government with sufficient time to review your claim.

1. ACCESING THE FUNDS
	1. There are two types of accounts that organizations may have to manage their money: Student Government Accounts and Restricted Accounts.
2. **Student Government Account:** All Student Government allocations are held in the Student Government account. Every club receives a SG account upon receiving recognition. SG funds are allocated on a rolling basis throughout the year through Program Event Requests and may only be used for items approved through the budget process. An organization’s budget is effective **July 1 to June 30**. Any remaining money in an organization’s SG account will lapse into the SG General Account.
3. **Restricted Account:**  Recognized clubs and organizations who engage in fundraising, collect dues, receive donations, or otherwise raise money outside of the SG budget allocation process may maintain those funds in a Restricted Account, to separately manage such organization finances.

*NOTE: As stated in the Lafayette College Student Handbook, “organizations are not permitted to hold accounts with outside forms without the expressed permission of the Director of Student Life Programs”.*

* 1. There are three established measures for acquiring funds from Student Government: Program Event Requests, Basic Annual Budgets, and Emergency Annual Budgets.
		1. **Program Event Requests**: Recognized organizations may place Program Event Requests to receive funding for their on-campus programs. Organizations may make as many Program Event Requests as they wish. Each request should be submitted two weeks prior to the expected event date. Event requests may be placed through an online submission on the Student Government site.
		2. **Basic Annual Budgets**: Recognized organizations may request basic Annual budgets in the spring every year to cover the costs of regular club activity. This does not include on-campus programs, but rather supplies, national organization fees, and trips away from campus. Basic Annual Budget requests can be made via online submission on the Student Government site.
		3. **Emergency Annual Budget**: Recognized organizations may request an Emergency Annual Budget in extenuating situations. Extenuating situations include not having a chance to request a Basic Annual Budget due to founding a new club within the last year, and any other unforeseeable emergency expense at the discretion of the Standing Budget Committee.
	2. Purchase Orders or Vouchers may be obtained through the Office of Student Life for the purpose of making transactions through approved vendors. All Purchase Orders must be submitted along with the appropriate receipts. To avoid any inconvenience, the Office of Student Life Programs should be notified at least two weeks before all purchase orders are submitted.
	3. Student use of personal funds (debit, credit, cash, checks, etc) is discouraged. Students will not be reimbursed for Sales Tax.
	4. Club money does not carryover from year to year.
1. BUDGET EVALUATION CRITERIA

**Factors Budget Committee may consider when calculating budgets:**

1. How large is club membership?
2. What is the expected longevity of this club?
3. How often does the club meet? What is usual attendance at these meetings?
4. How many events did the club program last year? Were they well attended by the campus community?
5. Were any of the club’s events co-sponsored? Did the club co-sponsor events of other clubs?
6. Has the club effectively marketed its events?
7. Does the club require its members to pay dues?
8. Does the club fundraise for any of its events or purchases?
9. How well researched and detailed is the club’s request?
10. Did the club attend the Budget Preparation Info session?
11. DISCLAIMER

*Lafayette College Student Government reserves the right to freeze an organization’s funds in instances of violation of Student Government policies, abuses of funding, and/or an organization’s violations of student handbook policies. Lafayette College Student Government further reserves the right to subject any organization suspected of violating Student Government policies, abusing funds, and/or violating the student handbook policies to a budget hearing, which could result in sanctions as severe as the loss of recognition of an organization.*

Website Changes

By Tabs:

1. Committees
	1. Student government committees (instead of all standing committees tab)
		1. Revised student government roles .doc
	2. Student Faculty Committees
		1. Student faculty application, with descriptions after
		2. Delete all the names
	3. Student Budget Committee
		1. Update representatives and time (Wednesday at 7)
		2. Delete classification
		3. Delete forms b/c they are now tabs elsewhere
2. Budget
	1. Program Event Request
		1. Calendar
		2. Qualtrics survey
	2. Post event survey
		1. Explain with link to qulatrics
	3. BAB- contains EAB
		1. Link to qualtrics for both BAB and EAB
		2. Explanations for both
	4. Budgeting Guidelines
		1. Post on page with link to document
	5. Standing BC
		1. See first 1.c.iii
3. Student Organizations
	1. Organization Events Calendar
		1. Qualitrics with PER
	2. How to start a club
		1. New clubs at laf .doc
		2. Officer form on this page
		3. Sample constitution
	3. Running a successful club 101
	4. Organization
		1. Hyperlinks with contacts
4. Representatives
	1. Position descriptions
	2. Member profiles
	3. Get connected
5. Elections
	1. Keep the general explanation, add these questions
		1. When are the elections
		2. Who’s allowed to vote and for whom
		3. Can I still be involved if I’m not elected
6. About Student Government
	1. Stu gov constitution included at bottom
	2. “about” taken from current home page

Edits, might not be necessary to look at, but helpful

1. Update representative page
2. Starting an organization
	1. Delete and upload our packet (New clubs at laf)
	2. Links to sample constitution
	3. Remove block/stu gov constitution moved to somewhere else
	4. Add how to run a successful club 101
3. Budgeting Guidelines
	1. Delete and upload what maddy worked on (budget guideline policy)
4. Planning event
	1. deleted
5. Organizations list
	1. No more block budgets/leadership change
	2. Change/update president
6. Standing committees
	1. Delete, upload w/ updated stuff
	2. “officer roles” (ECPF Revised student government roles)
	3. this is now position descriptions
7. Standing budget committee
	1. Update representatives/time (Wednesday at 7)
	2. Delete classification
	3. Move forms to more appropriate place
8. Student faculty committee
	1. Don’t need names
	2. Application first with timeline of application, then descriptions
9. Forms (tab deleted)
	1. Remove IAGL
	2. Student faculty form moved to SFC tab
	3. Supplemental deleted (budget stuff is already placed elsewhere)
	4. Delete food and alcohol
	5. Delete leadership change form
10. Delete All Reply Boxes

QUALTRICS FOR BASIC ANNUAL BUDGET

Please complete this form accurately, and provide all documents requested. Any misleading statements and entries will affect our evaluation of your budget request and may affect the initial budget allocation for your club/organization. Your executive board and advisor should review this survey before submission.

1. Club/Organization Information

Name of Club/Organization:

Email of Contact Person:

Account Number:

Current Balance in Student Government Account:

Current Balance in other Outside Accounts (if applicable):

Annual Dues Collected from Members per person (if applicable):

Number of Active Members:

 First-Years and Sophomores:

 Juniors and Seniors:

Normal Attendance at Meetings:

1. Budget Information

Expected Operational Expenses 2014-2015

*Operational expenses are the funds needed for the non-programming costs of your organization. These may include expenses such as the cost of advertising your club,* ***not*** *expenses for campus events, which will be requested for separately.*

*Please compute the expected total for each category and a brief description of the itemized costs in the respective boxes below.*

 New Equipment / Uniforms

 Annual National Organization Fees

 Subscriptions

 Traveling / Accommodations

 New Office Supplies

 Printing & Advertising $0 $20 $40

 Miscellaneous (please specify)

 TOTAL Expected Expenses

Expected Income

 Dues collected from members annually

 Student Government Account current balance

 Other Account current balance

 Other funding sources (please specify)

 TOTAL Income

Summary

 Expense Total From Above

 Income Total From Above

 Expenses over Income Difference

2014-2015 Budget Request

*If this number is different than the “Expenses over Income Difference” total, please explain why.*

1. Inventory

Item Quantity in Inventory

1. Event Report

*Please summarize your club’s major events and activities over the last year in complete sentences. This description will be used for representing your club to prospective students.*

1. Additional Comments

*Is there anything else you want Budget Committee to consider?*

1. Next Executive Board

Name Class Year Email

* 1. President
	2. Vice President
	3. Treasurer
	4. Secretary
	5. Programming Chair
	6. Advisor

QUALTRICS FOR EMERGENCY ANNUAL BUDGET

Emergency Annual Budgets are to be used for extenuating circumstances. Examples of extenuating circumstances may include not being eligible for a Basic Annual Budget the previous spring, equipment malfunctions, and other unforeseeable, non-programming expenses.

1. Name of Student Organization:
2. Your name:

Officer Title:

Email:

Phone #

1. Total Amount Requested:

|  |
| --- |
|  |

1. Please Specify the nature of the Emergency Request:

|  |
| --- |
|  |

1. Please list the monetary breakdown of the request (description and amount):

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

After submitting your request, please be prepared to present this information to the Student Government Budget Committee at its next meeting. Please see the Student Government Website for meeting times.

Program Event Request Qualtrics Draft

*Laf student login*

*Unlimited submissions*

Page 1

Please fill out this event budget request survey as completely as possible. Additional details and/or more specific edits may be made at a later time.

If you have any questions, feel free to email our Treasurer, Madeleine Hart, at hartm@lafayette.edu.  Budgets must be submitted **two weeks** prior to the planned event. In order to meet with Budget Committee to discuss your proposal, the budget must be submitted by the **Tuesday night** prior to our Wednesday budget meetings at 7pm in Farinon.

**Helpful Resources for Submitting a Request**

Link to Starter Packet

Link to Budget Guidelines

Link to Event Planning Guide

**General Information:**

|  |  |
| --- | --- |
| Student Organization Name: |  |
| Date Submitted:Program / Trip Name: |  |

If this budget is co-sponsored (jointly planned) by multiple organizations, the treasurers from each club should be listed below and attend the Budget Committee meeting.

**Contact Information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   |   |   | Full Name | Class Year | E-mail Address |
| Treasurer/Leader #1 |   |   |  |  |  |
| Treasurer/Leader #2 |   |   |  |  |  |
| Treasurer/Leader #3 |   |   |  |  |  |

Page 2

Questions to consider when applying for Program Budget:

1. Are there at least two weeks before the proposed event date?
2. If you are seeking performers/professionals, have you contacted them?
3. If necessary, have you requested a room reservation and/or reserved space? (hyperlink to this: <https://ems.lafayette.edu/VirtualEMS/> )
4. If using Lafayette’s rental car services, Enterprise (hyperlink to <http://finadmin.lafayette.edu/files/2009/12/Student-Driver-Enterprise-policy.pdf> doesn’t exactly work), are your intended drivers certified through Lafayette College? (hyperlink <http://finadmin.lafayette.edu/information-for-students/student-transportation/student-driving/> )
5. If you’re requesting food for the event, have you contacted Dining Services (hyperlink to <https://lafayette-catering.catertrax.com/index.asp> ) or an approved vendor (hyperlink to vendors) for a quote?
6. Have you reviewed the calendar of events to ensure that there are no similar events on your planned date? (hyperlink to <http://purchasing.lafayette.edu/vendors/> )
7. If applicable, have you requested a work order from Office of Student Life Programs one week prior to your program? (hyperlink to <http://slp.lafayette.edu/staff/> ) Additional information on work orders can be found here (hyperlink at here using this link <http://sites.lafayette.edu/studentorgguide/eventbasics/workorders/>)
8. Do you have a sufficient strategy for advertising your event?

If you have answered "No" to any of the above questions, please make sure all relevant planning has been taken care of prior to the Wednesday budget meeting.

Request Details:

Please explain the basic purpose of this event:

Has this event occurred in previous years?

Event Details (if applicable):

|  |  |
| --- | --- |
| Time |  |
| Event Date (mm/dd/yyyy) |  |
| Location |  |
| Expected Attendance |  |

Page 3

Budget Details

If requesting a budget over $400, your club is required to attend Budget Committee and explain your request. If requesting a budget under $400, your organization will not need to attend Budget committee and will be notified electronically about your approval.

If you have a more involved budget, please upload your full expense breakdown in excel format, as well as any other documents that may pertain to the budget. Make sure that the filenames and filesizes shown are correct before continuing (to prevent faulty uploads) (attachment button)

(have to see if additional items will appear)

|  |  |  |  |
| --- | --- | --- | --- |
| Line item Costs | Line Item Name | Line Item Cost | Additional Details, if necessary |
| Item #1 |  |  |  |
| Item #2 |  |  |  |
| Subtotal |  |  |  |

Outside Funding, if any

|  |  |  |  |
| --- | --- | --- | --- |
| Line item Costs | Source  | Funding Amount | Additional Details, if necessary |
| Outside Funding Source #1 |  |  |  |
| Outside Funding Source #2 |  |  |  |
| Subtotal |  |  |  |

Total Budget Request ([Line Item Total]-[Outside Funding Total]):

|  |
| --- |
|  |

Page 4

Is there any other information that the Budget Committee should know about this event before considering allocating funds?

|  |
| --- |
|  |

Before submitting your request, please review to see if your form is complete. If so, thank you for your time; we look forward to reviewing your request in Budget Committee. Your submission will be voted on during the next Student Government meeting, and we will notify you of the result as soon as possible.

If approved, please know that your club will be expected to complete a Post Event Survey (hyperlink to PES) after your event has taken place. We encourage you to review this survey prior to your event to know what information we will be expecting.

Best of luck with your event!

Post Event Survey Qualtrics Draft

Please answer these questions with complete honesty

Club:

Title of Event:
Date held:

Overall, how would you rate your event?

(terrible, poor, fair, good, excellent—make these bubbles)

Which form of advertising do you believe worked most efficiently?

(Word of mouth, Calendar, Social Media, Posters, Other—make these bubbles)

Approximately how many people attended?

|  |
| --- |
|  |

If you would like to leave a comment, please do so below.

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