

*Georgetown Law Student Bar Association
Appropriations Committee Funding Guidelines*



Appropriations Committee 2020–2021

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ARTICLE I: GENERAL CONSIDERATIONS

Section I – Funding Philosophy

1. The Student Organization Fund seeks to enhance the quality of the law school experience at Georgetown. The Student Bar Association (SBA) aims to fund events and organizations consistent with Georgetown Law’s values, and considers the benefit to the Georgetown community when evaluating funding requests.
2. The SBA Appropriations Committee has adopted the following guidelines to promote fiscal responsibility in allocating the Student Organization Fund to student groups (the “Guidelines”). With dual goals of transparency and fairness, these guidelines are derived from a broad survey of student organizations. The SBA values continued feedback from student organizations, and shall update the Guidelines annually in order to respond to student input.
3. The SBA Appropriations Committee and House of Delegates maintain final discretion over the application of the Guidelines to each funding request.

Section II – Contacts

1. To submit funding requests or ask questions about the Guidelines, please email the SBA Treasurer at sbatreasurer@georgetown.edu.
2. For general guidance on resources available to student groups for event planning and/or policies that must be followed by all student organization members, please visit the [Office of Student Life website](#).

Section III – Amendments

1. Article V of the Guidelines may be amended by a simple majority vote of the Appropriations Committee.
2. All other Articles of the Guidelines may be altered by the Treasurer for administrative purposes or clarification.
3. When funding requests arise on issues to which this document does not provide guidance, the Appropriations Committee shall treat its regular committee votes as precedential and shall amend this document accordingly.

Section IV – Funds

1. The Treasurer and Appropriations Committee oversee the Student Organization Fund, from which student group funding shall be allocated.
2. The Guidelines govern submissions for fall semester budgets, spring semester budgets, and supplemental funding grants.

Section V – Audits, Recoupment & Rollover

1. Audits

- a) At the end of each semester, the Treasurer, in consultation with the Office of Student Life, will audit the remaining funds in each student organization account.
- b) The Appropriations Committee may request an audit of student organization spending if flagrant abuse is suspected at any time.

- c) Per Article VII, Section 4 of the SBA Constitution, a majority of the House of Delegates shall have the authority to rescind, reallocate, or re-appropriate any unspent monies in any Association account, fund, or appropriation. This provision applies to abuse of funds under this Article.

2. Recoupment of Funds

- a) All unused funds allocated by the SBA that remain in an organization's account at the end of each semester will be recouped to replenish the Student Organization Fund.
- b) At the end of the spring semester, all unused funds donated from other student organizations and/or Georgetown departments will be recouped back to the donor organization or department.

3. Rollover of Funds

- a) The Appropriations Committee encourages student organizations to pursue external fundraising. To that end, the Committee will rollover funds raised from outside sources in the form of a spring semester credit to ensure that groups are not penalized for their fundraising efforts. External fundraising includes alumni donations, firm sponsorship, and sponsorship from other outside organizations.
- b) The Appropriations Committee will also maintain a rollover account from the spring to the fall semester for funds raised through external sources. For additional information, please review the [Fundraising Request Policy](#).

ARTICLE II: ELIGIBILITY & FUNDRAISING

Section I – Eligibility

1. Official Student Organizations

- a) Student organizations approved by the Student Life and Wellness Committee and in good standing with the Office of Student Life shall be considered “official” student organizations for the purposes of these Guidelines.
- b) Official student organizations are eligible for semester budgets and supplemental funding grants.

2. Provisional Student Organizations

- a) Student organizations that are newly established or which have been re-established after a period of inactivity are considered “provisional” student organizations.
- b) Provisional student organizations are only eligible for supplemental funding grants for the first two semesters of their existence.
- c) While on “provisional” status, provisional student organizations must hold at least one significant event, subject to Section 3(b) of this Article, in order to be eligible to submit a budget request for the next semester.
- d) At the end of the first two semesters, the provisional organization must prove they have hosted one significant event under the Guidelines. The Appropriations Committee shall reevaluate the provisional status of each group in consultation with the Office of Student Life and communicate any status changes with group leaders.

3. Inactive Student Organizations

- a) Any student organization that has been previously recognized as official or provisional by the SBA but that has failed to host at least one significant event during the previous semester shall be considered inactive for the purposes of these Guidelines, unless the Appropriations Committee finds it necessary to make an exception.
 - a. Following the Office of Student Life’s policy, if the organization does not have a President or Treasurer by July 1st every year, the organization cannot receive an upfront budget.
- b) The following events shall **not** satisfy the significant event requirement:
 - i. Participating in the Student Organization Fair
 - ii. Holding a General Body or Executive Board Meeting
 - iii. Hosting a happy hour
- c) The Appropriations Committee shall take into consideration demonstrated planning of a significant event for the following semester in determining whether a student organization shall be classified as inactive.

4. Supplemental Funding

- a) In order to be eligible for Supplemental Funding, student organizations must complete Student Organization Training. This can be accessed through the Office of Student Life.
- b) Supplemental Funding Requests must be submitted to the Treasurer two weeks before the event. The SBA Treasurer and Appropriations Committee reserve the right to deny any requests received after this deadline. Retroactive supplemental funding requests will not be reviewed or approved.
- c) Supplemental Funding Requests will be considered by the Appropriations Committee.

5. Ineligible Funding Dates

- a) Generally, student organizations may **not** receive funding for events held during:
 - i. Final Exams
 - ii. Winter Break
 - iii. Summer Break
- b) In exceptional cases, the Appropriations Committee may consider funding unique events that fall during these periods. A request for an extension must be submitted to the Treasurer and the Office of Student Life.
- c) Other blackout dates not covered in this section may be included after consultation with the Office of Student Life.

Section II – Fundraising Policies

- a) Prior to soliciting donations, sponsorships, and/or fundraising sales from any entity within or outside of the Law Center, student organizations must obtain Fundraising Approval from the Office of Student Life and the Law Center’s Development Office. This is overseen entirely by these offices, not the SBA.
- b) To request fundraising approval, organizations must submit a [Fundraising Approval Request Form](#) to the Assistant Director of Student Life **before** soliciting the funds. Please submit request forms at least two weeks in advance of your event to allow sufficient time for the documents to be reviewed by Student Life and the Law Center’s Development Office. If approved, you will receive further directions on how to proceed with planning a successful fundraiser.
- c) Organizations wishing to fundraise through Bar Review programming should also contact the SBA Social Co-Chairs. The 2020–2021 Chairs are Anna Bensoussan (acb328) and John Farah (jmf343).

ARTICLE III: BUDGET REQUESTS

Section I – Purpose

The purpose of the Student Organization Fund is to:

- a. Provide opportunities for students to be involved in the life of the Law Center and provide students with a community safety net; and
- b. Provide funding for events proposed in the initial funding request that align with the organization's value statement and goals for that upcoming year.

Section II – Access, Budget Documents, and Submissions

1. Access

To access the budget documents and submission portal, visit the SBA [webpage](#).

2. Budget Documents

Organizations eligible to receive Fall or Spring Semester Budgets must submit the following documents for evaluation:

- a) **Budget Request Mission or Purpose Statement** – Please provide the Committee with your organization's mission or purpose statement in your constitution. The Committee will align the organization's purpose with what the organization plans on doing next semester.
 - a. You should include a copy of your organization's constitution in the submission.
 - b. You should include any plans your group may have to spend money remaining in your account as of the deadline for submitting the request.
 - c. Please do not try to spend remaining funds just for the sake of reducing your account balance. Good reasons for leftover funds (e.g. an event falling through or a speaker canceling) are perfectly fine if explained.
- b) **Previous Semester's Actual Expenditures** – In this part of the budget request, you will tell us how money has been spent in the most recent semester. If you are requesting funds for the Spring Semester, please focus your report on the Fall Semester's events and spending. List the expenditures for the events held point-by-point, in as much detail as possible. Although leftover funds allocated by the SBA do not rollover into future semesters, simply not spending funds will **not** be used as a basis for punishing a group. Please use the *Past Expenditures Template* located in the **Budget Submissions** folder. If any organization is unable to locate their old budget submission documents, the Treasurer has maintained all of the documents submitted by organizations going back to the Fall 2014 budget cycle. Feel free to email sbatreasurer@georgetown.edu to request a copy of your group's files.
 - i. **Due to COVID-19, previous actual expenditures from Fall 2019 will be used to calculate Fall 2020 budgets. However, please submit actual expenditures for Spring 2020 based on the events that did occur and the additional ways funds were used for our records.**
- c) **Proposed Budget for the Upcoming Semester** – This should be the most detailed of the three submissions. Using the Guidelines below, please provide line-item projections for each event. Be as specific as possible about expected attendance, dates, and costs. Please use the *Budget Request Template* located in the **Budget Submissions** folder. Please save this document as: **“ORG NAME_Treasurer/President LAST NAME_SPRING/FALL 20XX Request”**

3. Type of Organization and Type of Event

- a) When preparing your Proposed Budget spreadsheet, please categorize your organization using the list below. The SBA is committed to encouraging collaboration between student organizations and assisting in these efforts. The Committee is committed to understanding the various funding structures different types of groups may need.
 - a. Academic and Professional Organization
 - b. Advocacy and Service Organization
 - c. Affinity and Identity Based Organization
 - d. Recreational and Well-being Organization
 - e. Spiritual Organization
 - f. Other Organization

- b) When preparing the Proposed Budget spreadsheet, please categorize each type of event using the list below.
 - a. General Meetings
 - b. Executive Board Meetings
 - c. Guest Speakers
 - d. Networking
 - e. Panel Discussions
 - f. Conferences & Symposia
 - g. Social Events
 - h. Pro Bono or Service Event
 - i. Performances
 - j. Film Screenings

4. Budget Submissions

Required documents must be submitted to the [Google Form](#) provided by the Treasurer.

SECTION III – Budget Timeline

1. Submission Deadline

- a) Fall 2020 Budget Requests are due by 5:00pm on Friday July 15, 2020. Fall Budget requests will hereinafter be due the last Friday in May by 5:00 pm.
- b) Spring 2021 Budget Requests are due by 5:00pm on Sunday December 30, 2020. Spring Budget Requests will hereinafter be due the last Friday in December by 5:00 pm.
- c) Budget requests submitted after the deadline, but before the release of the Proposed Student Organization Budget, shall be evaluated under these guidelines; however, any organization submitting a late budget will forfeit its right to a budget conference and initial appeal.
- d) Incomplete budget request submissions will not be evaluated.

2. Budget Conferences

- a) Conferences are no longer required; however, each eligible organization that submits the required documentation by the deadline is entitled to a conference if requested.
- b) Conferences will be conducted by the Treasurer and members of the Appropriations Committee and will typically be scheduled within two weeks of the submission deadline.

3. Proposed Student Organization Budgets

- a) Following any requested budget conferences, the Treasurer and Appropriations Committee will evaluate each budget request individually and, by a majority vote by the House of Delegates, adopt a Proposed Student Organization Budget.
- b) The Treasurer may provide a copy of the Proposed Student Organization Budget to each student group that has applied for upfront funding.

4. Appeals Process

- a) Upon reviewing the Proposed Student Organization Budget, any group that is not satisfied with its initial funding level shall have the opportunity to submit a formal written appeal explaining the grounds upon which its funding should be altered directly to the Treasurer.
 - a. If you wish to submit an appeal, you must email the written appeal, along with any relevant materials, to the Treasurer at sbatreasurer@georgetown.edu within **two weeks** of receiving the initial budget.
- b) The Committee will reevaluate the proposed budget and the materials submitted with the appeal, and, by a majority vote, adopt a final funding level for the organization.
- c) Any group still unsatisfied with the decision can appeal again to the Appropriations Committee.
 - a. A second written appeal must be submitted to the Appropriations Committee at sbatreasurer@georgetown.edu within **two weeks** of receiving the first appellate decision.
- d) Any group who is still unsatisfied with the Appropriation Committee's decision will have the option to make a final appeal to the House of Delegates.
 - a. A final written appeal must be submitted to the Executive Board of the House of Delegates at lawsba@law.georgetown.edu within **two weeks** of receiving the Committee's appellate decision.
 - b. The written appeal will be distributed to the House of Delegates at least one week in advance of the House's meeting.

5. Final Student Organization Budget

- a) The Treasurer shall submit a Student Organization Budget to the House of Delegates for approval by majority vote by the second meeting of each semester.

6. Student Organization Transitions

- a) It is vitally important that each organization prepare and maintain an internal folder with a copy of the Guidelines, the documents submitted for previous budget submission requests, past budget spreadsheets, and any other important information that will be necessary for a smooth transition from one leadership cohort to the next.
- b) Each student organization's outgoing board should make sure to train and assist the incoming board—particularly the President and Treasurer—on how best to maintain these documents and how to submit a proper budget request based on archived documents maintained by your organization.
- c) Each student organization's outgoing board should also update the Office of Student Life with the incoming President and Treasurer's contact information by July 1st.
- d) The SBA Treasurer has access to budget submission documents for most organizations going back to the Fall 2014 budget cycle.

ARTICLE IV: SUPPLEMENTAL FUNDING REQUESTS

Section I – Purpose

The purpose of supplemental funding is to:

- a. Preserve money for groups with interesting and timely ideas for events that they did not propose in their initial budget request;
- b. Provide full funding for events that may have been proposed in a group’s initial funding request, but that were not sufficiently developed to merit full funding; and
- c. Allow newly established groups to seek program funding while they are on provisional status.

Section II – Submissions

1. Google Form

- a) To access the Fall 2020 Supplemental Request Form, use this [link](#) or access the SBA’s [webpage](#).

2. Requested Information

- a) Submissions will be required to provide the following information:
 - i. Organization Name
 - ii. Applicant Name
 - iii. Applicant Position
 - iv. Amount of Request
 - v. Date of Event
 - vi. Location of Event
 - vii. Estimated Attendance
 - viii. Fundraising & Commitments: Please indicate how much, if any, of the following resources have been made available to you for this event:
 - i. Donations from firms, alums, or other private sources;
 - ii. Donations from Georgetown student groups or administrative departments;
 - iii. Funds raised through ticket sales for this event.
 - ix. Description of Supplemental Funding Request
 - i. What type of event are you planning? See Article V of the Funding Guidelines for event categories.
 - ii. Are you collaborating with other organizations? Include groups at other schools, administrative departments, clinics, centers, etc.
 - iii. What is the goal of the event?
 - x. If you received an upfront budget from SBA, please answer the following:
 - i. What is the current balance on the account? Note: The final amount will be reduced by the remaining balance. This conforms to our policy of spending down the upfront allocation before approving supplemental requests.
 - ii. Was this event proposed in your upfront budget
 1. If yes, is there a particular need for the supplemental request?
 2. If no, has your group done this event in the past?
 - xi. Is this a capital expense request? If so, you must submit this form and wait for further communications from the Treasurer who will contact you with a request for additional information.

Section III – Timeline

1. **All Requests.** All supplemental requests should be submitted as early as possible before an event is held. The Appropriations Committee recommends that requests be submitted at least two weeks prior to the event to allow enough time for deliberation. The Committee reserves the right to deny any request.
2. **Greater than \$1,000.** Requests larger than \$1,000 must be presented to the House of Delegates for approval after the Appropriations Committee makes a recommendation for funding. The House of Delegates typically meets once every two weeks, therefore a request for funding in an amount larger than \$1,000 must be submitted at least two weeks prior to the event in order for funding to be approved in time.
3. **\$1,000 and Under.** The Treasurer will review requests as they come in and will prepare recommendations for the Appropriations Committee's approval, rejection, or revision. The Committee will review each request within three business days. Organizations should expect notifications via email, within 10 days of a submission. The Office of Student Life will be made aware of the results, and funds will be transferred to student organization accounts accordingly.
4. **Urgent Requests.** Please contact the Treasurer with any questions you may have before submitting a request, particularly with any urgent requests. Although the Committee does not generally approve of last minute requests, we understand that circumstances may arise necessitating late submissions. Funding requests submitted less than 48 hours in advance of an event will not be considered.

Section IV – Account Balance & Retroactive Requests

1. Account Balance

- a) Student organizations with \$5,000 or more in fundraising money must factor in at least 20% of those funds into the requested event before requesting supplemental funding.
 - i. Organizations with no fundraising money in their accounts and less than \$1500 in their SBA funds account will be prioritized in the supplemental funding process.
 - ii. If there are multiple organizations hosting an event, the balance calculation will be the total reserve on all organizations' accounts divided by the number of organizations.
- b) Organizations may submit supplemental requests for events where the balance in the account is not enough to fully cover the event.
 - i. The final recommended funding level for each supplemental request will be reduced by the amount remaining in a student organization's checkbook.

2. Retroactive Supplemental Requests

- a) A Retroactive Supplemental Request is a request for reimbursement for purchases made prior to seeking funding from the Committee. Retroactive Supplemental Requests will not be funded. In the rare event of extraordinary circumstances, organizations may seek prior permission from the Treasurer to amend the request after a purchase.

Section V – Reimbursement Requirements

1. Deadlines

- a) Student organizations should inform any members who incur event costs to submit reimbursement requests to the Office of Student Life as quickly as possible at the conclusion of an event. Speedy reimbursement submissions will be reflected in more accurate account balances and faster

supplemental approvals. Please do not wait until the end of the semester to submit your receipts. This should be done on a weekly basis.

- b) Reimbursement Requests must be submitted by these deadlines in order to be reimbursed:
 - a. Fall Semester 2020: December 1, 2020 by 5pm.
 - b. Spring Semester 2021: May 15, 2021 by 5pm.

2. Reimbursement Form

- a) Students must complete a Student Reimbursement Form and submit it to the Office of Student Life along with a list of attendees and all eligible, itemized receipts. The form can be found in the Office of Student Life (Hotung 3102).
- b) Students must fill in the following sections for each receipt submitted:
 - a. Transaction Date
 - b. Amount
 - c. Precise Explanation of Business Expense
 - d. Total Amount
 - e. Payment Options (choose one)
 - f. Requester – Print Name
 - g. Signature
 - h. GoCard # (starts with 8)
 - i. Date.
- c) The Office of Student Life can assist with the completion of the form by providing the proper accounts, codes, and spending categories in order for you to complete the Student Reimbursement Form.
 - a. Please note: It is possible that additional information may be required and any changes made by the University will be communicated by the Office of Student Life.

ARTICLE V: FUNDING GUIDELINES

Section I – Calculating Funding

1. First, using the funding ranges in the sections below, the Appropriations Committee will base funding levels on a per-person calculation for each of the requested line items.
2. Second, the Committee may adjust the funding level to account for any historical price points for similar events in the past or common vendors.
3. Third, the Committee will consider the location of events, past event attendance levels, organization membership, the amount of money in all accounts, and the timing of events vis-à-vis other university scheduled events when calculating funding.
4. Finally, the Committee will not allocate more than 15% of the entire budget for student organizations to an individual organization.

Section II – Funding Levels

1. Event Type

- a) Please categorize each event request using the chart below. Where an event does not fall within one of these categories, please propose an alternate category.

Event Type	Low Range	High Range
Conferences & Symposia	\$15	\$25
Film Screenings	\$6	\$8
General Meetings	\$3	\$8
Networking (Alumni)	\$10	\$15
Networking (Career & Issue)	\$10	\$15
Panel Discussions	\$7	\$10
Performances	\$5	\$10
Pro Bono	\$5	\$10
Social Events (Small)	\$6	\$9
Social Events (Medium)	\$9	\$11
Social Events (Large)	\$11	\$13

- b) **Social Events.** Social events will be characterized as follows based on attendance:
 - i. Small: 1 – 50 attendees.
 - ii. Medium: 51 – 100 attendees.
 - iii. Large: 101 attendees and larger.
- c) **Attendance.** Attendance for each event must be submitted to the Treasurer at sbatreasurer@georgetown.edu **two weeks** after the event has taken place.
 - a. Attendance need only be submitted as the actual number of attendees. Names of members are not required.

2. Food and Drink

- a) Please consider the range of funding for food and drink in tandem with the Event Type in Section 1. Although the two may not perfectly overlap, the goal is to minimize food and drink costs for events that are more exclusive and member-focused, but to provide greater flexibility where events bring outside guests or target larger sections of the student body.

	Low Range	High Range
Coffee, Soda, Tea, Water	\$1	\$3
Drinks & Snacks	\$2	\$4
Fast Food & Pizza	\$4	\$6
Happy Hour	\$5	\$8
Sandwiches	\$5	\$8
Informal Meal Replacement	\$7	\$10
Catered Heavy Appetizers	\$7	\$10
Catered Alcohol & Refreshments	\$7	\$10
Catered Appetizers, Alcohol & Refreshments	\$12	\$15
Full Catered Dinner	\$15	\$20

- b) For the purposes of these funding ranges:
- i. **Meal Replacement Subsidy.** Where the primary purpose of an event is to serve as a meal replacement for group members, the Committee expects that some portion of the food and drink costs will be covered by the members personally benefiting from the event. This comports with our rationale that, with limited resources, our goal is to subsidize, but not fully fund, exclusive events with a focus on eating and drinking.
 - ii. **Full Catered Dinners.** The Committee will fund a maximum of one catered dinner for an organization per semester. Given the limited resources with which every group has to operate, requests for full catered dinners must be evaluated by the Committee at least one month before the event is to take place, and funding approval is not guaranteed.
 - iii. **Recurring Food-Focused Events.** Where an organization hosts recurring food-focused events, the Committee will provide funding for at most three such events per semester.
 - i. A food-focused event does not include general body meetings.
 - iv. **Informal Meal Replacement.** This category is meant to cover all non-catered food that is not also covered by one of the other general categories.

Section III – Funding by Category

1. Apparel & Sports Jerseys

- a) The Committee may pay up to 50% of the costs of club sport jerseys and apparel that are integral to the purpose of the student organization, within reason.
- i. If the club sports jerseys or apparel remain the property of the organization and not the individual student and will be retained for future use by said organization, then the club sports jerseys or apparel shall be designated as “Capital Expenses and Equipment.”
 - ii. Before disposing of or replacing these club sports jerseys or apparel, student organizations must consult with the Treasurer and the Appropriations Committee.

2. Bar Review & Wednesday Wind Down

- a) Although the Committee does not provide direct funding for student organizations wishing to host a Bar Review or Wednesday Wind Down, we do encourage groups to contact the Chair of the Social Committee to learn more about hosting and opportunities for fundraising. The 2020–2021 Social Chairs are Anna Bensoussan (acb328) and John Farah (jmf343).
- b) The Committee will take a group's acceptance and subsequent failure to host one of the events into account when determining future funding.

3. Bartending and the Alcohol Policy

The Committee will cover the typical vendor costs of alcohol only if the University's Alcohol Policy is adhered to and one of the two approved vendors is utilized.

The Committee considers required bartending fees based on common vendor costs:

- a) Tips are not included in the required bartending fee coverage.
- b) Mixology bartenders typically cost between \$120 and \$189 for two bartenders for a 4 hour event, but allow you to provide your own alcohol for serving.
- c) Bon Appétit bartending services are roughly \$104 for one bartender for a 4 hour event in addition to a \$26 delivery fee.
 - a. Bon Appétit now allows students to purchase their own alcohol for the bartender to serve.

The Georgetown University Law Center Alcohol Policy requires that:

- a) Student groups are required to obtain written approval from the Office of Student Life to sponsor any event with alcohol on and off campus using the Alcohol Request Form.
- b) Students can only serve/purchase beer or wine (no liquor) and all alcohol must be served by a University approved licensed bartender (Bon Appetit or Mixology Bartending).
 - a. **On-campus.** Substantial food must be served at the event and once the food runs out, alcohol can no longer be served.
 - b. **Off-campus.** If a student group is hosting off-campus, they must go a bar/restaurant with a license to serve alcohol and can only order beer or wine. Substantial amounts of food must be ordered.
 - i. If the student group hosts at an apartment or a home, one of the two University approved bartending services must be used for the above vendor costs to be covered.

4. Capital Expenses and Equipment

- a) Student Organizations must consult with the Treasurer and the Office of Student Life before incurring any capital expenses and equipment costs. Reimbursements for costs incurred without prior consultation will not be approved.
- b) The following are considered capital expenses and equipment:
 - a. Reusable equipment (i.e. coolers, electronics, serving ware, and anything else deemed equipment by the committee)
 - b. Banners (only two banners will be funded per student organization, not to exceed \$200 in total)
 - c. Decorations
- c) The Committee or the Office of Student Life may designate other items as capital expenses or equipment.

5. Conference Fees

- a) The Committee may pay for conference fees up to 50% of the per-person cost of attendance, but not to exceed \$250 in total for the group.
- b) The Committee will consider exceptions to this policy, taking into consideration the proximity of the conference to the Law Center, the level of involvement of students in the conference, and the relationship of the student organization to the group hosting the conference.
- c) The Committee will not fund conference transportation or accommodations. An exception may be available for transportation to conferences within 50 miles of the law center.
 - a. The Committee will consider exceptions if: (1) a conference is the one major event an organization hosts every semester or year, and (2) the main purpose or goal of an organization is fulfilled through a conference.

6. Decorations

- a) Necessary event decorations will be covered up to \$50.
- b) Requests for decoration costs in excess of \$50 may be funded if they are integral to the purpose of the event.

7. Delivery Fees, Taxes & Tips

- a) Delivery fees, taxes, and tips are included in the per-person costs for food and drink. Vehicle rentals are not accepted as valid delivery fees.
- b) Fees, taxes, and tips in excess of 20% of the bill will not be covered.

8. Dues

National dues for student organizations will generally be covered in order for that student organization to remain in good standing with the national organization.

9. Executive Board Only Events

The Committee will fund one executive board event per semester if that event is necessary for training, transition, or organizational purposes. Food at Executive Board meetings will only be funded once a semester and capped at \$10/person.

10. Film Rights and Movie Tickets

- a) Film rights will be covered, within reason, if the film is integral to the purpose of the event or organization.
- b) Film rights will be covered once each semester, although exceptions may be made for unique events.
- c) The Committee may pay up to 50% of tickets to see a movie or live performance. The Office of Student Life usually offers discounted tickets to movie theaters; student organizations are strongly encouraged to take advantage of this, and of any group pricing theaters may offer.

11. Posters & Printing

- a) The Mailroom and Xerox Copy Center should be contacted for updated poster and printing costs.

- b) Reasonable **printing costs for an event may be covered**. Printing costs are charged directly to the student organization's account each semester.

Section IV – Categories not Funded

1. Gifts & Honoraria

- a) Gifts for student organization members or guest speakers will not be covered by SBA funds.
- b) Honoraria is not permitted by Georgetown Law and therefore will not be covered by SBA funds and external fundraising cannot be used in this manner.

2. Instructor Fees

Instructor fees will not be covered.

3. Lodging & Transportation

- a) **Students.**
 - a. **Lodging fees** for students will not be covered.
 - b. **Transportation costs** will not be covered but for exceptional circumstances. Only groups with external funds may use their funds to cover reasonable local transportation costs. Student organizations are expected to utilize:
 - i. Metro Bus/Rail and other public transportation and members' ability to carpool.
 - ii. Car rental and other rideshare services (e.g. Uber, Lyft, Via, etc.) will not be covered but for exceptional circumstances. Student organizations must obtain prior approval to fund transportation costs.
- b) **Guests.** Requests for lodging and transportation fees for guests of organizations will not be covered.

4. Paper & Plastic Products

Additional cutlery will not be covered in an organization's upfront budget or supplemental funding. The costs for paper and plastic products used for events with food and beverages are included in the per-person calculation for each event.

5. Postage

Postage fees will not be covered.

6. Venue Fees

- a) **Off-Campus.** Off-campus venues will not be covered. Reasonable exceptions may be considered, provided that the organization first consults the Treasurer and Office of Student Life before incurring off-campus venue costs.
- b) **On-Campus.** Generally, on-campus venues are available free of charge for students and organizations. In the rare situations where venue costs may be incurred for on-campus space, the organization must consult with the Treasurer and Office of Student Life before incurring on-campus venue costs.

Section V – Requests for Advisory Opinions

- a) Any student or organization may request an advisory opinion by the Appropriations Committee regarding any funding category not covered by these guidelines.
- b) Requests for advisory opinions should be submitted to the Treasurer, who will forward the request to the Committee for speedy consideration.