

Student Organization Budgeting Guidelines

Note: These guidelines are provided to act as a guide in the budgeting process of the Budget & Finance Committee of Student Government. The Committee has the power to allow for exceptions and/or add to these guidelines.

These Guidelines are in addition to the budget packet that each organization needs to fill out in order to apply for a budget in the following academic year.

A copy of these guidelines will be provided to all Budget & Finance Committee members and to a representative of each organization recognized by Student Government to aid in the budgeting process.

1. Only student organizations recognized by Student Government (excluding individual social Greek organizations) are eligible for funding.
2. Only student organizations with current information submitted to the Director of Student Involvement are eligible to receive funding (including budgets, special allocations, or speakers' fund allocations) from Student Government.
3. Organizations must be recognized for one year before applying for a budget. A first year organization will receive a maximum \$500 first year budget (\$250 per semester) upon approval of their constitution by Student Government.
4. Spending of an organization funded by Student Government may be reviewed at any time. Organizations found violating or misusing Student Government funds will be subject to:
 - a. First Offense: a review session to discuss the incident, determine a corrective course of action, and remind the organization of the guidelines.
 - b. Second Offense: a restriction on Student Government funding imposed on organizations will be for the amount spent improperly. If the organization's budget does not have the sufficient funds, the restriction will be made on the following semester's allocation. In cases where this is not an option, this restriction will be taken into consideration for either the following year's budget or during the budget process. All restrictions will be made via recommendation by the Budget and Finance Committee and approved by the Student Senate.
 - c. Subsequent offenses: consequences are determined on an individual basis.

5. Special Guest or Guest speakers should be submitted through the Student Government Speaker's Fund. No special guests or speakers will be funded through the budgeting process.
6. A maximum of \$250 of long-term assets will be funded. Long-term assets are any items that will be used for a period longer than one year (books, software, banner, etc.). All long-term assets must remain with the organization making the purchase.
7. In the event of any Student Government funds being spent on a trip, conference, convention, or any other event that involves the organization leaving campus, a member of the faculty or staff of the college must be present and acting as an advisor to the group on the trip.
8. Fundraising materials will not be covered.
9. National dues will not be covered.
10. Donations, gifts, or prizes will not be covered.
11. No organization may transfer Student Government funds to any other Carthage account, whether it is an account under the control of said organization or of any other organization.
12. Organizational account activity will be reviewed on a regular basis by the Budget and Finance Committee.
13. All unspent Student Government funds at the end of the academic year will be returned to the Student Government account.
14. Special status will be appropriated to altruistic organizations that benefit the entire student body (i.e. Student Government and Carthage Activities Board). This will be determined at the discretion of the Student Senate.