

RSO Allowable Cost List

General Rules:

Description:

- RSOs are encouraged to seek funding through Budgets as it is finalized in the previous fiscal year. The Bills process is supplemental and RSOs are not guaranteed to receive funding from Bills.
- Each section has an allocable list of fundable items that RSOs can request funding for.
- If an item is not on this document, it cannot currently be funded by the JFC. An RSO is eligible to request an amendment to the ACL.
- Any item which is partially funded through one SAF funding process **cannot** be supplemented with funding from another SAF funding process (SGA Bills/Budget, MHJAC, I&SJAC, Conference Fund, Career Development Fund, etc.).

Prohibited Allocations:

1. Funding that benefits individuals who are not currently enrolled Georgia Tech students;
2. Any items or resources that are more cheaply available by rental or reservation through Georgia Tech;
3. Actual or in-kind contributions to campaigns, candidates, or political parties;
4. Loans;
5. Items to be given out to individuals or organizations, including awards, gifts, donations, and giveaways. Giveaways shall include any equipment that is to be used in any capacity on or with personal equipment at non-organizational events. Giveaways will also include software/subscription not tied to an RSO-maintained account;
6. Alcoholic beverages, tobacco products, or any event at which they will be present;
7. Travel, registration, and lodging expenses for a non student;
8. Any event (including promotional items, marketing, or materials for the event) intended as a fundraiser for any individual, party, or organization;
9. Any event (including promotional items, marketing, or materials for the event) where a profit would be made;
10. FASET materials;

11. Costs associated with hosting events or conferences in which more than 25% of attendees are not students of the Institute at the time of the event or conferences;
12. Costs in which the primary purpose is seeking, gaining or acknowledging sponsors (corporate or otherwise) for the RSO;
13. Costs associated with attending non-competitive professional development activities or conferences;
14. Costs associated with freight, shipping, delivery, or processing of any items;
15. Costs associated with sales tax as the RSO should utilize the Tax-Exempt form located on the Georgia Tech Procurement website;
16. Costs associated with retreats and team-bonding activities;
17. Employee compensation and student stipends;
18. Garments or accessories that do not remain with the RSO;
19. Any costs for which the actual expenditures are unknown or are “miscellaneous” costs;
20. Dues paid per individual through which students can compete outside of a Georgia Tech affiliated team;
21. Travel to locations within a 30-mile radius of Georgia Tech’s Atlanta campus;
22. Costs associated with events not open or intended for all GT students;
23. Any activities which violate the laws of the United States of America, the State of Georgia, the City of Atlanta, or the regulations of the Georgia Institute of Technology;
24. Any expenditure occurring in the past (retroactive funding);
25. Any expenditure guaranteed by contract which was entered into prior to approval of a Bill or Budget by the JFC;

Section A - Events

Description:

- Events must be intended for the entire GT student body.
 - Internal club operations (Exec Board voting, Event Planning, etc.) are not events.
- For events funded through the Bill Process, RSOs must provide proof of the event being published on Engage.
- For all events, RSOs must submit a post-event recap that details how the event went, how the funds were spent, and how many people ended up attending.
- At least 75% of the expected event attendees must be current GT students.
- JFC may use the attendance record of previous events when applying caps, should an RSO have a history of overpredicting expected attendance.

- Events where admission is charged to any or all students are not eligible for funding unless a plan is presented to the JFC showing that all proceeds will be used to cover the costs of the event itself.
 - Should a profit be made inadvertently, the amount allocated from SGA will be reduced accordingly.

Fundable Items:

Item Types	Guidelines
Food and Drinks	- Food/Drinks are fully funded at \$13 per person per event
On-Campus Venue	<ul style="list-style-type: none"> - Costs associated with renting on-campus spaces shall only be funded for events with an expected attendance greater than 50% of the space's maximum occupancy if that maximum occupancy is greater than 100 <ul style="list-style-type: none"> - This requirement may be waived at the discretion of the JFC if the submitter demonstrates a practical, financial, or other need for a specific space - The expected attendance for an event cannot exceed the maximum capacity of the space being reserved for the event
Off-Campus Venue	<ul style="list-style-type: none"> - Off-campus venue rentals can be funded at \$10 per student only if no less expensive on-campus space exists or is available that meets the needs of the program - Off-campus venues shall not be funded if an on-campus venue exists and the RSO has not made an effort to reserve the on-campus venue - Off-Campus venues shall only be for events intended for all GT students, and not for practices or competitions
Decorations	<ul style="list-style-type: none"> - Temporary/consumable decorations only <ul style="list-style-type: none"> - Any reusable decorations should be funded as Inventoried Items under Section B - Can be funded up to \$200 per event for attendance of less than 200 students - Can be funded up to \$500 per event for attendance of 200 students or more
Event Publicity	<ul style="list-style-type: none"> - Capped at \$100 per event and \$500 per fiscal year - Publicity items include stickers, pins, ribbons, flyers, and other similar items - If an event has an expected attendance of greater than 200 students, up to \$20 of publicity spending can be used to purchase Social Media ads for that event
Disposable Food-related items	<ul style="list-style-type: none"> - Capped at \$250 per event - Includes Napkins, utensils, plates, and other similar items

Event Vendors or Service Providers	<ul style="list-style-type: none"> - Includes vendors, rentals, and service providers - Does not include speaker fees, honorarium, or performance vendors - Event setup and cleanup may be funded
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Section B – Materials & Equipment

Description:

- Materials & Equipment are funded in 2 separate categories: Inventoried Items and Non-Inventoried Items.
- Inventoried Items must be tracked by the RSO.
 - Items that have a long lifespan (one or more Fiscal Years).
 - **Examples:** Office furniture, computers, printers, cameras, large equipment, rechargeable/reusable goods, and other similar items.
- Non-Inventoried Items are not required to be tracked by the RSO.
 - Items that are consumed during their use or are insignificant parts to a whole
 - **Examples:** Office supplies, paper, pens, non-rechargeable or reusable goods, cleaning supplies, screws, wires, beads, and other similar items.

Restrictions:

- For inventoried goods, JFC may fully fund up to \$1,000 of that good's unit cost. If the unit cost is more than \$1,000, JFC may fund at most the greater of \$1,000 or two-thirds per unit.
- For garments, JFC may fund two-thirds of the unit cost of each item. Garments are defined as clothing items intended for use by RSO members in official organization activities or events, such as t-shirts, polos, jackets, sweatshirts, or other wearable apparel. Garments cannot be given away and must remain solely with the RSO. An inventory count of garments must be maintained by the RSO, and the JFC may request that information at any time.
- RSOs must ensure the safe storage of items in this category. Safe storage is regarded as a proper storage facility or locker and must be in a non-residential area. Records of where inventory is stored must be maintained by the RSO and the JFC may request that information at any time.
- Personal Protective Equipment (PPE) can be fully funded.

- RSOs may only request enough equipment to cover current members. If more members join, RSOs may request additional equipment to account for the new members.
- For requests from this section, RSOs may be required to submit a current inventory count and have their advisor and either the Senior Executive Officer or the Financial Officer sign off on it. JFC will keep track of inventory and may request more information from the RSO.
 - Should JFC wish to request an inventory count for an item, they shall provide notice to the RSO prior to the Bill Hearing.

Fundable Items:

Inventoried Items	Description
Performance-Related Garments	<ul style="list-style-type: none"> - Garments required to participate in a necessary activity may be funded - Ex. Uniforms, Competition dresses, Driver Suits, etc.
RSO Publicity Items	<ul style="list-style-type: none"> - Capped at \$500 for the fiscal year and include banners, posters, and other similar items
General Inventoried Goods	<ul style="list-style-type: none"> - Items not prohibited that meet the criteria in the Section B description
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> - Personal Protective Equipment is defined as equipment worn to minimize exposure to a variety of hazards - Completion of the activity must not be deemed safe without use of this item - Ex. Masks, gloves, bunny suits, etc.
Software	<ul style="list-style-type: none"> - Software must be tied to the RSO and cannot be registered to an individual's email, account, or name - JFC may request proof of the software being tied to RSO (non-personal) accounts

Non-Inventoried Items	Description
General Non-Inventoried Goods	<ul style="list-style-type: none"> - Items not prohibited that meet the criteria in the Section B description
Printing Costs	<ul style="list-style-type: none"> - Printed materials available to all of campus shall be funded as non-inventoried materials - This does not include printed materials used for publicity

Storage and Maintenance of Items	Description
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Storage Lockers/Units	- Rental of a storage locker or storage unit is capped at \$6,000 per RSO per fiscal year and can only be funded for storage within the applicable fiscal year
Vehicle Storage	<ul style="list-style-type: none"> - Funding for the storage of vehicles is fully funded up to \$10,000 within a fiscal year. - Should storage costs exceed \$10,000, all further expenses will be funded at 50% cost.
Maintenance Vendors & Service Providers	- Costs associated with the maintenance and upkeep of Inventoried Goods already owned by the RSO

Section C – Travel & Competitions

Description:

- JFC shall use the John Lewis Student Center as the address for Georgia Tech when calculating Travel distances.
- Travel to locations within a 30-mile radius of Georgia Tech’s Atlanta campus is prohibited.
- Funding can only go to currently enrolled GT students. Travel, lodging, registration, and other related expenses cannot go to non-GT personnel.
- The sum of all travel is capped at \$10,000 per fiscal year per RSO.
- JFC will refer to the active roster size listed on Engage and previous attendance records when determining the size of the RSO.
 - JFC can request, at any time, attendance records of external practices funded through SAF.

Fundable Items:

Item Types	Description
Plane & Train Travel	<ul style="list-style-type: none"> - Plane and Train Travel can be funded at the lesser of \$150 per traveler or the cost of the round-trip ticket - Only one instance of travel per event shall be funded per student - Only travel outside of a 250-mile radius from Georgia Tech shall be eligible for air travel - The travel must originate from Atlanta and return to Atlanta. Flights originating and returning to other destinations cannot be funded

Personal Vehicle Travel	<ul style="list-style-type: none"> - Vehicle travel can be funded based on the formula below: $Allocation = 0.05 \times R \times S \times M$, $Maximum = S \times \\$75$; <i>R</i> shall be the current IRS Business Mileage Rate; <i>S</i> shall be the number of students traveling; <i>M</i> shall be the number of round-trip miles between Georgia Tech and the destination
Lodging	<ul style="list-style-type: none"> - Lodging is capped at \$40 per lodger per night of the activity - Lodging for the fiscal year is capped to \$4,000 per RSO - Airbnb, VRBOs, and related rentals cannot be funded
Competition Registration	<ul style="list-style-type: none"> - Registration is capped at \$150 per participant per event
League Membership / League Dues	<ul style="list-style-type: none"> - Membership and Dues to register the RSO to a competitive league may be funded up to \$5,000 per fiscal year per RSO
Coaching Stipends	<ul style="list-style-type: none"> - Coaches can be funded up to \$3,000 per fiscal year per RSO and up to \$1,000 per coach - Documentation of intent to coach as well as a resume or bio displaying the coach's experience is required for Bill requests.
Venue for Hosting Competitions	<ul style="list-style-type: none"> - Hosting competitions is capped at \$5,000 per fiscal year per RSO
External Practices	<ul style="list-style-type: none"> - External practices may only be funded if no appropriate space exists on campus - External practices are capped at \$200 per member for the fiscal year