

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.

Prohibited Allocations:

1. Funding requested solely for the benefit of 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, and giveaways, except for low-cost printed publicity items such as flyers and stickers. Low-cost publicity items are capped at \$50 per event. Giveaways shall include any equipment that is to be used in any capacity on or with personal equipment at non-organizational events.
6. Food-related items such as plates, utensils, or napkins, unless for an event projected to involve at least 50 student attendees, in which case the total allocation for a single event may not exceed \$250
7. Alcoholic beverages or tobacco products, and any event at which alcohol and tobacco will be served
8. Travel and lodging expenses for a non-student
9. Any event (including promotional items, marketing, or materials for the event) intended as a fundraiser for any individual, party, or organization
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 from which the RSO will receive a portion of the profit
12. Costs associated with any event for which an RSO has not yet qualified

13. Costs in which the primary purpose is seeking, gaining or acknowledging sponsors (corporate or otherwise) for the RSO
14. Costs associated with professional development activities or conferences for nonstudent personnel
15. Costs associated with freight, shipping, delivery, or processing of any items
16. Costs associated with sales tax as the RSO should utilize the Tax-Exempt form located on the Georgia Tech Procurement website.
17. Costs associated with retreats
18. Employee compensation and student stipends
19. Clothing that does not remain with the RSO
20. Any costs for which the actual expenditures are not known or “miscellaneous” costs
21. Dues paid per individual through which students can compete outside of a Georgia Tech affiliated team
22. Travel to locations within a 30-mile radius of Georgia Tech’s Atlanta campus, with the exception of events with expected attendance of 200 or more students.
23. Food or drinks for human consumption at internal, not open to the public RSO meetings or events.
24. 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
25. Any expenditure occurring in the past or any expenditure guaranteed by a contract entered in the past, unless consideration by JFC is delayed through no fault of the RSO.

Section A - Events

Description:

- Events must be open to the GT student body.
- The RSO must provide details on how the event will be published. The most common example is displaying the link to the event on Engage.
- For large events over \$3,000, RSOs must submit a post-event recap form that details how the event went, how the funds were spent, and how many people ended up attending.
- At least 80% of 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.

Fundable Items (Budgets & Bills):

Item Types	Guidelines
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Food and Drinks	<ul style="list-style-type: none"> - Food/Drinks are fully funded if its total cost for the event is less than \$600, capped at \$15 per person. - If the total cost of Food/Drinks for the event is over \$600, JFC can fund the greater of \$600 or 80% of the total Food/Drinks cost, capped at \$15 per person.
On-Campus Venue	<ul style="list-style-type: none"> - Costs associated with renting the Ferst Center shall only be funded for events with an expected attendance of greater than 300 students, and only if no less expensive on-campus space exists that meets the needs of the program - Custodial fees shall be capped at \$2,000 per fiscal year
Off-Campus Venue	<ul style="list-style-type: none"> - Off-campus venue rentals can be funded at \$10 per GT student attendee 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 a reasonable effort to reserve the on-campus venue. - Off-Campus Venues shall be capped at \$15,000 per Fiscal Year - Off-Campus venues shall only be for events open to all GT students, not practice or competitions
Chalk	<ul style="list-style-type: none"> - Can be funded up to \$100 for the entire fiscal year
Social Media Ads	<ul style="list-style-type: none"> - Can be funded up to \$20 per event
Decorations	<ul style="list-style-type: none"> - Can be funded up to \$200 per event for attendance of less than 300 students - Can be funded up to \$500 per event for attendance of 300 students or more, capped at \$1 per person
Stickers & Low-Cost Publicity Items	<ul style="list-style-type: none"> - Capped at \$50 per event and \$500 per fiscal year - Low-Cost Publicity includes stickers, pins, ribbons, flyers, and other similar items
Food-related items such as utensils and plates	<ul style="list-style-type: none"> - Can be funded if the event has attendance of more than 50 students - Capped at \$250 per event and \$2,000 per fiscal year
Banners & Posters	<ul style="list-style-type: none"> - Capped at \$500 for the fiscal year
Vendors or Service Providers	<ul style="list-style-type: none"> - Includes vendors, rentals, and service providers. - Does not include speaker fees or honorarium.

Section B – Materials & Equipment

Restrictions:

- For durable goods and installation of these durable goods, JFC may fully fund up to \$200 of that good’s total cost. If the total cost is more than \$200, JFC may fund at most the greater of \$200 or two-thirds.
- For raw materials and parts, JFC may fully fund up to \$25 of the item’s total cost. If the total cost is more than \$25, JFC may fund at most the greater of \$25 or two-thirds.
- For garments, JFC may fund two-thirds of the total cost of each item. Clothing cannot be given away and must remain solely with the RSO. An inventory count of garments must be maintained by the RSO and 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 JFC may request that information at any time.
- Personal protective equipment can be fully funded and is defined by OSHA.
- RSOs may only request equipment enough to cover current members. If more members join, RSOs may request equipment to account for additional members.
- For requests from this section, RSOs are required to submit a current inventory count and have their advisor 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:

Item Types	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
Durable Goods	<ul style="list-style-type: none"> - Durable Goods are defined as goods that yield utility over time - The classification of a durable good is determined by the manufacturer’s intended lifespan
Raw Materials / Parts	<ul style="list-style-type: none"> - Raw materials include any material which must be significantly machined or processed to yield its desired utility. A raw material has little utility in the state it is delivered - Ex. Metallic, wooden, polycarbonate, or composite stock

Personal Protective Equipment	<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
Consumable Goods	<ul style="list-style-type: none"> - Consumable goods are defined as goods with a significantly limited life span, close to single use - Ex. Liquids, Epoxy, Lubricant
Printing Costs	<ul style="list-style-type: none"> - RSOs are capped at \$25,000 per fiscal year
Software	<ul style="list-style-type: none"> - Software shall be capped at \$3,000 per fiscal year
Storage Lockers	<ul style="list-style-type: none"> - Rental of a storage locker or storage unit can be covered and is capped at \$4,000
Vehicle Storage	<ul style="list-style-type: none"> - Rental of storage to store vehicles is capped at \$15,000 per fiscal year - Any amount over \$10,000 must be matched by the RSO - Examples include boats and planes

Section C – Travel & Competitions

Description:

- Funding can only go to GT students. Travel, lodging, registration, and other related expenses cannot go to non-GT personnel.

Fundable Items:

Item Types	Restrictions
Air & Vehicle Travel	<ul style="list-style-type: none"> - Air Travel can be funded at the lesser of \$200 per flyer or the cost of the ticket round-trip. - Only one instance of travel per event shall be funded. - 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. - Only travel outside of a 250-mile radius of Georgia Tech shall be eligible for air travel. - Travel is capped at \$10,000 per year

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 for the fiscal year. - Lodging can only be for hotels. Airbnb, VRBOs, and related rental types cannot be funded.
Competition Registration	<ul style="list-style-type: none"> - Registration is capped at \$150 per participant per event. - Registration is capped at \$5,000 per fiscal year
League Membership / League Dues	<ul style="list-style-type: none"> - Membership and Dues to be part of a league may be funded up to \$5,000 per fiscal year.
Coaching Stipends	<ul style="list-style-type: none"> - Coaches can be funded up to \$3,000 per fiscal year and up to \$1,000 per coach.
Hosting Competitions	<ul style="list-style-type: none"> - Hosting competitions is capped at \$3,000 per fiscal year.
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 RSO member - RSOs are capped at \$6,000 per fiscal year