

## General Rules

1. For Budgets, RSOs cannot request more than 10% of the Budget Cap.
2. The one-year allocation from the Prior Year account and Capital Outlay account to any RSO shall not exceed 10% of the funds available in the accounts at the start of the academic year.
3. RSOs seeking funding through a Bill may be required to attend a JFC review meeting if JFC requires additional information or explanation from an RSO. The purpose of this meeting is for the JFC to ask questions and gain clarification from the RSO regarding the items they are requesting funding for and to allow the JFC to evaluate the Bill in a viewpoint-neutral manner for compliance with the "Funding Criteria" section of the [RSO Policy](#).
4. JFC will not consider expenditures that the RSO already paid for or entered into a contract prior to the funding request being approved. The reimbursement and purchase process can only take place once JFC approves of the request.
5. RSOs wishing to obtain funding for events must make them open to the entire GT student body as the JFC cannot fund internal RSO events. RSOs must provide documentation of communicating event information as stated in Article IX Section 1.4 in the [SAF Policy](#). A sufficient example includes publishing the event on the Engage platform.

## Prohibited Allocations

### **All Allocations (both bills and annual budgets)**

JFC will not approve funding in an Annual Budget or a Bill for any of the following:

- Funding requested solely for the benefit of individuals who are not currently enrolled Georgia Tech students
- Any items or resources that are more cheaply available by rental or reservation through Georgia Tech
- Actual or in-kind contributions to campaigns, candidates, or political parties
- Loans
- 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 shall not be funded in excess of \$50 total per event. Giveaways shall include any equipment that is to be used in any capacity on or with personal equipment at non-organizational events.

- Food-related items such as plates, utensils, or napkins, unless for an event projected to involve at least 150 student attendees, in which case the total allocation for a single event may not exceed \$500 and none of the items may be composed of Styrofoam
- Alcoholic beverages or tobacco products, and any event at which alcohol and tobacco will be served
- Travel and lodging expenses for a non-student
- Any event (including promotional items, marketing, or materials for the event) intended as a fundraiser for any individual, party, or organization
- FASET materials
- 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
- Costs associated with any event for which an RSO has not yet qualified
- Costs in which the primary purpose is seeking, gaining or acknowledging sponsors (corporate or otherwise) for the RSO
- Costs associated with professional development activities or conferences for nonstudent personnel
- Costs associated with freight, shipping, delivery, or processing of any items
- Costs associated with retreats, unless open to GT students who are not members of the RSO
- Employee compensation and student stipends
- Clothing that does not remain with the RSO
- Parking permits, fees and validations for road vehicles
- Email marketing services
- Any costs for which the actual expenditures are not known or “miscellaneous” costs
- Dues paid per individual through which students can compete outside of a Georgia Tech affiliated team
- Travel to locations within a 70-mile radius of Georgia Tech’s Atlanta campus
- Food or drinks for human consumption at internal, not open to the public RSO meetings
- 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

### **Annual Budgets**

JFC will not approve funding in an Annual Budget for any of the following:

- Capital expenditures, except for items required for maintenance of capital assets
- Benefits for part-time employees working less than twenty (20) hours per week
- Postage

- Costs associated with CRC-hosted intramurals
- Speaker fees or honoraria
- Registration costs for Homecoming events
- Office supplies
- Personal items, including, but not limited to, nametags, photo albums, scrapbooks and business cards • Food or drinks

## Maximum Allocations

### General Restrictions

No Annual Budget or Bill shall allocate any funding in excess of or contrary to the following limits:

1. Decorations
  - 1.1. \$150 if the expected attendance is less than 500 Georgia Tech students
  - 1.2. \$300 if the expected attendance is 500 or more Georgia Tech students
2. 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
3. Liability insurance shall not exceed a total of \$2000
4. Travel
  - 4.1. Automotive travel allocations shall be limited to the value obtained by utilizing the following Automotive Travel Formula:  $\text{Allocation} = 0.05 \times R \times S \times M$ , Maximum =  $S \times \$75$ ;
    - 4.1.1. R shall be the current IRS Business Mileage Rate.
    - 4.1.2. S shall be the number of students travelling.
    - 4.1.3. M shall be the number of round-trip miles between Georgia Tech and the destination.
  - 4.2. Air Travel expense allocations shall be limited to a maximum of \$15,000 for the entire fiscal year per RSO.
  - 4.3. Only one type of travel shall be funded per person per event.
  - 4.4. No more than ten instances of travel per organization may be funded in a fiscal year.
5. Lodging
  - 5.1. Lodging expenses will be covered at a rate of \$40 per lodger per night of the event and will be capped at \$4,000 per RSO for a fiscal year. RSOs requesting funding for lodging will need to specify the reasoning behind the request and submit an attendance report to verify the number of lodgers.

- 5.2. If the number of lodgers in attendance is less than the original requested number, SGA will honor the \$40 per lodger per night policy and reserves the right to reduce the original request.

### **Annual Budget Restrictions**

No Annual Budget shall allocate any funding in excess of or contrary to the following limits:

1. No more than two conferences shall be funded
2. Non-event-specific publicity shall not exceed a total of \$200.
3. Publicity, including copying expenses, shall not exceed a total of \$250.
4. No more than two away events at a maximum of \$1000 each, excluding travel. Travel costs, including lodging, shall only be funded for up to two away events.
5. No more than two non-away events shall be funded in a budget. For each event, the following limitations are imposed:
  - 5.1. Advertising via WREK Radio shall not be funded in excess of \$120.
  - 5.2. Sound equipment shall not be funded in excess of \$50.
  - 5.3. Projection equipment shall not be funded in excess of \$30.
  - 5.4. Lighting equipment shall not be funded in excess of \$100.

### **Capital Expenditures**

No Annual Budget or Bill shall allocate funding for capital expenditures which exceeds the following limits:

1. For durable goods and installation of these durable goods, JFC may fund at most the greater of \$200 or two-thirds of the total cost of each item that is part of a capital expenditure.
2. For raw materials, JFC may fund at most the greater of \$25 or two-thirds of the total cost of each item that is part of a capital expenditure.
3. For clothing, JFC may fund at most the greater of \$10 or two-thirds of the total cost of each item that is part of a capital expenditure.
4. The one-year allocation from the capital outlay account to any RSO shall not exceed ten (10) percent of the funds available in this account at the start of the academic year.
5. RSOs must ensure the safe storage of items purchased through capital expenditures.
6. Personal protective equipment is not to be considered a capital expenditure.

### **Non-Capital Expenditures**

No Annual Budget or Bill shall allocate funding for non-capital expenditures which exceeds the following limits:

1. Event Registration to Conferences, Tournaments, Competitions, as well as Program Fees for Off-Campus Activities, excluding travel, shall not exceed \$1,500 per event, and not to exceed \$100 per individual per event. Total fiscal year allocation of Event Registration and Program Fees for Off-Campus Activities, excluding travel, shall not exceed \$12,000 per organization per fiscal year.
2. Speaker Fees and Honoraria:
  - 2.1. \$500 per event if the expected attendance is fewer than 100 Georgia Tech students
  - 2.2. \$2,500 per event if the expected attendance is fewer than 500 Georgia Tech students
  - 2.3. \$5,000 per event if the expected attendance is fewer than 950 Georgia Tech students
  - 2.4. \$10,000 per event if the expected attendance is 950 or more Georgia Tech students
3. Off-Campus Venue Rentals shall be funded at a maximum of \$10 multiplied by the number of Georgia Tech students expected to attend.
4. Publicity
  - 4.1. Copies, programs, and flyers shall be funded at the current rates of the Office of Student Engagement.
  - 4.2. Flyers shall not be provided in excess of one-third of current on-campus campus enrollment rounded to the nearest thousand.
  - 4.3. Programs shall not be funded in excess of the event venue capacity.
  - 4.4. Banners and posters shall not be funded in excess of \$180 total per event.
  - 4.5. No more than one half-page Technique advertisement or equivalently priced Technique advertisement(s), at the current student organization black and white rate, which is published on Technique's webpage, shall be funded for any single event.
  - 4.6. Social media advertisements (such as Facebook ads and Snapchat filters) shall not be funded in excess of \$25 total per event.
  - 4.7. No more than \$20 of sidewalk chalk shall be funded per organization in a single Fiscal Year.
5. Food
  - 5.1. Food not intended for human consumption, not to exceed \$50
  - 5.2. Food and drinks for events open to the GT student body shall be funded as seen below:
    - i Food and drinks expenses of less than the limit set in the Catering Providers Policy, regardless of number of attendees, shall be funded at 100% of the total food and drink cost.
    - ii Food and drink expenses totaling equal to or more than the catering limit in the Catering Providers Policy and expected attendance of 100 people or more, shall be funded at the lower of \$10 per attendee or 80% of the total food expense.
    - iii Food and drink expenses totaling equal to or more than the catering limit in the Catering Providers Policy with less than an expected attendance of 100 people shall be funded at 2/3 of the total food cost.

5.3. Food-related items such as plates, utensils, or napkins, unless for an event projected to involve at least 150 student attendees, in which case the total allocation for a single event may not exceed \$500 and none of the items may be composed of Styrofoam.

1. Background Checks

1.1. Background checks for non-criminal justice purposes may be funded at a maximum of \$15 per student.

2. Competitive Events and Programs: Any RSO participating in competitive events and programs is eligible to receive the following benefits:

2.1. Coaching stipends may be funded at a maximum of \$3,000 total per organization but shall not exceed \$1,000 per individual coach.

2.2. Costs associated with hosting intercollegiate competitions may be funded only if:

2.3. The competition consists of only the RSO and one other team.

2.4. The RSO attends or plans to attend, an equal or greater number of away competitions in the same fiscal year.

2.5. The total fiscal year allocation for hosting intercollegiate competitive events shall not exceed \$6,000 per organization per fiscal year.