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FUNDING PRINCIPLES

The Student Budgeting Committee (SBC) is responsible for managing the finances of Swarthmore College's Chartered Student Clubs and Organizations in a way that is both fiscally responsible and in the best interest of the Swarthmore College student body. SBC's budget is entirely funded by the Student Activities Fund (SAF) which consists of the annual student activities fee that is charged to each student as part of their tuition, room, and board fees. For this reason, our top priority is to allocate funds equitably that enrich the experiences of the broader Swarthmore student body.

In order to receive funds through SBC, student clubs and organizations must be chartered by the Student Organizations Committee (SOC) of the Student Government Organization (SGO). Chartered clubs and organizations must be in good standing with the Office of Student Engagement (OSE) and Swarthmore College at all times. In order to be considered to be in good standing, student clubs and organizations must participate in the annual Treasurer Training led by their assigned SBC advisor and sign off on both the Treasurer Agreement and the Non-Discrimination Agreement to be eligible to request funds from SBC. The organization's membership and programs must be open to all Swarthmore College students.

- SBC allocates funds on a semesterly basis. Any unused funds will not roll over to the next semester.
- SBC only funds events and activities when classes are in session, including Fall and Spring break.
- SBC funding is given to events/funding requests that relate to the primary mission of the student club and/or organization as written on their charter document.
- **SBC will not fund retroactively, nor reimburse for unauthorized expenses.**
- SBC may not allocate to organizations not chartered with SGO. Please refer to the section on [Non-Chartered Student Organizations](#) below for specific details.
- ***All funds are approved on an event-by-event basis.*** All allocated funds may **only** be used for the purposes approved by SBC. Student clubs and organizations are not allowed to spend their funding on expenses unapproved by SBC. **If a student club or organization wishes to use the approved fund for a different purpose, student leaders must reach out to SBC to schedule a reallocation meeting.**
- In the event that a planned event is canceled and the student club or organization no longer needs the funding allocated for that purpose, student leaders **must** reach out to SBC to schedule a reallocation meeting. The funds will be reallocated to a different chartered organization at a later date. The funds may also be utilized by the existing chartered organization for a different event at the discretion of SBC.
- All supplies and equipment purchased using the SAF is considered college property and shall be shared with other student clubs or organizations, if need be. Chartered clubs and organizations are required to maintain an equipment inventory that will be collected in meetings with their respective SBC advisors.
- Priority in SBC funding is given to chartered student clubs and organizations that enhance student life, enrich the co-curricular experience, or improve the education, cultural, and inclusive climate of the College.
- SBC prioritizes funding for cultural/holiday events on Swarthmore's campus.
SBC prioritizes funding for organizations with an active membership of over 20 students. This will be confirmed through SBC and student clubs and organizations' monthly advisory meetings.

- SBC reserves the right to revise the Budgeting Guidelines throughout the academic year. SBC will announce the revised Budgeting Guidelines to the student body with advanced notice through email at minimum.
- SBC reserves the right to reallocate for all chartered student clubs and organizations throughout the academic year after the revision of the guidelines in order to reflect potential changes in SBC policy and protocols.

PART I - BUDGETING GUIDELINES

The following guidelines shall serve to provide a framework within which the Student Budgeting Committee (SBC) and Chartered Student Clubs and Organizations comprehend the budgeting process. SBC reserves the right to use its discretion at any time.

Student Clubs and Organizations are urged to speak with their assigned SBC Advisors if there are concerns regarding compliance with the Budgeting Guidelines. Student leaders may communicate with the SBC Board should they need an exemption to an existing Budgeting Guideline.

SECTION ONE - GENERAL BUDGETING GUIDELINES

- A. SBC cannot fund the purchases of alcohol and drugs, including but not limited to illicit drugs, prescription drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia.
- B. SBC cannot budget for charitable donations.
- C. SBC cannot fund students who are not enrolled (including students on leaves of absence) in Swarthmore College. Students who are on leave do not have access to campus facilities and services, are not eligible to serve in leadership roles in student organizations and student government and are not eligible to use student organization funds.
- D. SBC will budget a maximum of \$50 for food/drinks provided at General Interest Meetings per semester.
- E. SBC will budget a maximum of \$50 per semester for promotional materials.
- F. SBC will budget a maximum of 2 bonding events (e.g. retreats, dinners) per semester. The location of bonding programs may not exceed a 200-mile radius of Swarthmore College. Student organizations who desire to host retreats at a location more than 200 miles away from the College may submit a proposal to SBC and be reviewed on a case-by-case basis.
- G. SBC will consider budgeting for testing and certifications for organizations members if and only if proved practical and beneficial to the entire student community. All tests and certification must abide with College insurance policies.
- H. SBC will not consider budgeting for transportation within 200 miles radius of Swarthmore until the chartered club and/or organization has exhausted all alternatives. All chartered clubs and organizations should refer to Fleet Management as their primary source of transportation.
- I. SBC will not budget for discretionary funds, non-specific miscellaneous expenses, emergency cash, petty cash, or non-specific maintenance requests.
- J. SBC will not budget any events with selective or exclusive membership.
- K. SBC will, generally, not budget for t-shirts or other recreational apparel and/or giveaways (gift certificates, trophies, prizes, etc.).

SECTION TWO - TRANSPORTATION BUDGETING GUIDELINES

- A. SBC will consider travel expenses only within the United States and within a 400-mile radius of the College.
 - a. Chartered student clubs and organizations that desire to travel more than 400 miles away from the College may submit a proposal to SBC and be reviewed on an individual basis.
 - b. Chartered student clubs and organizations that desire to travel outside of the United States must refer to the Off-Campus Study Office.
- B. SBC will, generally, not budget for car or van rentals.
 - a. All chartered student clubs and/or organizations should refer to Fleet Management as their primary source of transportation for events within 200 miles radius of the College.
 - b. SBC will consider budgeting for rental cars only in the event that Fleet Management is not available, yet must refer to OSE and Fleet Management for permission.
 - c. SBC will consider budgeting for charter buses for groups traveling overnight with more than 20 students. Student organizations must include a quote from the charter bus company in order to receive funding.
 - d. SBC will consider budgeting emergency supplemental funds in the event that Fleet Management is not available.

SECTION THREE - PRINTING BUDGETING GUIDELINES

- A. SBC will budget a maximum of \$50 per semester for promotional materials.
 - a. SBC will consider budgeting additional funds for advertising for programs and events open to the entire Swarthmore College student population within reasonable limits, generally not exceeding \$25 per event.
- B. In compliance with the Office of Sustainability's [Zero Waste Plan](#), SBC asks that all student clubs and organizations minimize printing and avoid campus-wide distribution of periodicals.
- C. SBC will consider budgeting one copy of individual pieces of artistic work/writing per student per semester.

SECTION FOUR - FOOD/CATERING BUDGETING GUIDELINES

- A. SBC will consider budgeting snacks for events if and only if they are integral to the club/organization's function or are culturally relevant and educational in nature.
- B. SBC will generally consider budgeting a maximum of \$10 per person for breakfast, \$15 per person for lunch, and \$18 per person for dinner, including tax and tips, for off-campus dining (eating in restaurants, etc) **only**.
- C. SBC will generally consider budgeting a maximum of \$15 per person, including tax and tips, for all on-campus catering (deliveries from local restaurants, etc.) that are planning to serve 20 or less students.
- D. SBC will generally consider budgeting a maximum of \$10 per person, including tax and tips, for all on-campus catering (deliveries from local restaurants, etc.) that are planning to serve more than 20 students.
- E. SBC will, generally, not consider budgeting for tableware.
 - a. Chartered student clubs and organizations must reach out to OSE for tableware.

- b. In the event that OSE is unable to provide the needed tableware, SBC will then consider budgeting for tableware.

SECTION FIVE - STUDENT WAGES GUIDELINES

- A. SBC will consider budgeting for student wages in compliance with the Student Employment Office (SEO) guidelines.
- B. SBC cannot fund stipends. All student wages must be paid on an hourly basis at the pay rates set by the Student Employment Office (SEO).
 - a. Van Drivers are paid at Pay Level 3.
 - b. Photographers are paid at Pay Level 3.
 - c. Student Wages for all other activities will be paid at the pay rates set by the Student Employment Office (SEO).

SECTION SIX - CONFERENCE BUDGETING GUIDELINES

- A. Student Organizations wishing to attend conferences should refer to the Dean's Office [Student Conference Funding Guidelines](#), the Center for Innovation and Leadership (CIL)'s [Design and Development Fund \(DDF\)](#), and the Lang Center as their primary funding source as applicable. Organizations should also explore departmental funding options.
- B. SBC will only consider budgeting for conferences after the Organization has exhausted options with the above offices. The Organization must provide evidence of communication, emailed to SBC, with the above offices and explain the reason for rejection.
- C. Student clubs and organizations should preferably consider conferences that are within the Fleet Management traveling distance, please refer to the [Transportation Budgeting Guidelines](#).
- D. SBC will consider budgeting up to \$250 per student for registration costs (not including lodging and transportation) for a maximum of 10 students.

SECTION SEVEN - HONORARIUM/LECTURER GUIDELINES

- A. Student clubs and organizations wishing to invite honorariums/lecturers on campus should initially explore other sources of funding before reaching out to SBC. Examples of other sources of funding include
 - a. Pre-Professional/Career-Oriented Groups: [Career Programming Fund](#)
 - b. Sustainability-Related Groups: [Office of Sustainability Funding](#)
 - c. [Serendipity Grant](#) (topical events featuring distinguished guests)
 - d. Campus offices and/or academic departments relevant to your proposed event
- B. SBC will only consider budgeting for honorariums/lecturers after the student club or organization has exhausted options with relevant campus offices and/or departments. The student club or organization must provide evidence of communication with the above offices and explain the reason for rejection.
 - a. SBC encourages student clubs and organizations to present lower-cost options whenever possible (e.g. virtual lectures rather than in-person programming).

SECTION EIGHT - HARDWARE GUIDELINES

- A. SBC will consider budgeting hardware for preserving pre-existing equipment, machines, and/or systems on a 4-year rotational cycle.
- B. SBC urges student clubs and organizations to reuse previously purchased hardware.
 - a. In the case that this is not possible, SBC will consider new hardware purchases on a case-by-case basis.
- C. Any item that is purchased for greater than \$5,000 and has a useful life greater than 5 years, the equipment must be capitalized. Please see the Controller's Office's [Policy of Equipment Purchase and Disposal](#) for further details.
- D. All hardware requests must abide by Swarthmore College's insurance policies. If not, the hardware purchase will not be completed.

SECTION NINE - EVENT-SPECIFIC BUDGETING GUIDELINES

- A. SBC will consider budgeting up to \$100, including annually for decorations. Student clubs and organizations must specify what the funds will be used for.
 - a. SBC asks that decorations purchased be kept and reused by the student club or organization per the [Office of Sustainability Zero Waste Plan](#). Decorations should be returned and stored at OSE for future use.
 - b. SBC will not fully budget an event from which a student club or organization can profit.
 - c. SBC will not fund fundraisers.
- B. SBC will only consider budgeting for speaker events with an anticipated attendance of at least 20 students.
- C. SBC will, generally, not consider budgeting the venue or location fee for large-scale off-campus events.
 - a. SBC will consider budgeting for transportation for students attending the event.

PART II - SPECIFIC BUDGETING GUIDELINES

The following guidelines take precedence over the aforementioned guidelines when they contradict one another. Below are some subsets of common occurrences among groups activities on campus.

COMMUNITY ENGAGEMENT

- A. SBC will consider budgeting a maximum of 1 team bonding event per semester.
 - a. Team bonding activities include museum visits, conventions, escape rooms, etc not directly related to the mission of the organization.
 - b. Team dinners are counted as a team bonding event (e.g. if a student club or organization wants to visit a museum and have dinner afterwards, this is counted as 2 team bondings).
- B. SBC will not consider budgeting for non-Swarthmore College participants.

CULTURAL/IDENTITY-BASED

- A. SBC will consider budgeting up to 10 major Religious/Cultural/Holiday events per year.
 - a. SBC will consider budgeting cultural food and catering for these events if the Dining Services is unable to provide any.
- B. SBC will consider budgeting one live music performer (e.g. DJ, live band, etc.) for 2 events each year if it is vital to the success of the program and in line with the Organization's mission.
 - a. SBC encourages student clubs and organizations to present lower-cost options whenever possible.

INTERCOLLEGIATE & CLUB SPORTS

- A. SBC will consider budgeting a maximum of 10 regular season competitions, within reasonable limits.
 - a. SBC will consider budgeting for only one team per competition/tournament.
- B. SBC will consider budgeting equipment and supplies in line with the Organization's mission or needs.
 - a. All equipment purchased belongs to the College. All Swarthmore students should have equal access to the equipment.
- C. SBC will consider budgeting for rental cars/vans for competitions outside of the 200 miles radius limit set by the [Fleet Management Office](#).
 - a. Club Sports invited to regionals and/or nationals will be evaluated on a case-by-case basis.
- D. SBC will consider budgeting for new uniforms on a 4-year rotational cycle on an as-needed basis.
 - a. All uniform apparel should be stored and used for future students.
 - b. Students are not allowed to keep the apparel upon graduation
 - c. SBC will not consider budgeting individualized team apparel (i.e the athlete's name on the apparel).
 - d. Student leaders must take inventory at the end of every sports season. Inventory must then be shared with both SBC and the Club Sports Advisor (Max Miller) as applicable.
- E. SBC will consider budgeting for lodging accommodations if the departure time (not wake up or meet up time) from Swarthmore is earlier than 6:00 AM. Student leaders should account for necessary arrival time to include time needed for warm-up.
- F. SBC will consider budgeting for lodging accommodations if the Board determines it is not feasible to drive round trip to competitions within the same day while also adhering to the Guidelines mentioned above.
 - a. When overnight lodging is deemed necessary by SBC, teams will be required to find accommodations in which breakfast is included and maximize the number of students in each room. In the situation where this is not possible, student clubs and organizations must work with both SBC and the Club Sports Advisor (Max Miller) to determine a feasible solution.
- G. SBC will only consider budgeting for transportation in the event that the team is unable to find enough Van Drivers for their event/competition.
 - a. Club Sports should always consider Student Van Drivers as the first option when planning travel to an event/competition.

- H. SBC will consider budgeting for Food/Catering only in the event that pack-out breakfasts and lunches from the Dining Services are not feasible.
 - a. SBC will then implement the Food/Catering Guideline for off-campus dining outlined in [Part I Section Four](#).
 - b. In the event that SBC determines that pack-out breakfasts and lunches are feasible, SBC will not consider budgeting for Food/Catering.

PERFORMING ARTS

- A. SBC will consider budgeting up to \$50 for performance attire per performer per performance.
 - a. SBC will consider any special circumstances on a case-by-case basis, student organizations must be in consistent communication with SBC throughout the process.
- B. SBC urges Student leaders to minimize their cost per performance/show by utilizing supplies/decorations that have been previously purchased.
- C. SBC will not consider funding performances/shows that exceed a total cost of \$2000.

MEDIA/PUBLICATION & PROGRAMMING

- A. SBC will not consider budgeting for technology equipment (e.g camera, tablets, etc). All student clubs and organizations interested in purchasing technology equipment should refer to the Media Center, McCabe Library, and Class and Conference Technology (CCT) as their primary source.

CONVENTIONS/MUSEUMS

- A. All convention and museum visits are considered a team bonding activity. Please refer to [Part II - Community Engagement](#).
- B. SBC will consider budgeting registrations/tickets at a maximum of \$100 per person for conventions and \$30 per person for museums, including fees and taxes.
 - a. All conventions and museums must take place within a 200-mile radius of the College.
 - b. SBC will consider budgeting conventions/museums that do not adhere to the previous guidelines on a case-by-case basis. The student club or organization must be in communication with SBC.
- C. SBC will, generally, not consider budgeting transportation for convention and museum visits.
 - a. Student Clubs and Organizations should utilize Fleet Management, if possible.
 - b. Student Clubs and Organizations that do not have van-certified members should refer to the Lang Center for Civic and Social Responsibility's [Transportation Support Program](#).
 - c. If no other funding is available, SBC will evaluate possible transportation funds on a case-by-case basis.

CLASS/EDUCATIONAL ENRICHMENT

- A. SBC will not consider budgeting any classes/educational enrichment for academic credit.
- B. SBC will not consider budgeting off-campus classes and/or educational enrichment as the student club or organization's primary activity.
 - a. Participation for off-campus classes/educational enrichment must function on a lottery basis (i.e. must allow different students to each class).
- C. SBC will consider budgeting up to \$100 per student per class.

Part III - SBC CONSTITUTION & RESOURCES

- A. All budgeting and funding conducted by both the SBC Board and student leaders must abide by the SBC Constitution.
- B. Treasurer Training:
 - a. Read over the [Treasurer Handbook](#).
 - b. Send signed copies of the [Treasurers Agreement](#) and [Non-Disclosure Agreement](#) to your assigned SBC Advisor.
- C. Budgeting and Funding Resources:
 - a. [OSE's Treasurers Resource Page](#)
 - b. [Supplemental Funding Request Form](#)
 - c. [Reimbursement Request Form](#)
 - d. [List of all Student Organization Codes](#)
 - e. List of [SBC Subcodes](#) (i.e Account Codes)
 - f. [SBC Advisor Assignment](#)
 - g. [Finance Tracking Template](#)
- D. Please refer to Section 8.2.5 of the SGO Constitution for non-chartered student organization fundings.