



# Recognition & Finance Policies & Procedures

## VISION & PHILOSOPHY

Bucknell Student Government (BSG) is responsible for the allocation of the annual student activities fee. Funding is strictly intended to promote the undergraduate community and student involvement with emphasis on fiscal responsibility. The following guidelines were created to assist in optimizing the reach of the student activity dollars.

## STUDENT ORGANIZATION GOVERNANCE

### CAMPUS ACTIVITIES & PROGRAMS (CAP CENTER)

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The Office of Campus Activities and Programs oversees all student organizations and Bucknell Student Government. The CAP Center is committed to serving as a “human resource” for you and your organization. The Director of Campus Activities & Programs directly advises the finance committee and the Organizational Review Board in a partnership with BSG to recognize and fund student organizations.

### ORGANIZATION REVIEW BOARD

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#### Purpose

The Organization Review Board (ORB) is the permanent governing body that recognizes all student organizations, along with the Office of Campus Activities and Programs, and assigns each student organization to a funding category to allow for appropriate allocations. The goal of the ORB is to increase the accountability and consistency of funding of recognized student organizations as BSG emphasizes fiscal responsibility.

#### Powers and Duties

- To potentially recognize student organizations and re-recognize existing organizations.
- To disapprove any new application, if necessary according to the guidelines.
- To conduct an audit of student organization constitutions when necessary.
- To determine the financial classification status of student organizations on an annual basis.

#### Membership

The ORB is comprised of:

- BSG VP of Operations
- Six student members to include three (3) Student Government Senators and three (3) Student Government House Representatives.
- Total composition: Seven (7)

Student Government Senators will be appointed to this committee at the beginning of the academic year by the BSG Executive Board.

## **Officers**

Chair: The chair of the ORB is the VP of Operations. The Chair is a non-voting member. The Chair may vote if necessary to break a tie. The Chair is responsible for communicating with the VP of Finance and the CAP Center to complete the recognition process.

## **Removal**

Members are required to attend all meetings. After two unexcused absences a member will forfeit his/her participation on the ORB.

## **Meetings**

Meetings will potentially be held on a monthly basis (minimum) at a time fixed by the VP of Operations at the beginning of each semester. After two unexcused absences a member, he/she will potentially forfeit their membership on the committee.

## **Operating Procedures**

- A. A quorum of at least four (4) members is needed to conduct any business at meetings.
- B. For a motion to pass, a majority of the members must be present.

# RECOGNITION

## **Definition of a student organization**

A student organization is defined as a group of currently enrolled Bucknell University undergraduate students who unite to promote a common interest. Bucknell recognizes the vital contributions that student organizations make to the quality of life on campus, however, registration as a Bucknell student organization is not to be interpreted as an endorsement, approval, or a reflection of the mission, purpose, and/or activities of Bucknell or its affiliates. Rather it is to serve as an opportunity for students to learn, grow and organize around similar interests.

## **When can an organization be recognized?**

Recognition for new student organizations can occur during the open recognition period. For the Fall semester this period will end November 1<sup>st</sup> and for the Spring semester will end April 1<sup>st</sup>. The re-recognition period will be in September for the fall semester and February for the spring semester.

## **Benefits of a recognized organization**

- Room reservations
- Activities Fairs
- Poster printing in the CAP Center
- IN Network organization page
- Funding from BSG
- Guidance on event planning from the CAP Center
- Much more!

## **IN Network Management**

The IN Network is the online management tool for student organizations. Through this system organizations will have the capability to request recognition/re-recognition, manage club rosters, invite members, post events, submit forms, and much more. In addition, the IN Network is a way for new and incoming students to connect to organizations and involvement opportunities on campus.

## Recognition Procedure

The University requires all student groups to be annually recognized. The CAP Center and BSG serve as the University registrant of all student organizations and maintains current information on each registered student organization, its officers or authorized representatives, its purpose, and its faculty/staff adviser. Below are the steps on how to recognize a new organization that does not currently exist on campus:

- ✓ Step 1: Solicit undergraduate students interested to join the organization.
- ✓ Step 2: Create a mission statement and constitution.
- ✓ Step 3: Secure an Adviser for your organization.
- ✓ Step 4: Complete the online recognition form via the IN Network.
- ✓ Step 5: Meeting with CAP Center & BSG representative
- ✓ Step 6: Once approved, set-up your IN Network profile page for your organization and begin recruiting!

The ORB will review each student organization request submitted via the Involvement Network (IN Network). When reviewing the constitution the ORB will examine the following items:

- Constitution addresses the following items:
  - Mission Statement/Purpose
  - Election Process
  - Executive Board Structure
  - Membership
  - Meeting Structure
  
- Required Positions
  - President
  - Treasurer
  - Adviser
  
- Other requirements:
  - Organization is not a duplicate, or similar in nature, to the mission/purpose of another organization.
  - Organization is autonomously student run without significant influence from an existing department or University office.
  - Organization benefits the University as a whole.
  - Organization does not limit membership based on race, religion, age, ethnic or national origin, gender, physical ability, or sexual orientation.
  - Adheres to the Bucknell University Code of Conduct
  - Provide a leadership structure that will ensure the continuity of the club from year to year

Once reviewed based on the above criteria a majority vote from the ORB is necessary to recognize an organization. The vote has four (4) possible outcomes: Approved for recognition, Approved for recognition and funding (\$100 1<sup>st</sup> semester, 2<sup>nd</sup> semester budget submission), Denied, or Need More Information.

- Approved: In the case of an approval and funding, a new student organization will automatically receive a \$100 start-up fee for the organization. The new student organization does not need to attend a Finance Hearing to receive this money and is not eligible to receive additional funds until the next semester.

- The organization may also be approved for recognition, but not approved for funding. Reasons for not receiving approval for funding may be:

- Any student organization that has a member(s) receiving class credit for the position will not be eligible to receive BSG funding
- Majority of organization is comprised of graduate students

- Denied: In the event an organization is denied, the organization as it currently stands will not be recognized.

- Needs More Information: In the case of “need more information,” the organization will be eligible to appeal their case to the ORB to address the concerns and provide additional information.

## Re-Recognition Procedure

The purpose of annual re-recognition is to ensure an organization is still active and desires a presence on campus for the current academic year. Each year organizations are required to complete the following three steps to indicate to the University and the ORB that it wishes to remain active. The first two steps occur at the start of each academic year. The third and final step is required during the Spring semester.

1. Complete the re-recognition and submit club roster form via the IN Network by October 1<sup>st</sup>.
2. Attend the mandatory Fall Officers’ Workshop (usually held the first two weeks of September.) Failure to attend this mandatory meeting will result in a 25% reduction in the organization’s budget.
3. Attend the mandatory Spring Treasurers’ Workshop. Failure to attend this mandatory meeting will result in a 25% reduction in the organization’s budget.
4. Failure to attend both of these mandatory workshops will result in the organization’s recognition status being withdrawn for the year.

*\*In order to receive eligibility for a Membership Dinner, organizations must complete the first two steps by the appropriate deadline.\**

## ORGANIZATION CLASSIFICATIONS

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### Pre-Funding Classification Procedures

Once a group is recognized, the ORB will classify each organization as one of the following categories:

- *Provisional* – A new organization that has been approved by the ORB. All provisional organizations will receive a \$100 start-up fee. A provisional organization will have to reappear before the ORB in the following semester to apply for Permanent status and funding. If a provisional organization fails to achieve Permanent status, the organization may reapply for Provisional status.
- *Permanent* – An organization that has completed the Provisional semester and has been approved by the ORB. Permanent organizations are eligible for full funding from the Finance Committee. The ORB will determine in which funding category the organization belongs.
- *Probationary* – A Provisional or Permanent student organization is an organization that does not meet the requirements to remain a Permanent student organization. For example, missing both mandatory Officers’ and Treasurers’ Workshops. The ORB can recommend freezing a Probationary organization’s account.

- *Inactive* – The ORB can revoke recognition of an organization if it is deemed to be inactive. Once an organization is deemed inactive, a new group of students must apply to the ORB to be re-recognized as a Provisional organization. A student organization can be deemed inactive for one of the following reasons:
  - Been on Probationary status for a period of more than two semesters
  - Violation of University policies and regulations
  - Failure to obtain Permanent status after two semesters under Provisional Status
  - If the organization’s president or adviser report that the student organization is no longer functioning

## Allocation Categories

Once an organization is granted Permanent status by the ORB and approved for funding by the Finance Committee, each organization will be assigned to one of the following categories. The determination of this allocation is based on the mission and goals of the organization.

Allocation Categories		
<p><b>Blue</b></p> <ul style="list-style-type: none"> <li>▪ Exclusive in membership               <ul style="list-style-type: none"> <li>○ GPA requirement</li> <li>○ Application process</li> <li>○ Tryout process</li> </ul> </li> <li>▪ Charge membership fee/due</li> <li>▪ Must attend Officers Meeting in Fall and Treasurers' Workshop in the Spring</li> <li>▪ Eligible for membership dinner</li> </ul>	<p><b>Orange</b></p> <ul style="list-style-type: none"> <li>▪ Non-exclusive in membership</li> <li>▪ Dominate purpose of the organization is to program for the organization               <ul style="list-style-type: none"> <li>○ Audience for events is directed to members only</li> <li>○ Meetings/events promoted to members</li> </ul> </li> <li>▪ May host 1 campus-wide or outreach event annually</li> <li>▪ Must attend Officers Meeting in Fall and Treasurers' Workshop in the Spring</li> <li>▪ Eligible for membership dinner</li> </ul>	<p><b>Green</b></p> <ul style="list-style-type: none"> <li>▪ Non-exclusive in membership</li> <li>▪ Dominate purpose of the organization is to program for education &amp; outreach to the campus community</li> <li>▪ Engages frequently in large programming to enhance mission of the organization</li> <li>▪ High-liability programming</li> <li>▪ Organization achieved Lessons On Leadership (LOL) Certification</li> <li>▪ Once a semester planning meeting with BSG/CAP Center representative</li> <li>▪ Must attend Officers Meeting in Fall Treasurers' Workshop in the Spring</li> <li>▪ Eligible for membership dinner</li> </ul>

## APPROPRIATIONS

### STUDENT ACTIVITY FEE

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The Student Activity Fee (SAF) is a fee paid by each Bucknell undergraduate student along with their tuition. The BSG Vice President of Finance and the Finance Committee are entrusted by the Board of Trustees with the fair and equitable distribution of this Student Activity Fee. It is also the responsibility of BSG to annually review and assess the adequacy of this fee in meeting students' needs.

A. The Finance Committee is responsible for the distribution of all monies allocated to BSG.

#### Eligibility for Funding

Organizations are entitled to receive funding based on the criteria of the category they are recognized in.

- Only organizations recognized as permanent or provisional are eligible for funding.
- All organizations recognized as Provisional will receive a \$100 start-up fee.

#### Benefits of Funding

- Ability to obtain a semester budget for student organization programming
- Access to a University account – No off-campus accounts permitted!
- Access to a dual account
- Use of University vehicles and campus dining
- Privilege of requesting interest-free loan service through BSG

### ALLOCATION CATEGORY FUNDING REQUESTS

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#### Interpretation of the Guidelines

In the event of a question concerning the interpretation of any part of this document, the student members of the Finance Committee shall serve as the interpretive body and render a decision regarding the issue in question. The FC attempts to establish consistency in budgeting decisions and therefore relies on the FC Guidelines and other precedents in rendering a decision. The guidelines will be constructed within reason so as to maintain its applicability to practical circumstances. Final decisions are always up to the discretion of the Finance Committee.

The FC will fund organizations based on the category they receive from the Organization Review Board. The FC attempts to keep the cost per student under \$35, ensuring that student money is used in the most efficient way possible.

#### Possible Exceptions

The FC understands that all student organizations are unique from one another. Some rely more heavily on conferences, while others on dinner and study breaks. Although the guidelines were formulated to help maintain consistency, the FC will keep the organization's mission statement and goals in mind when reviewing a proposal, exceptions may be made when warranted.

## FUNDING POLICIES & PROCEDURES

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### Alcohol

- No BSG funds may be used to purchase alcohol.
- No BSG funds may be used to pay for fines or expenses related to alcohol.

### Debt

The FC will not transfer funds allocated during spring appropriations or by other means if the student organization maintains a debt in its BSG account or dual. The account will be frozen until the debt is rectified.

- Organization may petition the FC to remove its debt in the face of extenuating circumstances. However, the FC is not obligated to reimburse a student organization for any debt it incurs or financial obligations it undertakes prior to its budget request and/or FC approval.
- Unless specifically prohibited by the FC, a student organization may transfer funds from its dual account (if it maintains one) to eradicate its debt situation.

### Deposits

#### *Policy*

- All organization funds, regardless of specific origin, must be placed in the organization's BSG account or dual account. Off-campus accounts are in strict violation of Appropriation Committee Guidelines and University guidelines. Maintaining an off-campus account will result in sanctions against the organization and possible suspension.
- Organization funds that do not originate from the AC will be marked for discretionary club use if the club does not have a dual account.
- Discretionary funds may be maintained from fiscal year to fiscal year if approved by the BSG Vice President of Finance.
- Any and all fundraised money, donations, dues, etc. should be deposited into the organization's dual account. Failure to report such revenues and maintaining an external account will result in the account being indefinitely "frozen."

#### *Procedure*

- Deposits are to be submitted to the University Cashier's Office in Marts Hall.
- A copy of the deposit slips is then to be brought to the CAP Center or the BSG Accounts Manager for accounting purposes.

### Donations

The FC will only fund operational costs for charity events and funding will be at the discretion of the Finance Committee. The FC may give loans for items used or sold to benefit charity events, but the funds must be repaid under the terms set forth under the loan.

If, however, a student organization is accepting donations or conducting a fundraiser to raise money for a charity or other organization, all monies must be deposited into the organization's account. Only after the money is deposited can a check be written by the organization.

Avoid the following when working with donations:

- Do not give cash and/or personal checks to the charity.
- Do not put the money and/or checks into your personal account and proceed to write a check to the charity. Instead, bring the check request form and a copy of your deposit slips to the CAP Center so that a check can be processed for the fundraised money.

## **Dual Account**

The Dual Account system was created in order to provide organizations with a feasible alternative to differentiate funds appropriated by the FC from those generated externally by an organization. This was also a consequence of the rampant number of external accounts maintained by student organizations. The Dual Account provides the flexibility and convenience of having all accounts in one location while guarding against the appropriation of funds to external accounts. Funds maintained in the Dual Account are subject to the same guidelines as BSG allocated funds for the purpose of processing check requests. BSG is only signing the check request to indicate that you have money in your account to cover said expenditure/reimbursement. Funds may not be used on alcohol, drugs, or tobacco. Itemized receipts are required for all reimbursements.

- a) If a dual or BSG account is “frozen” for three consecutive years, any debt to BSG will be forgiven.
- b) If a club is inactive for three consecutive years, any money in the dual account will be transferred to the BSG Reserve Account.

## **Program Eligibility**

In order for an organization to participate in this program, the organization must contact the BSG Vice President of Finance in order to come before the Finance Committee. The criteria are as follows:

- 1) A student organization must be BSG recognized.
- 2) The student organization must apply to the Finance Committee and demonstrate need to use this dual account system.
- 3) Only organizations that have a significant amount of non-BSG funds will be allowed to have dual accounts. All other organizations will have to differentiate their funds within one account.
- 4) The FC reserves the right to monitor deposits as well as money withdrawn from a dual account. If the FC determines that a deliberate misuse of funds occurs within a dual account, the FC reserves the right to deliver swift and just punishment upon the organization and consider this during the spring Appropriations process when reviewing a student organization’s budget.
- 5) Any Dual Account that have a negative balance will result in the BSG and Dual accounts being frozen.
- 6) Dual accounts must comply with the check writing procedures. It is both the responsibility of BSG and the organization to verify that the dual account has enough money in it to cover expenditures.

## **External Accounts**

Any student organization that continues to maintain an outside account will have their account frozen, and possibly other sanctions, until the student organization complies with the Finance Committee Guidelines.

## **Extenuating Circumstances**

The Finance Committee will have a due process approach. The Finance Committee will need to vote on the extenuating circumstance, and if approved will need to then have a vote on the approval or denial process.

## **Gratuity**

The FC will not fund gratuity that exceeds 20% of the bill presented. If the organization exceeds 20%, paying the difference will be the organization’s responsibility.

## **Insurance**

All organizations recognized by BSG fall under the University’s insurance policy. To obtain documentation for insurance waivers, contact the University Legal Counsel. Other insurance related costs will not be funded by the FC.

## **Licenses & Memberships**

Allocations may not be used for licenses, membership or certification fees for an individual student.

## Prizes & Trophies

No funding will be allocated for awards, prizes, trophies, gifts or gift bags.

## UNIVERSITY EMPLOYEES AND GUESTS

University employees are defined as faculty, staff, and graduate assistants. The Finance Committee will not appropriate Student Activity Fee dollars to cover the costs of University employees for ticketed events, CAP Center and Box Office Tickets for ticketed events must be sold at full cost to faculty, staff, and community. The Finance Committee will not fund events for teaching assistants.

The Finance Committee will not allocate Student Activity Fee dollars to cover the costs of meals or entertainment for guests. These costs must be requested as a salary for the guest.

The Finance Committee recommends that student organizations request funding for events aimed at enhancing the student's academic and cultural experience. At events with faculty and staff, student organizations have the responsibility to monitor their budget and ensure fiscal responsibility.

Allocation Categories		
<b>Blue</b> Advertising/Promotion - \$100 Entertainment - \$500 Food - \$500 Salaries - \$200 Supplies/Equipment - \$250 Special Requests (at discretion of committee) Transportation – see below	<b>Orange</b> Advertising/Promotion - \$ 500 Entertainment -\$2,000 Food -\$2,000 Salaries - \$1,000 Supplies/Equipment - \$1,000 Special Requests (at discretion of committee) Transportation – see	<b>Green</b> Advertising/Promotion - \$800 Entertainment -\$3,500 Food - \$3,500 Salaries - \$1,000 Supplies/Equipment -\$1,200 Special Requests (at discretion of committee) Transportation - see below

*\*All allocations are at the discretion of the Finance Committee\**

## EXPLANATION OF FUNDING LINE ITEMS

*\*Funding is not intended to be used for graduate students faculty/staff, or University guests.*

### Advertising & Promotion

The FC may fund publicity and advertising for organizations, including but not limited to posters, graphic design costs, flyers, handouts, printing costs at the CAP Center, etc.

### Entertainment

The following items fall under entertainment expenses:

- Events that include performers such as musicians, DJs, dance groups, etc.
- Movies, festivals, dances, museums, excursions, etc.

All performers/providers of service or any outside guest must sign a contract (either their own or Bucknell's general contract which can be found in the CAP Center's IN Network page. All contracts require the signature of the organization's adviser and the signature of the Associate Dean of Students. For more information on contracting please contact the CAP Center.

When requesting funding to provide a speaker, comedian, musician, or other performer the following supplemental information should be brought to the FC to address the following (Reputability, Finance, Community & Ethical Standards):

- *Reputability:* An artist sponsored by the Finance Committee must demonstrate experience.
  - **References** – Determine several reputable references. Information on performer(s) at other institutions?
  - **Venue** – Determine several reputable venues where the artist has performed previously. Can Bucknell accommodate the artist with its available space? Were there safety issues previously? Does the artist need special equipment or set up/clean up?
  - **Audience** – Who is the intended audience?
  - **Publicity** – Consider the addition of PR costs to the price of the artist. Does the artist have a PR team? Also, note if the artist is nationally recognized.
  
- *Finance:* The organization must demonstrate to the Finance Committee that they are fiscally responsible.
  - **Availability of Funding** – Consider the total cost of the program (event/activity), advertising, set up, clean up, security, food, etc.), the anticipated price per person.
  - **Demonstration of Fundraising** – The FC must consider if the club or organization has made an effort to fundraise. Consider the need to raise money, if outside support including grants has been solicited, and if tickets are being sold to support the cost.
  - **Management of Agents**- the FC must consider the amount of research and comparisons the club or organization has completed within the industry. Consider if prices and packages are being negotiated and whether the club or organization has considered other agents within the same industry. Have less expensive or alternative artists in the same field been considered?
  
- *Community:* An artist sponsored by the FC must demonstrate awareness and add to the strategic plan of the University
  - **Strategic plan** – Will the performance help the University achieve strategic planning goals in any strategy(s): The Academic Core, The Residential Learning Experience, Diversity, Financial Strength, and Building Bridges.
  - **Students** – What is the expected number of attendees? Will the students get anything out of the performance? Must present reliable, accurate survey results to the FC. Large numbers, and/or the help of a statistician (can be a campus professor) will be useful, if possible. When additional funding over the allotted budget is requested and such a survey of the student body is not conducted, the Bucknell Student Government must pass the speaker (including additional funds) during a congress meeting.
  - **Current trends** – Does the program represent current trends in media, art, technology, pop culture, etc?
  - **Repeat performances** – Consider if novel programs are being researched and if the same artist or genre is being repeatedly used.
  - **Scheduling** – How long will the typical student stay at the event? What is the best starting time, the best month, and the best times to co-sponsor the event?
  
- *Ethical Standards:* An artist sponsored by the FC must demonstrate ethics. Ethics should be considered through the usage of strong language, explicit video, vulgarity, and contractual rescheduling.
  - **Appropriateness** – the FC must consider if this event is something in which it is appropriate to use Bucknell's name when contracting.
  - **Representation** – the FC must consider how the artist represents him/herself in public and during performances. The following qualities must be considered: promotion of an unhealthy lifestyle, and speaking negatively about a certain group.

### Equipment & Supplies

This line item is to be used for operational cost, event supplies, organization supplies and decorations. Examples include but are not limited to:

- Any subsidized equipment must be registered and inventoried with the BSG Accounts Managers. Student organizations should keep a list of inventoried equipment on their IN Network page. If an inventory list is not received by the specified deadline, the student organization's account will be frozen.
- All equipment will be stored within the University facilities during the summer months. Special requests may be made by organizations to retain equipment during the summer months. Organizations must submit a written proposal approved by the appropriate department in order to be eligible to retain equipment during this time.
- All uniforms and equipment must be handed down to new club members. A uniform consists of distinctive apparel that is worn by all members of a club that is of the same pattern, color and material. Uniforms must be able to be reused a minimum of two (2) years. Certain depreciation is allowable for annual replacements of equipment.
  - Personal equipment such as buttons, leotards, bathing suits, shoes, socks, etc. will not be subsidized due to the personal nature of the equipment. Costumes are defined as any type of dress for a particular one-time event or performance.

## Food

To process all food requests the following documentation is needed.

- An itemized receipt must be provided for payments for all meals prior to allocation of funds.
- The FC does not fund food for regular meetings.
- This food is only to be used for special events.
- CAP Center and Box Office Tickets for ticketed events must be sold at full cost of the meal to faculty, staff, and Bucknell guests.
  - For example. If your event is costing \$2,000 and you expect 200 people, the cost per person is \$10. Although the cost for students may be FREE, all faculty/staff must pay \$10.

## Salaries

Salaries, fees, or honorariums may be requested for jobs that require advanced skills unavailable within the membership of the organization. These advanced skills include those of models, outside vendors, and security. The total amount of salaries is not to exceed the allocation amount listed on page 9.

- All performers/providers of service must sign a contract (either their own or Bucknell's contract). All contracts must be requested and signed by the adviser of the student organization in addition to the Associate Dean of Students overseeing the CAP Center.
- Requests for payment to service providers (such as security, lecturers, referees, etc.) MUST be accompanied with the service provider's contract or Bucknell's contract, Bucknell's Indemnification/Insurance Riders, and a W-9 form completed and signed by the provider of service for tax purposes. Checks CANNOT be processed without all of the above supporting information.
- Paid employees of the University
  - Paid employees of the University will NOT qualify for FC subsidized salaries.
  - Payment from dual account for faculty or administrative staff will be processed by an Extra Job Notice. You will need to contact the CAP Center Office Coordinator to obtain this form.
  - Payment to support staff members will be processed by an Extra Job Notice. You will need to contact the CAP Center Office Coordinator to obtain this form.
  - Payments to Non-Resident Aliens require special documentation and they should contact the CAP Center for more information before their adviser requests the contract.
  - *\*Note: Salaries is not to be used for entertainment performers.*

## Special Requests

### 1. Competitions

BSG will consider funding competitions on a request-only basis. A request can be made by submitting the Request for Competition Form to the Vice President of Finance via the IN Network. The Finance Committee will fund registration fees up to \$300 per competition.

Funds for competitions will only be allocated under the following criteria:

- Funds will not be allocated until a schedule and timetable have been created for the event.
- Only one team per club will be subsidized for each competition.
- Changes in the schedule may not be made without the approval of the FC if such a change involves additional money not specified in the original request.
- Travel expenses may be requested if they comply with the guidelines.
- Food will not be subsidized during travel.
- The student organization adviser must submit a letter of referral with the application for this request.
- The FC will not fund advisers unless attendance is required by the University.

Requests will be reviewed based on the following criteria:

- Relate to purpose/mission of the organization
- Adviser letter of intent
- Organization has requested for and attended competitions in previous years

## ***2. Conferences***

Requests for conferences will be reviewed based on the following criteria: how it relates to purpose/mission of the organization; adviser letter of intent; organization has attended the conference in previous years.

Organizations requesting funds to send members to conferences must adhere to the following guidelines:

- A maximum of six (6) club members will be funded by the FC.
- The FC will not fund advisers or teaching assistants unless required by the institution. (Advisers are required for overnight trips taken by student organization.
- A conference brochure or online information with price quotes **MUST** be supplied to the FC.
- Requests for funding must be made at least three weeks prior to the conference registration date.
- Travel and lodging arrangements may be approved in accordance with the guidelines.
- Food will not be subsidized for the conference.
- The FC will **NOT** fund airfare.
- The FC will only fund full-time undergraduate students or University required chaperone.

## ***3. Lodging***

The Finance Committee will fund up to two rooms for up to four nights. The Finance Committee will fund up to \$250 per night per room. Additional policies include:

- The Finance Committee will only fund standard rooms.
- Maximum occupancy of rooms is required before a second room can be approved.
- Separate rooms are required for mixed gender groups.
- The student organization requesting funds must demonstrate that an overnight stay is absolutely necessary.

## ***4. Publications***

- The FC may fund the publication of newspapers, academic journals, and other publications that serve the campus community and directly relate to the defined organizational purpose of the petitioning organization. The total funding request may not exceed \$6,000 per year and \$3,000 per issue.
- A signed, formal invoice must accompany the requests.
- Invoices must be paid with a University check or University purchase order. Use of personal funds or credit cards are prohibited.

## 5. Transportation

The FC will fund up to 600 total miles per trip. Below are some of the other guidelines in relation to transportation:

- Food will not be subsidized on trips.
- The FC will not fund airfare, train fares, or bus fees.
- Parking will be funded for one car up to 4 nights or \$100.
- Tolls will be covered.
- The FC will not fund drivers for University vehicles. Organizations should encourage members to attend driver orientation classes (dates and times available from Transportation Services, 2nd floor LC, uphill side). An exception will be made, at the FC's discretion, for clubs consisting mostly of international students due to restriction rules for getting University licenses, as well as first-year students who may not meet license eligibility requirements.
- Parking costs and tolls will be covered.

Gas may be subsidized as follows:

- \$0.575/mile for a non-University vehicle
- \$0.39/mile for a University car, or minivan
- \$0.49/mile for 14 Passenger Minibus with a \$10.00 minimum charge
- \$1.30/mile for Bucknell Buses plus \$35 per hour for the driver
- Use of limo services, including Susquehanna Limo Services, as approved by Finance Committee

## Mileage Chart

The following can be used as reference if an organization will be traveling in order to determine costs. If the mileage cannot be found below; mileage must be supplied by the website [www.mapquest.com](http://www.mapquest.com). You are required to provide print-outs of MapQuest information.

### Bucknell University to: Miles Round-Trip

Colgate University 425	Lafayette College 300
Cornell University 320	LaSalle University 370
Delaware University 320	Lehigh University 250
Dickson College 150	Lycoming College 70
Fordham University 460	Rutgers University

Bucknell University to: Miles Round-Trip			
Albany, NY	537	Mechanicsburg, PA	137
Annapolis, MD	339	Morristown, NJ	318
Atlantic City, NJ	466	Myrtle Beach, SC	1,280
Baltimore, MD	286	New Haven, CT	506
Binghamton, NY	307	New York City, NY	370
Bloomsburg, PA	66	Oberlin, OH	640
Boston, MA	765	Ottawa, Canada	980
Buffalo, NY	465	Philadelphia, PA	342
Chambersburg, PA	210	Pittsburgh, PA	415
Charlottesville, VA	544	Port Jervis, NY	302
Cincinnati, OH	1,022	Princeton, NJ	375
Coming, NY	214	Providence, RI	706
Cleveland, OH	602	Rahway, NJ	374
Detroit, MI	914	Reading, PA	187
East Stroudsburg, PA	218	Richmond, PA	590
Easton, PA	250	Rochester, NY	400
Edinboro, PA	500	Scranton, PA	182
Edison, NJ	370	Selinsgrove, PA	26
Elmira, NY	242	State College, PA	144
Erie, PA	534	Storrs, CT	608
Gettysburg, PA	104	Syracuse, NY	452
Harrisburg, PA	120	Towson, MD	267
Hazleton, PA	120	Washington, DC	370
Indiana, PA	381	West Chester, PA	288
Lancaster, PA	71	White Plains, NY	400
Lebanon, PA	160	Wilkes-Barre, PA	150
Lock Haven, PA	98	Williamsport, PA	46
Mansfield, PA	148	Wilmington, DE	370

## **Membership Dinners**

All recognized organizations are eligible for a membership dinner. In order to earn your annual dinners, organizations must successfully meet the deadlines for annual re-recognition. Amount approved for membership dinners will be determined by the number of members listed on the organization's IN Network page. Those who do not meet the re-recognition requirements will lose eligibility for a membership dinner for that academic year. New organizations will be eligible for a membership dinner once approved through the recognition process and have completed and submitted a budget.

\*Itemized receipts are required for any off-campus membership dinner. In addition the FC will not fund gratuity that exceeds 20% of the bill presented. The organization will be reimbursed at \$20/student ATTENDING the dinner!

\*Please note that food for graduate students and faculty/staff cannot count towards Membership Dinners.

## **APPROPRIATION PROCEDURES**

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### **Breaking Policies and Procedures**

Budgets that do not follow policies and procedures will need to be considered by the Finance Committee. The VP of Finance will motion for a vote to consider breaking the policies and procedures in question. The Finance Committee will need a majority vote to consider breaking any policies and procedures. A second vote of 2/3 will be needed for motioned amount.

### **Budget Preparation**

A mandatory Treasurers' Workshop will be held in the spring for the submission of budgets. Failure to attend this workshop will result in a 25% reduction of next year's funding (both initial budgets and additional appropriations). This is also the penalty for submitting a late budget. In the case of both absence at the treasurers' workshop and submitting a late budget, a 50% reduction of next year's funding (both initial budgets and additional appropriations).

### **Finance Hearing Results**

The Accounts Manager will communicate all Finance Committee decisions via email within 24 hours of a Finance Hearing. The Accounts Manager will communicate all Signature and Co-Sponsorship Event decisions within 48 hours of a Finance Hearing via email. Any questions and concerns about Finance Committee's decisions should be addressed via email to the VP of Finance.

The adviser to the Finance Committee will review and sign all hearing minutes to ensure that the Finance Committee follows all policies outlined in this document.

### **Forms**

To request funding the appropriate forms must be completed. For requests under \$250 see the VP of Finance for approval. If any assistance is required, office hours are posted on the BSG office door (LC 43), outside the CAP center (LC 47), and on the Bucknell Student Government Bulletin Board beside the mailroom. All of these forms can be found in the BSG-Finance public folder labeled 'Budgeting and Appropriation Forms'. There are four different forms, depending upon the type of request. They are as follows:

- Initial Request form
- Additional Request form (Form A)
- Reallocation form (Form C)
- Loan Form (Form L)
- Appeals form (Form P)

## Hearing Requests

Student Organizations interested in requesting a Finance Hearing must request one on the BSG IN Network Forms Page no later than Monday at noon. Any forms submitted after noon will not be reviewed until the next scheduled Finance Hearing. Students will receive confirmation for the Finance Hearing by Tuesday at noon.

Forms are available via the BSG IN Network Documents Page and the BSG-Finance Public Netspace.

## Transfers

Any transfer of funds from one student organization account to another or to other departments within the University must be processed by the CAP Center within 48 hours of the Finance Committee's decision. Completed/signed form should be turned into the CAP Center with receipts for processing.

NOTE: Transfers made from a dual account also require the "Transfer of Funds Request Form" to be completed.

## University Direct Billing Transactions

### *Policy*

- University credit transactions are a privilege of BSG recognized organizations.
- Credit transactions may only be undertaken for approved budgeted expenses or if discretionary funds exist in the budget to cover the charged expenditure.
- Organizations may charge expenditures to their accounts through dining services, transportation, facilities, Publications, Print & Mail, Performance Services, and the CAP Center if it is an approved expenditure within their budget.
- The Finance Committee is under no obligation to reimburse expenses not approved for a student organization and in most cases will not do so.
- It is the responsibility of the club Treasurer to monitor the costs of these services and adjust their account balances accordingly.
- Failure to comply with these policies and procedures may result in sanctions against the student organization.
- If the direct charge results in a negative balance both accounts (BSG and DUAL) will be frozen and sanctions against the organization can be applied.

## University Finance Department

The Bucknell University Finance Department maintains constant surveillance of all student organization account activity through the University Finance Office and the University's computer accounting system. All account activity is monitored and in the event of any improprieties, discrepancies, or other problems the BSG Vice President of Finance and the Finance Committee are notified.

## ADDITIONAL FUNDING

### SIGNATURE EVENT FUNDING

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*A Signature Event is defined as a collaborative, annual, campus-wide event designed to bring together and strengthen the Bucknell community.*

Signature events are collaborations of two or more BSG-recognized-and-funded organizations in addition to University entities, offices, or departments. The BSG Finance Committee will utilize historical data and anecdotal feedback in its decision to approve or deny a Signature Event Application. First-time events will not be approved as a Signature Event. Due to the purpose of a Signature Event, all approved Signature Events must be open and free to all Bucknell undergraduate students.

As Signature Events are large-scale in nature,, a Signature Event should cost a minimum of \$4,000 and be outside of the reach of student organizations' budgets. Applications for Signature Events must be reviewed by the Finance Committee at least one month prior to the event. Student organizations requesting funds must provide an itemized budget for all event expenses, including expenses not funded by BSG. Signature Event funding will not affect student organization's annual operational budget.

In its decision, the Finance Committee will consider the criteria outlined in the Signature Event Application and the following:

*Creativity and Uniqueness of Program*

- Does this program present an intentionally unique or creative opportunity for students to get involved?
- Is there evidence of significant collaborative effort?
- How will this event benefit the student body?
- Does the event have a proven history of success? (i.e., multiple year event)

*Accessibility of event for Bucknell University Students*

- What location will the event take place on campus?
- Will the event's proposed date conflict with any major Bucknell University Events or other proposed Signature Events?

*Preliminary Planning of the Event*

- To what extent has contact been made with partnering organizations, businesses, etc.?
- Has this event been co-sponsored by BSG before?
- Will BSG be acknowledged for sponsorship in terms of advertising and presentation of the event?

## LOANS

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Student organizations may apply to the FC for a loan to provide the initial capital needed to undertake fundraising events. Student organizations must present detailed business strategies and projections to insure the FC will receive repayment for its loan. At the time of presentation, loan terms and time schedules will be established should the loan be approved. A copy of the loan will be retained in the BSG office and the CAP Center. Failure to repay the loan within the terms established by the FC will result in the student organization's account being frozen.

## APPEALS

### Recognition Appeals

Those who wish to appeal the decision made by the ORB may submit a written request and the reasons for the appeal to the ORB Chairperson, within one week of the date of the ORB's original decision. The group shall have a hearing with the ORB within 14 days after the submission of a written request has been received.

### Appropriation Appeals

Those who wish to appeal the decision made by the Finance Committee may submit a written request and the reasons for the appeal to the Appropriations Chairperson, within one month of the date of the Finance Committee's original decision. The group shall have a hearing with the Finance Committee within 14 days after the submission of a written request has been received.

## AMENDMENTS

Changes to this document may be proposed to Congress at any time. The Organization Review Board and Finance Committee will conduct an annual review of the Recognition and Appropriations Policies & Procedures each November. All recommended changes to the document, passed by Congress, will go into effect in January of the following calendar year.

A two-thirds (2/3) vote in Congress is necessary to change the policies and procedures set forth in this document. The Organization Review Board and Finance Committee must give their recommendation to Congress before a decision is made.