

# **General ABC Funding Guidelines**

## **1. Determining Initial Allocation for New Groups**

- a. CATEGORY A groups are eligible for up to \$250 of funding per semester
- b. CATEGORY B groups are eligible to submit Budget Requests of any sum.

## **2. Debt**

- a. If the debt is less than or equal to one-third of the group's initial allocation by the ABC, then that group's initial allocation will be reduced by the entirety of the debt as the group's debt payment.
- b. If the debt is more than one-third of the group's initial allocation by the ABC, then that group's initial allocation will be reduced by one-third, with that one-third reduction being applied as a debt payment.

## **3. Conferences / Tournaments / Trips**

- a. For a Columbia team as visitors:
  - i. The ABC (within reason) will subsidize registration fees.
  - ii. At most 50% of all transportation and lodging expenses will be subsidized.
  - iii. All groups must display registration, travel, reasonable lodging quotes and documentation from sponsoring institution regarding fees and/or associated costs while submitting their EAF
- b. For a Columbia team as host:
  - i. ABC groups holding conferences or tournaments must have a registration list with the names of all the participants and teams available two business days before the start of the event
  - ii. Registration fees will only be accepted by check unless otherwise approved by SDA
  - iii. Refunds will be given in check unless otherwise approved by SDA

## **4. Policies regarding the History/Heritage Months**

- a. History/Heritage Months will follow all guidelines specified for SDA recognized groups.
- b. Once the History/Heritage Month has ended, the Month's SGO account will be closed for co-sponsorships of other events. Leftover funds will only be available to cover open commitments.
- c. Heritage Months are required to submit a program summary once the month has ended.
- d. Heritage months shall submit EAFs to their ABC representative on a weekly basis by the Friday (11:59 pm) prior to that week. EAFs should clearly detail all the week's events and expenses.
- e. Effective Feb 2006, weekly-EAFs for Heritage Month are implemented on a trial basis; a final decision on this will be made at the end of Spring 2006

## **5. Policies on Non-CU and Non-CU Undergraduate Guests**

- a. The admission prices for non-CU students and non-CU undergraduates should reflect the per-capita net costs of their participation in the programming open to them.

## **6. Publications**

- a. All publications should come out at least one week before the last day of the academic year.

- b. All publications must pay for at least 1/4 of their total costs for putting out an issue.
- c. All publications must publish at least one issue per year or they risk de-recognition. Exceptions to this clause may be granted if 4/5th majority of the ABC Board members vote in favor of the exceptions.

**7. T-shirts & Uniforms**

- a. The ABC will NOT fund T-shirts (groups can use their revenue).
- b. If a clothing item is to be passed on from year to year, it will be considered equipment and is fundable.

**8. Summer Programming**

- a. No part of the Student Activities Fee can be used for summer events
- b. Reimbursements will not normally be granted for summer activities, but may be considered on a case by case basis.

**9. Winter Programming**

- a. There will be no programming over Winter Break except on a case-by-case basis
- b. Groups that want to have programming over Winter Break must inform their representative before the end of fall semester
- c. ABC representatives who oversee groups with winter programming will have a three day window to approve EAFs

**10. Speakers**

- a. The ABC will subsidize a speaker's honorarium and associated costs within reason

**11. Contests and Tournaments**

- a. All awards for contests and tournaments should be paid for from the profits generated by said event.

**12. Catering/Sit Down Dinners**

- a. When submitting a food budget for banquets or dinners, at least three estimates must be provided.
- b. The maximum expenditure for catered meals is \$5/person.

**13. Parties and Charity events**

- a. Groups must break even on parties and charity events (i.e., revenues must be equal to or greater than expenses)

**14. Study Breaks & Flyers**

- a. \$2 per study break attendee is a reasonable food expenditure.
- b. No gratuitous spending on food (i.e. Food distribution should not be the sole purpose of an event)
- c. \$15 is the maximum expenditure for flyers for a single small event.

**15. Accompanists/Conductors**

- a. ABC will cover half of the cost of accompanists.
- b. Effective Spring 2006, ABC will cover half of the cost of Musical Conductors within reason

**16. Banners**

- a. No funding for banner. Groups should use their revenue for such an expense.

**17. Phone Mail**

- a. No funding for phone mail unless it is for a large scale event.

**18. Websites**

- a. No funding for outside websites since groups can use Columbia's. Groups should use revenue if they choose to have an outside website domain

**19. Communication**

- a. ABC executive officers will not receive questions or concerns unless a group has discussed the matter with their representative first.

**20. Appeals**

- a. Groups that wish to apply for a budget appeal must send their appeal to the appeals committee through their representative. The representative will ensure that the appeal form is appropriately filled out with the necessary documentation attached.

**21. Transfer Payments and Co-sponsorships**

- a. No club should pay another club for services
- b. Any co-sponsorship needs to be explained fully in the EAF and/or appeal. The following information must be included:
  - i. Which group the co-sponsorship is going to, and
  - ii. The exact details on what the co-sponsorship money will be used for.
- c. The ABC will approve co-sponsorships on a case-by-case basis

**22. Audio/Visual services**

- a. No money will be given for photographers/video/cameramen

**23. Allocations**

- a. The growth of a group's allocation is not guaranteed, nor is the fulfillment of the year's planned programming an entitlement to an increase in budget

**24. Competition Groups**

- a. ABC will not pay for any food for traveling groups

**25. Movie Events**

- a. For events with movie screenings, please refer to SDA's movie policy.
- b. All copyright costs should be appealed for.

**26. Reimbursements**

- a. All reimbursements must be submitted within 30 days of the event
- b. Reimbursements will only be made for events that have been approved via EAF PRIOR to the event.