Ways and Means Funding Guidelines
2017-2018

1. **Eligibility for Funding:**
   In order to be eligible for SGA Funding, your organization **MUST**:
   - Be recognized by the Office of Student Programs.
   - Have 2 Officers complete the online Financial Trainings, including passing all quizzes upon training completion, and submit the Authorized Signer Form.
   - Attend audits at the end of each semester.

   Ways and Means only provides funding for recognized student orgs. This means that we do not fund individual students, friend groups, groups of students in an unrecognized org, residence halls, Class Boards, or sub-groups of the SGA (including the Executive Board, Senate, and Committees).

2. **Funding:**
   All recognized student organizations, unless otherwise agreed upon, submit their funding request(s) on a monthly basis depending on the date of their proposed project in relation to the funding deadlines. RSOs applying for large events with large requested amounts are strongly encouraged to submit their application and contact the committee 2 months in advance to ensure proactiveness and efficiency within the committee.

   2.1. **Retroactive funding**
   Ways and Means does not fund retroactively, except for parking, gas and tolls.

   2.2. **Funding Appeals:**
   If upon receiving a funding decision, your organization does not think the funds allocation will allow you to carry-out your project you may request an appeal. You may appeal decisions made by the Ways and Means Committee up to seven days from the date that the decision was sent. Your reason for appeal must abide by the reasons for appeal. It is up to the discretion of the Ways and Means Committee to accept your appeal.

   **Note:** An appeal is **NOT** a resubmission, it is regarding a specific issue in your previously submitted application within the same funding cycle.

   2.3. **Emergency Funding:**
   “An unforeseen combination of circumstances or the resulting state that calls for immediate action.” In the event of unforeseen circumstances, something out of your organization’s control, please contact the Ways and Means Committee to schedule a meeting to discuss the situation and the possibility of receiving
funding. It is up to the discretion of the Ways and Means Committee to accept your emergency request.

2.3.1. **What is considered unforeseen/ unanticipated? Examples:**
- A natural disaster takes place somewhere and an org wants to hold a vigil
- A club sport managed to, unanticipatedly, make it to a final championship tournament

2.3.2. **What is not considered unforeseen? Examples:**
- Asking for a certain amount of funding for Item A then receiving a price/shipping cost change verification later
- An org that has an annual event set in collaboration with the Office of Student Programs (your date and space have been emailed to your org by that office). These are not unforeseen events and your org must apply by W&M deadlines. These Orgs are encouraged to use their budget from last year to ask for estimated funds if they cannot anticipate the costs for this year.
- Treasurer fails to meet a deadline
- Late planning

3. **Funding Request Process:**
All organizations that are eligible for SGA Funding can submit a funding application to the Ways and Means Committee using the excel Budget Template. Funding requests will be reviewed on a monthly basis, allowing you to only request funds for events happening in a specific month.

3.1. **In order for your application to be accepted:**
- Complete the correct funding application by using the excel Budget Template, including providing all required materials.
- Meet via email or in person with a Ways and Means Committee Representative before officially submitting your application. The representative will go over a checklist to ensure that all required materials are included (you must come with a finalized application when meeting with a representative).
  - Failure to adhere to this requirement will result in the ineligibility of the application.
- Submit the completed funding application to the Ways and Means Committee via sgaways@mtholyoke.edu by 11:59PM on the required deadline date.

To Note:
- No late applications will be considered.
- A project can only be applied for once:
- The Committee does not review multiple applications for one project
- The Committee reviews the last submitted application email. We do not accept multiple emails for one application.
- Each org should only submit one application per budget cycle. If your org has more than one project to request, make sure to utilize the project tabs within the application

**Communication with Ways & Means:**
- The Ways and Means Committee will send out decisions within 14 days of the application submission deadline.
- Ways and Means members do not communicate via their personal emails, reach the committee via sgaways@mtholyoke.edu.

### 3.2. Deadlines for the 2017-2018 Academic Year:

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<thead>
<tr>
<th>Funding for Projects/Events in</th>
<th>Due Date:</th>
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<tbody>
<tr>
<td>September</td>
<td>Saturday, April 8, 2017</td>
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<tr>
<td>October</td>
<td>Saturday, September 23, 2017</td>
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<td>April</td>
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<td>September 2018</td>
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If you have a large event or anticipated travel, please contact your representative to discuss applying earlier than the deadline of your event’s cycle. Orgs planning large events, with anticipated costs over $1500, are strongly encouraged to apply two months in advance.

Note: The exact application due dates will be announced by the SGA Treasurer and Chair of Ways and Means. All applications are due by 11:59pm Saturday.

3.3. Funding Over Breaks
Ways and Means does not fund events that occur during the College’s break periods, including but not limited to summer break, winter break, spring break or Intersession.

3.4. Application Submission Requirements:
- All applications must be emailed to sgaways@mtholyoke.edu by the deadline.
- Required documentation for application reviewal:
  - Completed excel Budget Template
    - All items requested in each project should be thoroughly explained (see 3.4 for more details)
  - Most recent monthly Business Office Statement
  - Required proof of pricing (see 3.5 for more details)
  - Proof of email correspondence with appropriate offices if applicable
    - We do not accept Facebook or other social media messages.

To Note: It is not the responsibility of Ways and Means to ensure that an org has properly calculated all of their costs. Treasurers should double-check their math before submitting any applications to the committee.

3.5. Budget Template, Item Requests:
Please include a thorough breakdown of all item requests.
- For example, instead of writing “food” as a line item, separate it into “bags of chips”, “box of cookies”, “carton of juice”, etc. and put them on separate lines, each with separate costs and quantities.
- Prices should be reported as listed prices.

Ways and Means will reject requests that are not broken down thoroughly enough. If you have concerns about whether or not your application has
thoroughly broken down the requests, consult your Ways and Means rep in your pre-approval meeting.

3.6. **Required Proof of Pricing:**

- Ways and Means **requires** orgs to include:
  - Itemized invoices and/or
  - Proof of prices and/or
  - Price Quotes and/or
  - Copies of past itemized receipts, for estimation only (W&M does not fund retroactively!)

- All prices must be in American dollars. If your org plans to buy things in a foreign currency, please list the American dollar equivalent, including your calculations, for each item on your application at time of purchase.

- Proofs of prices must be in English. If not, translations must be provided.
  - This should be included in the form of viewable **full screenshots, pictures or scans** (links are not acceptable). We do not accept:
    - Cut-off screenshots/documentations
    - Any format other than Excel

- We have the right to cut items that do not show proof of price or have an unreasonable cost. If we believe that the listed cost of an item is too high, we will reduce it as necessary.

- If your org is submitting a request and you must purchase something that Ways and Means might find excessively expensive, please inform your Ways and Means representative and provide an explanation for the price in your application.

- Purchases that **require** proofs of prices/price quotes include:
  a. Catering
  b. Transportation
  c. Entrance or participation fees
  d. Equipment purchases or rentals (i.e technological items, computer items, etc.)
  e. Costumes
  f. Props
  g. Sheet music

  **Note:** The above list is not exhaustive, and additional items that require invoices are noted further down in the guidelines.

3.7. **Department Sponsorship**
If your event is partially funded by a department or any outside sources, then you must include exactly how much they are going to give you in all of your applications. If you do not, Ways and Means will not review the application.

3.8. Ways and Means will deduct your org’s current account balance from all funding requests unless you specify the funds use in the “Funds remaining in Account Summary” in your Budget Template. Explain what you plan to use your current account balance on events not listed in the application.

**Note: Emergencies are not a valid explanation.**

You can contact the SGA Business Office ([sga-bookkeeper@mtholyoke.edu](mailto:sga-bookkeeper@mtholyoke.edu)) for your account balance and information.

4. **Funding Requirement:**
All SGA funded events must be **free** and **publicized** to all Mount Holyoke Students. If your event is open to Five-College students and the outside community you may charge them an entrance fee.

4.1. If you feel as if this does not adhere to your situation, you **must** contact the Committee at sgaways@mtholyoke.edu to explain the need for an entrance fee for MHC students, please specify the price of ticket and number of students attending.

4.2. **Donations:**
Donations are raised for a third party recipient of the funds that is not Mount Holyoke affiliated. Suggested donations are allowed at events but it **must** be made clear to Mount Holyoke Students that the said event is free to them.

**Note:** Failure to adhere to this guideline will make you ineligible for SGA funding that semester. This does not apply to general meetings in regards to being publicized. If you feel that your event should be exempted, you must contact W&M and submit a paragraph stating how it does benefit the whole Mount Holyoke community.

5. **Funding Guidelines:**

5.1. **Operations and Supplies:**
Orgs may apply for the funding required to purchase their treasurer’s supplies (binder, plastic sleeves, etc.).

5.2. **Chapter Fees:**
We fund 100% of chapter requirement fees (not the same as off-campus learning experiences or conference fees).
5.3. **Apparel**
Ways & Means does not fund t-shirts unless there is a pre-ordered amount. Please include a list of the names of people who have pre-ordered with an invoice of the prices of the t-shirts. Your org is eligible to apply for t-shirts once a year.

- $10 per person if the quantity is under 30. For quantity that is over 30, $7 per person.
- Must provide at least two quotes from two companies.
- Giveaway t-shirts are exempt from this guideline.
- T-shirts are not considered performance costumes.

5.4. **Off-Campus Learning Experiences:**
Off-campus learning experiences **apply to a minimum of 3 students going** for competitions, tournaments, museums, conferences, etc.

Ways and Means will fund the following for Off-Campus Learning experiences for the first three experiences per semester (these percentages apply to fees, travel and stay. Food will be funded in whole following the food guidelines.):

1. If 3 - 12 people attend the off-campus learning event, we will fund 75% of the total costs. This will apply for the first 3 experiences orgs attend per semester.
   a. For the 4th and 5th we will fund 40% of the total conference costs
   b. For the 6th and 7th we will fund 20% of the total conference costs for the 6th conference, and all conferences occurring after.

2. If 13 - 20 people attend the off-campus learning event, we will fund 50% of the total costs. This will apply for the first 3 experiences orgs attend per semester.
   a. For the 4th and 5th we will fund 25% of the total conference costs
   b. For the 6th and 7th we will fund 15% of the total conference costs for the 6th conference, and all conferences occurring after.

3. If 21-30 people attend the off-campus learning event, we will fund 25% of the total costs. This will apply for the first 3 experiences orgs attend per semester.
   a. For the 4th and 5th we will fund 15% of the total conference costs
   b. For the 6th and 7th we will fund 7% of the total conference costs for the 6th conference, and all conferences occurring after.

4. If 30+ people attend the off-campus learning event, we will fund 10% of the total costs. This will apply for the first 3 experiences orgs attend per semester. Any further experiences will not be funded.
Note: When including your prices and costs for each item for your off campus learning experience in your funding application, do not try to calculate the percentage amount given in the Guidelines. Please include the full cost of each item in the amount column. The Committee will make sure to calculate the math and the correct percentages.

5.5. Travel:

5.5.1. All travel happening outside of a 50 mile radius of the College, must be pre-approved by Student Programs before applying for funding. You must provide proof of the approval in order to apply for SGA funding.

5.5.2. International Travel:
Ways and Means does NOT fund international travel.

5.5.3. Food:
Ways & Means will fund Off-Campus Learning experience food expenses up to $10 per person per meal, for up to two meals per day.

5.5.4. Domestic Transportation:
1. Get a Fleet vehicle.
   a. All Fleet requests must be submitted to Auxiliary Services.
   b. If Fleet cars are unavailable, requests for transportation funding must include an e-mail from Auxiliary Services indicating that there are no vehicles available.
   c. If an org gets into an accident while using a Fleet vehicle, Ways and Means will cover half of the insurance fee of the first accident, up to $250. The org will be responsible for fundraising the other half of the fee.

2. If a fleet vehicle is not available, see if your org has members who can drive (whether a member’s personal vehicle or rental through an outside company).
   a. If so, apply for transportation fees retroactively, including receipts for gas, parking, tolls, etc.
   b. If you do not include receipts, we will not reimburse you. If you are unable to get receipts, contact the Committee to let them know before you submit your application. If you use a credit card, please include a copy of the statement and highlight the charge.
   c. Note: Rentals through an outside company must be coordinated with SGA Business Office. Failure to do so will result in loss of funding.

3. If you do not have members who can drive, get bus/train tickets
Apply for funding before you pay for the tickets. Include a screenshot or invoice of the price. We will not fund bus/train tickets retroactively.

4. If you must fly...
   a. Ways and Means has the right to reject any requests for plane tickets if we believe that there is a cheaper method available. We do take into consideration the practicality of flying vs. driving or taking a bus/train, but we highly recommend speaking with your Ways and Means representative before submitting an application. In your application, you must explain your reasoning for why your org must fly instead of drive or get bus/train tickets. Every request will be judged on a case-by-case basis.
   b. If Ways and Means determines that your org has a genuine need to fly, the committee will fund up to $300 per round-trip ticket for domestic flights. All requests must include an eligible screenshot or invoice of the price.
   c. Ways and Means recommends buying plane tickets as early as possible (preferably 8+ weeks in advance) to save costs. If this forces your org to apply for an event the cycle before, please notify the Committee so we can take this into consideration during the review process of your funding application.

5.5.5. **Hotels / Accommodations:**
Hotels will be funded based on a rate of $130 a night with 4 people in a room. Decisions will take into consideration location and time of the year using online average prices for hotels in that city you will be traveling.

- All coaches must have their own room.
- If an org must reserve rooms a semester in advance in order to secure room prices, they should notify their Ways and Means representative when submitting their funding application, and decisions will be made on a case-by-case basis.
- Airbnb can be funded by Ways & Means but you need to speak with Student Programs before you proceed.

*Note:* Hotel reservations **must be coordinated with SGA Business Office** for tax purposes.

5.6. **On-Campus Events and Meetings:**

5.6.1. **Involvement Fair**
Orgs may request up to $25 per semester on food and supplies for the
Involvement Fair.

5.6.2. **Appreciation Event**
Ways & Means will fund up to $10 per person for a once-a-semester appreciation event for E-Board members, for up to ten executive members. If your board has more than ten members, please contact the Committee to be considered for this appreciation event.

5.6.3. **General Meetings**
Orgs may request up to $50 per semester on food and supplies for general meetings.

5.6.4. **Welcome Back Social**
Ways & Means will fund one (1) welcome back social per semester. This event must be free and open to the MHC students community on campus.

5.6.5. **Costumes**
Ways & Means will fund new performance costumes fully to replace old costumes every 3 years. We encourage orgs to reuse costumes. If an org would like to apply for funding before the 3 year period, they must fundraise a percentage of the costumes’ cost **before applying.**
- Orgs applying for 1-9 costumes must fundraise 25% of the costume costs.
- Orgs applying for 10-20 costumes must fundraise 50% of the costume costs.
- Orgs applying for 21+ costumes must fundraise 75% of the costume costs.

*Note: Uniforms are not considered performance costumes.*

5.6.6. **Gifts**
We do not fund gifts, rewards, donations, raffles or personal items.

*Note: Charging for a raffle is illegal in the state of Massachusetts.*

5.6.7. **Giveaways**
Giveaways cannot exceed 10% of your total budget for an event. Giveaways are items that are available to all MHC students who attend the event, and should only be given to MHC students.

5.6.8. **Decorations**
Decorations need to serve a purpose within the context of the event. Ways and Means reserves the right to decide the amount of funding towards decorations keeping in mind the purpose of your event.
5.6.9. **Printing and Publishing**
Printing is based off of Auxiliary Services prices. All costs are based on department prices, as orgs can get department pricing.

5.6.10. Ways and Means **does NOT** fund alcohol, including Buck-a-Beer and bartending services.

5.7. **Contractual Services:**

5.7.1. **DJ Services**
We will fund up to $400.00 for a DJ. You must include an invoice, with your funding request.

5.7.2. **DJ Sound Equipment**
We will fund up to $750 for a DJ’s sound equipment. If your event requires additional sound and lighting that is not provided by Student Programs, provide written documentation from the Student Programs Technical Director.

5.7.3. **Speakers & Performers**
We understand that fees vary. However, we require that you provide proof of contract negotiations through Student Programs (i.e email from Student Programs). We trust that student orgs are finding people who will benefit the school.

Include proof of the speaker’s cost, including transportation and stay (an email from them verifying the price is fine), and a bio with your funding application.

- We will only fund speaker gifts if there is no speaker fee.
- We require that orgs go to Student Programs for assistance in negotiating speaker fees, and that you include proof of that communication with Student Programs and negotiation with your application.
- Orgs must provide documentation proving that the speaker has agreed to and confirmed the date, dependent funding to be received. If they fail to provide these pieces, we will reject the event outright.
- All speaker fees are inclusive of travel and food costs.

*Note: Students are not allowed to sign contracts with speakers, please consult Student Programs.*

5.7.4. **Students**
Ways and Means will **NOT** provide funding for orgs to pay Mount Holyoke students, except in the case of WMHC and the MH News. Likewise, if the
student has a state certified license, a plausible exemption could be made as long as you communicate through Student Programs.

5.8. **SGA Student Business Office:**

5.8.1. **Negative Account Balance or Frozen Account**
If an org has had its Business Office account frozen due to financial mismanagement, Ways and Means will not allocate the funds required to unfreeze the account. Your org may also be ineligible to apply for funding.

5.8.2. Transactions that involve travel (hotels, car rental, etc.) and catering (food) must be coordinated by the SGA Business Office. Failure to adhere to this policy results in retraction of the Committee’s allocations.

6. **Audits:**
SGA funded organizations must attend an audit every semester that they receive SGA funding.

6.1. The purpose of this audit is to ensure that Ways and Means allocations are used for the appropriate purposes that the organizations received said funds. If the organization is deemed as not using the funding allocations for the appropriate purposes, the organization will fail the audit.

6.2. The Committee will retract any unused allocations.

6.3. **Consequences of Failing Audits:**
- Failure to attend the audit will result in automatic freezing of the account for the following funding cycle and until the issue is resolved. Furthermore, any amounts allocated for the future events will be retracted by the Committee.
- Failing the audit will result in automatic freezing of the account and organizations will be required to meet with the SGA Business Office Coordinator, Chair of Ways and Means, and SGA Treasurer.

*The Ways and Means Committee will review each budget with these guidelines in mind. We understand that these are guidelines and some cases may need alternative considerations. If you have any questions, please contact the Committee.*