Ways and Means Funding Guidelines
2016-2017

In order to be eligible for SGA Funding, your organization MUST:

- Be recognized by the Office of Student Programs.
  (please refer to https://www.mtholyoke.edu/studentprograms/studentorgs)
- Have 2 org members complete online Authorized Signers Training and pass the quiz upon training completion.
- Attend audits at the end of each semester.

**Funding 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.

**In order for your application to be reviewed:**

- Complete the correct funding application by using the excel Budget Template, including all required materials.
- Meet with a Ways and Means Committee Representative before officially submitting your application. 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).
- Submit funding application to the Ways and Means Committee by 11:59PM on the required deadline.

**Appeal Request Process**

You may appeal decisions made by the Ways and Means Committee the following Saturday by 11:59PM if you strongly believe that the decision made by the Committee does not allow you to carry-out your event or your circumstances have changed since you applied. 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.

**Off-Cycle Request**

If something happens in response to an event of something that could not have been foreseen or something that you had no control over, please contact the Ways and Means Committee to schedule a meeting to describe the situation.

**Deadlines For The 2016-2017 Academic Year:**
<table>
<thead>
<tr>
<th>Funding for Events Happening in</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Saturday, April 23, 2016 By 11:59PM</td>
</tr>
<tr>
<td>October</td>
<td>Saturday, September 10, 2016 By 11:59PM</td>
</tr>
<tr>
<td>November</td>
<td>Saturday, October 8, 2016 By 11:59PM</td>
</tr>
<tr>
<td>December</td>
<td>Saturday, November 5, 2016 By 11:59PM</td>
</tr>
<tr>
<td>January</td>
<td>Saturday, December 3, 2017 By 11:59PM</td>
</tr>
<tr>
<td>February</td>
<td>Saturday, December 3, 2017 By 11:59PM</td>
</tr>
<tr>
<td>March</td>
<td>Saturday, February 11, 2017 By 11:59PM</td>
</tr>
<tr>
<td>April</td>
<td>Saturday, March 4, 2017 By 11:59PM</td>
</tr>
<tr>
<td>Summer and through September</td>
<td>Saturday, April 8, 2017 By 11:59PM</td>
</tr>
</tbody>
</table>
| Audits                        | Fall: 1st reading Day of Fall Semester  
Spring: 1st reading Day of Spring Semester |

If you have a large event or anticipated travel, please contact to your representative to discuss the possibility of applying earlier than the deadline of your event’s cycle.

*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.*

1. All applications must be emailed to sga-ways-and-means-c@mtholyoke.edu before the deadline.
2. No late applications will be considered.

   *Note: If you your application is late, you will have to have your event on the following month.*

3. We do not fund events that occur during summer break, winter break, or Intersession.

4. Required documentation for application reviewal:
   A. Most recent monthly Business Office Statement (see Guideline 10 about funds remaining in account summary)
   B. Required proof of pricing (see Guideline 5)
   C. Proof of email correspondence with appropriate Offices if applicable

5. Ways and Means **requires** orgs to include:
   a. Itemized invoices and/or
   b. Proof of prices and/or
   c. Price Quotes and/or
   d. Copies of past receipts

   This should be included in the form of screenshots, pictures or scans (**links are not acceptable**) for all items not included in the Ways and Means Item Price List. 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 (see Guideline 12)
   c. Entrance or participation fees
   d. Equipment purchases or rentals (i.e technological items, computer items..)
   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.*

6. 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. 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.

Example:

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food &amp; Beverage</td>
<td>3 boxes of Milano cookies</td>
<td>3 * (2.99) = 8.97</td>
</tr>
<tr>
<td></td>
<td>@ $2.99 each</td>
<td></td>
</tr>
</tbody>
</table>

7. 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. Also, proofs of prices must be in English. If not, translations must be provided.

8. 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. **Be careful: EXCEL rounds up and rounds down.**

9. 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 must charge them an entrance fee. If you feel as if these guidelines do not adhere to your situation, you **must** contact your Ways and Means representative, the Chair of the Committee, **and** the SGA Treasurer via e-mail to explain the need for an entrance fee, please specify the price of ticket and number of students attending.

   Note: Failure to adhere to this guideline will make you ineligible for SGA funding that semester. Moreover, this does not apply to general meetings. If you feel like your event should be exempted you should submit a paragraph stating how it does benefit the whole Mount Holyoke community.

10. Ways and Means will deduct your org’s current account balance from all funding requests unless you specify it’s 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.

11. **Ways and Means does not fund retroactively**, except for parking, gas and tolls. If you feel as if these guidelines do not adhere to your situation, you **must** contact your Ways and Means representative, the Chair of the Committee **and** the SGA Treasurer via e-mail.

12. Steps for Acquiring Transportation:
   a. Get a Fleet vehicle
i. All Fleet requests must be submitted to Amanda Florek.

ii. If Fleet cars are unavailable, requests for transportation funding must include an e-mail from Auxiliary Services indicating that there are no vehicles available.

iii. If an org gets into an accident while using a Fleet vehicle, Ways and Means will cover half of the insurance fee, up to $250. The org will be responsible for fundraising the other half of the fee.

b. See if the org has members who can drive, and cannot get a fleet vehicle
   i. If so, apply for transportation retroactively, including receipts for gas, parking, tolls, etc…
   ii. If you do not include receipts, we will not reimburse you. If you are unable to get receipts, contact your Ways & Means rep 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. If you don’t have drivers, get bus/train tickets early
   i. 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.

d. If you must fly…
   i. 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.
   ii. 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 a screenshot or invoice of the price.
   iii. 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 your Ways and Means representative so we can take this into consideration during the review process of your funding application.

13. Ways and Means does not fund international travel.

14. We understand that speaker fees vary. However, we ask 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. Please include a proof of the speaker’s cost, including transportation and stay (an email from them verifying the price is fine), and a bio.
   a. Show that you have looked to other areas for subsidized costs
   b. We will only fund speaker gifts if there is no speaker fee
   c. We recommend that orgs go to Student Programs for assistance in negotiating speaker fees, and that you include proof of that negotiation with your application.
   d. Orgs must provide documentation proving that the speaker has agreed to and confirmed the date, as well as proof of the final price. If they fail to provide these pieces, we will reject the event outright.

15. 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
16. We fund 100% of chapter requirement fees (not the same as conference fees - see below).

17. Ways and Means will fund the following for Off-Campus Learning experiences (these percentages apply to fees, travel and stay. Food will be funded in whole):
   a. If 1-12 people attend the off-campus learning event, we will fund 75% of the total costs. This will apply for the first 3 conferences orgs attend.
      i. For the 4th and 5th we will fund 40% of the total conference costs
      ii. For the 6th and 7th we will fund 20% of the total conference costs for the 6th conference, and all conferences occurring after.
   b. If 11-20 people attend the off-campus learning event, we will fund 50% of the total costs. This will apply for the first 3 conferences orgs attend.
      i. For the 4th and 5th we will fund 25% of the total conference costs
      ii. For the 6th and 7th we will fund 15% of the total conference costs for the 6th conference, and all conferences occurring after.
   c. 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 conferences orgs attend.
      i. For the 4th and 5th we will fund 15% of the total conference costs
      ii. For the 6th and 7th we will fund 7% of the total conference costs for the 6th conference, and all conferences occurring after.

   Note: Off-campus learning experiences include competitions, tournaments, museums, conferences, etc.

18. Hotels will be funded based on the Willits price ($130 a night with 4 people to a room). Decisions will take into consideration location and time of the year using online average prices for hotels in that city for the month that you will be traveling.
   a. All coaches must have their own room.
   b. 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 special funding application, and decisions will be made on a case-by-case basis.
   c. Airbnb can be funded by Ways & Means but you need to speak with Student Programs before you proceed.

19. Food expenses will be $7.50 per person.
   a. We do not fund food for non-students unless they are providing a free service to the whole campus
   b. We will fund up to $10 per person for the once-a-semester appreciation events

20. Orgs may spend up to $50 per year on food for general meetings. This limit does not apply to off-campus events, all-campus events, or the once-per-semester appreciation event or welcome back socials at beginning of the semester.

21. We will only fund 1 welcome back social and 1 appreciation party or event per semester.

22. Ways and Means does NOT fund alcohol, including Buck-a-Beer and bartending services.
23. We will fund new 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.
   a. Orgs applying for 0-9 costumes must fundraise 25% of the costume costs
   b. Orgs applying for 10-20 costumes must fundraise 50% of the costume costs
   c. Orgs applying for 21+ costumes must fundraise 75% of the costume costs

24. We do 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. Please look for the cheapest alternative (we recommend Sunraise Printing: http://www.sunraiseprinting.com).
   a. Giveaway t-shirts are exempted from this guideline.

   **Note: T-shirts are never costumes**

25. For anything that’s not a costume, we will only fund t-shirts. Do not apply for cardigans, scarves, sweatpants, etc…

26. We do not fund gifts, rewards, donations, raffles or personal items. However, we will fund up to $100 for prizes for events open to the entire school. For any additional prizes the organizations must fundraise.

27. Giveaways cannot exceed 10% of your total budget for an event.
   a. Giveaways should only be given to MHC students

28. 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.

29. Printing is based off of Auxiliary Services prices. All costs are based on department prices, as orgs can get department pricing.

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

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

31. 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 don’t, Ways and Means will not review the application.

32. If an org has had its Business Office account frozen due to financial mismanagement, Ways and Means will not pay the money required to unfreeze the account.

33. Ways and Means only provides funding for registered student orgs. This means that we do not fund individual students, friend groups, groups of students in an unregistered org, residence halls, Class Boards, or sub-groups of the SGA (including the Executive Board, Senate, and Committees).
34. Consequences of failing audits:
   a. If an org fails to earn 65 of the maximum 80 points, Ways and Means will automatically 
      deduct 25% of the org’s next funding decision.
   b. Failure to attend audits will result in ineligibility for funding the following semester.

35. Orgs may apply for the funding required to purchase their treasurer’s supplies (binder, plastic sleeves, 
    etc…)

_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 your Ways and 
 Means representative, the SGA Treasurer, or the Chair of Ways and Means._