



FINANCE COMMITTEE

For Student Government Distribution of the Student Activities Fee

The following Guidelines shall serve to provide a framework within which the Student Government Finance Committee, Recognized Student Organizations, and Graduate Student Equivalent Organizations may understand the allocation process. They are not By-Laws for the Finance Committee, and as such the Finance Committee is not bound by these Guidelines and may or may not follow them as the Committee deems appropriate.

SECTION I: GENERAL FUNDING PRINCIPLES

1. All events funded by SGFC must be open to all students, regardless of whether they are members of the requesting organization or not.
2. SGFC highly recommends co-sponsorship, fundraising, corporate support, or other forms of subsidies, and will consider partial funding for such requests. In addition, SGFC encourages multiple RSOs and/or GSEOs to organize an event, whereby each RSO and/or GSEO involved will contribute to the overall cost of the event.
3. SGFC will not fund for discretionary funds, non-specific miscellaneous expenses, emergency cash, petty cash, or non-specific maintenance requests.
4. SGFC will not fund retroactively, nor will SGFC fund for events that will take place before a funding decision is scheduled to be made by the Student Government.
5. SGFC will not fund for debt.
6. SGFC will not fund loans.
7. SGFC will not fund a budget if the RSO's or GSEO's Professional School or Division does not have representation in Student Government in accordance with Student Government By-Laws at the time the budget is submitted.
8. SGFC will generally not fund events for which the sole purpose is to promote other events.
9. SGFC will not fund a budget if it requests funds for an event that harbors little to no programmatic value.
10. SGFC may look at the budget and event history of an RSO or GSEO's when considering a budget. SGFC will never examine budgets or events from previous academic years unless the budget under consideration is for a regularly-held annual event.
11. SGFC requires that organizations spend or earmark any SG-allocated rollover funds in their account before coming to SGFC for funding. SGFC may request that any rollover be reallocated as necessary.
12. If an RSO or GSEO does not spend all the funds allocated to them by SGFC, they may choose to return the surplus. SGFC will look upon this favorably when reviewing future requests from that RSO or GSEO, even if the surplus was returned in a previous academic year.
13. SGFC will generally not fund for events that have been previously funded through Annual Allocations. SGFC will consider funding if new items are needed for an event and if these items were not or could not be foreseen at the time of the Annual Allocations request.

SECTION II: SUBMISSION & PRESENTATION OF BUDGETS

1. SGFC will not hear requests for events taking place within 13 days of the date on which the budget is due.
2. RSO budgets must be submitted via Blueprint by Wednesday at noon. RSO Advisors will approve the budget by Monday at noon and will forward the request to SGFC.
3. GSEOs shall submit their budgets to the Chair or Co-Chairs of Graduate Council no later than Wednesday at noon. The Chair or Co-Chairs of Graduate Council will then be responsible for ensuring the submission of budget requests through Blueprint to SGFC no later than noon on Friday.
4. SGFC will meet on a weekly basis on Tuesdays at 5:00 pm.
5. SGFC will send an agenda to the RSO or GSEO contacts by Monday at 11:59 pm.
6. RSO or GSEO contacts/representatives are expected to attend the SGFC meeting at their assigned appointment time.
7. Intentions to appeal are due via e-mail to the SGFC Chair 24 hours after the RSO's or GSEO's appointment time. A full description of the appeal is due within 24-72 hours after the SGFC meeting.
 - a. If an appeal is led within 24 hours, a final decision will be made within one week. If an appeal is led between 24-72 hours, a final decision will be made within two weeks.
 - b. RSOs and GSEOs may choose to speak before the College and Graduate Councils at their scheduled meetings.
 - c. Appeals must be based on and advocate for the original budget and requested amount submitted by the RSO or GSEO. Any deviations from the original budget require the group to re-apply to SGFC.
8. If no appeals are led, RSOs and GSEOs will receive a final decision by the Monday following the SGFC meeting they attended.
9. Any allocations will be posted on the Financial Ledger on the Student Government website along with the minutes from the SGFC meeting.
10. SGFC requires that all budgets be complete, itemized, and include all pertinent information relevant to the request including, but not limited to, biographical information on speakers and performers, specific price quotes on all items requested, and, when possible, confirmed locations for events.
11. When an event is co-sponsored, representatives from all co-sponsoring RSOs and/or GSEOs should be present at the SGFC meeting.
12. SGFC may refuse to hear a budget request should a spokesperson for said budget not appear before SGFC within ten minutes of the spokesperson's scheduled appointment.

SECTION III: CAT, PCC, & SPORTS TEAMS REQUESTS

1. Coalition of Academic Teams (CAT) members and Community Service RSOs (CSRSOs) teams may only petition SGFC for funds for recruitment events, on-campus events that do not fall under the scope of CAT and Community Service Fund allocations, and Capital Improvements.
2. SGFC cannot fund Sports Club or Program Coordinating Council (PCC) groups.

SECTION IV: SPECIFIC FUNDING PRINCIPLES

1. SGFC will not fund events that take place in private residences.

2. SGFC will generally consider funding for space reservations provided that the RSO could not reserve an appropriate room free of charge.
3. SGFC will generally consider providing RSOs or GSEOs with fundraising grants, but requires that RSOs or GSEOs submit a fundraising plan as well as an outline for how the raised funds will be used.
 - a. Fundraising grants provided by SGFC are intended for the sole purpose of helping the RSO or GSEO to become self-sustaining, and requests will be evaluated on that basis. As such funds raised may be used at the RSO's or GSEO's discretion, provided that they are used to benefit student activities.
 - b. SGFC may request that RSOs and GSEOs inform the Finance Committee of the amount of funds raised and how the raised funds were allocated.
4. SGFC will consider funding individuals to go to conferences or competitions, provided that the RSO or GSEO can provide a sufficient and detailed reason as to how it will render substantial benefit to the Student Association.
5. The committee will generally consider funding food and drink for all events if it is not the sole draw of the event and/or if it relates to, enhances, or respects the specific format and/or theme of the event.
 - a. SGFC will consider funding alcoholic beverages only if the requesting organization assumes full liability and meets all necessary regulations and policies established by the University of Chicago and CLI or the relevant area Dean of Students.
 - b. SGFC will consider funding other necessary supplies (paper products, cups, etc.) only if a detailed estimate of these expenses is provided by the RSO or GSEO.
6. Reasonable costs associated with bringing a speaker or performer to campus will be considered.
 - a. SGFC will generally not fund accommodations, meals, or transportation for speakers who live in the Greater Chicago Area.
 - b. SGFC will consider funding the speaker's/entertainer's set fee.
 - c. SGFC will consider funding an accurate current estimate of the speaker's/entertainer's airfare.
 - d. SGFC will consider funding a speaker's/entertainer's hotel accommodations.
 - e. SGFC cannot fund honoraria or fees to University of Chicago faculty or employees.
 - f. SGFC will not fund honoraria or fees to University of Chicago students, unless the student is providing a service that would otherwise be performed by hiring outside staff. These services may include, but are not limited to, DJ services and filming a cultural show or a lecture.
 - g. SGFC will generally consider funding honoraria or fees to University alumni. However, SGFC encourages RSOs and GSEOs to request University of Chicago alumni to provide programming at the University of Chicago with-out charge.
 - h. SGFC will consider funding speaker transportation fees.
7. SGFC requires printed price quotes for all transportation expenses including, but not limited to, airline tickets.
8. SGFC will consider funding gas at the current university rate for groups to pick up speakers, equipment, food, and other supplies.
9. SGFC will generally not fund private transportation costs, such as gas money or parking fees, if public transportation is appropriate and readily available.
10. SGFC will consider funding costumes, dry cleaning, and other costume/clothing costs.
11. SGFC will generally consider funding instructor fees for classes.

12. SGFC will not fund movies to be shown events unless the organization can present a waiver of rights by the rights-holding organization or unless the organization is purchasing the rights to show a picture from the appropriate organization.
13. SGFC will generally fund decorations if the scale of decorations is deemed reasonable for the size and purpose of the event by SGFC.
14. SGFC will consider funding an advertising budget. However, SGFC will not fund for ads in campus or local papers.
15. SGFC will not fund newsletters, agendas, calendars, and other intra-organizational items.
16. SGFC will generally consider funding an event at which a fundraiser will occur.
17. SGFC will generally not consider funding giveaways, such as t-shirts or goodie bags.
18. If tickets are sold, all ticket revenue for an event must be applied to the costs of the event.
19. SGFC will not fund donations made to outside organizations.
20. SGFC will consider funding capital improvements. Capital improvements are defined as items with a lifespan of 3-5 years.

SECTION V: SGFC GUIDELINE CHANGES

1. These Guidelines shall not be considered a part of the Student Government Assembly By-Laws nor a set of By-Laws for SGFC.
2. These Guidelines shall be ratified and amended by majority vote of the Assembly.
3. The SGFC Costs Guide shall not be considered a part of these Guidelines nor the Student Government Assembly By-Laws
4. The Finance Committee may amend the SGFC Costs Guide by a majority vote.

HISTORY:

- Ratified by the Assembly: November 24, 2003 (Sections I-XIV)
- Amended by the Assembly: May 27, 2004 (Sections)
- Amended by the Assembly: November 5, 2004 (Sections III & XIV)
- Amended by the Assembly: May 31st, 2006 (Sections II, III, IV, V, VII, VIII, IX, X, XI, XIII, & XIV)
- Amended by the Assembly: January 24, 2008 (Section III, defining appeals)
- Amended by the Assembly: November 20, 2008 (Preamble, Sections I, II, III, VI, IX, X, XI, XIII, XIV, & XV)
- Amended by the Assembly: April 16, 2009 (Sections I, II, III, IV, V, Removal of Sections II, IV, V, VI, VII, VIII, IX, X, XI, XII, XIV)
- Amended by the Assembly: April 24, 2017 (Sections I, II, and IV)