

## SBA Budget Expenditure Guidelines 2012-2013

This academic year the SBA's Internal Budget Committee has come up with some guidelines for how SBA funds may be spent. Please note that we came to a consensus about these guidelines and then applied them to all proposed budgets. As a result some organizations have been affected more so than others.

### 1. Advertising Requirement:

- All events must be advertised on the Announce Account and be open to the entire student body in order to be funded by the SBA.
- If an event is exclusive, or is not advertised, there will be zero funding.

### 2. Happy Hours/Off Campus Social Events

- 1 per semester maximum
- \$50 funding
- \$100 funding if you have a minimum of 2 attorneys or professors in attendance
- Note that the SBA will only fund happy hours if your club is not holding a BBQ or other large social event.

### 3. Club Meetings:

- \$100 maximum

### 4. Speaker Events:

- \$100 maximum

### 5. Travel Expenses

- You must advertise the availability of travel expenses/conference attendance the entire student body through the Announce Account.
- Selection of students to attend conferences must be made in an impartial fashion, however each organization has the deference to determine a method that works for them.
- SBA will consider reimbursing up to 100% of conference registration.
- SBA will reimburse a maximum of 50% spent on airfare, hotels, and car rentals.

- The SBA will only provide funding for a maximum of one conference per student.
6. OLCC Servers
- Costs of hiring OLCC servers will not be reimbursed and should come from event costs if necessary.
  - Please note that there are numerous organizations which have solicited students that are OLCC servers to volunteer for their event.
7. Banner
- A maximum of \$50 will be reimbursed for organization banners.
8. Networking Events held at firms or hosted by Bar Associations
- Networking events which are hosted by a law firm or a bar association in which that organization pays the vast majority of expenses will be funded up to a maximum of \$250.
9. BBQ's or large social events
- SBA will fund a maximum of one BBQ event/large social event per academic year up to \$350.
  - Any club choosing to hold a large social event will not be eligible to have funding for other social events/happy hours.
10. Office Supplies, Flyers, Thank-you Notes, Plates, Napkins, etc.
- Clubs are expected to factor these expenses in to their event costs and will not have a separate reimbursement for these expenses.
11. NO Funding for Exclusive Events
- Only events open to the entire student population will be funded
  - Any event which is intended for a club executive, or some other exclusive group of individuals, will not be funded whatsoever.
12. Charitable Donations
- Charitable donations will not be funded.
13. Beer/Alcohol expenses
- If a club chooses to serve alcohol, this will have to come from the total amount allocated for that event.
14. Registration Dues
- SBA will fund a maximum of ½ of registration dues/national dues
15. Honorariums/Speaker fees
- There will be no general funding for speaker fees and honorariums.

- Any club choosing to give a speaker an honorarium should request this from the general SBA through one of the sources of extra funding listed below.

#### 16. Sources of Extra Funding

- There are several sources of extra funding based on the numbers in the tentative budget.
- There is a minimum requirement in the General Reserve Fund of \$3,563.00. This General Reserve Fund is set aside to allow some flexibility for clubs throughout the academic year when new event opportunities arise or they incur unforeseen expenses. In order to get funding through this General Reserve Fund an organization must petition the SBA, and have the entire SBA vote on providing funding. Note that these funds will not be available for SBA events.
- There is a Travel Reserve Fund of \$2,855.00. This will enable students to attend conferences that were not budgeted for. The funding through this Travel Reserve Fund will follow the same above guidelines (maximum of ½ of flights and hotels, but up to the full amount of conference registration fees) and must be proposed to the SBA for a vote of the members.
- There is a \$1000 President's Emergency Fund which is available for extra funding. If the expense is less than \$75, it is distributed at the discretion of the SBA President. Any request for funding from the President's Emergency Fund of \$75 or more must be approved by a vote of the SBA.
- There is a \$1000 Co-sponsorship fund intended to promote the cooperation of organizations in planning co-sponsored events. Clubs that are planning a co-sponsored event may petition the SBA for these funds.
- Many clubs have also successfully petitioned Dean Klonoff for funding for discrete events.