

## **SBA Internal Budget Committee Expenditure Guidelines 2018-19**

The SBA Internal Budget Committee will apply these Guidelines to all Student Organization Budget Requests and Travel Requests.

### **I. Advertising Requirement**

1. To be funded by the SBA, all events must be advertised on the Announce Account and be open to the entire student body. Failure to do so will result in no reimbursement from the SBA.
2. Only events open to the entire student population will be funded
3. Any event which is intended for a club executive, or some other exclusive group of individuals, will not be funded whatsoever.

### **II. Happy Hours & Off-Campus Social Events**

1. If 3 attorneys or professors are present, a maximum of \$250 funding for food and alcohol is subject to reimbursement.
2. If less than 3 attorneys or professors are present, a maximum of \$150 funding for food and alcohol is subject to reimbursement.
3. Each Student Organization is allotted 1 Happy Hour or Off-Campus Social Event per semester.

### **III. On-Campus Meeting**

1. \$150 maximum funding for all on-campus group meetings.

### **IV. Speaker Event**

1. \$150 maximum to be used on catering, facilities, etc.
2. The SBA will not reimburse for any speaker fee or honorarium.

### **V. Networking Event**

1. Qualifying Event: An event hosted by a law firm or a bar association for which the host pays the vast majority of expenses. The SBA may contribute up to \$250 per event.
2. Each student group is allotted 1 Networking Event per semester.

### **VI. Large Social Event**

1. Large social events are events that are held on campus for the benefit of the entire student body. The SBA may contribute a maximum \$250 per event.
2. Each Student Organization is allotted 1 Large Social Event per semester.

### **VII. Student Organization Banner**

1. A maximum of \$50 will be reimbursed for organization banners, provided the group does not already have a banner.
2. The Internal Budget Committee will look to past budget requests to determine if funding was previously awarded for a banner.

#### VIII. OLCC Servers

1. Costs of hiring OLCC servers will not be reimbursed.

#### IX. Beer/Alcohol expenses

1. If a club chooses to serve alcohol, this will have to come from the total amount allocated for that event.

#### X. Office Supplies, Flyers, Thank-you Notes, Plates, Napkins, etc.

1. Clubs are expected to factor these expenses into their event costs.

#### XI. Charitable Donations

1. Charitable donations will not be funded.

#### XII. Registration Dues

1. SBA will fund a maximum of ½ of registration dues/national dues

#### XIII. Employment

1. The SBA shall not directly fund any student clerks, clerkships, externships, internships, or other employment activity.

#### XIV. Travel Expenses

1. The Conference or reason for travel must be advertised to the entire student body through the Announce Account.
2. Selection of students to attend conferences must be made in an impartial fashion, however each organization has the deference to determine a method for selection.
3. SBA will consider reimbursing up to 100% of conference registration.
4. SBA will consider reimbursing a maximum of 50% spent on airfare, hotels, and car rentals or alternate transportation cost (e.g. Uber, Lyft, Taxi).
5. The SBA will only provide funding for a maximum of one conference per student.
6. One student cannot receive more than \$350 in travel expense reimbursement. Two students cannot receive more than \$525 in travel expense reimbursement. Three or more students cannot receive more than \$700 in travel expense reimbursement.