

## **2024-2025 Club and Organization Spending Guidelines**

To offer clubs and organizations greater agency and flexibility with the spending of their Student Government allocations, Student Government is piloting a modification to its Student Club and Organization Funding guidelines, as outlined in the *Constitution and Bylaws of the Student Government of the University of Scranton*.

To accomplish this, Student Government has suspended portions of the Student Club and Organization Funding guidelines within its Bylaws for the 2024-2025 academic year and developed these adapted guidelines to support student clubs and organizations. These adapted spending guidelines will be in place for the 2024-2025 academic year with the expectation that pilot program will be reviewed by Student Government for implementation in future years.

### **Budget Proposals**

Student clubs and organizations will participate in a budget allocation request process during April 2024. Full details regarding this process will be shared at the March 2024 Club Council meeting.

In summary, clubs/organizations will be required to create a line-item budget proposal for the next academic year, outlining in detail each activity/event/initiative for which they hope to secure funding. These budget proposals will be considered by Student Government and in most cases, will generate a lump-sum allocation for eligible clubs/organizations. Once allocated, clubs/organizations may spend down from this lump-sum amount using the guidelines below.

Please note, all budget proposals and spending requests must be submitted in good faith. Each request to spend funding will be individually evaluated. Student Government or the Center for Student Engagement reserves the right to approve or deny any spending requests throughout the academic year.

### **Spending Guidelines**

The University of Scranton Student Government will consider funding club/organization budget proposals based on the following criteria for the 2024-2025 academic year:

- Programs and/or projects that are educational in nature and benefit the undergraduate student body of The University of Scranton.
- Social events open to the entire University community.
- Travel expenses necessary for intercollegiate events, conferences, and club trips.
- Equipment and clothing only when an organization can demonstrate a programmatic need for such items (these items must remain with the organization and not become the property of individuals).
- National/Regional/Local conferences.

**These criteria will govern approval of all club/organization spending requests. To assist club leaders in planning events/activities, Student Government has developed the following, more detailed guidelines for requesting funding/spending from Student Government.**

### Food Expenses:

- **Events:** Student Government will not approve funding food for clubs/organization events unless the club can demonstrate it is essential to the event. Essential means that without the food, the event would not be able to happen. Food offered at events as a marketing tool to attract students is considered non-essential.
- **Meetings:** For the 2024-2025 academic year, Student Government may fund up to \$100 in food expenses per semester for clubs to use at meetings that engage the campus community (e.g., interest meetings designed to help the club grow)
  - Please note, clubs and organizations interested in this funding must specifically request it in their budget proposal.

### Club and Organization Travel:

- Student Government prioritizes funding on-campus activities that benefit the campus community; however, Student Government will consider travel funding requests as secondary activities. Clubs and organizations may submit budget proposals for off-campus organization related travel (e.g. conferences, site visits, competitions). Student Government reserves the right to limit club/organization travel expenses during the spending approval process.
- All clubs/organizations\* must seek approval for travel using the Off-Campus Travel Request form on ROYALSYNC before any travel funding will be approved.
  - \*Club sports will work with the Assistant Director for Recreational Sports for all travel needs.
- **Conferences:** Student Government may fund up to one conference experience per club, per academic year. A conference experience is defined as an off-campus trip to a developmental learning experience (e.g., conference, convention) that will contribute to the overall mission of the club/organization. Most of these experiences will require overnight travel from the University. **For planning purposes, clubs/organizations may submit budget requests that cover up to four (4) students to attend an overnight conference experience** (including registration, transportation, and hotel expenses if applicable).
  - Travel expenses beyond four students or for staff chaperones will not generally be funded by Student Government.
  - Clubs and organizations attending local conferences may have more opportunity to send additional club members, subject to Student Government approval.

### Apparel/Personal Property:

- Student Government will generally not fund items that become personal property for clubs/organizations. These items include but are not limited to t-shirts (and other apparel), club branded promotional items, uniforms that become personal property, etc.
- Student Government, at its discretion, may approve funding for **select items** that become personal property based on the following criteria:
  - **Activity-Based Events:** Clubs and organizations hosting events open to the campus community that involve an activity (e.g. paint nights, tie-dye, create-your-own items) may be approved to purchase supplies that will become individual property if they are created or earned as a part of an activity at the event.
  - **Prizes & Gift Cards:** On a limited basis, clubs and organizations may purchase prizes or gift cards for activity-based events open to the campus community

that are competitive in nature (e.g. trivia nights, bingo nights). Gift cards are limited to \$25 total per event and no more than three events per semester. Please note, Student Government will not approve the above type of funding for closed club meetings/events or for other initiatives specifically designed to encourage attendance at meetings.

Requests for funding can be submitted in the “Clubs and Organizations Spending Request Form” on ROYALSYNC. Additional information or a meeting with the Student Government Treasurer and/or Center for Student Engagement may be required. Student Government reserves the right to impose limits on spending based on its discretion.

Please email [sgtreasurer@scranton.edu](mailto:sgtreasurer@scranton.edu) or [cse@scranton.edu](mailto:cse@scranton.edu) with any additional questions.