

Finance Committee Guidelines 2018-2019

Campus-wide Event Guidelines:

1. Funding for food in accordance with the Student Government Codes will be \$8.00 per person.
2. Paper supplies will be funded as follows:
 - a. Expected attendance 1-49: \$10
 - b. Expected attendance 50-99: \$25
 - c. Expected attendance 100+: \$50
3. Recruitment events will not be funded for any organization.
4. No funding will be allocated for exclusive retreats.
5. If an event request exceeds more than \$5,000, the Finance Committee will complete an in-depth review of the organization's request on a case by case basis.

Conference Travel Guidelines:

1. Current documentation is required for consideration of funding.
2. No international travel expenses or any other associated costs.
3. Up to four (4) people max will be funded for a conference.
4. Lodging expenses for conferences will be allocated out the make-up of the three individuals attending the conference:
 1. If the conference is being attended by all men or all women from the organization, 1 room will be allocated for lodging expenses.
 2. If the conference is being attended by men and women from the organization, 2 rooms will be allocated for lodging.
5. No parking fees, taxis, shuttles, or taxi-like services will be funded/reimbursed.
6. Food will not be funded for conferences.
7. A post conference report should be submitted to the Student Government Comptroller Team no later than two weeks following the conference.
8. Total funding for conferences will be allocated no more than \$2,000 (including transportation, registration, and hotel). If a conference exceeds \$2,000, the Finance Committee will complete an in-depth review of the organization's request on a case by case basis.

Competition Travel Guidelines:

1. Current documentation is required for consideration of funding.
2. No international travel expenses or any other associated costs.
3. Total funding for competitions will be allocated out on a case by case basis (understanding team size is different for each organization).
4. Lodging expenses will be allocated out based on the make-up of the competition team:
 1. If the team roster is all men or all women, 1 room will be allocated for lodging expenses.
 2. If the team roster is mixed with men and women, 2 rooms will be allocated for lodging.
5. No parking fees, taxis, shuttles, or taxi-like services will be funded/reimbursed.
6. Food will not be funded for competitions.
7. A post competition report should be submitted to the Student Government Comptroller Team no later than two weeks following the competition.

Traveling Artist(s)/Speaker(s) Guidelines:

1. Current documentation is required for consideration of funding.
2. The Student Senate Finance Committee will allocate a max amount of \$1,000 towards an artist/speaker fee for performances.
3. No private lessons for organizations will be funded.
4. Multiple artists will be reviewed on a case-by-case basis.
5. No monies will be allocated towards travel, hotel, or accommodations.
6. No USC faculty or staff will be funded.

***The Student Senate Finance Committee/GSA Finance Committee will not approve funding for any event, conference, or competition that occurred prior to a budget dialogue meeting within the same fiscal year.**

Organization Total Allocation Guideline:

If an organization has been approved allocations from the Student Activity Fee that have totaled together to be over \$5,000, the Student Senate Finance Committee will conduct an in-depth review on funding the organization further for events, conferences, or competitions through a case by case basis.