



BAC Procedure Book

Ratified by Student Senate: 21OCT14

The Budget Allocation Committee (BAC) is responsible for the distribution of funds to recognized organizations using money collected from the Student Activities Fee. The BAC procedure book should be used as a guide or manual by the student organizations as they apply for funding for their events.

All recognized student organizations and SGA approved task forces have access to this money through the BAC. The BAC consists of a seven-member panel under the chairmanship of the SGA Treasurer. All recognized organizations must come before the Committee to receive funding no fewer than two weeks prior to the scheduled event for which the organization seeks funding. The last day an organization is able to host an event, in any given semester, is the last day of classes.

Steps to secure a meeting with the BAC

1) Before submitting the proposal, the student organization is **STRONGLY ENCOURAGED** to contact their Advising Department advisor and/or the SGA Treasurer for guidance in preparing their BAC proposal. It is important that your advisor is aware of and approves of your proposed event.

2) After meeting with your adviser/SGA Treasurer, a BAC proposal must be submitted using the Get Involved platform (Please reference the Proposal Instructions document on the BAC Get Involved page for more details).

Please note that the form *MUST* be submitted on Get Involved (and not to your Advisor, old BAC link, or treasurer's e-mail) by 5PM ON TUESDAY before the Sunday you intend to meet with the BAC. No late proposals will be accepted or reviewed on that Sunday.

3) Sign up for a time to meet with the BAC: Go to <http://appointmentquest.com/provider/2160084238> to schedule an appointment with the BAC (more instructions can be found in the Proposal Instruction document on the BAC Get Involved page). Groups **MUST** sign-up by 5PM TUESDAY prior to the Sunday meeting and **ONLY AFTER SUBMITTING THE PROPOSAL ON GET INVOLVED**. The BAC meets with groups on Sunday and there are [10] fifteen minute time slots for groups to present their proposal to the BAC. If the group fails to sign up for a time before the deadline, the proposal will not be considered for the Sunday meeting. Please note that a BAC proposal must be submitted **BEFORE** signing up for a time slot. Lastly, organizations should not wait until the last moment to sign up for time slots as slots are limited and will be filled on a first-come, first-served basis.

4) If the BAC proposal demonstrates sufficient merit, your adviser will recommend or not recommend your proposal move forward to the BAC. If the proposal is not recommended, the BAC will not review the proposal, regardless of any scheduled appointments.

Failure to comply with ANY of the AFOREMENTIONED steps will make the student organization ineligible to meet with the BAC. NO EXCEPTIONS WILL BE MADE.

Procedure:

Advanced Planning

Groups can request funding from the Budget Allocations Committee throughout the semester prior to the semester holding the event if the success or planning of an event is contingent on meeting deadlines outside of the group's control (i.e. contracts, agent management, concert schedules, co-sponsorship restrictions etc.) Discretion is given to the SGA Treasurer to determine if an event meets the aforementioned criteria. Meeting times with the BAC designated towards the allocation of funds for the next semester are set at one time slot per general meeting starting at the 3rd meeting; subject to change if the SGA Treasurer deems appropriate.

Food at Meetings

The BAC will not fund food at regular meetings unless it is integral to the success of the meeting **and** the food itself fulfills that group's mission statement (rather than the additional attendees resulting from the presence of food.)

Charity

The BAC will not allocate any funds directly to a charity.

Conflict of Interests

BAC members who have a vested interest in a club presenting a proposal will be asked to abstain from voting on the proposed event. Alternate(s) will vote in their place first followed by the Treasurer.

Event Entry Fees

No entry fee should be charged for any event that would prohibit entrance to a BAC funded event.

Subsidized Costs

Any cost subsidized by the BAC may not be passed along to participants (e.g. If BAC funds food at a carnival, an entry fee to the event could not be charged and the food will be free. However, if a dunk tank is subsidized externally, a charge could be levied for its use. Donations may be suggested for any component of the event).

Fundraisers

Money can only be raised through suggested donations in a fundraiser event that is funded by the BAC: (e.g. a fundraiser event cannot charge an entrance fee.) This is to prevent Colgate students from effectively "paying twice" in order to attend an event that has already been funded by their student activities fee. Any component of the event that does not require BAC funding can be charged: (e.g. T-shirts can be sold at an event as long as they are not purchased with the BAC funding.) Additionally refer to Colgate's donation policy in Appendix C.

T-Shirts

Typically, the BAC will not fund for T-shirts especially if they are meant for advertising. The BAC believes that there are more cost effective ways of advertising. However, some exceptions may be made if the T-shirts are integral to purpose of the event.

Advertising

Typically, the BAC will allot \$75 for advertising but this amount can be negotiated depending on the scale and other specific needs of an event.

Alcohol

The BAC cannot fund for alcohol for any event. However, it can fund for the caterer and the bartender that will provide the alcohol.

Off Campus Educational Trips

Typically, the BAC will not send more than four people from any given recognized organization to an off campus educational trip. Exceptions can be made if the trip is local and the cost per student is reasonable as determined by the BAC.

Collaboration of Organizations

The BAC looks favorably upon recognized organizations taking the initiative to collaborate on an event, program, or project. This requires that all of the involved organizations play a role in the various planning stages. When organizations collaborate, a representative from each involved organization is strongly encouraged to attend the scheduled BAC meeting. Additionally, one recognized organization must be selected for the budget code under which funds will be allocated.

Missing a BAC Meeting

If a student organization does not attend its scheduled meeting, the BAC will not hear the proposal for the following two weeks, regardless of the consequences to the respective organization. It is the responsibility of the organization to contact the SGA Treasurer at least 24 hours prior to the meeting.

*Weekly BAC meetings may be canceled due to holidays, breaks, the inability to make quorum, and/or if all funds for the semester and/or year have been allocated.

After the Meeting

Recognized organizations will be notified of the BAC's decision within 48 hours after their scheduled meeting time. BAC decisions will be sent directly to the organization via e-mail. If the student organization receives funding, the money will be transferred into the organization's account within the week. If there is more than one organization sponsoring an event, program, or project, only one organization will receive the money – for accounting purposes.

Following are the various methods through which items or services can be purchased using money allocated from BAC in collaboration with your adviser:

- 1) **Reimbursement:** You may be reimbursed for items purchased for a BAC funded event. You must return all receipts to your advisor and then take a form to the cashier's window. Tax is not reimbursed for money fronted by a student or department.
- 2) **Online purchasing:** online purchases can be made with an advisor in the appropriate advising department's office. Please contact your advisor to set up an appointment.
- 3) **Vouchers:** Once BAC funds are allocated, vouchers can be picked up in the appropriate advising department's office and used at local Hamilton businesses. Vouchers are used like gift certificates, and pink slip + receipt must be returned to your advisor.
- 4) **Invoice:** Caterers, performers, service providers etc. can send an invoice or bill to your advisor listing the exact cost of the service, date, time, location, and address in order to process payment. Payments will be mailed directly to the provider within 30 days post event/service.
- 5) **Cash Advances:** Your advisor needs to fill out the proper paperwork to receive a cash advance. You can receive up to \$350.00 at the cashier window. Anything over \$350 requires separate paperwork that needs to be turned in to the controller's office five days in advance. You can have the check made out for the amount or it can be a direct deposit.

If the proposal is not funded by the BAC, the group can choose to appeal by resubmitting an altered proposal based on suggestions provided by the BAC. Before appealing a decision, the group must consult

their advisor. If the proposal is rejected again, the group may appeal to the Students Organization Committee (SOC). Again, consulting the group's advisor is essential before appealing to the SOC.

After the event

Immediately following your event, please fill out the post-event survey, which can be found under the "Forms" tab on the BAC Get Involved page.

The survey should be completed before the end of the semester or before submitting any further proposals to the BAC. If the survey is not filled out, the group may be sanctioned in the following semester during which it will be ineligible to apply for BAC funding.

Appendix A

BAC By-laws on Funding

Section 3: Guidelines for Funding.

In order to be funded, a request must fall within the following guidelines:

- A. The submission must be from a recognized group. That group must have a constitution on file and be eligible for funding as stipulated by the SGA.
- B. The BAC can never provide funds for:
 - a. alcohol;
 - b. events that have already occurred or been advertised as certainly occurring.
 - c. events to take place within two weeks of the BAC meeting date;
 - d. events specifically for a non-recognized group regardless of its affiliation or relationship to a recognized group (a recognized group cannot provide an 'umbrella' for which individual non-recognized organizations may seek funding);
 - e. events neither open to nor benefiting, all Colgate students.
- C. The BAC supports:
 - a. events open to the entire Colgate student body;
 - b. projects and services designed to benefit the Colgate community. Trips and conferences for group members can be supported if they can be shown to later aid and/or affect the overall Colgate community;
 - c. necessary and essential supplies to aid groups in achieving either (a) or (b).
- D. Other factors the BAC should take into account:
 - a. That the request furthers the recognized organization's mission as outlined in their constitution. The BAC is not convened to express likes or dislikes towards requests/events but rather to determine eligibility and practicality;
 - b. The organization's past programming and fiscal responsibility. Specifically, its ability to follow through on its recent events/projects as described in their proposals;
 - c. The amount of funds an organization has been allocated recently and/or how many events an organization has sponsored or plans to sponsor in a given semester;
 - d. The BAC should recognize contractual obligations. If an event requested is of a contractual nature the BAC should recognize the need to approve funds for contractual obligations (e.g. rider, required meals, lodging, travel expenses) along with the proposal if deemed appropriate;
 - e. The advantages present in collaboration;
 - f. To have a successful event, a reasonable allocation of funds should be given, if requested, in order to provide for advertising. To eliminate all advertising funds is to limit the success of the event.

Appendix B

Policy on Donations

Donations to not-for-profit organizations

University funds (both restricted and unrestricted) including student association monies may not be used to make charitable contributions. Sanctioned student groups however may raise monies for not for profit organizations with the University acting as a fiscal agent for the monies raised. The (U.S.) organization must be a registered 403B entity before any funds may be disbursed. Proof of their 403B status must be supplied to the Accounting Office. Foreign organizations must be approved by the Vice President for Administration before any fund raising is undertaken. Moneys raised for any not for profit organization are not tax deductible gifts.

Donations to individuals or for-profit entities

Donations to individuals or for profit entities are not permissible as any such payments would be considered taxable income to the recipient.

Bereavement

Departments may make donations of flowers for bereavements. Cash donations to organizations must be processed through Human Resources and are subject to their guidelines.

Appendix C

Press Policy

The Budget Allocation Committee (“BAC”) is composed of seven voting members, two alternate voting members, and the Treasurer of the Student Government Association. As pursuant to the Bylaws of the Student Government Association and the Procedure Book of the Budget Allocation Committee, all funding decisions for allocations from the Student Activity Fee require a majority vote by 7 members in attendance. Alternates are first to fill a voting member’s absence, followed by the Treasurer if both alternates are also absent.

The aforementioned procedure provides that neither the Treasurer nor individual members of the Committee act unilaterally in funding allocation. Furthermore, the Student Government Association would like to affirm that the BAC acts in good faith as a multi-person committee and functions in accordance to all material SGA documents that pertain to the function of the Budget Allocations Committee.

The Budget Allocations Committee and the undersigned parties hereby mandate all BAC-related inquiries concerning, but not limited to, BAC allocation decisions be directed to the SGA Treasurer. He, she, or ze, is henceforth obligated to compile, generate, and then deliver a single Committee response to the leadership of the inquiring party. Any such notice or communication shall be required to be delivered in writing. The SGA Treasurer, members of the Committee, and SGA members hereunder consent to the above restrictions and agree to refrain from making public statements to parties concerning proprietary funding decisions at any time. Please note: Members and the SGA Treasurer are still free and encouraged to help in the *process* of submitting a proposal.