## 1 Funding Guidelines

- The Committee shall allocate for up to:
  - Eight (8) events per fiscal year
    - § If a Registered Student Organization (RSO) requests more than 8, ASRC shall allocate towards the 8 that would yield the RSO the most funds, unless the RSO indicates a different priority
    - § Multi-day events count as separate events per day
  - One (1) set of Reoccurring Events, to count as one (1) of the RSO’s eight (8) events

- The Committee shall require attendance documentation to provide funding.
  - Allocate for up to two (2) times the documented attendance
    - § If multiple forms of documentation are provided, use the record with the largest number
    - § If no documentation is provided, fund for up to 75 attendees
  - Do not use any submitted documentation to reduce an allocation

- The Committee shall not allocate for:
  - More than the requested amount by the RSO
  - More than $45,000 total per RSO per fiscal year
  - Personal Items
  - Trophies & awards
  - General Body Meetings
  - Projects, Events, Items, or Services provided by SG or USF at no charge to the RSO

- Requests that do not fall under these standards shall be considered on a case by case basis

## 2 Event Allocation Standards

- $4.00 per student attendee for the first 200 ($800)
  - $2.00 per student attendee for the next 200 (additional $400)
  - A total cap of $1,200 per event

- $1.00 per student attendee for one (1) reoccurring set of events
  - A total cap of $500 per fiscal year

- These funds may be expended flexibly on:
  - Food, utensils, paperware, and plasticware
  - Spatulas and barbecue items
  - Arts/crafts supplies and decorations
  - Speaker/performer fees and honorariums
  - Room setup and EMS charges (if not available for free)
  - Riverfront Park activities
  - Giveaways (first-come, first-serve)
  - Board games, video games
  - Other event-related materials
3 Event-Nonspecific Allocation Standards (Other)

- National Dues (to affiliate with national org) – $250 per fiscal year
- Instructors (provide coaching/training throughout the year) – $1,500 per fiscal year
- Promotional Items – $5 per item, up to $500 per fiscal year
- Tabling – $50 per fiscal year
- Publications – $10 per publication, up to $1,500 per fiscal year
- Cultural Wear/Costumes – $250 per fiscal year

4 Capital Assets (Other)

- A capital asset is a single item worth more than $1,000, which must be stored on-campus.
- The Committee shall consider capital asset requests on a case by case basis, and shall consider:
  - Whether the asset effectively provides additional activities or services to students
  - Whether the asset effectively furthers the mission of the RSO
  - Whether the RSO and SBS can effectively purchase and inventory the asset
- The Committee, in reviewing capital asset request amounts, shall ensure that:
  - The RSO provides a description and rationale for the asset and its cost
  - The RSO provides at minimum two (2) quotes with specific prices
  - A committee member provides at minimum one (1) additional quote
- The Committee, upon approving the capital asset, shall allocate for a 75% subsidy of the asset cost, up to $2,000 per fiscal year.