

Appropriations Guidelines for Funding

The following are some guidelines that the Appropriations Committee will use in budgeting for the 2010-2011 fiscal year. All final decisions, however, are at the discretion of the committee and will reflect each organization's particular needs based on fiscal responsibility, the organization's adherence to the college's Good Standing Policy, past spending and future projections of the organization, care of previously funded capital items, and how the requested funding helps achieve the mission statements of both the individual organization and greater Hope College Community. All requests may be fully funded, partially funded, or not funded at all.

I. Student Wages

- a. Student wages will remain consistent across all organizations where students receive a stipend.
- b. Wages will not be considered for an increase for the 2010-2011 Fiscal year, unless there is an actual change in the role being fulfilled by that position.

II. Student Travel

- a. The committee will only fund travel during budgeting if a sufficient amount of details are known (ie. Destination, lodging costs, Mileage, # of vehicles, approximate dates)
 - i. When travel is for multiple occasions throughout the year (ex: Habitat workdays, Congress Meijer runs) and local (thereby incurring the flat Hope transportation daily fee when using Hope transportation) less details will be sufficient for funding.
- b. Food:
 - i. The Appropriations Committee typically does not fund food when students choose to leave campus for a conference or retreat thereby foregoing the use of meal plans or sack meals.
 - ii. When food costs are included in a conference price, the Appropriations Committee may require that students subsidize part of this fee.
- c. Transportation:
 - i. The Appropriations Committee typically funds ground transportation.
 - ii. The use of Hope Transportation is highly encouraged.
 - iii. The Appropriations Committee may limit the funding of travel up to a 500 mile radius totaling 1000 miles of roundtrip travel unless the particular trip is central to the organization's greater functioning.
 - iv. Details such as mileage and the number of vehicles needed should be known if traveling beyond Holland, MI
- d. Lodging:
 - i. It is expected that student organizations will do their best to book the most effective lodging site possible based on cost, safety, and convenience for their respective purposes, such as distance from a conference site.
 - ii. The Appropriations Committee may require that an organization provide cost comparisons for alternative lodging sites.
- e. Distinction between Conferences and Retreats

- i. A retreat is an outing taken by members of an organization to promote unity and teamwork within the organization. It may or may not involve a larger networking or learning component, but usually does not have affiliation with an outside organization or other colleges.
- ii. A conference is a trip or event taken by select members of an organization with a particular learning component that the organization will attempt to implement in their organization and the greater Hope Community in some way. This may involve, but is not limited to, networking with specific programming possibilities to bring back and book on campus, training in the organization's specific field as it applies to the organization's particular mission statement, or leadership opportunities to further develop an organization's effectiveness on campus. The purpose of a conference is to increase the effectiveness of an organization in regards to the greater Hope College campus. A conference usually takes place in a context with other colleges or is orchestrated by an institution or organization greater than the student group.

f. Conferences

- i. An organization must put on **at least** one campus outreach event for the greater Hope community for every conference attended.

III. Hospitality (accommodations)

- a. Lodging accommodations for incoming speakers will be based off Haworth Inn and Conference Center prices.

IV. Entertainment

- a. Entertainment booked by an organization should tie into the organization's mission statement and benefit the greater Hope or Holland community

V. Supplies

- a. Organizations should take inventory of current supplies that can be carried over and reused in order to reduce supplies costs for the following year.
- b. Office supply costs will be based on the Hope-Geneva bookstore costs where student organizations receive a discount.

VI. Copying/Printing

- a. In an effort to be a more environmentally friendly campus, the committee will encourage the use of other advertising mediums (ex: Knowhope) to reduce costs associated with copying and printing

VII. Speakers (actual pay)

- a. Funding for speakers will be based on previous spending, the magnitude of the speaker brought to campus, the estimated benefit of the speaker to the Hope Community, and the anticipated campus and community outreach and participation.

VIII. Publicity Materials

- a. In an effort to be a more environmentally friendly campus, the committee will encourage the use of other advertising mediums (ex: Knowhope) to reduce costs associated with paper publicity materials

IX. Equipment Repair

- a. Costs associated with repair should be due to regular maintenance costs and should not be needed because of carelessness or damage done by organization members
- X. Equipment Replacement**
- a. Items requested in equipment replacement should be equipment items that generally need replacing every year. These should not be mistaken with Capital Items that will last an organization multiple years.
- XI. Outside Services**
- a. Outside Services refer to any costs incurred from outsourcing a particular organization need. Outsourcing should be absolutely necessary and cost efficient.
 - b. The committee does not fund the production of t-shirts or items that will be kept by individual members of the organization for personal gain
- XII. Food Service**
- a. The Appropriations Committee may fund food when used for an on campus event that benefits the organization, Hope community, or greater Holland community.
 - b. The Appropriations Committee will fund a maximum of \$5 per person per event for small events and a maximum of \$10 per person per event for large events (ex: Fantasia).
 - c. The Appropriations Committee does not fund food when students choose leave campus for a conference or retreat.
 - i. If food is included in a conference registration fee, students may be asked to subsidize the cost of this conference.
 - d. The Appropriations Committee may fund food for off campus events when benefitting the whole Hope Community
- XIII. Miscellaneous**
- a. Needs should be extremely specific if placed in this category and should not better fit in another section of the budgeting template
- XIV. Dues and Memberships**
- a. Funding in this category should be absolutely necessary to the organization's functioning
 - b. Some dues may be deemed unnecessary or not consistent with the dues incurred by similar organizations
- XV. Income**
- a. If an organization has exceeded its promised income 2 years in a row, the Appropriations Committee may require the organization to increase its promised income.
 - b. Any funding collected by members of an organization for individual player dues should be recorded under this category
- XVI. Capital Items**
- a. If capital items previously funded in the last 3 years were not well cared for, the committee may deny funding for replacements on the basis that the organization has not proved to be a good steward of past funding
 - b. The committee may not fund individual player gear with the exception of crucial safety equipment such as helmets.
 - i. Any equipment purchased with Student Activity Fund money must remain with the organization and cannot be taken or kept by individual members