

2015-2016 Suggested Financial Allocation Request Rubric

Juniata College Student Government Allocation Board

Expenditure	Qualifying Costs	Max. Funding
Food - Club Events	\$1.00 per person	\$50.00
<i>e.g. pizza at a meeting</i>		
Food - Campus Wide Events	\$3.50 per person	\$1,000.00
<i>e.g. EID dinner</i>		
Food - Refreshments	\$2.00 per person	\$300.00
<i>e.g. cookies and cider for Bailey Oratorical Contest</i>		
Decorations		\$50.00
Printing Fees		\$30.00
Van Rentals/Charter Buses	JC Van Rental Rates/Charter Busses	\$25.00 per person; \$1,000.00 max
<i>See Student Government website for Van Rental Rates</i>		
Mileage Reimbursement	\$0.575 per mile	750 miles
<i>Open to considering larger distances.</i>		
Fundraising Startup Costs		\$100.00
Airfare	A quarter of expenses	
Hotels - Outside of Huntingdon	\$100.00 per room per night	
Hotels - Huntingdon	\$80.00 per room per night	
Conference Fees		50.5% per person
Membership Costs	\$500.00 per RSO	
<i>Must present document for costs</i>		
Equipment Costs Maintenance	\$300.00 per year	
<i>Yearly costs for equipment maintenance - not one time expenses</i>		
<i>e.g. medical supplies for QRS8, music for WKVR, etc.</i>		
<i>Must present document of expected costs.</i>		
Guest Artist and Lecturers	Varies	

Student Government will not fund the following:

1. Office supplies – will be provided for all RSOs by Student Government – to be distributed by the Office of Student Activities.
2. Food at more than two “club events” per year (item one in rubric).
3. Money to donate directly to another organization.
4. Free t-shirts or other giveaways.
5. Alcoholic beverages.

During the 2015-2016 Academic year, bonuses will be given for:

1. Civic Responsibility | Education | Community Outreach (e.g., Mock Accident, Mall Physics, Make a Difference Day, etc.)
2. Co-sponsored activities (e.g., EID dinner co-sponsored by UCJC and Muslim Student Association)