

# 2016-2017 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>           |                                    |                                    |
| Food – Off-Campus Events  | \$20.00 per person per day         |                                    |
| <i>e.g. Meals for NCECA conference attendees</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   | \$0.54 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 purchase shirts for a t-shirt sale.
4. Money to donate directly to another organization.
5. Free items or other giveaways.
6. 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)