



Student Activities Council Funding Guidelines

Last Updated: January 2024

The following Student Activities Council funding policies are constitutionally mandated and are referenced by the SAC Executive Board when making decisions and recommendations. Note that all final decisions regarding funding are up to the discretion of the SAC Executive Board.

SAC does NOT fund:

- **Food:** SAC **does NOT** fund food or any food-related costs, including disposable food serving materials.
- **Retroactively:** All requests for funding must be made **prior** to expenses being incurred.
- **Charity:** SAC **does NOT** fund events that generate revenue for charities.
- **Gifts:** In accordance with University policy, SAC **does NOT** fund event prizes or gifts.

SAC conditionally funds the following:

- **Activity Content/Expression:** Decisions on whether an activity is denied funding will not be based on the content of speech or expression, except for the constraints below:
 - **Political Events:** Groups whose primary mission is to support or oppose a particular party, candidate, or legislation may only receive funding for events that are non-partisan or in which opposing viewpoints will be represented. Partisan groups are particularly encouraged to collaborate with groups of political vantages different from their own.
 - **Religious Events:** Groups whose primary mission is to support religious ideologies and/or promote membership in religious organizations may only receive funding for interfaith activities that promote campus-wide awareness of religious life and/or communities.

Important Notes:

- Determination of the type of funding a group will receive is based on the organization's **primary mission**. Only events essential to a group's mission will be funded. If a group has more than one mission, SAC may grant limited funding in support of a secondary mission if deemed essential by the SAC Executive Board.
 - An organization's primary mission is determined by their mission statement and category that it is recognized under.
- In an effort to avoid unspent funds, SAC will not fund costs that are not exact numbers for specific events with quotes. SAC also reserves the right to choose not to fund more than was

spent by the organization in the current or previous academic year (the higher of the two) during the Budget & Allocation process for the following academic year.

- The “SAC Funded” logo must appear on all handbills, posters, publications, programs, and other advertisements for SAC groups. This logo can be downloaded from the [SAC website](#).
- All PAC* & SCC-affiliated groups must have their budget request approved by a staff advisor before the request can be submitted to or reviewed by SAC.
 - **A cappella groups receive a standard budget allocation of \$250 in Photocopies/Printing/Publicity each year and thus do not submit annual budget requests.*

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Communications

Description:

This category is intended for purchasing group phones, website fees, and/or mailings. Only Media/Publication groups are eligible for funding in this category.

Guidelines:

- **Media/publication groups:** These organizations can only fund this category for website subscriptions by transferring up to a maximum of \$400 from their Photocopies/Printing/Publicity budgets.
 - **Radio media groups:** These organizations can choose to fund this category by transferring up to \$800 from their Photocopies/Printing/Publicity budgets.
- Listserv management services will not be funded.

Costumes

Description:

This category is used to fund the purchase of essential costumes to be used in shows or competitions. Funding will only be granted to apparel deemed necessary for performances that are open to the public, competitions, or required public service events. No funding will be granted for club merchandise.

Guidelines:

- **PAC dance groups and Instructional/Competitive dance groups:**
 - Costumes may be funded at an annual cap of \$70 per member for a maximum of 25 members.
- **All other groups:**

- Costumes may be funded at an annual cap of \$40 per member for a maximum of 25 members.
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Dues

Description:

This category is used to fund national dues that a local chapter must pay to the national organization in order to maintain functionality and legitimacy. Dues requested from the national organization must be visible on a public website or provided to SAC Exec via detailed, written supporting documentation from the national chapter.

Guidelines:

- This category will be capped at \$2500 per club.
 - Clubs must report all financial backing received from their national organization in order to remain SAC-eligible. Financial backing from the national organization will be used to fund a club's dues.
 - Dues to Greek letter organizations or on-campus memberships **will NOT** be funded.
 - If your organization collects internal dues from members, those funds must be reported under the Revenue category.
 - If two SAC-recognized groups request funding for dues to the same national organization, only one group will be eligible to receive the funding, which will be decided by SAC Exec during the Budget & Allocation process.
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Equipment & Supplies

Description:

This category encompasses three subcategories:

- **Event/promotional supplies:** All one-time, consumable office supplies required for a single event, such as decorative items and placards.
 - Note that A/V and rental item costs (e.g., extra chairs and tables) associated with on-campus facilities should be requested through the Facilities & Security category.
- **Capital equipment:** Expensive and durable equipment that will be used over multiple years, such as band instruments. These items should be requested in order of priority. Groups must have an established method of storing capital equipment (lockers, academic departments, etc.) and passing it down. Capital equipment that exceeds \$500 requires quotes from three different vendors, will not be eligible for funding to be replaced for at least three years, and may not be stored at members' personal residences.
- **Demonstratives:** Materials (posters, trifolds, etc.) for the purpose of utilization during competitions.

Guidelines:

- **All groups:**
 - Equipment costs must be associated with a specific event.
 - SAC will not fund reusable supplies multiple times in an academic year.

- Event decorations will be capped at \$75 per year when decoration line items are essential to the event’s functioning.
- Equipment costs are capped at \$20,000 for groups, with the exception of funding boards.
- Supplies are only intended for use by Penn students, with the exception of Community/Public Service groups.
- ***In addition to the guidelines for all groups:***
 - **Peer Education & Support groups:** Promotional items may be funded at an annual cap of \$1,500. Uniforms may be funded on a case-by-case basis.
 - **Cultural/International groups:** All events will be considered on a case-by-case basis. Organizations will only receive funding in this category for cultural events that fall under their identified cap on SAC-funded events for an academic year:
 - Per academic year, these groups may be funded for one major cultural event, in addition to two collaborative events with another organization OR a smaller event.
 - A cultural event is defined as an event with a clear and specific connection to the culture within the group’s mission.
 - A small cultural event is defined to be an event that does not require space rental or travel outside of Philadelphia. A cultural event is considered major if it includes one of these expenses or other significant costs.

Facilities & Security

Description:

This category includes all costs associated with the use of on-campus facilities. This includes rental costs, incidental costs like housekeeping feed and rental items (tables, tablecloths, chairs, A/V equipment, etc.) and required security costs associated with the venue.

Guidelines:

- **All groups:**
 - SAC will fund facilities for one on-campus conference or competition up to a cap of \$2,500 if it is essential to the organization’s mission. The conference must have occurred in the present or previous academic year to be funded during the Budget & Allocations process for the following year.
 - SAC funds a maximum of 80% of total facilities costs for all revenue-generating events.
- ***In addition to the guidelines for all groups:***
 - **Instructional/Competitive groups:** Organizations who receive SAC funding for travel to competitions are not eligible to receive funding for performances.
 - **PAC Groups:** These organizations will have their performances or practices for performances fully funded through PAC. 20% of ticket revenues from shows must be surrendered to SAC at the beginning of the following academic year in order to be eligible for full facilities funding.
 - **Cultural/International groups:** All events will be considered on a case-by-case basis. Organizations will only receive funding in this category for cultural events that fall under their identified cap on SAC-funded events for an academic year:

- Per academic year, these groups may be funded for one major cultural event, in addition to two collaborative events with another organization OR a smaller event.
- A cultural event is defined as an event with a clear and specific connection to the culture within the group's mission.
- A small cultural event is defined to be an event that does not require space rental or travel outside of Philadelphia. A cultural event is considered major if it includes one of these expenses or other significant costs.

Honoraria & Services

Description:

This category covers costs of services in the following four subcategories:

- **Speaker honoraria:** Requested speaker engagement fees **ONLY**, not gifts. Alumni speakers must be at least five years past graduation, though SAC may grant exceptions to this clause if the speaker offers a highly valuable perspective that the organization's members cannot get anywhere else (e.g. the person is the President of the United States).
- **Instructor/director honoraria:** Instructors hired to train or direct members of a group for at least ten people.
- **Background checks:** As required by national organizations or schools for compliance, available to Community/Public Service groups **ONLY**.
- **Other services**

Guidelines:

- **All groups:**
 - SAC **does NOT** fund photographer/videographer services
 - DJ services will be funded up to a maximum of \$300 only in circumstances in which they are absolutely necessary for the event to be held (e.g. the event cannot be held without the services of a professional DJ).
 - **Speaker honoraria:** Speakers may be funded at an annual total speaker honoraria cap of \$1,750.
 - **Instructor/director honoraria:**
 - With the exception of funding boards, instructors may be funded for Peer Education/Support, Instructional/Competitive, Arts/Performance, and Community/Public Service groups up to 75% or \$4,500, the lesser of the two.
 - Instructors with rates above \$50 per hour require three different instructor quotas.
 - A clear, written agreement must be provided with any instructor who was not funded in the previous academic year.
 - **Background checks:** These may be funded at an annual cap of \$500.
- **In addition to the guidelines for all groups:**
 - **Performing Arts groups:**
 - The maximum number of hours for each individual tech for any show is 20 hours, as determined by University policy.

- These groups may be funded at \$11 per hour for student technician costs (stage manager, lights, sound, etc.) at a maximum of 30 total hours for a cappella groups, 60 total hours for dance groups, and 15 total hours for all other groups.

Photocopies, Printing, & Publicity

Description:

This category covers the costs of all printed materials, relating to general operation requirements (information booklets, documents, etc.) and publicity materials (flyers, leaflets, posters, etc.). Only Media/Publication, Arts/Performance, and Cultural/International groups are eligible for funding in this category, with the exception of the funding of banners up to a maximum of \$100 every five years for all groups.

Guidelines:

- **Media/Publication groups:** If deemed essential to the group's primary mission, these groups may be funded at an annual cap of \$5,100. As outlined in the Communications category (see above), these groups may choose to transfer up to \$400 to the Communications category for website costs.
- **Arts/Performance and Cultural/International groups:** These groups are eligible to receive up to \$250 per year in this category if used to publicize events or performances that are open to the public.

Production

Description:

This category covers all show- or performance-related expenses, including script rights, music rights, set materials, load-in, and strike-related costs.

Guidelines:

- **All groups:**
 - All collaborations may be funded at 50% of all shared production costs.
 - Any piece of equipment or production material available in the PAC shop **will NOT** be funded.
- ***In addition to the guidelines for all groups:***
 - **Performing Arts groups:** These groups may receive up to \$2,000 for plays including rights, production/set expenses, and truck rentals and \$3,000 for musicals including rights, production/set expenses, and truck rentals per year. SAC will fund a maximum of two shows each year, whether that is one play and one musical, two plays, or two musicals.

Travel & Conference Fees

Description:

This category includes SAC group travel and lodging, within and outside of Philadelphia, speaker travel and lodging, and registration fees for conferences and tournaments.

Guidelines:

- **All groups:**
 - Travel **will NOT** be funded without specific dates, times, and costs of all parts of transit for the trip.
 - Funding for travel (including for speakers) outside of Philadelphia will be capped at \$15,000 for Instructional/Competitive and Sports/Recreation groups, \$10,000 for Academic/Pre-Professional groups, and \$5,000 for all other groups. Nonetheless, all travel costs must fit within SAC guidelines.
 - SAC **will NOT** fund international travel or domestic portions of an international trip.
 - SAC may only cover travel originating and culminating in Philadelphia or the equivalent cost had the trip originated in Philadelphia, the lesser of the two.
 - **SAC group travel and lodging:**
 - Travel within the Philadelphia metropolitan area (accessible via SEPTA) may be funded on a case-by-case basis.
 - Travel and lodging outside of the Philadelphia metropolitan area may be funded up to 60% of the total cost.
 - **Speaker travel and lodging:**
 - Travel for approved speakers may be funded up to \$1,250 per year. Only the most cost-effective mode of transport (likely not the Acela for Amtrak travel) will be funded and only with specific dates, times, and costs of all parts of the trip.
 - Speaker lodging may be funded up to \$289 (based on a discounted rate at the Inn at Penn for one night) for a maximum of two speakers. Speaker's lodging will not be funded overnight unless absolutely necessary, and each speaker's lodging will be limited to a single night.
 - Conference registration fees may be paid for up to six participants up to a maximum cost of \$200/person.
- ***In addition to the guidelines for all groups:***
 - **Academic/Pre-Professional groups:** These groups may receive funding for national networking, resource, and pre-professional conferences requiring significant travel (i.e. airfare) and lodging accommodations under the following guidelines:
 - Groups will have grants for registration fees and travel capped at a maximum of two conferences per year.
 - Travel for up to six participants at 60% of the total cost (including travel to and from airports). These six participants should span class years as well as current and future board leadership.
 - Lodging may be covered at 60% of the total cost for one of the following equivalent amounts:

Number of Rooms	Number of Nights
1	6
2	3
3	2
6	1

- **Performing Arts groups:** PAC or other organizations who receive full SAC funding for on-campus facilities for performances are not eligible to receive funding for competition travel.

Revenue

All groups are required to use their REVENUE category to report all expected revenue. **Failure to include this information may result in a budget audit of all financial records and further action, including, but not limited to, removal from SAC, budget cuts and/or freezes, etc.**

Non-SAC Expenses

All groups are required to use their NON-SAC EXPENSES category to report all expenses made outside of SAC funding. **Failure to include this information may result in a budget audit of all financial records and further action, including, but not limited to, removal from SAC, budget cuts and/or freezes, etc.**

Inventory & Asset Management

All groups are required to keep an updated inventory of all assets purchased through SAC funding and should be prepared to answer questions or provide evidence testifying to their maintenance, status, and storage. **Failure to include this information may result in a budget audit of all financial records and further action, including, but not limited to, removal from SAC, budget cuts and/or freezes, etc.**

Alternative Funding Sources

In the event that SAC funding cannot fund the entirety of a group's request, groups are encouraged to apply to the following funding sources through the Common Funding App.

- Undergraduate Assembly Contingency
- SPEC Connaissance
- SPECTRUM
- SPEC Fully Planned
- Intercultural Fund
- Faith Fund
- Penn Wellness
- Student Philanthropy Council
- Synergy Fund
- Social Life and Inclusion Fund*

**Applicable in academic years 2021-2022 through 2023-2024*

In addition to the sources above, constituents of Lambda Alliance**, Latinx Coalition**, UMOJA**, Asian Pacific Student Coalition**, United Minorities Council**, Penn Association for Gender Equity**, Assembly of International Students, Office of Fraternity & Sorority Life, and Engineering Students Activity Council are encouraged to apply to their umbrella organization's funding source.

*** Members of the 7B are also encouraged to apply to the Intercultural Fund.*