

Student Activities Council Funding Guidelines

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 any food-related costs.
- **Retroactively:** All requests for funding must be made prior to expenses being incurred.
- **Charities/Nonprofits:** In accordance with University policy, SAC does not fund events in which revenue goes to a designated charity or nonprofit organization.

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**. 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.
- 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 each year and thus do not submit annual budget requests.*

Budget Categories

SAC allocates funds into one of the following budget categories:

1. Advertising	3
2. Communications	3
3. Costumes	3
4. Dues	3
5. Equipment & Supplies	4
6. Facilities & Security	4
7. Honoraria & Services	5
8. Photocopies, Printing & Publicity	6
9. Production	6
10. Travel & Conference Fees	6
11. Revenue	7
12. Non-SAC Expenses	7

1. Advertising

Description:

This category is for purchasing advertisements to be placed in periodicals such as newspapers or magazines. **This category does NOT include funding for flyers, posters or other print materials** (these should be requested in the Photocopies, Printing and Publicity category).

Guidelines:

- DP ad funding will be considered on a case-by-case, **contingency basis only**. The DP offers the online "Events@Penn" section as a free service that groups are encouraged to use.
- Advertising cost in publications outside the University may be funded if deemed essential.

2. Communications

Description:

This category is used to fund group phones and/or mailings.

Guidelines:

- If deemed essential to the group's primary mission, SAC may fund phone or Internet service. Only groups that have a permanent on-campus office space or require a phone to fulfill their group's primary mission are eligible to apply for this expense.
- Website fees, listserv management services, or other forms of electronic communications will **NOT** be funded. The University's Dolphin server is available to SAC-funded groups free of charge at <http://www.vpul.upenn.edu/osa/wwwgrp.html>.

3. Costumes

Description:

This category is used to fund the purchase of costumes to be used in shows or competitions.

Guidelines:

- All PAC dance groups and Instructional/Competitive dance groups are eligible to receive **\$60 per year per member for costumes, up to a maximum of 25 members**.
- All other groups, including non-dance PAC groups and Cultural/International organizations, are eligible to receive **\$30 per year per member up to a maximum of 25 members**.
- Funding will not be granted for event costumes (these are to be requested under Equipment & Supplies), group membership apparel (including T-shirts), or non-essential performance/competition attire.

4. Dues

Description:

This category is used to fund national dues that a local chapter of a national organization must pay to the national organization in order to maintain functionality and legitimacy.

Guidelines:

- This category is **NOT** to be used to fund Greek letter organizations of any kind, nor can it be used to pay dues to an on-campus group (for example, PubCo).

- SAC funds the minimum dues required for a group to remain a chartered member of its national organization. Supporting documentation must be provided.
- Request funds in this category if your group is a part of a national organization that requires annual membership dues. If your organization collects internal dues from members, those funds must be reported under the Revenue category.
- If two group request funding for dues to the same national organization, then only one of the groups will be eligible to receive funding for said dues.

5. Equipment & Supplies

Description:

This category encompasses three sub-categories:

- **General office supplies:** Stationery and consumable office needs (i.e. pens and markers).
- **Event/promotional supplies:** All one-time and consumable supplies required for a single event, such as decorative items and placards.
 - Note that A/V and rental item costs (e.g. tablecloths) associated with on-campus facilities should be requested through the Facilities & Security category.
- **Capital equipment:** More expensive and durable equipment that will be used over multiple years, such as band instruments and audio speakers.

Guidelines:

- General office supplies may be funded up to \$25 per year.
- Event-related and promotional items may be funded up to \$1,500 per year for Peer Education & Support groups only.
- In accordance with University policy, SAC does not fund event prizes or gifts.
- Capital equipment that exceeds \$500 requires quotes from three different vendors. Capital equipment that exceeds this amount will not be replaced for at least three years. Please bring a copy of the quotes to the funding interview.
- Groups with capital equipment needs should prioritize these items in their budget request.
- Funding for uniforms for Peer Education & Support groups will be decided on a case-by-case basis.
- Cultural groups may be funded for one major cultural event per year and one collaboration events, or smaller events to be considered on a case-by-case basis.

6. Facilities & Security

Description:

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

Guidelines:

- SAC funds a maximum of 80% of total facilities costs for all revenue-generating events
 - Note: SAC does NOT fund revenue-generating events for charity.

- On-campus conferences hosted by a SAC group will not be funded. All conference-related expenses must be covered by registration fees and other sources of funding.
- PAC groups should NOT request funding for show facilities. Instead, standard expenses attributable to PAC shows will be reimbursed at the end of the fiscal year.
- PAC groups are required to contribute 20% of their ticket sales revenue from PAC shows to their SAC account.
- If facilities costs for an event cannot yet be accurately estimated during the Budget and Allocation (B&A) period, please make a note that the facilities costs for the event may be requested through contingency funding once the costs have been finalized.
- Cultural groups may be funded for one major cultural event per year and one collaboration events, or smaller events to be considered on a case-by-case basis.

7. Honoraria & Services

Description:

This category covers costs of services. It may be further classified into 4 subcategories:

- **Speaker honoraria:** Speaker engagement fees **ONLY**
 - Request speaker travel and lodging expenses under the Travel & Conference category.
- **Instructor/director honoraria:** Instructors hired to train or direct members of the student group
- **Background checks:** Community and Public Service groups **ONLY**
- **Other services:** Services for various events (i.e. DJ services)
 - Request service expenses associated with on-campus facilities under Facilities & Security.

Guidelines:

- **Speaker honoraria:**
 - Groups have an annual total speaker honoraria cap of \$1,500.
 - Academic/Pre-Professional groups receive priority funding for speaker honoraria.
 - Fee > \$600 → SAC may fund up to \$400
 - Fee between \$200 and \$600 → SAC may fund up to \$200 plus 50% of remainder
 - Fee under \$200 → SAC may fund in full
- **Instructor/director honoraria:**
 - SAC may fund up to 50% or \$4,000 (whichever is first) of the total cost of these services.
 - Instructors with rates above \$50 per hour require quotes from three different instructors.
 - SAC does not fund lessons for fewer than 10 people.
- **Background checks:**
 - SAC will fund background checks up to 50% for Community and Public Service groups.

- **Other services:**
 - DJ services may be funded up to \$300 if essential to the group's mission.
 - SAC does not provide funding for photographer/videographer services.

8. Photocopies, Printing & Publicity

Description:

This category covers the costs of all printed materials, relating to general operation requirements (e.g. information booklets, documents) and publicity materials (e.g. flyers, leaflets, posters).

Guidelines:

- PPP is capped at \$100 per year. Request for PPP funding must be itemized in the budget.
- Groups may request funding for a banner once every 5 years. If approved, SAC will grant a maximum of \$100 for a single banner.
- For performing arts groups and cultural shows, programs may be funded up \$150 per year.
- Publication groups are eligible to receive up to \$5,100 per year. Three separate quotes are required for funding. Please bring a copy of the quotes to the funding interview. They are not eligible for any other PPP funding.

9. Production

Description:

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

Guidelines:

- All collaborations will 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.
- Performing arts groups:
 - Plays: \$3,500 for rights, production/set expenses, and truck
 - Musicals: \$4,500 for rights, production/set expenses, and truck

10. Travel & Conference Fees

Description:

This category includes SAC group travel and lodging (within and outside of Philadelphia); speaker travel; as well as registration fees.

Guidelines:

- **Academic/Pre-Professional and Cultural/International**
 - National networking, resource, and pre-professional conferences requiring significant travel (i.e. airfare) and hotel accommodation. SAC Exec may recommend funding:
 - Conference registration fees and travel (taxis, flights) for up to 6 participants
 - Up to 2 hotel rooms for the length of the conference (maximum 3 nights)
 - Note: The 6 participants should span class years, current and future board leadership
- **Community/Public Service groups:**
 - SEPTA travel for community service organizations may be funded up to \$500 per year.
- **Instructional/Competitive groups:**
 - Travel and lodging outside of Philadelphia are funded up to 55% of total cost.
 - Conference/Registration/Tournament fees associated with approved travel will be funded in full; in all cases supportive documentation is required.
 - Groups with historically extensive travel budgets may receive block grants, but must still itemize their expenses.
- **Speaker travel:**
 - Travel for approved speaker events may be funded up to \$500 per speaker with an annual group maximum of \$2,500 in travel funding. Speaker travel funding above this amount will be reviewed on a case-by-case basis by SAC Exec.
 - Lodging may be funded at the minimum cost for one night, if deemed necessary.
 - We cap at \$259 (per night for one night), based on a discounted Inn at Penn rate.

All groups are required to use the following two categories to report all expected REVENUE and any anticipated NON-SAC EXPENSES (i.e. expenses not covered by the above categories). **Failure to include this information may result in a budget audit of all financial records.**

11. Revenue

Description:

All revenue and additional sources of funding available to the organization and its activities. Reporting revenue accurately allows us to better assess groups' needs, especially when requests exceed caps recommended in these guidelines.

12. Non-SAC Expenses

Description:

This category constitutes a declaration of anticipated expenses, not a request for funds. Non-SAC expenses must be covered by revenue or additional sources of funding. All expenses not covered by SAC should be reported, as they are helpful for our reference. Examples of non-SAC expenses include food, group membership apparel (T-shirts), and photographer/videographer services.