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:
	+ **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-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](#_Toc496972726)

[2. Communications 4](#_Toc496972727)

[3. Costumes 4](#_Toc496972728)

[4. Dues 4](#_Toc496972729)

[5. Equipment & Supplies 5](#_Toc496972730)

[6. Facilities & Security 5](#_Toc496972731)

[7. Honoraria & Services 6](#_Toc496972732)

[8. Photocopies, Printing & Publicity 6](#_Toc496972733)

[9. Production 7](#_Toc496972734)

[10. Travel & Conference Fees 7](#_Toc496972735)

[11. Revenue 8](#_Toc496972736)

[12. Non-SAC Expenses 8](#_Toc496972737)

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:**

* Religious and spiritual groups are generally **not** eligible for advertising funding.

# 2. Communications

**Description:**

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

**Guidelines:**

* Religious and spiritual groups are generally **not** eligible for advertising funding.
* 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:**

* Religious and spiritual groups are generally **not** eligible for costume funding.

# 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:**

* National dues for Greek letter organizations of any kind will **NOT** be funded.
* Only the minimum dues required to remain a chartered member of a group’s national organization will be funded. Supporting documentation must be provided.

# 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 are capped at **$25 per year.**
* Event-specific supplies are capped at **$1,500 per year.**
* 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. You must bring a copy of the quotes to the funding interview.
* Event prizes and gifts will not be funded.

# 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 will fund up to 80% of Facilities & Security costs for revenue-generating events.
* On-campus conferences will not be funded. All conference-related expenses must be covered by registration fees and other sources of funding.
* If Facilities & Security costs for an event cannot yet be accurately estimated during the B&A period, they should be requested later on through contingency funding.

# 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 is capped at **$1,500 per year.**
* DJ services may be funded up to $300 if deemed essential to the group’s mission.
* SAC does not fund 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:**

* General printing (i.e. flyers) are capped at **$100 per year.**
* Groups may request up to **$100** for a banner once every 5 years.

# 9. Production

**Description:**

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

**Guidelines:**

* Religious and spiritual groups are generally **not** eligible for production funding.

# 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:**

* Student travel/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. You must bring proof of fee amounts to the funding interview.
	+ Groups with historically extensive travel budgets may receive block grants, but must still itemize their expenses.
* **Speaker travel**:
	+ Speaker travel 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 $225 for one night ONLY 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. Revenue may include ticket sales, apparel sales, album sales, concessions, alumni gifts, fundraisers, dues, and other sources.

# 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.