THE STUDENT ACTIVITIES FEE

The Student Activities Fee (SAF), which is collected by Trinity College within each undergraduate student’s tuition and fees prior to the start of each semester, is set by the Student Government Association (SGA). This fee is used to fund co-curricular programming for students through recognized student organizations and SGA-supported initiatives. The SAF is controlled and allocated to all student organizations, initiatives and accounts by the SGA Budget Committee. The SAF for the 2014-2015 academic year is $410.00 ($205.00/semester).

It is the discretion of the SGA Budget Committee to allocate funds to petitioning student organizations. All student organizations are subject to the rules, regulations and penalties established by the SGA Budget Committee, and are supported by the Office of Student Activities, Involvement & Leadership (S.A.I.L.).

Purpose of the Student Activity Fee

The primary purpose of the SAF is to fund recognized student organizations at Trinity College with the goal of providing co-curricular programming for students. The SAF aims to be accountable for up to fifty percent (50%) of social life on campus for students through: Community Service & Civic Engagement organizations, cultural organizations, informal sports (club and intramural) organizations, media organizations, musical organizations, and special interest organizations. In addition, the SAF will support campus-wide initiatives such as the UPASS program, ConnPIRG, the off-campus shuttle, and the Austin Arts Center.

The SGA Budget Committee will be responsible for evaluating the policies and procedures of the SAF each year in order to ensure proper allocations and responsible funding. The Budget Committee will assess and develop a comprehensive strategic plan to implement acceptable policies and procedures for the management of the SAF that will be shared with the College community at the end of each academic year for the following year.

Accountability of the SAF is contingent upon a successful relationship between the SGA Budget Committee, the Office of Student Activities, Involvement & Leadership (S.A.I.L.) and the Trinity College Business Office. The Vice President of Finance, the Director of Student Activities, Involvement & Leadership (S.A.I.L.), the SGA VP of Finance, and the SGA Finance Secretary shall establish regular communication between these entities.
BUDGET COMMITTEE

The Student Government Association (SGA) Budget Committee, which reports directly to the SGA, is comprised of the Vice President of Finance, the SGA Finance Secretary, ten (10) students elected at-Large by the student body, and four (4) student Senators elected from within the SGA. Members of the Budget Committee shall serve a (3) semester term for their position, except for at-Large members who shall serve a one and a half (1 ½) year term. The committee sets policies and procedures for all recognized student organizations, and handles the allocation of the Student Activities Fee (SAF). Specific information regarding the SAF, the Budget Committee, or student organizations can be obtained from the President of the SGA (2014-2015 AY: Josh Frank, Class of 2015 – Joshua.frank@trincoll.edu or the Director of Student Activities, Involvement & Leadership (Laura Whittemore – laura.whittemore@trincoll.edu).

SGA Constitution – As amended April 1, 2012
ARTICLE IV: The Budget Committee

Section 1. Name
   A. Issues concerning financial matters shall be dealt with by the Budget Committee

Section 2. Structure
   A. The Budget Committee shall consist of:
      1. the Vice President of Finance, who shall have voting rights only in case of a tie;
      2. the four (4) Senators elected from within the Senate;
      3. the ten (10) students elected at-Large from the student body;
      4. the Finance Secretary of the SGA, who shall be an ex officio and a non-voting member, and also shall not concurrently be an Officer, Senator, Delegate or Liaison of the SGA; and
      5. the Officers of the SGA, who have the right to attend as ex officio and nonvoting members.
   B. The Budget Committee shall be organized in two Subcommittees:
      1. each subcommittee will be composed of seven (7) members;
      2. decisions will be made by a majority vote of the subcommittee hearing the petition or request;
      3. the full committee only meets together during the Mid-Year Review, as outlined in the SGA Allocations Manual, and the Special Budget Session.

Section 3. Duties, Responsibilities, and Powers
   A. The Budget Committee shall have the power:
      1. to allocate and approve funds and consider appeals from all SGA and Office of Campus Life-approved student organizations in accordance with the SGA Allocations Manual, as well as to set all financial policies of the SGA;
      2. to oversee the Club Sports Council, and to approve its composition, powers and duties;
      3. to be a part of a special budget session called by the Executive Board where an Annual Budget for the SGA shall be drafted and approved, subject to ratification by a simple majority vote of the Senate
         i. In the event the Senate rejects the initial proposed budget, it shall be returned to the Budget Committee for review.
         ii. The Annual Budget for the upcoming academic year shall be submitted to the Senate for consideration no later than its second to last meeting.
   B. All members of the Budget Committee must sign mandatory confidentiality agreements.
GLOSSARY OF TERMS

All student organizations funded by the Student Activities Fee (SAF) are subject to the guidelines and policies of the SGA Budget Committee and the Office of Student Activities, Involvement & Leadership (S.A.I.L.) as outlined in this manual. Please note that Trinity College business and purchasing guidelines and policies are to be followed by all student organizations as well.

Active Student Organizations
These are existing student organizations which the Budget committee has identified as fully functional for the current academic year. This organization may require a general operating budget and may request additional event and expenditure funds on an as-needed basis. Those organizations provided a General Operating Budget by the SGA Budget Committee will be allocated a specific amount for the school year.

Coaches or Instructor Agreement
For payment for coaches at athletic events, all contracts and forms should go through Kathy Kilcoyne, Athletics. All items must be filled out and signed by the appropriate parties to ensure payment for the coach or instructor. Kathy Kilcoyne, Ferris Athletic Center – Kathleen.kilcoyne@trincoll.edu

CT Income Tax Forms for Withholding for Athletes and Entertainers
Any Athlete or Entertainer whose total payment exceeds $1,001.00 is subject to a 6.7% Tax Withholding from the State of Connecticut. This policy is included in the performance contract to the entertainer and is the responsibility of the signing agent/artist to ask for this tax to be waived from the total amount being paid to the performer. If the sponsoring organization chooses to accept the waiver, the cost of the 6.7% tax must be covered by the sponsoring organization. More information about the 6.7% Entertainment Tax is available from the Trinity College Business Office – Trinity Commons Rm. 214 (860) 297-2030.

Event and Expenditure Funding/ Budget Committee Request Form
Event and expenditure funding is allocated to recognized and active student organizations only! These organizations may be given yearly allocations by the SGA Budget Committee and/or may request additional funding for extra events or expenditures. There is not a limit on the amount of proposals that may be submitted within the school year and funds will be allocated on a first come, first served basis. Examples of events and expenditures include: social events with and without alcohol, conferences and workshops, speakers, entertainment (bands, dj’s comedians), coach stipends, tournaments, etc. Student organizations can submit these proposals through the SGA Budget Committee Request Form.

Event Proposal Forms
This form is used by student organizations to request event space and for approval of events to occur. These forms are used to reserve on/off campus spaces for the organization and must be submitted a minimum of two (2) weeks in advance of the event via INsite - https://trinity.collegiatelink.net/. For large events, travel trips (conferences, etc.), proposals will not be accepted less than four (4) weeks in advance due to the additional planning procedures that go into these types of events. Proposals submitted after the deadlines stated here will automatically be denied and asked to resubmit for a later date. This form is only available on INsite.

Financial Request Form
This form is used by all SGA/Trinity College funded student organizations to process all financial transactions. This includes requests for transfer of funds or expenses, reimbursement of expenses, payment of invoice/bills, contracts/honorariums/speaker agreements and all deposits to a student organization account. The form must be filled out completely with the appropriate account numbers and signatures, along with original detailed receipts, invoices/bills, contracts, checks and money to be deposited. Incomplete forms with missing information and/or invalid documentation will be sent back to the designated organization for resubmission. NOTE: Only the President or Treasurer of an organization may sign off on these forms. Copies of this form are available in the S.A.I.L. office – Mather Hall Room 107.
Fundraising for a Student Group or Activity
A fundraising event does not include receiving sponsorship from another organization. The goal of all fundraisers should be to help subsidize an organization’s budget. All organizations wishing to organize a fundraiser must complete a Fundraising Form and submit it a minimum of two (2) weeks in advance to the S.A.I.L. office (Mather 107) for approval and may be submitted to the Development Office for their approval as well. Guidelines governing the spending of budget funds on fundraisers are listed under Section 2 of this document. Copies of the Fundraising Form are available on INsite and in the S.A.I.L. office – Mather Hall Room 107.

General Operating Budget
This is provided to new/existing student organizations which the Budget Committee has identified as an organization requiring budgets for year round operations. Some of these organizations will be ineligible to request additional event and expenditure funds throughout the school year, except for special circumstances. These organizations will be allocated a yearly operating budget determined by the Budget Committee each year. These organizations may change each year as determined by the SGA Executive Board and approval by the Budget Committee. Organizations provided operating budgets and event-specific funding have designated Trinity College business accounts that are accessible via the organization’s INsite account - https://trinity.collegiatelink.net/. All financial matters (deposits, budget transfers, contracting, check requests, fundraisers, petty cash requests, etc. MUST go through the S.A.I.L. office for approval before being processed. Student organizations that frequently misuse their organization’s finances (purchasing restricted items, not following proper procedures, etc.) will have their financial accounts frozen until such a time as the SGA Budget Committee and S.A.I.L. office deem necessary.

Inactive Student Organizations
Organizations that have failed to meet the criteria contained in this manual or the Trinity College Student Handbook will be deemed inactive for a period of time until they go through the Student Organization Reactivation process.

INsite – Collegiate Link Web Portal for Student Organizations
Trinity College has contracted with CollegiateLink to provide an interactive web portal for all student organizations, as well as for the general Trinity College community. Students interested in joining a student organization can browse the site to gather more information about a specific organization and view a calendar of upcoming events. Currently involved students can keep records of their co-curricular involvement during their time at Trinity College and stay up-to-date on events, programs, and happenings within their own organizations. Student organization leaders can track their organization membership, financial transactions, events, conduct elections, and even communicate with members. https://trinity.collegiatelink.net/

New Student Organization
These are newly formed student organizations, which have been recognized within the current academic year. These organizations will be approved by the S.A.I.L. office and the SGA and may or may not receive a general operating budget during their first year.

Performance Agreement Contract
This contract is used for speakers, DJ’s, bands, performers, workshops, etc. This contract is ONLY available in the S.A.I.L. office and will be processed through the Director or an Assistant Director on the organization’s behalf. Once both parties have completed the contract it serves as an invoice for payment on a Financial Request Form. The contract includes information for the performer, details of the event, such as time of performance, price, any special riders or equipment needed, rain dates and cancellation information. A W-9 tax form must be submitted with all contracts in order to process payment. Contracts MUST be submitted no later than two (2) week’s prior to the proposed event date for processing. Contracts submitted after a performance/event date may not be approved.
Purchase Order Forms
These forms are used when purchasing items to confirm prices, quantity, shipping address, and billing address. They can also be used to order an item and have it billed at a later date instead of paying up front. **Copies of the Purchase Order Form are available in S.A.I.L. - Mather Hall Room 107 – from Julie Graves.**

Request for Transfer of Funds
This is when an organization requests a transfer of funds from their account to another student organization and /or a department for co-sponsorship, expenses incurred from a program or materials or supplies for the organization. Documentation for transfer of funds or expenses will be required to support the request (ex: emails, written verification, etc.). **The Financial Request Form should be used for these types of transactions, which is available in the S.A.I.L. office – Mather Hall Room 107.**

Revenue
Any funds collected by an approved organization through a means other than the SAF (This includes Membership Dues, Social Event Fees, Fundraising, etc.). These funds should be deposited to the S.A.I.L. office who will deposit and record these funds to the organization’s account. **All revenue must be reported to S.A.I.L. in order to verify rollover funding at the end of each academic year. The Financial Request Form should be used for these transactions.**

SGA Executive Board
The SGA Executive Board is comprised of the President, Executive Vice President, Vice President for Finance, Vice President for Entertainment, Vice President for Greek Affairs, and Vice President for Multicultural Affairs.

Student Activities Fee (SAF)
The SAF is collected by the College at the direction of the Student Government Association and is used to fund co-curricular student organizations. Proceeds of the SAF are controlled and disbursed by the SGA Budget Committee. The SAF is presently set at $410.00 ($205 each semester) per enrolled, undergraduate, full-time student.

It is considered a privilege to receive money from the SAF. In order to provide for effective and efficient operations of the SAF, all organizations receiving funds are subject to the rules, regulations and penalties established by the Budget Committee.

Student Organization Activation Form
This form is used to start an organization at Trinity. All items must be filled out, signed by the appropriate advisors and officers. This form, in addition with a Constitution, must be submitted to the S.A.I.L. office before being sent on for approval to the SGA. **Copies of this form are available on the website and in the S.A.I.L. office – Mather Hall Room 107.**

Tax Exempt Certificate
This certificate is used when purchasing items for an organization or a department. Because Trinity College is a non-profit institution we have tax-exempt status. This certificate is usually faxed to a vendor, or sent with an order, to verify that our purchase will not be charged sales tax. **Copies of the Tax Exempt Certificate are available in the S.A.I.L. office – Mather Hall Room 107.**

Zero Based Budgeting
Student organization budgets are built up from $0.00. Instead of cutting costs and expenses, all allocations will be built-up rather than cut, which allows for student organizations to plan their semester/yearly programs and operating costs ahead of time.
STUDENT ACTIVITIES FEE FUNDING

Section 1 - Student Organization Eligibility

Recognition & Registration:
Only those student organizations, which are recognized by the Office of Student Activities, Involvement & Leadership (S.A.I.L.) and the Student Government Association (SGA), will be eligible for funding from the SAF. Status of recognition will be established in accordance with the policies outlined in the Student Handbook (see section on Regulations and Procedures Affecting Undergraduate Student Organizations).

Fall Semester: Student organizations must re-activate with S.A.I.L. by September 30th in order to maintain access of their budget for the fall semester. Re-activation packets and revenue transfer requests will be available starting in the spring semester.

Spring Semester: Student organizations must submit any updated organizational information by January 31st. For new organizations and those that did not re-activate in the fall semester, they must complete all information for new organizations or submit a re-activation packet to S.A.I.L. in order to access their budget for the spring semester.

Student organizations must register their President, Vice President, Treasurer, and Advisor for the next academic year with S.A.I.L. by the last day of final exams in order to be allocated a budget for the following school year and for correspondence over the summer. Organizations must submit a general membership roster with their re-activation packets in the fall semester.

New Student Organizations must have their constitutions approved by the end of March of the previous academic year in order to receive funding for the following school year.

Section 2 - Budget Allocations

PART 1 – Student Organization Categories
The Budget Committee will allocate funds to all student organizations recognized by the SGA. Organizations will be placed into the following 3 categories:

NEW STUDENT ORGANIZATIONS – These are newly formed student organizations that have been recognized by the end of March of the previous academic year. These organizations will only be eligible for up to a $500.00 Standard Operating Budget for their first year of existence. In addition, new student organizations will only be allocated a Standard Operating Budget for the following school year and no additional funds may be requested from the Budget Committee during this period.

OPERATING STUDENT ORGANIZATIONS – These are existing and currently active student organizations which the Budget Committee has identified as an organization requiring budgets for year-round operations. These organizations will be ineligible to request additional Budget Committee funding throughout the school year. These organizations will be allocated a yearly operating budget determined by the Budget Committee each year. These organizations may only be eligible to request additional funds in case of emergency funding short falls and will be dependent upon funds left in the SAF. Emergency request(s) for funds will be heard on a case-by-case hearing with the Budget Committee. Approved Operating Student Organizations for the 2014-2015 academic year are: TBD.

The Budget Committee and SGA Executive Board will hear requests for and vote upon the Operating Student Organizations for the upcoming year during end of year reviews each spring semester. Student organizations will be notified of their budget allocations by the last day of final exams during the spring semester.
FUNCTIONAL ORGANIZATIONS – These are existing and active student organizations which the Budget Committee has identified as an organization requiring a general operating budget that may request additional event and expenditure funds through the Budget Committee on an as-needed basis. Each of these organizations will be allocated a Standard Operating Budget for the school year. All student organizations not listed under the approved Operating Student Organization list will be categorized as a Functional Student Organization.

PART 2 – ALLOCATION OF BUDGETS:

Standard Operating Budgets
These budgets are allocated to all New & Functional Student Organizations. Each of these organizations will be allocated an operating budget of up to $500.00 for the academic year. Only Functional Student Organizations will be allowed to request event and expenditure funds from the Budget Committee on an as-needed basis (refer to Section 3).

Standard Operating Budgets may be used for any expenses, with the following exceptions:
- Up to $250.00 only may be used to purchase food for meetings. This is the only amount that may be used on food and no additional funds will be allocated to cover the cost of food for meetings.
- ALL Event Support, Campus Safety, Post Office (mailings & postage) and Central Services charges will be funded by the SGA through the Event Support Account. Organizations may not use their Standard Operating Budgets for these expenses.
- Alcohol may only be purchased for campus wide programs by Functional Student Organizations but must abide by the social events with alcohol policy. Alcohol is not permitted for membership socials or dinners.

Year-Round Budgets
These budgets are allocated to Operating Student Organizations only. Each of these organizations will be allocated a Year-Round Budget determined by the Budget Committee. Year-Round Budgets may be used for any expenses, with the following exceptions:
- Up to $250.00 only may be used to purchase food for meetings. This is the only amount that may be used on food and no additional funds will be allocated to cover the cost of food for meetings.
- ALL Event Support, Campus Safety, Post Office (mailings & postage) and Central Services charges will be funded by the SGA through the Event Support Account. Organizations may not use their Standard Operating Budgets for these expenses.
- Alcohol may only be purchased for campus wide programs and must abide by the social events with alcohol policy. Alcohol cannot be purchased for membership socials or dinners.

PART 3 – Deadlines & Process for Requesting Event & Expenditure (Budget Committee) Proposals

The SGA Budget Committee allocates Event and Expenditure funds to Functional Student Organizations only. These organizations may request funds for events or organization expenditures related to conference attendance, travel, etc. There is not a limit on the amount of proposals that may be submitted within the school year and funds will be allocated on a first come, first served basis. Examples of events and expenditures include: social events with or without alcohol, conferences and workshops, speakers, entertainment (bands, DJ’s comedians), coach stipends, tournaments, etc. The process for applying for funds is listed below.

Deadlines for Submitting Event and Expenditure proposals

SUMMER Requesting funds for events and expenditures, which will take place starting on the first day of Orientation - September 30th, must be submitted to the SGA Budget Committee by August 1st.

FALL November 19th will be the last day to submit Event & Expenditure Request Forms to be considered before the end of the fall semester.
SPRING  April 8th will be the last day to submit Event & Expenditure Request Forms for the academic year.

Procedures for Submitting Event & Expenditure Funds proposals

1. The first step in planning for an event or expenditure is to submit an Event Proposal Form through INsite. This form will be sent automatically to the S.A.I.L. office for approval and to reserve your on-campus event location (if applicable). Budget Committee Event and Expenditure requests will not be reviewed unless the organization’s Event Proposal Form has been approved and the event location has been reserved.

2. Organizations should create a cover letter that gives a summary of the event or expenditure (include dates, times, location, etc.), the organizations name and contact information, and complete the Budget Committee Request form. These must be submitted at least 3-4 weeks in advance of the event or expenditure to the Budget Committee by emailing the completed documents to: SGAFinanceSecretary@trincoll.edu. 3-4 weeks minimum are required - No exceptions will be made. Requests submitted after the deadline will be automatically denied. Only four proposals may be submitted within a four-week period.

3. The SGA Finance Secretary will contact the organization for a hearing with the Budget Committee. At the budget hearing, student organization leaders and the Budget Committee members (with consultation from the SGA advisor) will then commence to build a budget from zero (Zero-Based Budgeting). Here the Budget Committee, SGA Advisor, and groups will work together to find an acceptable allocation, concentrating on adding critical expenditures instead of cutting line items. Conversely, each additional proposal will be reviewed on a zero-based budgeting basis with the Budget Committee.

4. The SGA Finance Secretary will provide formal notification of the final approved amount will be sent to the organization contact within 24 hours of the hearing.

5. Funds approved by the Budget Committee will be allocated to the organization’s account the Monday after the Budget Committee meeting where the proposal was voted upon. These funds will be managed by the S.A.I.L. office to ensure that the funds are spent on the approved expenses and any funds not spent will be returned to the Budget Committee account. Please Refer to Section 9 - Budget Policies Governing Expenditures before you prepare your Budget Committee Request Form(s) for spending limits and non-approved expenditures.

Section 3 - Criteria used for Allocating Event & Expenditure Funds
The Budget Committee, in determining the allocations of Event & Expenditure funds, will use the following as criteria:

- Top priority for allocating funds will be given to campus wide programs and initiatives
- Benefits of the event or expenditure for the Trinity community
- Number of students whom will benefit
- Availability of the funds from the Budget Committee
- Degree to which the organization abided by the guidelines established by the Budget Committee
- Historical fiscal responsibility of the organization
- Organizations who work together and co-sponsor with other student organizations or departments

Section 4 - Mid-Year/End-of-Year Budget Reviews
All organizations funded through the SAF will be subject to a Mid-Year and End-of-Year Budget Review. These reviews will be conducted for all Operating Student Organizations

The SGA Finance Secretary will place budgets for the organization(s) in question on hold and an invitation will be sent to the appropriate organization(s). If an organization in question is planning on utilizing their funds during the spring semester and not the fall, they must submit that plan in writing to the Vice President of Finance by the first day of Trinity Days and will not be required to attend a Mid-Year Review. If by the first day of the spring semester of the same
academic year the organization in question has not contacted the Vice President of Finance about the hold on their budget, all funds will be returned to the Budget Committee.

If after the initial hold is placed on a student organization’s budget and their original operating budget is returned to the Budget Committee, the organization President has not contacted the Vice President of Finance by April 1st of the same academic year, the organization will be considered inactive and will be placed on suspension for the following academic year. An ad hoc committee comprised of the SGA VP of Finance, SGA Finance Secretary, Budget Committee and SGA Executive Board will hear the petitions for re-activation the following fall semester. Organizations will remain on probation and inactive status for the entire academic year. This committee will hold a hearing with the leaders of the organization in question. All decisions will be made by a simple majority vote of the committee. Appeals will be accepted starting the first day of classes of the following academic school year and appeals should be sent to the newly elected SGA President and Vice President of Finance.

Section 5 - Expenditures Policies
All student organizations funded through the SAF are expected to adhere to the following policies:

- All budgetary practices are subject to review by the Budget Committee.
- No financial paperwork in excess of the balance of an organization’s account shall be honored.
- Donation of funds to any off-campus organization/individual is expressly forbidden unless the Budget Committee has approved the organization’s request.
- All funds, which are not spent by the end of the academic year, will revert back to the SAF.
- All equipment bought with the SAF is the property of Trinity College and the Student Government Association (SGA). In accordance, it must be on file with the SGA and S.A.I.L.
- If an organization overspends their budget, the amount by which they overspent will be immediately deducted from the organization’s Standard Operating or Year-Round budget for the following year.

All students at Trinity College should be able to participate in the basic functions of an organization regardless of their financial situation. The basic functions of an organization are those functions that are defined in the organization’s constitution, as being essential to the existence and purpose of the organization. Those members of the organization who feel as though they are being required to spend more than they can personally afford may file anonymous complaints with the Budget Committee. The Budget Committee will decide if any form of financial discipline needs be enacted upon the organization. Only organizations that are brought up on charges may be evaluated in regards to this policy. The Budget Committee will not compromise its current policies to satisfy this complaint. The SGA Budget Committee reserves the right to act upon complaints at its discretion.

All revenue must be reported to the Office of Student Activities, Involvement & Leadership (S.A.I.L.).

The creation of non-Trinity College accounts for organizations that are funded by the SAF are illegal, unless approval from the Budget Committee happens first.

Section 6 - Budget Accountability
All student organizations are responsible for maintaining accurate and detailed records for their budgets. This includes abiding by all policies and procedures, but the mismanagement or overspending of budgets is unacceptable. Any overspending of budgets or event and expenditure funds must be paid back to the SAF and will be handled in the following manner:

- Any overspending under 15% of the actual allocated amount of the Standard Operating/Year-Round Budgets or Event & Expenditure Funds will be reimbursed by the organization(s) Standard Operating Budget. If the amount left in the budget is insufficient to cover the overspent amount, the organization will be ineligible for any Event & Expenditure funding until the amount has been repaid by the organization(s) to the SAF, or the overspent amount will be taken out of their operating budget for the next academic year.
If an organization over spends their Standard Operating/Year-Round Budgets or Event & Expenditure Funds by 15% or more above the actual allocated amount, the organization will be ineligible for a Standard Operating/Year Round Budget or Event & Expenditure funding for one semester. After one semester, they will be eligible to request Event & Expenditure funding from the SGA Budget Committee. Starting the following academic year, the organization will be eligible for a Standard Operating/Year-Round Budget, after the Budget Committee votes on their eligibility.

**Section 7 - Budget Policies Governing Approved Expenditures**

**ALCOHOL** - The Budget Committee will only approve funding for alcohol *(beer & wine only)* for events that are open to the entire College community. Alcohol for meetings, dinners or organizational socials will not be honored. The Budget Committee will only approve funding for alcohol that will be served on-campus through the Trinity College Dining Services catering department. Please note that hard alcohol is NOT allowed at any Trinity College student event.

**APPAREL/UNIFORMS** - Organizations who request funding/use operating budgets for apparel/uniforms will only receive/may only use funding for up to 50% of the price for each piece of apparel/uniform requested. The organization’s members will be responsible for the balance of the apparel/uniform costs. The Budget Committee recommends that organizations hold fundraisers or charge membership dues to offset such costs.

**A/V/ CAMPUS SAFETY/ POST OFFICE CHARGES** – These charges will be funded through the SAF Event Support Fund. Organizations should make these requests as part of their Event & Expenditure Fund Proposals. Organizations who utilize their Standard Operating Budget will not be reimbursed for these costs.

**AWARDS & GIFTS** – Will not be honored by the Budget Committee. Any awards/gifts presented to a Trinity College student, staff, faculty member or non-Trinity College affiliate must be paid for through fundraised revenue by the student organization.

**CONFERENCES & MAJOR TRIPS**
- Organizations may not attend more than (1) major trip or conference per year costing at least $1,500.00 but no more than $3,000.00 per year/organization. **NO EXCEPTIONS.**
- Only $200.00 per person will be allocated for travel (travel is defined as air, bus, train or car.)
- No funds for meals will be provided or approved during conferences and major trips. The individual Trinity College student/staff/faculty member(s) attending the conference/major trip must cover this funding, unless approved in advance by the Budget Committee.

**END of YEAR DINNERS/BANQUETS** - These requests will be considered on an individual basis and availability of funds.

**EQUIPMENT** - Requests for funds to purchase equipment should be necessity-driven. Only broken and essential non-existing equipment will be considered for funding. Any equipment purchased with college funds is the property of Trinity College. All equipment purchased by an organization with college funds must be reported immediately upon purchase to the Student Government Association (SGA) and the Office of Student Activities, Involvement & Leadership (S.A.I.L.) to be filed for inventory purposes in the organization’s file.

**FOOD for MEETINGS** - Organizations may spend up to $250.00 per academic year for food for organizational related meetings.

**FUNDRAISERS** – The Budget Committee will no longer pay for fundraisers for any student organization. Student Organizations seeking to sponsor fundraisers may only use up to the maximum of their total Standard Operating Budget. If the organization is looking to plan a special or social event that would be generating revenue, the Budget Committee will consider allocating funds for the event, provided that the paramount purpose of the event is beneficial to the Trinity community, and is not strictly a fundraising event.
**MEMBERSHIP SOCIALS** – Standard Operating & Year-Round Budgets may be used for membership socials. No additional funds will be allocated for these types of programs.

**TELEPHONES** - Organizations who have office telephones will be responsible for paying for these costs through their Standard Operating & Year-Round Budgets. The Budget Committee will honor no additional requests for phones or phone lines.

**TRANSPORTATION** - Requests for travel utilizing a personal vehicle will only be eligible for reimbursement of gas and tolls. Organizations are highly encouraged to utilize school vehicles through Building & Grounds or to rent a vehicle through a third party vendor. Cars reserved through B & G will be billed to the organization's account at the currently set mileage rate.
STUDENT FUNDRAISING

Each year various student organizations launch efforts to raise money for their projects or activities. These efforts have been the responsibility of the organization and will continue to be. Some of these efforts result in gifts to the College and, if so, we need to ensure that the donors are properly thanked and their gifts officially recorded. To ensure that we are consistent in dealing with alumni, parents, and friends of the College, we are establishing rules for conducting student fundraising projects and for dealing with contributions from donors.

The Office of Student Activities, Involvement & Leadership will provide to any group that is planning a fundraising effort a simple application for approval of the fundraising. The application will require information about the time period, person responsible, and if relevant, procedures for dealing with contributions that are deemed gifts to the College.

Most student-generated fundraising activities involve an exchange of goods or services for a contribution, and therefore do not fall under the category of a contribution to the College. In the event that the fundraising effort is deemed a gift to the College, the organization’s delegate who is responsible for monitoring the fundraising will receive instructions for dealing with gifts and interacting with the Development Office to ensure that proper receipts and acknowledgments are sent.

All advisors to student organizations and activity groups will be informed about these new procedures. Information about the Development Office’s guidelines and procedures will be available in the Office of Student Activities, Involvement & Leadership (Mather 107). This information will be provided to any group that requests approval of a fundraising effort.

What is a gift to Trinity?

A gift is made to Trinity College when a donor gives cash, check, credit card charge or tangible property for use by the College and the donor receives no property or consideration in exchange for the gift. The gift must be used to further the mission of the College. Supporting student activities supports the mission of the College.

Examples of gifts:

1. A donor writes a check to the Trustees of Trinity College to support the travel costs of the ski club.
2. A donor provides meals for the Trinitones when they provide their services voluntarily (no payment) in relation to a College event. The donor would need to ask for a gift receipt from Trinity and to submit the receipts for the meals.

Special cases:

1. A donor makes a credit card gift at a particular level to WRTC-FM and receives a T-shirt as a “premium.” The gift to Trinity is equal to the amount of the credit card charge minus the value of the T-shirt. For example, if a $25 gift to WRTC-FM means the donor gets a T-shirt and if the donor receives the T-shirt, then the $25 gift is actually only $22 if the T-shirt’s value is $3. If the donor declines the premium (the T-shirt), then the gift’s value is $25.

2. A person agrees to pay $12 an hour for a student to do yard work for four hours with the understanding that the money received will support the efforts of Trinity’s Habitat for Humanity student group. The money is not a gift because there is a quid pro quo. This means that there is an agreement: You do this and I’ll do that. You give me this amount of money and I’ll do this yard work.