

Article XI. Items and Events Approved for Funding

Section I.15 Advertising

- (a) Flyers, brochures and hand-outs
- (b) Advertisements in all Lehigh publications, such as The Brown & White
 - 1) There is no limit to advertising in internal publications.
- (c) Advertisements in external publications
 - 1) Maximum left up to the Allocations Committee

Section I.16 Banquets and Formals

- (a) The event must be open and advertised to the entire student body to be considered

Section I.17 Competitions

- (a) Maximum one (1) competition is allowable per year
 - 1) This does not apply to organizations whose mission is to compete
 - 2) Unless in the circumstance that an organization qualifies for a higher level of competition
 - 3) Incurred costs after the qualification for a higher level of competition are fully allowable and will be considered on a rolling basis.
 - 4) Any organization that anticipates qualification for a higher level of competition (e.g. regional, district, national) may submit a Supplemental Funding Request before actual qualification.
 - a) In such a case, the request may be reviewed according to standard procedure, but approved only on a conditional basis.

Section I.18 Conferences

- (a) Senate funding is allowable up to \$500
- (i) This provision applies to all costs, including registration and travel expenses
- (b) Maximum one (1) conference per year
- (i) Includes regionals, nationals, etc.
 - (c) Conferences hosted by an organization at Lehigh
- (i) The organization must first meet with the Campus Events Advisory Group and then the Allocations Committee regarding the details of the event
- (ii) Amount allowed left up to the discretion of the Allocations Committee

Section I.19 Copying

- (a) Use University Printing Services and the Student Organization Resource Room (The SOuRCe) whenever possible.
- (b) Recognized student organizations have access to copying and printing privileges in the Student Organization Resource Room.

Section I.20 Decorations

- (a) Allowable up to \$0.50 per expected attendee
- (b) All non-perishable decorations must be inventoried for later use.

Section I.21 Entertainment

- (a) Musicians, comedians, DJ's, dance acts, etc.
- (b) Fully approvable at reasonable rates, including travel expenses

(c) Lehigh University students may be paid for their entertainment services at a reasonable market rate.

(d) All entertainers must complete a contract or agreement stating terms and conditions of the performance with Lehigh University. This process will be facilitated by the Office of Student Activities.

Section I.22 Equipment, Uniforms and Costumes

(a) Fully approvable so long as they are necessary, inventoried with advisor, and kept for future student organization use

1) To accommodate this requirement, no individual personalization is permitted.

(b) Medical kits are only approvable if the Office of Intramural and Club Sports cannot provide them.

1) Clubs must briefly explain why they are necessary.

(c) Student organizations must provide own storage space for their equipment.

(d) Rental equipment is fully allowable if it is the most economic option or if the student organization lacks the required storage space to purchase the items.

Section I.23 Events over Academic Breaks

(a) Student organizations must receive approval by the Student Senate Treasurer no later than two (2) weeks prior to the event.

(b) The officers must provide an itinerary to the Office of Student Activities and the Allocations Committee prior to the trip.

(c) Attendees shall be responsible for their own dining expenses.

(d) Unless otherwise stated, all applicable guidelines regarding necessary costs, such as entry fees, travel expenses and lodging, will apply.

(e) Approvable at the discretion of the Allocations Committee

(f) A clear description of the benefit to the club or the greater Lehigh University Community must be provided in the budget event description or funding request.

Section I.24 Fees and Charges

(a) Fixed costs such as set-up, registration, etc., are fully approvable

Section I.25 Food and Refreshments

(a) Includes paper goods, utensils, etc.

(b) For organizational meetings

1) Approvable for a maximum of two (2) meetings per year

2) Maximum of \$125 can be spent on food at organizational meetings

(c) For formals and student-faculty mixers

2) Approvable for a maximum of one (1) each per year

(d) For speakers/panel discussions and campus-wide productions

1) Refreshments

a) Approvable up to three (3) times per year

2) Meals

a) May only be for non-lehigh employed speakers

b) Maximum \$20 per person for a maximum of 2 total guests

(e) For cultural events and events involving culinary education

1) The maximum amount approvable is left up to the Allocations Committee's discretion, but it is expected that the allocated amount would generally follow the other guidelines regarding food.

(f) For events with alcohol service

1) The student organization will first need to have approval from the Campus Event Advisory Group and the Vice Provost for Student Affairs.

Section I.26 Lehigh Ropes Course Leadership Training

Section I.27 Lodging

(a) Hotel costs up to \$150 per room per night

1) Each overnight stay must be unavoidable

a) Student organizations must explain why each stay is unavoidable in order to receive funding.

2) Minimum of four (4) people per room, if group size allows

3) Maximum of 3 hotel stays per fiscal year

Section I.28 Mandatory Hires

(a) Coaches, referees, judges, security, DJ's, etc.

(b) Fully approvable at reasonable rates, including travel expenses

Section I.29 Non-Inventoried Supplies

(a) Any supplies used to create something during an event.

1) These items may be given away at the end of the event should they not be reusable or serve a better purpose donated to others.

(b) The event must be aligned with the organization's mission.

(c) Maximum of two (2) events per year

(d) Allocated amount left to the discretion of the Allocations Committee

Section I.30 Overhead

(a) Office supplies, telephone charges, website, audio/video film, nametags, etc., are fully approvable.

Section I.31 Panel Discussion, Performers, and Instructors

(a) Maximum three (3) presenters can be funded per event

(b) No Lehigh University staff, faculty member, student, or alumnus may be paid as a presenter

(c) Funding is left up to the discretion of the Allocations Committee, but is generally allowable as long as prices are reasonable

Section I.32 Resume workshops and mock interviews held solely by student groups.

(a) Maximum amount allowable left up to discretion of the Allocations Committee.

Section I.33 Tickets

(a) 50% of ticket costs approvable up to a maximum of \$20 per ticket

(b) Ticket costs for cultural events, such as museum visits, are fully approvable

(c) Registration is fully approvable at reasonable rates.

Section I.34 Travel

(a) Personal car

1) Travel expenses shall be covered at a per-mile rate, not to exceed the current Federal rate.

(b) University car and van rental

- (c) Bus
 - 1) Must be the most economical means of transportation.
- (d) Airfare
 - 1) Air travel must be necessary
 - 2) Economy Class only
 - 3) A maximum of \$300 per ticket is allowed
 - 4) A maximum of two flights per student organization will be permitted per fiscal year. The student traveling must be different on each occasion.
 - 5) Destination must be specified, otherwise request must be resubmitted in more detail.
- (e) External vehicle rental
 - 1) Applicable only in destination area when traveling via airplane.
- (f) Tolls and parking expenses
- (g) Should a club estimate the distance of their destination for funding purposes, an explanation as to how that estimation was achieved must be included.

Section I.35 Venue Rental

- (a) On campus location rentals are fully allowable
- (b) Off campus location rentals are allowed up to 50%
 - 1) Exceptions apply if there is no location on campus suited to meet the needs of the event
 - a) Organizations must explain in their budgets why the off campus venue is necessary

Section I.36 If an organization is hosting the same event more than twice in one year, 50% of the otherwise allowable amount for each event is approved for all of the repeated events.

Article XII. Non-Approvable Items and Events

Section I.37 Events may be deemed unallowable should they not fit with the mission of the hosting organization.

Section I.38 Any function that excludes any student from attending, such as Military Balls.

- (a) Training, competitions, and conferences are excluded from this provision.

Section I.39 Illegal activity

Section I.40 Any activity related to gambling

Section I.41 Legal fees, such as bail, parking tickets, attorney/court expenses, etc.

Section I.42 Any function that promotes any form of hazing.

Section I.43 Promotion of religious institutions and/or activity

Section I.44 Biased political events, including campaign fundraising and speakers tied to political campaigns

- (a) Events presenting political discourse from multiple perspectives may be approved.

Section I.45 Social events, such as parties, non-faculty mixers, etc.

- (a) Unless specifically approved by the Allocations Committee

Section I.46 Food and refreshments for strictly social functions

(a) See Section 7.05 for exceptions.

Section I.47 Meal or entertainment expenses incurred by the organization's members while traveling on organizational business.

Section I.48 Personal property, including reading books, apparel, tapes, etc.

Section I.49 Awards, gifts, and prizes

Section I.50 Student Salaries

Section I.51 Career services, such as mock interviews or resume workshops held solely or in partnership with University Career Services.

Section I.52 Fundraiser costs

(a) Organizations may use Senate loans to cover fundraiser costs.

(b) See Section 9.04 for details.