

2016-17 Base Budget Guide

Publicity (Signal Ads) - SFB provides free Signal Ads to SAF-funded organizations so that they can publish advertisements for their events or meetings. These ads come in two sizes, full page (1) and half page (.5). Organizations receive a minimum of one half-page ad (.5) but can request more. Please include a breakdown explaining your intended use of the ads. An example is provided below:

Full Page 5 col. x 16": =	1
Half Page 5 col. x 8": =	2
<p>Please list what events, if any, these ads will be used for:</p> <p>Full Page (1) - "Event 1" Advertising</p> <p>Half Page (2) - Advertising first meeting of each semester</p> <p style="text-align: right; margin-top: 20px;">Signal Ads = 2 (note that the total is 2, 1 full page ad and 2 half page (.5) adds)</p>	

Publicity (Duplicating) - In this section you can request copies to be used at SFB's student organization copier, located near the student organization cubicles on the second floor of the Brower Student Center. Copies can be used for brochures, flyers, agendas, memos, and other organizational needs. Copies cannot be requested for personal needs such as homework. Please include a breakdown explaining your intended use of the copies. Organizations that are SG recognized receive a minimum 500 copies. An example is provided below.

<p>The SFB provides SG-recognized organizations with a copier machine in Student Activities. It is recommended that your organization use these facilities.</p> <p style="text-align: center; margin-top: 10px;"># of copies requested = 600</p>
<p>Please provide a breakdown or estimate of how these copies would be used: Agendas 100, Flyers 400, Meeting minutes 100.</p>

Publicity (Other) - This section is for any other type of publicity that your organization may be interested in that wasn't covered in the above sections. Many organizations request banner supplies in this section but the SFB encourages organizations to come up with creative publicity requests for this section. Be sure to convey to your liaison why the request is important to your organization so that they can represent your group at SFB's base budget retreat. An example is shown below.

The SFB encourages creative publicity that catches students' attention! Please describe the publicity, state the purpose and give a cost estimate.	
1. Banner Materials	\$10.00
2. Sidewalk Chalk	\$5.00
3.	\$
4.	\$
5.	\$
OTHER PUBLICITY = \$<u>15.00</u>	

Dues - The Student Finance Board will only fund membership dues that are for an entirety of an organization. The Board will not fund individual member dues, the aggregation of individual member dues, or dues determined or impacted by the number of members. Be sure to convey to your liaison why the request is important to your organization so that they can represent your group at SFB's base budget retreat. Organizations are required to provide supporting documents to their liaison that displays the governing organization that charges the dues as well as the amount. Other acceptable uses for the dues section include yearly subscriptions that your organization needs to operate (ie. Signal's use of AP for photos and other content) that are similar to dues but not necessarily dues. You may not include expenses for conferences, travel, or any other nationally-required expenses in this section. Ask your liaison if you are unsure whether one of your expenses can be included in the dues section. An example is shown below.

1. Payment to National Body	\$500.00
2. Sam's Club Card Membership	\$100.00
TOTAL DUES = \$<u>600.00</u>	

Telephone - SFB funds telephone expenses for organizations that have an office space and a College-connected landline telephone. Requests for local phone service are \$144 for the year. You may request additional funds for long distance calls, which cost \$.09 per minute. If requesting long distance please specify why your organization needs long distance service and communicate this need with your liaison. The SFB will not fund cell phones or other phone expenses. If you have a College-connected telephone but no longer want to use it please contact the Office of Telecommunications and do not request any funds from SFB.

Local Service	= \$144.00
Long Distance	= \$9.00
Reason for Long Distance:	
Need to sometimes call agencies/national body outside of local service.	
TOTAL TELEPHONE	= <u>\$153.00</u>

Office Supplies - Organizations may only request office supplies if they have a designated office space on campus (office, cubical, etc). Advisor offices or booked meeting spaces do not count as office spaces. Popular requests include pens, pencils, staplers, hole punches, tape, glue, binders, and folders. Please do not include items over \$50, as these requests should be made through the Capital Equipment request process in the fall semester. Please break down office supplies by including each type of item on its own line. Requests will be denied if all supplies are listed on one line. Please inform your liaison of any expensive or unusual requests (letterhead, personalized envelopes) that may need further explanation at SFB's base budget retreat.

1. Pens (5 boxes, 12 per box, x \$6.99 each)	\$34.95
2. Stapler (1 x \$12.99 each)	\$12.99
3. Scissors (2 x \$1.99 each)	\$3.98
4. Glue (1 x \$1.99 each)	\$1.99
5. 2" Binders (12 x 3.99 each)	\$47.88
6. Folders (10 x .67 each)	\$6.70
TOTAL OFFICE SUPPLIES	= <u>\$108.49</u>

Pre-October 15th - This section is for programs that will occur before October 15th. SFB provides this section so that organizations can prepare programs over the summer for the beginning of the fall semester. Requests made in this section must follow all SFB policies including but not limited to: quotes provided for all expenses over \$100, events must be open to the entire student body, all publicity must say “SAF Funded”, and the date/time/location of the event cannot be changed without contacting the SFB Executive Director in writing (email) prior to the event. It is extremely important that you provide a detailed overview of these events to your liaison so that they can explain your event to the Board at the SFB base budget retreat. Please include as much as detail as possible to ensure that your request is funded and not tabled until the fall semester. Below are examples of complete, well-done requests from this section.

CUB Example

Description of Event 1:	Date: 9/1/16
“3 for Free” Comedy Show - CUB and the Welcome Week Committee traditionally co-sponsor a large-scale comedy show the Thursday after the conclusion of Welcome Week to provide entertainment for both new and returning TCNJ students.	
Cost Breakdown:	
1. Comedians (3 artists x \$3,333)	\$10,000.00
2. Kendall Hall Staff + Venue Fees	\$600.00
3. Campus Police (approximately 2 officers x \$58/hour x 4 hours)	\$464.00
4. Hospitality	\$200.00
5. Welcome Week Contribution	-\$3,896.00
COST EVENT 2 = <u>\$7368.00</u>	

ASA Example

Description of Event 1:	Date: 9/25/16
Jackson Pollock Painting Event: Live performance painting (Rain date: 9/26/16)	
Cost Breakdown:	
1. 18 x 24 Drawing Pads	\$100.00
2. Acrylic Paint	\$50.00
3. Balloons	\$30.00
4. T-Shirts	\$100.00
5. Tempura Paint	\$60.00
COST EVENT 2 = <u>\$340.00</u>	

Programs - This section is for recurring programs throughout an entire semester, such as weekly or monthly concerts, speakers, or other events. Examples of programs that apply to this section are CUB's weekly Rat shows or movie series. Singular events cannot be requested in this section and must be requested during SFB's weekly meetings. Requests can be made for the upcoming academic year at the last two SFB meetings of the spring semester.

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CUB Example (demonstrates recurring program request)

Description of Program 3:	
<i>Bus Trips</i> Bus trips provide students with an opportunity to access off-campus recreational, social, cultural, and educational activities and entertainment. Students pay full price of admission for all trips; CUB requests bus cost be covered.	
Cost Breakdown:	
1. 15 Coach Buses (\$1200 x 15) + 10% gratuity	\$19,800.00
2. 15 School Buses (\$600 x 15) + 10% gratuity	\$9,900.00
3. Parking Fees (\$50 x 15)	\$750.00
COST PROGRAM 2 = \$30450.00	

Another use for this section is for organizations that require coaches or attend off-campus competitions but are not members of the Club Sports Council. Because these expenses are not open to the entire campus community they do not fall under the special appropriations request process and thus are included in the programs section of the base budget. Organizations with these expenses should list each off-campus competition (or tournament) as a separate program, including the date and a description of the event and why it is important for your organization to attend. SFB's policy of reimbursing 57.5 cents per mile should be used for all travel cost reimbursement estimates. Coach expenses and practice expenses can be included in one program section. Coach expenses cannot exceed \$2000 per semester or \$4000 per academic year.

Swing Dance Example (demonstrates internal recurring expenses)

Description of Program 1:	
Cost of Lessons for Fall Semester (10 lessons, \$100 per lesson)	
Compensation for gas (to/from D.C. area to TCNJ for each of the 10 lessons)	
Trips taken by students using personal vehicles to attend major dance events in Philadelphia	
Cost Breakdown:	
1. 10 lessons X \$100 Per Lesson Payment for Professional Instructor	\$1000.00
2. Gas Compensation for Instructor	\$800.00
3. Gas Compensation for Students Bi-Weekly Philadelphia Dance Trips (5 Trips)	\$50.00
COST PROGRAM 1 =	<u>\$1850.00</u>