I. Substantive Guidelines - General

A. The Budget Committee shall deal with relatively similar types of budgets in a consistent and coherent way. If need be, the Budget Committee may formulate guidelines for similar types of groups. All such guidelines must be reported to the Senate, and are subject to Senate review.

B. The Budget Committee shall ensure that unless special circumstances dictate otherwise, none of its budget allocations contradict the CSA financial regulations.

C. The Budget Committee shall carefully consider how well groups have fulfilled their plans for this year when evaluating their plans for the next year.

D. The Budget Committee shall place emphasis on diverse social life activities, and to maintain funding for quality, non-alcoholic special events.

E. There shall be a continued stress upon the relative importance of the events that are widely accessible. The Budget Committee recognized that diversity of groups is an important goal that must be preserved, but resolves to continue to place a higher priority on events that can be enjoyed by many students.

F. The Budget Committee shall consider all of the following criteria when evaluating budget requests. Although each point is significant, the Budget Committee recognizes that many overlap. The criteria are in no particular order:

   1. The Budget Committee shall consider the number of students in the group, past, present, and future.

   2. The Budget Committee shall consider the number of people in the Carleton community that are served by the group.

   3. The Budget Committee shall consider the groups’ priorities. Groups will be asked to include their priorities in their budget requests.

   4. The Budget Committee shall consider the past performance of the groups. This means such things as the success of events, money management, consistency in organization, and interest generated.

   5. The Budget Committee shall consider the future stability of the groups and their leaders.

   6. The Budget Committee shall encourage alternate sources of funding.
7. The Budget Committee shall consider the most efficient use of funds within the groups and within the Carleton community. This includes the consideration of previously scheduled events that are similar and simultaneous to proposed requests.

G. 1. The Budget Committee shall make the following line items:
   a. Social Life Opportunity Fund
   b. Metro Arts Access
   c. Love Bus
   d. Alternative Beverage Fund
   e. Third Center Fund
   f. Special Allocations
   g. Honoraria

2. The amounts set aside for each category shall be determined by the use of the funds in past years, and are at the discretion of the CSA to change.

II. Substantive Guidelines - Specific

A. The Budget Committee may use its discretion when applying the following guidelines.

B. Transportation – The Budget Committee shall use a guideline of 75% when funding for transportation.

C. Lodging – The Budget Committee shall use a guideline of 25% when funding for lodging.

D. Conferences – The Budget Committee shall use a guideline of $150 per person for conferences.

E. The Budget Committee shall fund food and beverages only when they are considered central to the event. Catered dinners shall only be funded when the food itself is specifically related to the education of those in attendance.

Invitations to catered dinners:
   a. 50% of available seats shall be reserved for personal invitations according to the organizing group’s priorities.
   b. 50% of available seats shall be made open to any member of the Carleton community
   c. Public advertisement must take place at least two weeks prior to the event. If the seat allotments specified above have not been filled after one week, the remaining seats may be filled at the group’s discretion.

F. The Budget Committee shall not provide funds directly for political campaign contributions.

G. The Budget Committee shall recognize all goods bought with CSA funds belong to the CSA, and thus shall not fund goods that will become the personal property of the members of the groups.
H. The Budget Committee shall not fund all-campus mailings unless they are integral to a group’s purpose. The Budget Committee shall also attempt to conserve, as much as possible in the printing category. Greater reliance on all-campus postings and e-mail should be encouraged.

I. The Budget Committee shall not fund alcohol or tobacco products.

J. Honoraria Funding

1. The Budget Committee will not allocate funds from Honoraria until availability and willingness of performer has been confirmed.
2. All final contracts for speakers and performers must be signed by an authorized employee of the College.

III. Special Allocations Guidelines

A. The Budget Committee shall set aside sufficient funds for Special Allocations. Specific items not allocated during Spring Allocations may not be requested again unless unforeseen circumstances arise.

B. Special Allocations funds shall be used to:

1. Cover unforeseen costs for expenses that were previously budgeted for.
2. Fund new and original ideas that conform to Section I, part D of these guidelines.

C. The Budget Committee shall establish targets of allocating no more than one third of its Special Allocations fund by the end of fall term and two-thirds by the end of winter term. Any excess funds shall roll over to the following term(s). If the excess occurs at the end of fall term, it shall be split between winter and spring terms.

D. The same general budgeting guidelines that apply to Spring Allocations shall apply to Special Allocations.

IV. Procedural Guidelines

A. The Budget Committee shall give each group a breakdown of allocations and justifications for what the Budget Committee is recommending. These justifications are to be in writing and submitted to the group.

B. The Budget Committee recommendation to the Senate shall include a breakdown of allocations and justifications by group name (alphabetical order) and a list of allocations by money amount.

C. The Budget Committee shall formulate a report of inventories of all groups at the end of spring term.
D. The Budget Committee may determine its own meeting procedures and those procedures shall be enforced at the discretion of the Chair.