Budget Committee Funding Guidelines

The purpose of these guidelines is to inform both the decisions of future committees as well as inform CSA of the BC’s current practices.

Section I General Principles

1. CSA funding exists to create meaningful opportunities for the Carleton community.

2. CSA funding shall be available to student organizations and students at large.

3. CSA is disinclined to fund programs that do not benefit the broader Carleton community. These include, and are not limited to; career preparatory events, job training, and courses that offer certification.

4. Students are encouraged to come to Budget Committee at least six days prior to the event they are requesting funds for.

Section II Sources of Funding

1. CSA organizations should make full use of all available campus resources. For programs and events, students should also look to campus offices and departments that may have related interests, such as the Dean of the College, the Chaplain, the Career Center, and the ACT center. It is highly encouraged that students talk to these offices before coming to Budget Committee.

2. For travel to academic conferences or competitions, students and student organization are expected to seek out other sources of funding such as the Dean of the College or Dean of Students offices.

3. Budget Committee encourages the use of funds other than Special Allocations (i.e. Alt Bev, Third Center, Metro Arts Access Fund) where applicable.

Section III Travel and Conferences

1. Funds for conferences shall not exceed $900 for one conference-going group.

2. Groups are encouraged to send the smallest number of students possible to conferences.

3. Conferences funded by CSA must provide benefits to the campus community.
4. Travel fees (lodging and transportation) for non-conference events will be funded at up to 75 percent, with the exception of community service projects within 100 miles of Carleton’s campus.

5. For non-conference events (including academic and sporting events), experiential learning may be considered as sufficient benefit to the Carleton community (at the discretion of Budget Committee).

**Section IV Food**

1. Food, beverages, and catered dinners shall be funded when the CSA Chartered Organization has provided sufficient evidence to the Budget Committee that the food will be integral to the event.

2. Funding for nonessential food shall be granted in rare circumstances at the discretion of the Budget Committee.

3. The following restrictions shall apply to catered dinners:

   3.1. Up to 50% of available seats shall be reserved for personal invitations, in accordance with the CSA Chartered Organization's priorities.

   3.2. At least 50% of available seats shall be made open to any member of the Carleton community.

**Section V Events and Programs**

1. Events should be well organized and planned well in advance.

2. If the event involved a speaker, the expectation is that the speaker will have an opportunity to interact meaningfully with Carleton students.

3. Events must be open to the entire campus and well publicized. If attendance is limited, signups must be advertised and open to the entire campus.

**Section VI Printing and Publications**

1. First-run publications will be funded at no more than 60%.

2. Copies intended for off-campus distribution will not be funded.

3. The use of on-campus printing service is strongly encouraged.

**Section VII Libraries, Collections, and Club-specific Amenities**
1. Organizations desiring to have or to grow a club library must show there are no other methods by which they may access the material.

2. Inventories must be kept and submitted to the CSA Treasurer every term.

3. Web hosting away from Carleton is strongly discouraged except in extraordinary circumstances when Carleton ITS cannot provide services integral to an organization's mission.

**Section VIII Advertising**

1. As the least expensive option, 8 1/2 x 11 sized paper is preferred.

2. Utilizing all advertising opportunities such as posters, All-Campus email, the central events calendar, Facebook, banners in Sayles, etc. is strongly encouraged and required for organizations receiving funding for their programs or events.

3. Generally, advertising funding will be allocated at $5 per event.

**Section IX Other**

1. Funding for students to receive compensation for work associated with students or student organizations is not recommended.

**Bylaws Relevant to Budget Committee in CSA Bylaws**

A. All-campus mailings and paid NNB ads shall not be funded.

B. Political campaign contributions, lobbying efforts, alcohol, and tobacco shall not be funded.

C. All goods purchased with the CSA's funds belong to the CSA, therefore no goods shall be funded that will become personal property, excepting those goods that have been funded each year for the past five years. Designation of personal property items is at the discretion of the Treasurer. Publications shall not constitute personal property.

D. Funding requests shall not be accepted retroactively.

E. The CSA shall not fund seed money for events in which proceeds will go to benefit the CSA Organization requesting the funds or any other organization. The exception to this rule is ingredients for the crepe maker. The Controller’s Office may issue a note to pay for such programs and groups may ask for suggested donations for charitable endeavors.
F. Honoraria for performers shall not be funded until the availability and willingness of the performer has been confirmed.

G. Contracts

1. An authorized employee of the College shall sign all contracts for performers.

2. All contracts for goods and services other than one-time performances made on behalf of the CSA or a CSA Chartered Organization must be reviewed by the President, Vice-President, and Treasurer prior to engagement or renewal. Following the majority approval of Senate, the treasurer and the relevant employee of the College must sign all contracts.