CSA Funding Guidelines

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The following guidelines represent the current funding practices of the Budget Committee and Senate:

**Section 1: General Principles**

A. CSA funding exists to create meaningful opportunities for the Carleton community.
B. Within the financial regulations set forth by the CSA Bylaws, the Budget Committee shall evaluate funding requests on a case-by-case basis. The Budget Committee shall recommend allocations to the Senate in violation of the bylaws only if extraordinary circumstances have been demonstrated.
C. New Chartered Organizations typically receive a lower level of funding than they would receive if they were more established.

**Section 2: Sources of Funding**

A. CSA organizations should make full use of all available campus resources
B. For programs and events, try campus offices and departments that may have related interests
   a. E.g. the Chaplain's Office, the Career Center, the Political Science Department, the Office of Intercultural Life, etc.
C. For travel to academic conferences, or competitions, try the Dean of the College or the Dean of Students
D. CSA is disinclined to fund career-preparatory events and programs as their benefit belongs almost exclusively to the individuals who attend
E. For smaller expenses, consider using the CSA crepe maker

**Section 3: Travel and Conferences**

A. Funding for conferences shall not exceed $150 per person nor shall more than six people be granted such funding.
B. Transportation for non-conference events shall be funded at 75% with the exception of community service programs within 50 miles of campus.
C. Conferences funded by CSA must provide benefits to the campus community
D. Conferences that are competitive in nature, based upon academic work, shall not be funded

**Section 4: Food**
A. 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 essential to the event.
B. Funding for nonessential food shall be granted in rare circumstances at the discretion of the Budget Committee.
C. The following restrictions shall apply to catered dinners:
   a. 50% of available seats shall be reserved for personal invitations, in accordance with the CSA Chartered Organization's priorities.
   b. 50% of available seats shall be made open to any member of the Carleton community.
   c. Public advertisement shall take place at least two weeks prior to the dinner. If the seat allotments described in part b above are not filled after one week, the remaining seats shall be filled at the group's discretion.

Section 5: Events and Programs

A. Typically, honoraria are not funded for more than $1000
B. Events must be open to the entire campus and well publicized

Section 6: Printing and Publications

A. First-run publications will be funded at no more than 60%
B. Copies intended for off-campus distribution will not be funded
C. The use of the Alternative Publications Office is encouraged

Section 7: Libraries, Collections, and Club-specific Amenities

A. Organizations desiring to being or increase a club library must show there are no other methods by which they may access the material
B. Library inventories must be kept and submitted to the CSA Treasurer every term
C. 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 8: Advertising

A. 8 1/2 x 11 sized paper is preferred, as the least expensive option (.02 at PMS)
B. Utilizing all advertising opportunities such as posters, All-Campus email, the Forecast of Events, Facebook, banners in Sayles, etc. is strongly encouraged and required for organizations receiving funding for their programs or events
C. Generally, advertising funding will be allocated at $2 per event.