Preamble: Carleton Student Association Budget Committee will use cost/benefit analysis to reach conclusions on how to fund opportunities for Carleton students in a way that most effectively benefits campus. All decisions regarding matters not related to the bylaws are at the discretion of the Budget Committee. The following guidelines are not rigid, but explain the tendencies and ideas for best practice and function of the committee. Budget Committee will enforce its bylaws as stated.

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. CSA will give preference to opportunities that benefit larger groups and/or the entire campus.
5. Events funded by CSA should be open to as much of the Carleton community as possible.
6. Requests must be submitted nine days before the Thursday before the proposed event.
7. CSA encourages that its funding be used in the most environmentally friendly way possible.

Section II Sources of Funding
1. 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. Budget Committee encourages the use of CSA funds other than Special Allocations (i.e. Alt Bev, Third Center, Metro Arts Access Fund) where applicable.

Section III Travel and Conferences
1. Groups are encouraged to send the smallest number of students possible to conferences. Preference will be given to groups that best reflect the Carleton community.
2. Conferences funded by CSA must provide benefits to the campus community. This benefit must be demonstrated to the BC upon application for funding.
3. BC is disinclined to fully fund transportation for non-conference events.
4. 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). The benefit of this experiential learning must be demonstrated to the BC upon application for funding.
5. BC is disinclined to fund more than $150/student towards conferences.

Section IV Food
1. Budget Committee is disinclined to fund food unless the food provides a learning experience.
2. Budget Committee is disinclined to fund full meals.
3. Average funding for crepe sales is $80.
Section V Events and Programs
1. Events should be well organized and planned well in advance.
2. If the event involves a speaker, the expectation is that the speaker will have an opportunity to interact meaningfully with Carleton students.
3. Events must be publicized extensively and well in advance. If attendance is limited, signups must be advertised and open to the entire campus.

Section VI Printing and Publications
1. Budget Committee is disinclined to fully fund first run publications.
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.
2. Budget Committee requests that all groups who receive funding fill out an evaluation form after the proposed event takes place.

Bylaws Relevant to Budget Committee in CSA Bylaws
A. Funding requests shall not be accepted retroactively.
B. 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.
C. Honoraria for performers shall not be funded until the availability and willingness of the performer has been confirmed.
D. Students applying for funding must submit a detailed, complete, itemized budget to Budget Committee along with their application.
D. All-campus mailings and paid NNB ads shall not be funded.
E. Political campaign contributions, lobbying efforts, alcohol, and tobacco shall not be funded.
F. 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.

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.