

SGA Budget Allocation Restrictions

These are the base policies applied to all Budget funding requests including the prohibited allocations as well as item maximum limits. This document should be used as reference while planning and submitting your Budget to ensure that the review process goes well. If you would like to review the actual policy in which all of these restrictions come from - [click here](#). For more information, resources, and general guidance, please visit the [SGA Budget Website](#).

Should you have any questions about these allocation restrictions or are unsure if an item you may request funding if against policy, reach out to the [Joint Vice President of Finance of SGA](#) for assistance.

Overarching Requirements

- The RSO must be in Active standing as determined by the Center for Student Engagement.
- The RSO's funding application must be complete and include the [required information](#).
- The RSO must attend the required Joint Finance Committee meeting.
- Events and activities funded through student activity fees must be open to all Georgia Tech students.
- The RSO's request must contain accurate cost estimates supported by reliable documentation or research, including by taking into consideration the number of students likely to attend an event. However, this criterion will not be used to consider the content or viewpoint of an RSO's speech, including the presumed popularity or controversial nature of an RSO's speech.
- Any proposed facility must be suitable for the proposed events and activities based on the estimated size of attendance.
- Any travel expense estimates must be objectively reasonable for the type of event or activity proposed.

Budget Specific Prohibited Allocations

- Capital expenditures, except for items required for maintenance of capital assets
- Benefits for part-time employees working less than twenty (20) hours per week
- Postage
- Costs associated with CRC-hosted intramurals
- Employee compensation and student stipends
- Speaker fees or honoraria
- Registration costs for Homecoming events
- Office supplies
- Personal items, including, but not limited to, nametags, photo albums, scrapbooks and business cards
- Food or drinks

Budget Specific Maximum Allocations

- No more than two conferences shall be funded
- Non-event-specific publicity shall not exceed a total of \$200.
- Liability insurance shall not exceed a total of \$2000.
- Publicity, including copying expenses, shall not exceed a total of \$250.
- No more than two away events at a maximum of \$1000 each, excluding travel. Travel costs shall only be funded for up to two away events.
- No more than two non-away events shall be funded in a budget. For each event, the following limitations are imposed:
 - Advertising via WREK Radio shall not be funded in excess of \$120.
 - Sound equipment shall not be funded in excess of \$50.
 - Projection equipment shall not be funded in excess of \$30.
 - Lighting equipment shall not be funded in excess of \$100.

Prohibited Allocations

These items will not be approved in anyway, if this poses an issue for your organization please review other [on-campus funding sources](#) that may be able to cover the item in question.

- Funding requested solely for the benefit of individuals who are not currently enrolled Georgia Tech students

- Any items or resources that are more cheaply available by rental or reservation through Georgia Tech
- Actual or in-kind contributions to campaigns, candidates, or political parties
- Loans
- Items to be given out to individuals or organizations, including awards, gifts, and giveaways, except for low-cost printed publicity items such as flyers and stickers. Low-cost publicity items shall not be funded in excess of \$50 total per event. Giveaways shall include any equipment that is to be used in any capacity on or with personal equipment at non-organizational events.
- Food-related items such as plates, utensils, or napkins, unless for an event projected to involve at least 500 student attendees, in which case the total allocation for a single event may not exceed \$500 and none of the items may be composed of Styrofoam
- Alcoholic beverages or tobacco products, and any event at which alcohol and tobacco will be served
- Lodging
- Travel expenses for a non-student
- Any event (including promotional items, marketing, or materials for the event) intended as a fundraiser for any individual, party, or organization
- Any expenditure occurring in the past or any expenditure guaranteed by a contract entered in the past, unless consideration by JFC is delayed through no fault of the RSO.
- Costs associated with hosting intercollegiate competitions, tournaments, or other events where the main intent is to rank among peers, obtain status, award(s), or reward(s)
- Costs associated with hosting conferences in which more than 25% of attendees are not students of the Institute at the time of the event or conferences from which the RSO will receive a portion of the profit
- Costs associated with any event for which an RSO has not yet qualified
- Costs in which the primary purpose is seeking, gaining or acknowledging sponsors (corporate or otherwise) for the RSO
- Costs associated with professional development activities or conferences for non-student personnel
- Costs associated with freight, shipping, delivery, or processing of any items
- Costs associated with retreats, unless open to GT students who are not members of the RSO
- Clothing that does not remain with the RSO
- Parking permits, fees and validations for road vehicles
- Email marketing services
- Any costs for which the actual expenditures are not known or "miscellaneous" costs
- Dues paid per individual through which students can compete outside of a Georgia Tech affiliated team
- Travel to locations within a 70-mile radius of Georgia Tech's Atlanta campus
- Any activities which violate the laws of the United States of America, the State of Georgia, the City of Atlanta, or the regulations of the Georgia Institute of Technology
- Food or drinks for human consumption at internal RSO meetings

Maximum Allocations

These items listed may be funded up to the amounts, or based on the conditions, related to the items.

General Restrictions:

No Budget shall allocate any funding in excess of or contrary to the following limits:

- Decorations
 - \$150 if the expected attendance is less than 500 Georgia Tech students
 - \$300 if the expected attendance is 500 or more Georgia Tech students
- Costs associated with renting the Ferst Theater shall only be funded for events with an expected attendance of greater than 300 students, and only if no less expensive on-campus space exists that meets the needs of the program.

Travel:

- Automotive travel allocations shall be limited to the value obtained by utilizing the following Automotive Travel Formula:
 - R shall be the current IRS Business Mileage Rate.

- S shall be the number of students travelling.
- M shall be the number of round-trip miles between Georgia Tech and the destination.
- $Allocation = 0.05 \times R \times S \times M$, $Maximum = S \times \$75$.
- Air Travel expense allocations shall be limited to the lesser of \$150 or 45% of the actual expense.
- Only one type of travel shall be funded per person per event.

Capital Expenditures:

For items that are expected to last up to or more than 3 years, raw materials, components as well as the installation and maintenance of fixed assets.

- JFC may fund at most the greater of \$10 or two-thirds of the total cost of each item.
- Capital Expenditures are defined as: A Capital Expenditure is any payment for durable goods with an expected life of three or more years under normal use, individual components, raw materials, and the costs associated with the initial installation of these durable goods.
 - Normal use is to be considered based on the physical longevity of the item and the length of the manufacturer's limited warranty.
 - Individual components are to be considered a part intended to be combined, joined, or connected to other durable goods or other components, or split to achieve the material's desired purpose.
- Payments for goods with a price of less than \$10 each shall not be considered Capital Expenditures.
- Only maintenance for capital assets are allowed to be funded in a budget.

Non-Capital Expenditures:

- Conferences:
 - \$1000 per conference, excluding travel, not to exceed \$100 per individual
- Tournaments and Competitions:
 - \$1000 per competitive event, excluding travel, not to exceed \$100 per individual
- Program Fees for Off-Campus Activities:
 - \$1000 per activity, not to exceed \$100 per individual, excluding travel
- Off-Campus Venue Rentals:
 - Funded at a maximum of \$10 multiplied by the number of Georgia Tech students expected to attend.
- Publicity:
 - Copies, programs, and fliers shall be funded at the current rates of the Office of Student Engagement.
 - Fliers shall not be provided in excess of one-third of current on-campus campus enrollment rounded to the nearest thousand.
 - Programs shall not be funded in excess of the event venue capacity.
 - Banners and posters shall not be funded in excess of \$180 total per event.
 - No more than one half-page Technique advertisement or equivalently priced Technique advertisement(s), at the current student organization black and white rate, which is published on Technique's webpage, shall be funded for any single event.
 - Social media advertisements (such as Facebook ads and Snapchat filters) shall not be funded in excess of \$25 total per event.
 - No more than \$20 of sidewalk chalk shall be funded per organization in a single Fiscal Year.
- Professional Development:
 - Background checks for non-criminal justice purposes may be funded at a maximum of \$15 per student.
- Competitive Events and Programs - any RSO participating in competitive events and programs is eligible to receive the following benefits:
 - Coaching stipends may be funded at a maximum of \$1,000 total per organization
 - Costs associated with hosting intercollegiate competitions may be funded only if the following conditions are met:
 - The competition consists of only the RSO and one other team.
 - The RSO attends an equal or greater number of away competitions at which no registration fee is charged.
 - The fiscal year allocation for all competitive events registration does not exceed \$6000.