



Brandeis University Student Union Allocations Board Funding Scope 2023-2024

Introduction

The Funding Scope outlines the funding policies of the Allocations Board (A-Board). For a detailed guide to requesting and spending funds please refer to the treasury training presentation.

Allocation Board Agreement

Clubs who request funding through the Allocations Board are subject to all policies and procedures outlined within this document. Please email aboard@brandeis.edu with questions.

A-Board Overview

The Brandeis University Student Union Allocations Board (A-Board) is a branch of the Brandeis University Student Union. Along with the Senate, Executive, Judiciary, and Treasury, A-Board is committed to serving the undergraduate student body at Brandeis.

A-Board is composed of 10 voting members: two co-chairpersons, a Senate Representative, two racial minority members, and five other members. The head treasurers will be observers and vote in the case of a tie. It is advised by Student Engagement. It holds meetings at least once per week during the semester.

As outlined in Article V of the [Student Union Constitution](#), A-Board's role is to establish the budgets from the Student Activities Fund (SAF) for Chartered and Secured Clubs. Only secured, chartered, recognized, and probationary organizations are eligible to request and receive funds from A-Board. The Student Union Senate recognizes and charters all clubs.

A-Board strives to ensure that all funding is distributed equitably and will only fund requests that are relevant to a club's constitution, **within the budgetary means of the SAF**, and meet the requirements of A-Board policy.

Marathon

Marathons are periods during which clubs can request money. Each semester, A-Board holds a marathon to hear all requests for the following semester. A-Board will release funding decisions promptly following the close of each marathon.

An appeals marathon will follow the release of funding decisions. Only requests which were fully denied, partially denied, or entered with errors may be appealed. Any appeals received after the close of the appeals marathon will not be considered.

If unexpected costs arise during the semester, Supplementary Funding or a Funding Reallocation may be requested. Please see below for more info.

Marathon Procedures

Allocation Board's request process has two mandatory components which must be completed during a marathon period:

1. Formal requests on Campus Groups
2. Additional/Supplemental materials are provided and communicated by email on a case-by-case basis.

Office Hours

Every club asking for allocations is encouraged to have a representative attend an office hours session. These sessions will be held during the Marathon period. During these sessions, clubs will have their Campus Groups requests reviewed by an A-Board member and can ask any questions. A-board office hours can be found [here](#)

Appeals Marathon Procedures

Only requests which were fully denied, partially denied, or entered with errors may be appealed. Any appeals received after the close of the appeals marathon will not be considered.

To appeal a request, representatives from a club must fill out a form on Campus Groups and justify their reason for an appeal. In that period, A-Board will hear arguments for the appeal and vote on the request(s). Clubs must also re-submit the portions of their requests which were previously denied in Campus Groups. All decisions made during the appeal process are final.

Supplementary Funding Procedures

Supplementary funding will only be granted for costs that could not have been foreseen during Marathon. supplementary funding is only for supplemental costs; new events that could have been foreseen must be requested during Marathon.

The following supplementary funding subsidies will be available:

1. Up to a 100% subsidy will be available for supplementary requests which support events funded through marathon (e.g. unexpected Conference and Events costs, or an increase in cost or attendance).
2. Up to a 100% subsidy will be available for events that were not funded through marathon, and could not have been foreseen (e.g. a club gets invited to attend an event after marathon has passed).

Ineligible Supplementary Funding Requests

1. A-Board will not fund new travel requests (flights, hotels, transportation, extras), unforeseen increases in prior travel costs will be granted at the discretion of A-Board.
2. Secured clubs are not eligible for supplementary funding

Funding that has been allocated for University Events costs, previously known as Custodian and Event Supplies requests, (i.e. money allocated for tables, chairs, custodians, public safety officers, etc.) cannot be reallocated to other requested allocation types.

Reallocations will not be granted from unspent funds at the end of a semester.

Probationary Club Procedure

The Student Union Senate may grant probationary charters to student groups which assist newly formed clubs. A-Board in conjunction with Treasury can downgrade a club to Probationary status if financial improprieties occur. A-Board may fund these clubs up to \$1,000 per semester. All probationary clubs must make their requests during Supplementary Funding. Clubs can petition the Student Union Senate to become a fully chartered club after 12 weeks in probationary status.

Recognized Club Procedure

Non-exclusive recognized clubs who do not receive external funding are eligible to request funding under the same guidelines as probationary clubs.

Funding Decisions

A-Board can choose to make the following decisions on funding:

Approve full funding

A-Board can fully allocate money for each individual request.

Approve partial funding

A-Board can partially fund items. It can also approve certain items and deny other specific items within a Requested Allocation. Additionally, it can ask for justification for specific items while approving others in the same request. A-Board reserves the right to request for pricing justification and comparable pricing.

Deny funding

A-Board reserves the right to deny funding. With all instances of denied funding, including partial denial, A-Board will list a reason for the denial in Campus Groups and specify details in the “A-Board Comments” section. Reasons for denied funding include:

- **Cost:** Requested amount exceeds the financial budget granted to A-Board OR exceeds the allowable amounts outlined in the Funding Scope or University policies.
- **Equitability:** The overall budget is limited and should be distributed equitably across all 200+ clubs and organizations on campus.
- **Policy/Illegal:** Request goes against A-Board’s funding scope; see “Restricted Items” below.
- **Scope:** The funding request does not match the mission or purpose of the club/organization.
- **Insufficient Information:** The request does not include a thorough breakdown/justification of the items that are being requested. This includes a lack of cost breakdown, price per item, price per person, links to items if applicable, etc.
- **Sustainability:** Request does not meet Brandeis sustainability standards. Reusable items should be prioritized and stored. All clubs should do inventory checks to ensure that they are not requesting unnecessary duplicates of items.

Moving to Appeals

A-Board may decide that a Marathon request contains insufficient information and needs to gather more details from the club in order to make a funding decision. An appeal of the original request can be submitted on Campus Groups during the Appeals window of the Marathon. During this time, please include all necessary information including a price breakdown, itemized list, etc.

Item Policies

Restricted Items

A-Board will not fund the following items, with the outlined exceptions:

Exclusionary Events

All events funded by A-Board must follow a policy of non-exclusivity, as guaranteed by the Student Union Bylaws. Any Brandeis undergraduate must be allowed to attend and participate regardless of race, sex, sexual orientation, religion, ethnicity, disability status, or class year. **Exception: events geared towards the recruitment of members, or for class-years may be funded so long as the event is held ON-CAMPUS and still open to the campus community.**

Retroactive Requests

A retroactive request is a request for reimbursement of money spent on an expense by a club before receiving A-Board approval (e.g. a club member spends money over the summer for a club and wants a reimbursement). They are not permitted and reimbursements will not be given.

Personal Property

Personal Property is defined as "Goods that are NOT attainable to everyone and have no connection to the event, organization, or mission". Personal Property will not be funded with SAF funds regardless of any club event, mission, or cultural/faith-based significance. Using A-Board funding to purchase items that will end up in the possession of an individual, rather than the club or organization is prohibited. Examples of personal property include: clothing items with individual's first/last names on them, Executive-Board-specific merchandise (that is not accessible by the entire club/organization).

Fundraisers

A fundraiser is any event that raises money for any cause, be it for a club or for a non-profit organization. A-Board does not provide money to allow for clubs to fundraise. This includes purchasing fundraising materials, such as food to sell during a bake sale.

Ticketed Events

Clubs may not require Brandeis undergraduate students to pay any admission fee for an event funded by A-Board held on Brandeis campus. Clubs may ask for suggested donations, but no undergraduate students may be forced to pay in order to fully partake in the event. This policy must be made clear to students in attendance.

Clubs may charge non-Brandeis undergraduates for events held on campus. Additionally, when holding off-campus events which are subsidized by A-Board, clubs may charge undergraduates to fully fund the event. All revenue from the fees will be deposited into a

"Performances" or "Events" Fundraising line, not General Fundraising. That money may only be used to augment future events funded by A-Board or that are open to the entire campus (but still within the general expense policies of Brandeis). It cannot be used to purchase personal property or any other prohibited request.

Brandeis Tickets

Clubs that wish to ticket an event will be required to utilize the Brandeis ticket office unless they provide an adequate substitute. Substitutes will be considered if they provide a significant aesthetic or functional value. If a significant value is demonstrated, valid substitutes include www.eventbrite.com, and other online ticketing platforms, as well as physical tickets that are customized for an event.

Political Campaigns

Campaigning for a specific political party or member of a party for any public office is not allowed due to Brandeis University's non-profit status. Campaigning for a specific law, however, is permitted.

Executive Board-only Events/Items

Events or items that are exclusively for E-Board members are prohibited.

General Meetings

Clubs can request funding to have food at general meetings up to two times a semester, with the exception of clubs that have food as a central part of their club purpose (e.g. Veg Club). Clubs must follow the food allowance guidelines listed under the "Food" section of the funding scope.

Alcohol

Alcohol will not be allowed to be served using funds funded from the A-Board.

Tobacco

A-Board will not fund the purchase of any tobacco products.

Illegal Drugs

A-Board will not fund the purchase of any illegal drugs/substances.

Sexually Explicit Materials

A-Board will not fund sexually explicit materials that are not connected to club purpose, such as X-rated movies/games, pornography, erotica, etc. Films, productions, or other materials that relate directly to sex or sexual activity may be deemed acceptable at the discretion of A-Board.

Club Membership Fees

Some Brandeis clubs and organizations assess a fee for participating members. A-Board does not fund these fees.

Classroom Materials

The Allocations Board will not fund items that are required for classes such as Professor specified textbooks or materials. Any items allocated must be related to the requesting club's mission only and not related to a Brandeis class.

Events which occur between semesters

A-Board may fund events which take place over the summer and winter break. However, graduating seniors will not receive funding for international travel outside of their final semester. Any event occurring outside of the semester must have a demonstrated benefit over a similar event which would take place during the semester. For example, an event that specifically occurs during the summer. Moreover, all financials regarding the event must be finalized before the end of the semester/fiscal year.

Prohibitive Costs

Although at times a planned event is legitimate, the costs associated with the event may be not related to the event, based on explanation and justification. All costs must be able to be related and tied back to the event and/or mission of the club The Allocations Board reserves the right to refuse to fund events that are an irresponsible use of student money.

Discretionary Items

The Allocations Board considers certain categories of items as secondary expenditures and will fund them per their discretion. These expenses must be necessary for an event or for the functioning of the club. In addition, the Allocations Board must have sufficient reserves of funds in order to allocate.

Coaches and Instructors

These should be requested during the Spring Semester Marathon for use in the following fall semester. Coaches and instructors must be competitively priced and must also cater to enough of the student body to allow for such an expense. All costs must be described to A-Board prior to the lessons. In all cases, A-Board may require clubs to bring quotes from multiple coaches, instructors, or companies.

Office supplies

The Allocations Board strongly recommends that all clubs take advantage of the resources available in the Romper Room and Student Union office, both located on the third floor of the Shapiro Campus Center (SCC). A-Board may fund office supplies if they are not available

in either of these two locations AND if they are absolutely necessary for a club to fulfill its purpose. For questions about office supplies or the Romper Room, please contact the Student Union Secretary through secretary@brandeis.edu

Equipment

Clubs should first explore alternative, cost-effective means for equipment. Examples may include but are not limited to: checking out/renting from on-campus partners. If such items or means are not available or sustainable for club/organization operations, the Allocations Board will consider funding on a case-by-case basis with adequate justification from the club including but not limited to: significance, long-term purpose and use, and cost. Old equipment that is justifiably unfit for club utilization, may be donated to the campus community.

Publicity and Advertising

We advise clubs to use the supplies and copy machine in the Romper Room, supplies from other clubs, and their own creativity and create signs and posters to publicize their events.

Publishing/Printing Costs

0.05% of the budget will go towards colored printing for posters and be divided equally amongst clubs. A-Board will not fund colored printing in any other circumstances.

Clubs should use the Romper room for black and white printing. This applies to things such as pamphlets, flyers, and posters. Personal printing is not permitted.

Independent Contractors

Contractors must be competitively priced. In all cases, A-Board may require clubs to bring quotes from multiple independent contractors or the club must argue that a certain contractor is the only one available who suits their needs. Clubs should outline the reasoning for why this contractor should be brought to campus, and the payment needed (i.e. if a deposit is required, and other financial costs such as travel and lodging).

Transportation

In all cases, clubs must research the cheapest cost available and bring proof of research to A-Board. A-Board may research alternative modes of transportation and will allocate according to the most reasonable method of transportation. The following are the common types of transportation requested during Marathons:

- **Car:** a maximum subsidy of the current mileage rate for business travel (\$0.63 per mile as of October 2022) per mile per vehicle may be granted on trips based on timing and location of trip. The exact mileage of the trip(s) must be provided through Google Maps, or a similar navigation service. Parking costs and toll fees must be researched and requested prior to a trip. In all cases, clubs must research the cheapest cost available and bring proof of research to A-Board. Rental vehicles, such as those from Enterprise or Hertz, will be funded at the same rate as personal vehicles in terms of mileage.

-Gas: Gas will not be reimbursed for personal vehicles. Gas costs will be reimbursed ONLY for Branvan.

- Branvan: clubs should bring a quote or estimate from Public Safety.

All other means of transportation will be funded based on case by case review and can be funded up to 80% subsidy at the discretion of A-Board. This includes shared van service, public transportation, buses, and airfare. "

Please note that the A board will consider the following factors while determining appropriate travel and lodging budgets for a club:

1. Number of people traveling
2. Cost of transportation per person
3. Cost of Lodging per person
4. Whether it is International travel or domestic travel and what are the potential risks associated with the travel for the students (if any).
5. Overall cost for the trip including all the people.
6. How this travel will benefit the bigger community and not just the participants
7. What value will the trip bring to the club's mission

International travel will be funded up to a 30% subsidy or a per person total of \$500 for the round trip.

Lodging

A-Board may fund lodging if it is necessary for a club to fulfill its purpose. In all cases, clubs must research the cheapest cost per person (total cost divided by room occupancy) available and bring proof of research to A-Board. Clubs are expected to fill lodging spaces to full capacity. A-Board will double-check a club's quote for lodging and accordingly determine funding. Overly expensive requests resulting from a lack of research will not be funded. Lodging will be funded at up to an 80% subsidy or at the discretion of A-Board.

Travel & Lodging Clause:

If a club member has high financial need and will be unable to cover the out-of-pocket subsidy for travel and lodging costs, the member will need to submit an appeal to the Budget Analyst/Dean of Students Office explaining the circumstances. The Budget Analyst will then confirm the information with the student and on-campus entities such as Student Financial Services and will recommend to the Allocations Board to approve or deny the request.

Clothing

Clothing may be funded using SAF money if the items are to be equally distributed to the campus community and does not require individuals to pay for these items. Clubs must provide proper justification for requesting funding which will also include a distribution plan of the items and how they will be offered to the campus community. The Allocations Board reserves the right to request more information, or deny the request if they feel it does not warrant SAF funds.

Costumes or uniforms may be funded under the condition that the clothing remains the property of the club (i.e. storage must be available for the uniforms).

Study Breaks

Clubs will only be allocated funding for food if the study break has content that is relevant to the club's purpose. In order to receive funding for food, the food itself cannot be the only content related portion of the study break. Clubs can request funding to have food at general meetings up to two times a semester.

Food

A-Board will consider requests of food only when it is:

- Relevant to the club's mission.
- Increasing accessibility for a club event (e.g, the event takes place during a meal time)
- Club specific programming (education based)
- Integral to the goal and structure of an event
- Clearly itemized
- Meets the cost allowances (listed below)
- Available to all Brandeis students

Harvest Table is Brandeis' food services provider. Currently, there is no food waiver available. We will update you when the Harvest Table food waiver is available.

When it is available, the procedure will be: student organizations who use an outside provider must apply for a waiver and be approved in order to be authorized to purchase and/or be reimbursed for these expenses. **Clubs may not use an external caterer on campus without the approval of The Department of Student Activities.** Waivers will only be approved when: Harvest Table is unable to provide the food products needed in a cost effective way, food preparation is integral to the club or event purpose, or with administrative approval.

Food Allowances & Categories

The Allocations Board will typically allocate food budgets at the following cost per-person:

Meal Type	Allowance Per Person
Snacks	\$7
Breakfast	\$7
Lunch	\$12
Dinner	\$15

* Snacks are defined as food served between core meal hours OR if the event does not constitute a full meal be served.

Specialty Food

Clubs may request an increased allowance per person during marathon for Specialty Food, which is defined as: Food that is required to meet dietary and/or faith-based requirements, OR if the club's mission encompasses food as part of its core or cultural purpose.

Specialty Food allowances will be allocated and considered on a case-by-case basis with proper justification from the club explaining the increased cost. Increased allowances are granted at the discretion of the Allocations Board but **SHOULD NOT EXCEED \$20 per person** for any category, regardless of cost or event significance. In the event of circumstances where specialty food will exceed this amount, supporting justification must be provided to the A-Board for consideration.

Food for off-campus trips and events will not be funded.

Tipping

Tipping costs must be included when the cost of services are requested. A-Board will not fund supplementary requests for tips. Tipping costs may not exceed 20% of total cost or \$40, whichever is lower.

Giveaways

A maximum of 0.25% of the semesterly budget will be allowed towards giveaways per semester. A-Board will consider requests on a case by case basis following the guidelines outlined below:

- Relevant to the purpose of a club
- Integral to the goal and structure of an event
- Clearly itemized
- Reasonably priced
- Available to all Brandeis students

Events with a "specialty" giveaway, such as a prize for winning an event, should not exceed \$20 per item.

General giveaways for club advertising, publicity, including tabling in the Blue Booths, during the Club Fair, etc. will be funded at a maximum of \$3 per person.

A-Board has the right to deny or partially allocate giveaway requests if they are not deemed to be equitable use of the A-Board budget.

Chum's Fee

A-Board will permit clubs to request funding for the Chum's fee.

Chum's Fee: \$50/per every 2 hours block of time.

Cash donations/revenues

Clubs are required to disclose expected donations and revenue they will receive in cash. If cash is not disclosed or significantly misreported there will be penalties on access to funding and future allocations.

Graduate Students and Non-Brandeis Participants

Brandeis's reputation as an elite university means that our events often draw attention from the greater community. We are incredibly proud of these opportunities and try to support them wholeheartedly. At the same time, we have a limited budget that is paid for by the undergraduate student body. A-Board will consider what is in the best interest of Brandeis's Undergraduates in its decisions.

Other categories not mentioned

A-Board will allocate at its own discretion for other categories.

Requests

Best Practices for Requests

In consideration for the time and energy spent by club leaders designing events, A-Board has drafted a set of recommendations that may guide requests for expenditures:

1. Be specific and detailed about requests. As a general rule, clubs requesting money for events should include *at least* the following in the long description on Campus Groups: when the event will happen, where the event will take place, what the purpose of the event is, how many people they expect to be at the event, and the link between the purpose of the event and the purpose of the club.
2. Justify any specific items in the request. In addition to general information about an event, include details which explain why a specific purchase is necessary, along with price quotes for each item.
3. Bring competitive pricing from vendors if you are using contractors or non-Brandeis resources.
4. Avoid requesting common items that are owned by students (e.g. office supplies).
5. Keep food costs reasonable and clearly itemized. This includes the custodial fees that are associated with venues supervised by University Events.

6. A-Board considers the per person costs of events to ensure an efficient and effective use of funds. Be prepared to justify events with high costs and low attendance.

7. If multiple clubs are co-sponsoring an event, only one club should request funding for it. List the co-sponsoring clubs when describing the event, but keep all finances in one place. This allows for better oversight of expenditures for both clubs and the Treasury.

8. For off-campus events with an admissions fee (e.g. King Richard's Faire, Aquarium), A-Board favors subsidizing the cost as opposed to 100% allocation. This allows more students to attend than could have otherwise.

Requirements for Requests

For events with a large audience, off-campus visitors, or equipment rented from University Events:

1. Clubs need to have a conversation with the Director of Public Safety if they plan on hosting an event with security costs. The request must reflect the pricing in Campus Groups that is decided upon.

2. Clubs need to email Club Finance or hand in a cost estimate signed, and dated, by the Student Events Manager (University Events/CES Manager), Chawney Weis, if they plan on hosting an event with any university costs (e.g. custodians, public safety, Harvest Table food, etc.).

Secured Club Spending Reports

Secured Clubs will be responsible for collaborating with A-Board to conduct yearly spending reports. Each club will be assigned A-Board liaisons who will meet with their club at the end of each semester and assist in preparing the reports. This is to assess how funds for these essential clubs/organizations are used and their impact on the Brandeis community. A-Board will reach out towards the end of each semester to organize these meetings.

Financial Misconduct

Misusing money allocated by A-Board is defined as using SAF money for any expenditure not approved by A-Board. This includes buying supplies that were not specified at Marathon, buying items that were denied, or overspending. *Example: money allocated for books may not be spent on a stereo.* All changes in allocations must be communicated to A-Board and receive re-approval.

In the event of noncompliance with the rules and regulations of A-Board and Treasury, A-Board and Treasury will withhold all reimbursements and future funding until an

agreement can be made with the Treasurer, A-Board, and the violating parties. These sanctions will continue until the situation is financially rectified and trust is restored.

In the most serious cases, A-Board will direct violations to the Student Union Judiciary, Brandeis Student Conduct Board, or the local authorities.