



# **Brandeis University Student Union Allocations Board Funding Scope 2024-2025**

## **Introduction**

The Funding Scope outlines the funding policies of the Brandeis University Student Union Allocations Board (A-Board).

## **Allocations Board Overview**

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

A-Board is composed of 9 voting members. 8 members are directly elected, and one member is a Senator appointed by that body. Every semester, two members are internally elected Co-Chairs to preside over A-Board. It is advised by Student Engagement and holds meetings at least once per week during the semester. For further information about A-Board structure, please refer to the Student Union Bylaws.

A-Board's role is to establish the budgets from the Student Activities Fund (SAF) for probationary, chartered, and secured clubs. Only probationary, chartered, and secured clubs 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. When reviewing budget requests, A-Board may approve, partially approve, or deny funding in a manner consistent with the Funding Scope.

## **Club Responsibilities**

All probationary, chartered, and secured clubs are subject to the policies and procedures outlined within this document. Please email [aboard@brandeis.edu](mailto:aboard@brandeis.edu) with questions.

### **Marathon Procedure**

Marathons are periods during which clubs can request money. Every spring, A-Board holds a Marathon to consider all requests for the following year. A-Board will release the schedule for Marathon at the start of every Spring semester. A-Board will release funding decisions promptly following the close of each Marathon.

An appeals period 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 period will not be considered.

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

### **Supplementary Funding Procedure**

Supplementary funding is intended to cover unanticipated costs that could not have been foreseen during Marathon. A-Board meets weekly to deliberate on Supplementary requests.

### **New Initiative Procedure**

In order to support spontaneous initiatives that were not requested by clubs during the annual marathon period, Allocations Board sets aside limited funding for new initiatives. Please note that due to limited funding, not all requests for new initiatives will be funded. New Initiative funding requests will follow the same procedure as supplementary requests. However, A-Board is more stringent with New Initiative funding than Supplementary funding. Clubs should be compelling when submitting a New Initiative request.

### **Reallocation Procedure**

If a club finds that funds that A-Board previously allocated would be better served elsewhere, they may email [aboard@brandeis.edu](mailto:aboard@brandeis.edu) to request that the funds be reallocated. Clubs must include detailed information on where the money is going from and to (including the budget request numbers of each request), along with a justification for shifting the funds. The decision to reallocate funds is up to the discretion of the A-Board Co-Chairs.

### **Probationary and Recently Chartered Club Procedure**

The Student Union Senate may grant probationary charters to student clubs. A-Board may fund these clubs up to \$3000 per year. All probationary clubs must make their requests using the Supplementary Funding procedure. Clubs can petition the Student Union Senate to become a fully chartered club through procedures that the Senate outlines.

If a Chartered Club does not participate in Marathon for any reason, it will be treated as a Probationary Club for the purposes of A-Board funding and the club may make supplementary requests to A-Board up to \$3000 per year.

## **Funding Policy**

- **Restricted Items**
  - Non Exclusionary Policy
    - Any Brandeis undergraduate must be allowed to attend and participate in any club activity regardless of race, sex, sexual orientation, religion, ethnicity, disability status, or class year.
  - Retroactive Requests
    - A retroactive request is a request for reimbursement of money spent on an expense by a club before receiving A-Board approval. They are not permitted and reimbursements will not be given.
  - Personal Property
    - 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.
  - 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 Exclusive Events/Items
    - Events or items that are exclusively for E-Board members are prohibited.
  - Alcohol/Tobacco
    - A-Board will not fund the purchase of any alcohol or tobacco products.
  - Drugs/Medical Supplies
    - A-Board will not fund the purchase of any drugs/substances, supplements, or medical supplies, with the exception of BEMCO.
  - 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.
  - Fundraisers

- A-Board does not provide money to allow for clubs to fundraise, whether for themselves or another organization.
  - Entry Fees
    - Clubs may not charge Brandeis undergraduates entry fees for on-campus events. They may charge non-undergraduates in any case, and they may charge undergraduates for events held off-campus if A-Board only provides a partial subsidy to the event.
  - Membership Fees
    - Clubs may not charge membership fees.
  - Movies
    - University funded events that **advertise themselves** as a movie night must request the rights to the movie they will watch. This can cost **hundreds of dollars**, a hassle which clubs may not want to go through.
  - 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.
  - Inter-Semester Events
    - A-Board will not fund any specific event over the summer and winter breaks. Extremely limited exceptions may be made for clubs that must have presence on campus over breaks to operate. Any such event requires additional approval from the administration.
  - Prohibitive Costs
    - The Allocations Board reserves the right to refuse to fund events that are an irresponsible use of student money.
- Food

<b>Meal Type</b>	<b>Allowance Per Person</b>
General Meetings	\$7
Events	\$15
Specialty	\$20

- Clubs may request an increased allowance per person during Marathon for Specialty Food, which is food that is required to meet cultural and/or faith-based requirements.
- Clubs can request funding to have food at general meetings up to two times a semester.
- A-Board reserves the right to approve or deny food requests in a way that is equitable to all clubs on campus.
- Tipping costs must be included in the cost of food. A-Board will not fund supplementary requests for tips. Tipping costs may not exceed 20% of total cost.
- Food for off-campus trips and events will not be funded.
- Contractors
  - An invoice must be included with any contractor request.
  - 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.
  - Other contractors will be funded based on how integral they are to a club's mission and the cost-benefit of the contractor.
- Honorariums
  - Honorariums are capped at \$300 per person.
- Giveaways
  - No individual giveaway item should exceed \$20. Minor exceptions may be made to this limit on a case-by-case basis.
  - Giveaways are a low priority item and will only be considered if integral to the success of an event.
  - Tabling items for Involvement Fair, etc. are capped for every club at \$100 a year.
- Transportation
  - Gas for Branvans is usually covered under overhead, and does not need to be budgeted for. Gas for multi-day trips must still be budgeted for.
  - Gas for personal vehicles may be subsidized at the business travel rate as determined by the University, but any request must justify why Branvans are not being used instead.
  - Funding for other forms of transportation, including planes and trains, may be subsidized at a percentage on a case-by-case basis. Plane and train tickets must be purchased as early as possible through Treasury to secure the lowest possible price.
- Lodging
  - Lodging may be subsidized at a percentage on a case-by-case basis.
- 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.
- Uniforms/Clothing
  - 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). Additionally, clothing may be funded if necessary as identifiers for staff during a very large event. A-Board will not fund any other category of clothing, such as shirts for all club members.
- Subscriptions
  - A-Board will only fund subscriptions if they are necessary to the purpose of the club.
- Items over \$100
  - Any single item requested that costs over \$100 must include a detailed, long-term storage plan.
- Advertising
  - Resource Room:
    - Printing in the Resource Room (3rd floor SCC) is free for clubs.
  - Copy Center:
    - Clubs may print up to \$20 worth of promotional materials from the Copy Center without having to allocate funding to that event when making a budget request.
  - 3rd Party Printing:
    - Any third-party printing for newspapers, magazines, etc. must still be budgeted for. There must be a compelling reason to make such a request.
- Office supplies
  - The Allocations Board recommends that all clubs take advantage of the resources available in the Resource 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 are necessary for a club to fulfill its purpose. For questions about office supplies or the Resource Room, please contact the Student Union Secretary through [secretary@brandeis.edu](mailto:secretary@brandeis.edu).
- Miscellaneous
  - A-Board will allocate at its discretion for other categories.

## **Use of Fundraised and Gifts Money**

The Allocations Board does not supervise use of fundraised and gift funds. The Department of Student Engagement must approve use of these funds before they may be spent.

## **Overhead Costs**

Clubs do not need to request funding for custodians, public safety officers, MTS, Spingold theater prop rentals, or BEMCO. These costs are covered by the Overhead portion of the SAF as interdepartmental charges. However, costs for rentals (stage equipment, tables, chairs) must be included in your allocation requests. These are costs for external providers.

## **Sustainability**

In an effort to promote sustainable practices, A-Board reserves the right to deny funding to items that disproportionately lead to waste and ask the club to consider alternatives.

## **Best Practices**

1. Be specific and detailed about requests. As a general rule, clubs requesting money for events should include *at least* the following: 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. Clearly itemize all items requested in the budget spreadsheet.
3. 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.
4. 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.

## **Secured Club Spending Reports**

Secured Clubs will be responsible for collaborating with A-Board to conduct yearly spending 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 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.

In the event of noncompliance with the rules and regulations of A-Board and Treasury, A-Board and Treasury may withhold all reimbursements and future funding until an agreement can be made with Treasury, A-Board, and the violating parties. These sanctions will continue until the situation is financially rectified and trust is restored.

A-Board may also recommend to the Senate to downgrade a club to probationary status if financial improprieties occur. In the most serious cases, A-Board may direct violations to the Chief Judicial Officer, the Brandeis Administration, or the local authorities.

# Campus Emergency and Enhancement Fund

## **Mission Statement:**

The **Campus Emergency and Enhancement Fund** provides financial support for projects and/or activities by a student or group of students that fall into one of two categories. First, CEEF provides funding for longer term student-led initiatives that enhance the Brandeis community. Secondly, CEEF provides short-term emergency funding for student life on campus. These initiatives must have a campus-wide benefit and measurable impact on the campus and community.

## **Board**

CEEF is overseen by the CEEF Subcommittee of the Allocations Board. This Subcommittee consists of 5 elected members of the Allocations Board. One of the Co-Chairs shall concurrently serve as the Chair of the CEEF Subcommittee.

## **Eligibility**

All applications for funding from CEEF must be put forward by Brandeis University undergraduates currently enrolled as full-time or part-time students at the university. No chartered or secured club or organization, or Student Union special projects receiving funding from the Student Union, may submit an application for funding on its behalf. All projects will require Brandeis Administration (staff/faculty) to attest to the technical viability of the project.

## **Procedure**

The CEEF Subcommittee makes decisions on funding in the Fall semester. Below are the general guidelines for how submitting a proposal works:

1. At the start of the Fall Semester, the Allocations Board will publish a timeline of the CEEF application process.
2. After the deadline for submission has passed, the CEEF Subcommittee will schedule a time with each student or group of students who have submitted a proposal to present their initiative to the Subcommittee.
3. The CEEF Subcommittee, after deliberating on all project proposals, will vote to either approve, partially approve, or deny funding for each project.
4. After funding has been approved, the Subcommittee and University Administration will communicate with the applicants on the logistics of rolling out this initiative.

## **Evaluation**

The CEEF Subcommittee will review all applications on the following criteria, keeping in mind that funding is limited.

- A. **Impact** - all projects should be evaluated with regards to their short and long term impacts upon the following areas:
  - i. Immediate Operational Impact - how will the project affect student life once completed?
  - ii. Long Term Durability - how likely is it that this project will endure and affect life on campus over the long term?
  - iii. Community Impact – impact upon the larger Brandeis community, including students, faculty, staff and any potential impacts on the larger Waltham area.
  
- B. **Financial Viability** - all projects should be evaluated both short and long-term on their financial viability including:
  - i. Cost-benefit analysis – effective use of funds
  - ii. Potential financial risk
  - iii. Cost assumptions
  
- C. **Technical Viability** – all projects should be evaluated both long and short-term on their technical viability including:
  - i. Feasibility of implementation on campus
  - ii. Any increased demand for resources that will continue after the CEEF funding has been exhausted

**Emergency Funding Proposals:** CEEF proposals that are considered Emergency Funding shall additionally be judged on its necessity. All applications should demonstrate an immediate need of short-term funding. Emergency funding will only be granted for projects that address current needs on campus. Emergency funding is not for new projects or initiatives.

# Campus Sustainability Fund

## **Mission Statement:**

The **Campus Sustainability Fund** provides financial support for projects and/or activities by groups of students which promote Brandeis's environmental sustainability. Recognizing the importance of environmental stewardship for the future of Brandeis University and the larger global community, this fund provides a student driven funding mechanism that empowers undergraduates to improve Brandeis's environmental standing.

## **Board**

The CSF is overseen by the CSF Subcommittee of the Allocations Board. This subcommittee consists of 5 members. 4 of these members are elected members of the Allocations Board. One of the Co-Chairs shall concurrently serve as the Chair of the CSF Subcommittee. The fifth member of the board, the Advisor, shall be an external member of the Brandeis community who is knowledgeable in environmental sustainability. The Advisor shall be nominated by the Chair of the CSF and confirmed by the Senate.

## **Eligibility**

All applications for funding from the CSF must be put forward by Brandeis University undergraduates currently enrolled as full-time or part-time students at the university. No chartered or secured club or organization, or Student Union special projects receiving funding from the Student Union, may submit an application for funding on its behalf. All projects will require Brandeis Administration (staff/faculty) to attest to the technical viability of the project.

## **Procedure**

The CSF Subcommittee only functions in the Fall semester. Below are the general guidelines for how submitting a proposal works:

1. At the start of the Fall Semester, the Allocations Board will publish a timeline of the CSF application process.
2. After the deadline for submission has passed, the CSF Subcommittee will schedule a time with each student or group of students who have submitted a proposal to present their initiative to the Subcommittee.
3. The CSF Subcommittee, after deliberating on all project proposals, will vote to either approve, partially approve, or deny funding for each project.
4. After funding has been approved, the Subcommittee and University Administration will communicate with the applicants on the logistics of rolling out this initiative.

## **Evaluation - Metrics**

The CSF Subcommittee will review applications on the following criteria, keeping in mind that funding is limited.

- A. **Relevancy** - all projects should relate to the improvement of the University's environmental sustainability. These areas may include, but are not limited to :
  - i. Energy Conservation
  - ii. Water conservation
  - iii. Greenhouse gas reduction/renewable energy
  - iv. Waste minimization
  - v. Pollution prevention/reduction
  - vi. Building design/construction
  - vii. Landscape and Grounds
  - viii. Transportation
  - ix. Educational awareness/community engagement
  - x. Environmental student leadership development
  
- B. **Impact** - all projects should be evaluated with regards to their short and long term impacts upon the following areas:
  - i. Environmental Impact - impact
  - ii. Community Impact – impact upon the larger Brandeis community, including students, faculty, staff and any potential impacts on the larger Waltham area.
  - iii. Operational Impact – effect upon day-to-day operations of the University, including emphasis on scalability and innovation.
  
- C. **Financial Viability** - all projects should be evaluated both short and long-term on their financial viability including:
  - i. Cost-benefit analysis – effective use of funds
  - ii. Potential financial risk
  - iii. Cost assumptions
  
- D. **Technical Viability** – all projects should be evaluated both long and short-term on their technical viability including:
  - i. Feasibility of implementation on campus
  - ii. Any increased demand for resources that will continue after CSF funding has been exhausted