FUNDING LIMITATIONS

DUES:
• No allocated monies will be used for local, state or national dues. Organization may pay such dues and charge them to their College account. However, an equal amount of revenue must be deposited in the account to cover this expenditure.
• All monies collected by a funded organization must be deposited in the organization’s account immediately. Monies collected on a Friday evening or weekend must be deposited to the on campus account the following Monday.
• No outside bank accounts may exist for sanctioned organizations. If an outside account is found to exist for a sanctioned organization, the Allocations Committee will place a “hold” that organization’s campus funds pending review.

ALCOHOL, TOBACCO AND DRUG PRODUCTS:
• No allocated or contingency funds will be used for the purchase of alcohol, tobacco or drug products.

PHILANTHROPY/CHARITY:
• No allocated or contingency funds can be used as monetary contributions to charitable organizations.
• Profits from fundraising or donations to the group from private or off-campus sources can be used to make monetary contributions to charitable organizations
• In-kind donations must be purchased from revenue funds only.

GIFT CARDS:
• No gift cards including cards from the CofC Bookstore may be purchased with organization funds (allocated or revenue).

FOOD:
• Expenditures for receptions and refreshments will be evaluated according to the individual program as itemized in the budget requests.
• Effective Fall, 2010, no more than $25.00 will be allocated for food to be served at meetings for each semester. Please Note: Food allocation must be in each semester budget request.
• Justification for events catered through ARAMARK (such as advertisement, flyer, etc.) must accompany IDT request.
• ARAMARK catering must be an organization’s first catering option (both for on and off campus events) Organizations wishing to use an off campus catering service must get approval from ARAMARK prior to any catering agreement is made.

CLASS PROJECTS: No event co-sponsored by a recognized student organization can receive funds if members are receiving class credit or the event is developed through class curriculum.

OFFICE SUPPLIES: The Allocations Committee gives each organization up to $35 for office supplies per academic year. Please note that the recommended vendor for office supplies is Office Max and should be ordered through the Coordinator for Business Services.

PRINTING AND PUBLICITY: Printing and duplicating requests must go through regular College procedure. Permission must be granted from the College's Copy Center in order to have printing done off-campus. In that case, normal College procedures apply. Submit request to the Coordinator for Business Services. Publicity must focus on making the general College community aware of the student organization’s event/program.
**PARTISAN POLITICAL AND RELIGIOUS ACTIVITIES:** No allocated and/or contingency funds may be dispersed to support a particular political candidate or political party, including officially recognized and currently forming political parties, sponsors of a ballot initiative, or sponsors of lobbying. No allocated and/or contingency funds may be used to establish a church or religious sect or to recruit members for an existing one.

**CONTRACTUAL PROGRAMMING:** No student or representative of an organization may sign a contractual agreement that binds the Division of Student Affairs, Office of Student Life or the College of Charleston.

No speaker who is a State of South Carolina employee may receive payment for a personal appearance at the College of Charleston, although reimbursement may be given for expenses such as costs for travel.

Regional, national, and international speaker fees will be evaluated on the merit of the program, the organization’s purpose, and the speaker’s appeal to the College community.

Direct expenditures for lecture fees (such as honorarium, travel, hotel, or meals) can not be used for any political organization to monetarily enhance, endorse, or support a declared political candidate. This is not intended to restrict or interfere with freedom of expression.

**TRAVEL AND TRAVEL ARRANGEMENTS (DOMESTIC/INTERNATIONAL TRAVEL WAIVER):** The College of Charleston’s Domestic Travel Waiver Form must be completed whenever students travel away from campus in conjunction with a College course, program or sponsored activity (other than sponsored athletic events). Examples of domestic travel include (but are not limited to) overnight retreats, conferences, workshops and seminars. A copy of the form is available online at [http://studentlife.cofc.edu/forms.html](http://studentlife.cofc.edu/forms.html).

Each individual student must complete their own form.

If traveling outside of the United States, students must complete the International Travel Waiver Form at [http://studentlife.cofc.edu/forms.html](http://studentlife.cofc.edu/forms.html) and submit completed form to the Director of the Center for International Education (located at 207 Calhoun Street in the Multicultural Student Center) for review and approval. As additional time is needed to process international travel waiver forms, the Center for International Education must be consulted prior to the scheduling of any international activity involving students and consult with the Director of the Center for International Education during the coordination of such activities.

The Allocations Committee will not pay for trips that provide opportunities to tour or apply to other schools or graduate programs, internships, auditions or jobs.

The Allocations Committee will support day trips, but will only recommend funds for transportation (such as gas or rental vehicles). **NOTE:** Day trips are defined as a trip that is completed in a matter of hours, beginning and ending on the same day. (Example: leave at 8am and return at 4pm the same day)

Money may be allocated for travel in which a member of the organization will either represent the College or in which the members will gain knowledge or experience beneficial to the student body and/or to the individual’s organization. This may or may not apply to second-semester Seniors.
• The Allocations Committee cannot fund every request. Therefore, the members must incur a portion of travel expenses.
• No funds for travel will be allocated/spent for second-semester seniors after the last Friday of September (Fall semester) and after the last Friday of February (Spring semester).
• Organizations choosing to use personal vehicles will be reimbursed for gas receipts only.
• The Allocations Committee may fund up to 75% of any individual’s plane travel. Airline requirements for checked baggage will be the sole expense of the traveler.
• A maximum of 75% a night will be allocated for lodging expenditures.
• Payment for single rooms will not be approved. Priority funding will be given to quad-room occupancy.
• An advisor must travel with an organization when using a vehicle rented by the College when taken outside South Carolina. If the advisor cannot attend the event, a staff member of Student Life must approve his/her designee before the trip takes place.
• No funds will be allocated for food and must be the expense for the traveler.

Travel arrangements will be made according to the funding guidelines and College policy for organization travel. No trips may be funded if the member(s) on the trip are receiving class credit for the attendance.

Any organization planning to travel using budget and/or contingency funds MUST make arrangements TWO (2) WEEKS IN ADVANCE through the Coordinator for Business Services. Failure to do so may result in the trip NOT being paid for by SGA funds. Those trips requiring air travel should make arrangements as far in advance as possible to obtain the least expensive airfare. Before asking for funds, the organization and/or individual(s) traveling should consider and be prepared to discuss:

• The most economical means of travel
• The least expensive, yet most convenient form of lodging
• Registration fees (if a conference) and what amenities are included
• The names and ID numbers of students traveling must be submitted with the Travel Waiver to the Coordinator for Business Services TWO (2) WEEKS prior to the organization leaving.
• The name of the advisor or College of Charleston designee driving a rental vehicle.

NOTE: A staff or faculty member must accompany a group on all trips that go beyond the State of South Carolina.
• The Coordinator for Business Services must approve all expenses for which reimbursement is expected prior to departure.
• All receipts must be turned in within one week after the trip.