

Budget Allocation Manual

2018 - 2019



**WASHU
STUDENT
UNION**

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Student Group Finances: General Remarks

On behalf of Student Union Treasury and Budget Committee, I am happy to present the Budget Allocation Manual for Fall 2018. As you read, you may notice some changes from previous semesters throughout this document. These changes have been created to best support student groups to carry out their missions and organize diverse programming. I look forward to working with you all this semester and to your ongoing feedback throughout the budget allocation process.

Notable changes include:

- **International Flight Cap:** To assist student groups whose mission involves international travel, a new \$500 per group member international flight ticket subsidy has been added as a funding category. This flight cap will only be applicable to student groups who would not be able to function or program effectively without international travel.
- **Supplemental event funding:** The total funding cap for general body meetings and social events have been reduced to encourage groups to organize events of varying types while also focusing on essential programming.
- **Responsible Community Training:** Student Union is partnering with Title Mine, LIVE, SARAH, and the RSVP Center to offer personalized student group trainings tailored to making our campus community safer and better informed about relationship and sexual violence (RSV). All SU-recognized student groups are welcome to participate; however, please refer to the "Large Scale Social Event" section of this document to determine if this initiative is a requirement for your student group.

Examples illustrating the type of event that would fall under each event category have been added to the definitions of each event type to help clear up any confusion while classifying events during budget submission.

A note on event budgeting: all pre-planned travel, competitions, and large scale social events must be included in student group budgets. For example, if your team always travels to three competitions in the Spring semester, you should include three competition events in your Spring budget. Expenses from previous years may be used to estimate costs if the location or exact dates have not been set. This should allow for more advance planning in reserving flights, hotels, etc. as well as a more equitable process of funding through Treasury, which is reserved for unforeseen events, costs, and new opportunities.

If you have any questions regarding this manual, any of our updates, or your specific budget, please do not hesitate to reach out to me at budget@su.wustl.edu.

Best,
Agneesh Dasgupta

Relevant Contacts and Their Roles:

SU Financial Leadership

[Click Here to View All of SU Leadership's Office Hours](#)

Shelly Gupta, Vice President of Finance: finance@su.wustl.edu

Talk to her about budgets, Executive Appeals, and financial policies

Alia Nahra, Speaker of the Treasury: treasury@su.wustl.edu

Talk to her about Treasury in general, appeals, and the Trending Topics Series

Agneesh Dasgupta, Budget Committee Chair: budget@su.wustl.edu

Talk to him about your group's budget

Andrew Kocins, Activities Committee Chair: activities@su.wustl.edu

Talk to him about your new group's application and changing categories

Fall 2018 Budget Committee Members

BAT 1: bat1@su.wustl.edu

BAT 2: bat2@su.wustl.edu

BAT 3: bat3@su.wustl.edu

BAT 4: bat4@su.wustl.edu

BAT 5: bat5@su.wustl.edu

BAT 6: bat6@su.wustl.edu

BAT 7: bat7@su.wustl.edu

Professional Staff

Janice Davidse, SU Business Manager - Campus Life, Student Involvement:
Janice.davidse@wustl.edu, 314-935-5911 Office 251A in Ste 250/270 Campus Life
DUC

Talk to her about SU Finances and policies, student group support and how to get involved.
[Click here to schedule an appointment with Janice](#)

Cathy Winter, SU Business Coordinator - Campus Life, Student Involvement:
Catherine.winter@wustl.edu, 314-935-7584 Office 257 in Ste 250/270 Campus Life
DUC

Talk to her about financial transactions for the following group classifications: Academic (Including Honoraries), Cultural/Diversity & Inclusion, Dance, Media.
[Click here to schedule an appointment with Cathy](#)

Katie Chandler, SU Business Coordinator - Campus Life, Student Involvement:
Katie.chandler@wustl.edu, 314-935-8217 Office 257 in Ste 250/270 Campus Life
DUC

Talk to her about financial transactions for the following group classifications: Business, Governing, Health & Wellness, Performing Arts, Service.
[Click here to schedule an appointment with Katie](#)

Cynthia Bowdry, SU Business Coordinator - Campus Life, Student Involvement:
Cynthia.bowdry@wustl.edu, 314-935-4043 Office 257 in Ste 250/270 Campus Life
DUC

Talk to her about financial transactions for the following group classification: Political Action, Religious, Sports Clubs, and Sustainability & Special Interest.
[Click here to schedule an appointment with Cynthia](#)

Important Dates

October 3rd at 5:00 pm: Budgets Due

October 4th - October 12th: Interviews with BAT leaders

October 30th: Treasury Approves the Budget Allocation

November 2nd: Budgets Released

November 5th: Post-Allocation Office Hours

Budget Allocation Process

Student Group Classification

Student Union divides student groups into three categories:

- **Category 1: No funding limit per semester**
- **Category 2: Limited to \$500 of funding per semester**
- **Category 3: \$75 allocated each semester (\$150 allocated every school year)**

Each category navigates the budgeting process differently, so make sure to pay attention to each section.

Note: Cat III student groups do not submit budgets.

If you have any questions or qualms regarding your student group's category, please consult SU Finance or contact the Activities Committee Chair at activities@su.wustl.edu.

[Click here to be directed to the application for a category change.](#)

How to Write a Budget

1. Decide the events your group will program the upcoming semester. You may want to look through past budgets and think about events your group programmed previously. Additionally, you can brainstorm potential programs your student group may want to consider.
2. Register as a Group leader on WUGO.
3. Go to SU Finance and click on the "Budget Entry" tab.
4. Enter each event your student group plans to put on next semester. For each event you must:
 - Select one of the drop down boxes which best describes the category of the event. [Click here for more information on the event categories.](#)
 - If the minimum funding necessary for an event exceeds the caps listed later in this document, a group may submit an appeal.
 - Enter the date of programming.
 - Enter a description of the event including where it will be located.
 - Enter the number of attendees.
 - Enter each expenditure as a separate line item under the event.
 - List the quantity, price per quantity, and total for each line item. If possible, include the brand or store. For more information on itemization, see Section III.
 - Predict the costs using research on current prices and/or past expenses.
5. List your events in order of priority using the rank number at the top left-hand corner of each event. This allows Budget Committee to know which events to fund first.
6. Press "Submit."
7. Sign up for a Budget Allocation Team (BAT) interview to further discuss the details of your budget. Your budget will not submit until you sign up for an interview.

Funding Principles

Itemization

Every event and line-item in a group's budget must contain the specific item, unit price, and unit quantity.

Budget Committee requires itemization to fully understand expenses and will NOT fund particular events or line-items in a budget if the group fails to provide sufficient itemization. Groups are also responsible for communicating information not noted on the group's budget to their BAT leaders.

Good Itemization

1. Holiday Inn: 1 room x 2 nights (4 people per room)	\$218.95
2. \$1.20 x 3 Lemons from Schnucks	\$3.60
\$1.24 x 10 Apples from Schnucks	\$12.40

Bad Itemization

1. Hotel	\$219
2. Lemons and Apples	\$15

Incremental Growth

Budget Committee considers how many events of each classification a student group has programmed in past semesters, with the intent of allowing groups that successfully program all allocated events to have the opportunity to grow.

Student groups that fail to program events for which they have been funded may be limited by the amount of events they successfully programmed. This rule is designed to allow student groups to grow incrementally across semesters.

Past Spending

Budget Committee will consider a student group's history of programming and spending in the prior semester when deciding how many events to fund for the next semester.

90% Rule

If a student group spends less than 90% of their funding in a given semester, the group's next allocation will be capped to the amount spent that semester.

Misallocations will not be included as spent. [Click here to learn more about misallocations.](#)

Budget Committee calculates the 90% rule using a group's spending in their operating and revenue accounts from the prior completed semester. For example, when reviewing and approving budgets in Spring 2018 for the Fall 2018, Budget Committee will refer to the spending activities from Fall 2017.

Total Funds Allocated = Operating + Revenue

$$\text{Percent Spent} = \frac{\text{Total Funds Allocated} - \text{Total Unspent Funds}}{\text{Total Funds Allocated}}$$

The 90% rule does not include appeals because appeals cannot be re-allocated.

Note: Carry-forward withdrawals and deposits at the start of the next semester will be considered allocated funds and will be added to the total funds allocated to the group for that semester.

Exemptions from the 90% Rule

Exemptions will be granted for circumstances beyond the group's control. It is the responsibility of the student group to inform their BAT leaders of this situation during their BAT Interview.

Transitions in Executive Board leadership or internal conflicts amongst group leaders will not qualify as an exemption to the 90% rule. New and existing group leaders are expected to understand Student Union policies and rules.

Event Type

Budget Committee funds groups based on specific event types listed in the next section. While Budget Committee considers how student groups classify their events, ultimately it is at the discretion of Budget Committee to decide the classification of each event based on information gleaned during the BAT interview.

Event Management Prices

Room Rental Costs

Room	Cost
All Classrooms College Hall Gargoyle Goldberg Formal Lounge Lopata Multipurpose Room May Auditorium McMillan Cafe Mudd Multipurpose Room Orchid Room and Courtyard South 40 Private Dining Room Tisch Commons Ursa's Fireside Ursa's Stage Side Village Black Box Theatre Village Private Dining Room	Student Union has a signed contract with Danforth University Center, Residential Life and the 560 Building for student groups to use their spaces free of charge. These spaces are paid as a general line item in SU General Budget.
Emerson Auditorium	Full Day: \$1,875 Half Day: \$1,125 NOTE: Requires dedicated technician at \$75 per hour
Frick Forum with Knight/Bauer Hall 2nd Floor	Full Day: \$300 Half Day: \$150
Graham Chapel	\$150 per day
Holmes Lounge	\$125 per day
Knight/Bauer Hall 3rd Floor Atrium	Full Use: \$2,250 per day As Is/Outlet Open: \$200 for full day \$100 for half day
Knight/Bauer Hall Outlet Closure	Full Day: \$5,000 Half Day: \$2,500
Lopata Great hall	\$100 per day
Rettner Gallery	\$50 per day
South 40 Dance Studio	\$35 per reservation (2 hours max)
Umrath Lounge	\$125 per day
Women's Building Formal Lounge	\$125 per day

Event Management Prices

Standard Rental Services

Item	Cost
Compostable Stations*	Set up by student group: \$54 per station Set up provided: \$79 per station
House Core Cleaning (ResLife)*	\$20 per hour
Keystone Security	Guard: \$16 per guard per hour Supervisor: \$18 per supervisor per hour
NPB Security	Guard: \$16 per guard per hour Manager: \$18.50 per manager per hour
Sound Tech Setup*	More than two weeks in advance: \$30 per hour Less than two weeks in advance: \$40 per hour
WFF Cleaning*	\$32.32 per person per hour Less than 72 hours' notice: \$44.77 per person per hour

* Denotes a WashU service

IMPORTANT NOTE: All the prices listed above estimates as of 9/6/2018 and should only be used as a basis for your budget. These prices are subject to change.

If you have any questions about WashU service pricing, feel free to email Brittany Panus in Event Management (brittany.panus@wustl.edu)

Event and Expense Classifications

Each student group event will be classified as either **Essential** or **Supplemental**. Writing a budget requires events to be classified as one of the following subcategories.

Essential Events

Essential events are central to the purpose and function of the student group. Student Union Treasury prioritizes this type of event.

Essential events include:

- Mission
- Speakers & Panels
- Retreats
- Conferences
- Publications
- Equipment

Supplemental Events

Supplemental events are additional activities the group may want to hold during the semester. These are not crucial or directly related to the purpose or function of the group, but promote group bonding.

Supplemental events include:

- General Body Meetings
- Socials
- Group Apparel

The following section provides the descriptions and funding restrictions for each event classification.

Essential Events

Mission Events

Mission events relate directly to the purpose and central mission of the group.

Funding Limit: CAT 1 & 2: No limit

Budget Committee expects student groups to program all the mission events for which they are funded in a given semester. If a student group fails to program mission events without a valid reason, then the committee will consider reducing the number of mission events funded in future budgets.

Important Notes:

- Budget Committee will only consider a social event to be a mission event if the only purpose of the group is to program social activities for its members.
- Community service events will not be funded unless community service itself is the central purpose of the group. However, Student Union is committed to helping all groups find alternate sources of funding for such events. Please reach out to VP Finance with any questions.

Speakers & Panels

Speakers & panels are events which host guest speakers on campus. Student groups can request an unlimited number of speakers and panels up to the funding limit.

**Funding Limit: CAT 1: \$300, CAT 2: \$200, excluding honorarium
Honorarium: Up to \$1,000 per speaker**

Groups must provide basic information about the speaker event (source of honorarium amount, speech or discussion topic) in their budget.

Speaker honoraria exceeding \$1,000 will not be funded in Budget Committee; groups must appeal to Treasury for any speaker event with an honorarium over \$1,000.

Example: The Troll Club wants to bring in a motivational troll speaker from the St. Louis area to speak about their experience in the Troll movie industry. The honorarium is based on the average fee that a troll speaker charges, as reported by troll management.

Retreats

A retreat is a meeting designed specifically to facilitate a group's ability to step back from their day-to-day demands and activities. Retreats are often extended periods of concentrated discussion, brainstorming, and strategic planning about the organization's future or specific issues the group is facing.

Funding Limit: CAT 1: Up to \$15 per person, \$1,000 total
CAT 2: Up to \$15 per person, \$500 total

Each group will only be funded for one retreat per semester. The retreat itself must be open to every group member. Executive Board retreats will not be funded.

Example: The Troll Club wishes to spend a day at a member's apartment to brainstorm and discuss ideas for the rest of the semester.

Conferences

Conferences are off-campus events that group members may attend in order to gain new knowledge or skills relating to their group's purpose that will be beneficial to the functioning of the group and general undergraduate community.

Funding Limit: CAT 1 & 2: Up to \$1000 per person with a maximum of 5 members funded in full

Up to one conference will be funded each semester

Full funding may be granted to the first five group members attending (as long as this cost does not exceed a total of \$5,000), with the intention that this number of attendees will allow group members to engage in all facets of the conference and share with the group what they have learned.

Example: The annual Troll Conference takes place in Minnesota each year and the club wishes to send their president, outreach chair, and two general body members to explore what Troll Clubs on other campuses are accomplishing.

Travel

Travel fees include the costs incurred while traveling, including but not limited to the cost of airfare and hotels. However, the entry fee for competitions or conferences will not be considered travel expenses.

Specific restrictions on travel costs can be found below. The funding limits will act as a subsidy if travel costs exceed what Budget Committee can fund.

In addition, student groups are required to request funds for any expected travel costs in their budgets, rather than through appeals. Exemptions may be granted on a case-by-case basis by the VP of Finance and/or Speaker of Treasury.

**Funding Limit: CAT 1: up to \$600 per participant per semester
CAT 2: up to \$500 total**

Rental Cars

Funding Limit: CAT 1 & 2: No Limit

[Click here to be directed to the Campus Life Travel Policy](#)

Gas

Funding Limit: CAT 1 & 2: up to \$0.15 per mile per car

Flights

Funding Limit: CAT 1 & 2: up to \$300 per round trip domestic ticket, or up to \$500 per round trip international flights

The international flight cap will only be applicable to student groups who would not be able to function or program their mission effectively without international travel.

Hotels

Funding Limit: CAT 1 & 2: up to \$30 per person per night

Publications

To give Budget Committee the necessary information to make decisions on publications, print groups must clearly communicate the following during their BAT Interview:

1. Pricing tables obtained and ready to present at BAT interviews.
 - The tables should include the printing cost by number of copies and number of pages per copy.
 - Please provide a range above and below your desired number of copies.
2. Provide a concrete distribution plan detailing how you plan to distribute your publication.
 - i.e. 50 copies will be placed in the magazine racks in the DUC, 50 copies will be handed out by the underpass, etc.
 - The group should specify if this distribution plan is different from the current plan.
3. Provide the group's printing and distribution history of the past three semesters and have it ready to present at the BAT interview.
 - i.e. the number of copies per issue printed, the number of issues published per year, the number of copies left over from previous issues, etc.
4. Any revenue that printing groups expect to earn.

Each issue of a publication will be considered a separate mission event. If a printing group wants to increase the number of issues that it prints per semester, see the guidelines for increasing mission events.

Equipment

Funding Limit: CAT 1 & 2: \$1,000 per equipment item

Insurance on Equipment: \$0.50 per \$100 of equipment's original value

Equipment items must stay with the group each year; equipment that is kept by an individual student will not be funded. Equipment must be available to the entire student group.

If a group budgets for equipment, they must provide an inventory of their current equipment at their budget interview, indicating the condition of their equipment (e.g. very good, good, bad, unusable). Additionally, the group must provide current and future storage plans for any equipment requested.

Groups purchasing equipment over \$500 should insure the items. The insurance cost should be added to your Operating Budget. Student Union will pay for \$0.50 of insurance per \$100 of equipment. (For example, an item costing \$500 will be insured up to \$2.50 per year.)

If an item purchased with SU funds is not insured and lost or damaged, the group will be liable for its replacement. It is in each group's best interest to insure equipment purchases of over \$500.

Supplemental Events

General Body Meetings

General Body Meetings are informative events held by the group that are open to all members of the group. They often involve the dispersion of event information, discussion about the group and its upcoming goals, and planning that involves the entire general body.

Funding Limit: \$8 per member; unlimited number
CAT 1: up to \$300 total, CAT 2: up to \$150 total

Example: The Troll Club holds three general body meetings during the course of the semester: one to plan events for the rest of the semester, one to discuss upcoming events and maintain active membership, and one to look back at their achievements and hold elections.

Information Sessions

Information sessions are explanatory events meant to describe the purpose and processes of the student group and recruit new members.

Funding Limit: \$3 per member; max of one per semester
CAT 1: up to \$300 total, CAT 2: up to \$225 total

Example: The Troll Club wants to recruit new members during an info session at Ursa's during the first month of the semester.

Socials

Social events promote student group bonding among its members. Socials cannot include individuals who are not active members of the group.

Funding Limit: \$6 per participant
CAT 1: up to \$400 total, CAT 2: up to \$200 total

Example: The Troll Club wants to go to an Escape Room to promote bonding.

There is no limit to the number of social events funded as long as it is within the assigned funding limit based off group membership.

Large Scale Social Events

Large scale social events emphasize bonding for the entire student group and often include celebrating the achievements of a semester. Budget Committee will fund up to one large scale social event per semester. This includes what many groups traditionally classify as a banquet. SU will not fund individuals who are not active members of the group.

Funding Limit: up to \$20 per member attending; max of one event per semester. CAT 1: No limit, CAT 2: up to \$500

The funding limit of \$20 per member attending will act as a subsidy for events whose costs exceed what Budget Committee will fund. If a student group spends more than Budget Committee's allocation, the additional SU funds used by the group to fund the large scale social event will be seen as a misallocation of funds. (See "Misallocation Policy" for more details).

In addition, student groups are required to request funds for large scale social events in their budgets, rather than through appeals. Exemptions may be granted on a case-by-case basis by the VP of Finance and/or Speaker of Treasury.

Example: The Troll Club hosts a dinner and dance at the end of the year to celebrate their achievements and celebrate graduating seniors.

During the FL18 semester, all Category I student groups that have been funded for large scale social events must coordinate a relationship and sexual violence (RSV) training through SU's partnership with the RSVP Center, LIVE, SARAH, and Title Mine. Training attendance numbers (taken through WUGO) are expected during those group's BAT Meetings for the SP19 semester. If a group's training has not yet occurred, group leaders should be prepared to discuss they plans for training with the BAT Leaders.

Group Apparel

Apparel items will only be funded by Budget Committee at a subsidy. Only one apparel item per member will be funded per semester.

Funding Limit: \$5 subsidy per member; max of one per semester. CAT 1: up to \$500 total, CAT 2: up to \$200 total

This subsidy is a strict Student Union policy that is applied to all student groups. If a student group spends more than \$5 per item using funds allocated from Budget Committee, the additional funds used by the group to fund their apparel will be seen as a misallocation of funds. (See "Misallocation Policy" for more details). In addition, Budget Committee will not fund apparel designed exclusively for the Executive Board.

Example: The Troll Club wishes to buy T-shirts for their members to promote their club on campus.

Miscellaneous Expenses

Coaches

All groups with coaches must submit coaching contracts through the budgeting process, to be reviewed by Budget Committee. If a contract has not been set by the budget submission deadline, groups may choose to submit these contracts to VP Finance for that semester. If groups appeal for the contract's first semester, they must request these coaching funds in their budgets for all subsequent semesters.

A new contract must be submitted to Budget Committee if a group replaces a coach and hires a new one. The burden of firing or replacing coaches falls within the discretion of the team. Groups must also submit a new contract to Budget Committee if the price of coaching services changes. These contract changes will not be seen by VP Finance.

Funding Limit: up to \$500 per semester, regardless of the number of coaches

The funding limit of \$500 will act as a subsidy for contracts that exceed what Budget Committee will fund. If a student group spends more of their budget on coaching than Budget Committee's allocation, the additional funds used by the group to fund the coaching fees will be seen as a misallocation of funds. (See "Misallocation Policy" in Section V for more details).

Sports Clubs are prohibited from paying student coaches using Student Union funds.

Buttons

Student Union offers all student groups 100 buttons per semester at no cost.

Please refer to page 11 in How Things Work for the full list of restricted items.

Spending Allocated Funds

Budget Committee expects student groups to program all events for which they were funded each semester. However, after budget allocations some groups may discover that particular events are no longer feasible to program due to unforeseen or uncontrollable circumstances during the semester.

During budget allocations, Budget Committee looks at the Track Spending tab on SU Finance to determine if a group's expenditures were in line with the events for which they were funded and Student Union policy.

Re-Allocating Funds

If a group chooses to re-allocate Student Union funds to an event not specified on the group's budget, the following rules apply:

✓ **Supplemental** ➡ **Essential**

✓ **Essential** ➡ **Essential**

✓ **Supplemental** ➡ **Supplemental**

✗ **Essential** ➡ **Supplemental**

This policy intends to give groups flexibility with certain events that they may not be able to program during the semester. Budget committee will also promote the re-allocation of funds within respective **Essential** or **Supplemental** categories. Budget Committee understands the value in moving SU allocated funds to program an Essential event, which represents an event central to the group's purpose, instead of a Supplemental event.

Re-Allocation Contingency

For a group to re-allocate funds from an essential event to another without penalty, they must demonstrate why the group was unable to hold the original event were due to circumstances beyond the group's control.

For example, extreme weather may force the group to cancel an outdoor event that was funded on their budget.

Groups will be responsible for indicating new events programmed with re-allocated funds when an expense report is filled out on SU Finance. The treasurer must also report the reason why the original, budgeted event was unable to be programmed.

Misallocations

The following will be considered a misallocation of funds:

- Re-allocating funds to program a Supplemental event in place of an Essential event.
- Using SU funds to hold events that are exclusively for the Executive Board or particular, exclusive subset of a student group. This applies to every event type.
 - The only exception to this policy is if every member of the student group serves on the Executive Board.
- Expenditures for apparel, large scale social events, and coaching fees that exceed Budget Committee's allocation.
 - Groups may use their fundraising account, gifts account, or personal contributions from group members to cover the remaining costs.
- Filing an expenditure which costs substantially more than the cost specified, approved, and allocated on the group's budget.
 - Budget Committee will determine if the increase in funds spent on a particular event was reasonable and appropriate.
 - The rationale behind this specific policy is that by spending substantially more on one particular event, substantial funds are taken away from other events for which the group was also allocated.
- Re-allocating funds to program a Miscellaneous event in place of either an Essential or Supplemental event.

If Budget Committee determines that specific expenditure was a misallocation of funds, the amount of money spent on this event deemed a "misallocation" will be considered unspent when calculating the 90% rule for the group.

If a student group has concerns over a potential re-allocation, they should reach out to the Budget Committee Chair (budget@su.wustl.edu) or their BAT leaders for clarification.

Miscellaneous Funding Restrictions

If a student group spends allocated funds towards an event or item that Budget Committee will not fund, the amount of money spent will be considered unspent when calculating the 90% rule for the group.

The following events and items will not be funded by Budget Committee:

- Fundraising events
- Student group or fraternity/sorority initiation
- Closed rush events
- Expenses related to tabling at the Fall and Spring Activities Fair
- Any Items that are considered giveaways or gifts with no value added by the student group
 - Candy, prizes, flags, etc.
- Certain items such as alcohol, religious objects, decorations, and items for Thurtene Carnival
- Events that lead directly to internships or job offers

[Click here to be directed to How Things Work for a full list of restricted items.](#)