

Colby College SGA Club Funding Guidelines

Preamble

These Guidelines govern all disbursement of SGA club funding and replace the fixed annual allocation model. Under the rolling model, clubs request funding per event or per month and receive card access scoped to each approved request. **There are no predetermined annual budgets and no club-held balances.**

Where a cap is stated, the Treasurer and Finance Committee may approve above it in documented exceptional circumstances. The cap is the default, not a ceiling on judgment.

Article I — Eligibility

1.1 Any SGA-recognized club that has completed re-registration for the current academic year may submit requests.

1.2 Only a club's designated President or Treasurer may submit. Both must complete SGA funding orientation before the club's first request is processed. Designations are updated through the funding platform and take effect immediately upon SGA confirmation.

1.3 New clubs. Clubs recognized during the current academic year become eligible at the start of the *following* academic year. While waiting, a new club may:

- Co-sponsor with an eligible club (the eligible club submits and holds documentation responsibility);
- Reserve campus space, request AV, and use SGA poster printing — none are gated behind funding eligibility;
- Apply to non-SGA sources, including academic departments and campus offices.

1.4 A club is **suspended** from new requests while it has outstanding receipts, an unresolved audit finding, or an unpaid balance owed to SGA. Suspension lifts automatically upon clearance.

1.5 Funded activities must be open to all Colby students. No admission or dues may be charged to Colby students as a condition of participation.

1.6 Activities must fall within the club's stated mission as filed with SGA.

Article II — Approval Flow

2.1 Treasurer authority. Requests below \$200 are approved, denied, or partially approved by the Treasurer.

2.2 Finance Committee authority. Requests at or above \$200 get Treasurer review, then a Finance Committee vote at the next weekly meeting.

2.3 Expiry and return. Unspent approved funds return to the general pool automatically when access expires. **Clubs do not carry balances between requests, months, semesters, or years.** A club needing more time must submit an extension request *before* expiry.

2.4 Amendments. One amendment per approved request. Amendments can be brought up at Treasurer office hours. Repeated amendments for the same activity are at the Treasurer's discretion.

2.5 Denials and appeals. Denials and partial approvals are issued in writing with specific reasoning. Committee appeal decisions are final.

2.6 Conflict of interest. A Finance Committee member holding membership in a requesting club must disclose and recuse. They may answer factual questions before recusing.

Article III — Timelines

3.1 Weekly cycle.

Submit by	Reviewed	Decision by
Sunday, 11:59pm	Tuesday	Tuesday, 11:59pm

An incomplete request is *returned* rather than reviewed and re-enters the following week's cycle. Assume a returned request costs one full week.

3.2 Monthly cycle. Request can cover the next month of recurring activities. Covers recurring meeting food and consumables, plus predictable operating costs (subscriptions, software, routine printing, equipment rental, weekly instruction fees). **One-time events are not eligible** for the monthly bucket.

3.4 Semester boundaries. SGA does not fund activities during reading period, final examinations, or College breaks.

3.5 No retroactive funding. SGA does not fund purchases made before approval. Two exceptions:

- **Safety emergencies** — unforeseeable expenses necessary for member health or safety during approved off-campus travel.
- **Quote miscalculation** — once per club per semester, up to **20% above** the approved amount, for unanticipated tax, shipping, or service charges needed to complete an already-approved purchase. May not be used to exceed a category cap.

Food and Drink

Item	Cap
Event food, per expected attendee	\$10
Event food, per-event maximum	[\$400]
Meeting food, per expected attendee	\$2
Meeting food, per occurrence	\$50
Meeting food occurrences	4 per semester
First meeting of semester	\$50
Meals during approved travel, per person per day	\$30

- Food must be **integral** to the event — the event could not function without it.
 - Obtain a quote from Dining before requesting external catering.
 - No food funding for events closed to the general student body.
 - Any request including food must state **expected attendance**; caps are applied against that figure. Repeated shortfalls between projected and actual attendance are grounds for reducing future food approvals.
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Merchandise and Apparel

SGA does not fund apparel or personal merchandise of any kind — t-shirts, sweatshirts, hats, or any item retained by an individual member. Members purchase their own.

Two exceptions:

- **Performance and competition uniforms** that remain club property, are reusable across members and seasons, and are inventoried as SGA property.
 - **Promotional materials** (stickers, buttons, flyers) advertising the club or a specific event, capped at \$[75] per semester. May not be personalized to an individual.
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Transportation and Travel

Item	Cap
Enterprise car rental	At current College rate
Lodging, per room per night	\$[200], assuming 4 occupants
Air travel	Economy only; postseason or unavoidable distance only
Meals during approved travel, per person per day	\$30
Registration fees, per club per year	\$[500] for up to [12] members
Overnight travel, per club per year	\$[2,500]

- Clubs must use the **most cost-efficient available option**.
 - SGA does not fund rideshare where a College van or shuttle is available, parking fines, or travel outside the United States.
 - Local travel within Waterville should use the College shuttle.
 - Conferences of a solely academic or networking nature should be directed to academic departments.
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Conferences and Retreats

Item	Cap
All trip costs except transportation, per attending student	\$50
Transportation	Up to 2 Enterprise rental cars at the current College rate

- The **\$50 per-student cap covers every non-transportation cost** of the trip, including registration, lodging, meals, materials, and activity fees. Costs above the cap are the responsibility of the club or its members.
- The cap is calculated against the number of Colby students attending. Requests must list **expected attendance**, and funding is adjusted if actual attendance is lower.
- Transportation is funded separately, up to **two Enterprise rental cars** at the current College rate. SGA does not fund additional vehicles, rideshare, or air travel for conferences or retreats.
- The itemized caps under Transportation and Travel (lodging, meals, registration fees) do not increase the per-student amount for conferences and retreats.
- All other guidelines still apply, including the Non-fundable list, the prohibition on travel outside the United States, receipt requirements, and the rule against committing before approval.

Also Critical

Receipts and documentation

- Every request needs an **itemized breakdown** with vendor links or written quotes. Requests without itemization are returned.
- Receipts must be uploaded within **14 days** of purchase.
- **Failure to submit receipts within 14 days suspends all card access** for the club until cleared.
- Clubs must disclose all non-SGA funding for an activity at time of request, including departmental support, donations, and fundraising revenue.
- Equipment bought with SGA funds remains SGA property held by the club, must be inventoried with a storage location, and may not be stored in personal residences.

Never commit before approval

No verbal or written commitment may be made to any speaker, performer, or contracted party before SGA approval. **A club that commits before approval is personally responsible for the cost.** SGA is not party to unapproved agreements.

Non-fundable, always

- Alcohol
- Charitable donations or contributions to external organizations
- Political contributions, campaigns, or partisan activity
- Personal items retained by individual members
- Payments to current Colby students for services (including student performers, DJs, photographers)
- Gifts to members or cash awards
- Events held in personal residences
- Events restricted to certain club members with no effort to open participation to the club or Colby community
- Events for alumni or non-Colby organizations
- Late fees, finance charges, or penalties resulting from club error
- Goods or services already provided free by the College
- Membership dues to external organizations, absent Finance Committee approval

Enforcement

- Spending outside an approved category or above an approved amount makes the club responsible for the difference and suspends new requests until resolved.
- Repeated violations within one academic year may suspend funding eligibility for the remainder of the semester, by Finance Committee vote.