

Student Activities Commission (SAC) Funding Policies

General Guidelines

- Annual Budgets
 - Annual Budgets:
 - Groups may apply for an annual budget during the spring semester.
 - The SAC will post deadlines and filing procedures on its website, and will notify student group leaders of any pertinent information regarding budget procedures.
 - New Student Groups
 - New student groups approved during the fall semester are eligible to apply for an annual budget at the end of the following spring semester.
 - New student groups approved during the spring semester are not eligible to receive an annual budget during the same semester, and must wait until the following spring to apply for annual budgets.
 - These groups are eligible to apply for monthly grant funding in the month immediately following their approval as a club from the SGA general body.
 - New student groups and provisional groups are also eligible for up to a \$100 start-up grant payable directly through the SGA Executive treasurer.

- Monthly Grants:
 - Guidelines
 - Groups may apply for an SAC grant through the SAC's page on the Office of Student Activities website.
 - The SAC will post deadlines and filing procedures on its website.
 - The SAC will meet following each submission deadline to review proposals and approve funding grants, at its discretion.

 - Grant Proposals
 - The SAC will only consider requests:
 - From groups eligible for SAC under one of the existing group categories.

- That demonstrate a new initiative or unforeseen cost
- The monthly applications must be for events occurring after the due date; for example if your event is on October 15th, you must apply no later than September 30th
- It is the responsibility of the applicant to ensure that proposals are submitted to and received by the SAC.

Funding Categories

Independent Contractors

- Definition
 - Funds used for independent contractors (individuals paid via a social security number), such as sound and lighting technicians, graphic designers, etc.
- Eligibility
 - JHU employees may not be paid as independent contractors.
 - Students may not be paid for services if they are active members of the group funded.

Non-JHU Professional Services

- Definition
 - Funds used for contracted speakers, performers, and other acts paid via a federal identification number
- Eligibility
 - The SAC may fund the payment of professionals for services rendered for SAC groups, provided that:
 - The events hosted by any such professionals are made open to all full-time undergraduates of The Johns Hopkins University
 - The professional is not an employee of the University

JHU Professional Services

- Definition
 - Funds used for university services, such as security, audio/visual (KIT-CATS), plant operations, and university rentals (excluding Zipcars), where:
 - The service is provided through JHU
 - The student group is being charged for the service

- Eligibility
 - The SAC will not pay to fund individual Hopkins employees.

Wages

- Definition
 - Funds used for instructors, musical accompaniment, directors, coaches, etc.
- Eligibility
 - JHU employees may not be paid wages from a student organization.

Non-Reusable Items

- Definition:
 - Non-reusable goods are those items which can only be used once
 - This includes paper goods (plates, napkins, etc.), royalties, film copyrights, name tags etc.

Reusable Items/Supplies & Equipment

- Definition
 - Items that can be used time and again by a group
 - Office supplies and costumes also fall under this category.
- Storage
 - Any funding request which includes the purchase of a reusable item must include one of the following:
 - An on-campus location which has been allotted for its storage
 - The name, JHED ID, and signature of the club member who accepts responsibility for the item, and who will maintain the item in their possession

Registration Fees

- Definition
 - Funds used for conference fees and registration for performances, competitions etc.
 - This does not including food, travel, lodging, etc.

Travel

- Definition
 - Travel should be for performing, volunteering, competing, or other reasons deemed essential.
- Eligibility
 - Travel must be essential to the event and the group's mission.
 - Per university policy, the SAC will fund mileage or depreciation costs when using a personal car under 300 miles round trip.
 - The SAC reserves the right to limit travel funding.
- Restrictions
 - The SAC will entertain funding for continental US travel only.
 - The SAC will not fund:
 - Travel by personal or rental car if it is over 300 miles roundtrip. Per the policy set forth by JHU Risk Management, all travel over 300 miles roundtrip must be done via public transportation (i.e., plane, train, or bus)
 - Costs of repairs, in the event of an accident or malfunction

Printing & Copies

- Types
 - Flyers
 - Copies
 - Bound Publication
 - Newsprint
 - The SAC strongly encourages student groups to consider using recycled paper products for mass print publications.

Food

- Eligibility
 - The SAC will not fund for alcohol, including alcohol for religious purposes.
 - Food must be for JHU affiliates only.
 - Cultural and Religious/Spiritual Groups are exempted for food tasting events only.
 - **The SAC will not fund for food for travel or student group meetings.**

**The SAC strongly encourages student groups to consider using recycled paper products for mass print publications.*

Disclaimer

- Policy Changes
 - Any and all of the above policies are subject to change given one month's notice.
 - All changes will be announced by an email from the Executive Treasurer of the SGA after the meeting at which the change was made.
 - Until, and unless new funding guidelines are approved by the SAC, the guidelines from the previous year will be those that the SAC and SAC groups will follow.
 - Upon approval of new funding guidelines, the SAC will begin funding under the newly approved guidelines at the following meeting.
- SAC Discretion and Conditional funding
 - While SAC guidelines describe the proper procedure for student group funding, the SAC reserves discretion to approve, deny, or table each budget and proposal on a case-by-case basis.
 - The SAC may also attach conditions and requirements to any approved budget or proposal, at its discretion
- Bankruptcy and Budget Cuts
 - In the event that the SAC Contingency account becomes depleted, all of the above policies become null and void.