Campus Council
Budget Guidelines

The following information is presented to make budget preparation and approval easier for everyone involved. Please refer to the College policies regarding general funding rules and restrictions. The information here will serve as a guide to what is generally acceptable for funding by Campus Council. Campus Council may make exceptions where appropriate.

Eligibility
To be eligible for funding, a student organization must have a current cabinet information sheet, an organization charter or constitution that has been reviewed in the past three years, and a representative of the organization must attend one of the funding information sessions.

Campus Council gives preference to events and activities that are open to the entire campus and held on campus. On campus events reduce costs and make events more accessible. Details regarding the type of event, number of people, detailed expected expenses, and so forth are necessary for Council to understand the purpose and use of the requested funds.

Speakers

Wooster Faculty

Campus Council will not provide financial support for travel, meals, lodging, nor an honorarium for Wooster Faculty. Most faculty will agree to participate in events as part of their service to the college. Although meals will not be funded, groups may request funding for event refreshments.

Trustee

Campus Council may provide financial support for travel, meals, and lodging for a trustee. Council may fund up to $50 for meals, for the speaker only, per day of the event. Council may fund up to $75 for lodging per day of the event. Council may fund the cost of either a round trip coach flight or mileage at the IRS approved rate. Documentation of this cost must be provided. Per IRS regulations, trustees may not receive an honorarium.

Non-Wooster Speaker

Campus Council may provide financial support for travel, meals, lodging, and honorarium for a non-Wooster speaker. Council may fund up to $50 for meals, for the speaker only, per day of the event. Council may fund up to $75 for lodging per day of the event. Council may fund the cost of either a round trip coach flight or mileage at the IRS approved rate. Documentation of this cost must be provided. Council may fund a portion of an honorarium for a non-Wooster speaker. Documentation of the requested honorarium must be provided. The portion of the honorarium supported is at the discretion of Council.

Guest Performers

Campus Council may provide financial support for travel, meals, lodging, and honorarium for guest performers. Documentation of all costs, including honorarium or performance fee, must be provided. The portion of costs supported is at the discretion of Council.

Food

Refreshments

Campus Council may provide financial support for refreshments at events that are open to the entire campus community. Campus will not fund refreshments for regular meetings. The amount of support for event refreshments will depend on the size of the event and the type of refreshments being served. Details must be provided. Refreshment funding for events generally ranges between $25 and $50 per event.

BBQ, Recruiting, or Interest Events

Campus Council may provide financial support for one recruiting, informational, interest type event each semester. The amount of support will depend on the size of the event and the type of food being served. Details must be provided. The funding for this type of event generally ranges between $100 and $150 per event.

Campus Catered Dinner

Campus Council may provide financial support for campus catered meals, including student prepared meals. The meals must be open to the entire campus. The amount of support will depend on the size of the event and the type of food being served. Details must be provided. The funding for this type of event varies greatly so details are very important for this type of request.

Outside Catered Dinner

In compliance with the College Catering Policy, Campus Council may provide financial support for outside catered meals. The meals must be open to the entire campus, have been granted a catering exemption, and the group must sell tickets to cover a portion of the catering costs. The amount of support will depend on the size of the event and the type of food being served. Details must be provided including information on the caterer (preferably an estimate from the caterer) and the ticket price. The funding for this type of event varies greatly so details are very important for this type of request.

Travel and/or Retreats

Registration/Participation Fees

Campus Council may provide financial support for registration and participation fees. Documentation must be provided. Registration fees generally range between $50 and $150 per participant. Activities with registration fees greater than these amounts will be considered but should expect to only receive partial funding.

Food

Campus Council will not provide financial support for food or meals during a retreat/travel unless the food is part of the registration fee.

Travel

Campus Council may provide financial support for a portion of the travel expenses. Documentation must be provided. The range of support for travel varies greatly depending on the distance from Wooster and number of participants.

Lodging

Campus Council may provide financial support for a portion of the lodging expenses. Documentation must be provided. The range of support for travel varies greatly depending on the type of lodging, location, and number of participants.

Student Contribution

Campus Council expects that students will contribute to the costs of travel and lodging. Students are expected to contribute at least 25 percent of the travel and lodging expense. Students are also expected to share their experiences from the event with the campus in some way. For retreats that have greater costs, the student contribution may be greater. Documentation must be provided regarding the number of students expected to participate and their contribution. The group may reduce the student contribution through fundraising, non-Campus Council funds, or other means.

Films

Campus Council may provide financial support for purchasing public performance rights for one film per semester. The films must be open to the entire campus. A price quote must be provided. The public performance rights will generally range from $50 - $500. Films costing more than $500 will be considered but should expect to only receive partial funding.

Advertising/Printing

Campus Council may provide financial support for advertising/printing. This funding is generally limited to $50. Students are encouraged to make use of the Lowry Publicity Room. Requests for advertising/printing funds in excess of $50 will be considered but must be supported with detailed documentation.

Office Supplies

Campus Council may provide financial support for office supplies. This funding is generally limited to $25.00.

Items that generally will not be funded

Campus Council will not provide financial support for the following items: Partisan Political activities;Items primarily for personal use (t-shirts, graduation cords, awards to members (including senior awards); Alcohol except for religious services, educational activities, and other approved ceremonial reasons; and organizational fundraising.

Other

The above categories provide guidance on the most often requested budget items. Budget requests that do not fall into any of these categories will be considered on a case-by-case basis. Please provide as much detailed documentation as possible to support your request. You should also feel free to contact anyone on Campus Council for assistance.

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