

Student Body Committee Funding Policy

In order to facilitate student activities and events, the Student Body Committee (SBC) shall appropriate its budget according to the following policies:

1. Only groups officially recognized by the SBC will be eligible to receive funds.
2. Funding will be approved by the SBC President(s) and reported to the SBC Treasurer for record-keeping purposes.
3. Funds will be appropriated according to the expected or actual number of students attending the event as indicated on the SBC Funds Request Form (see Item 2 below).
4. Funding for a single event does not typically exceed \$200, although the final amount will be determined on a case-by-case basis as described in Item 3 above.
5. The SBC typically funds one event for a group per semester although exceptions can be discussed with the SBC President(s).
6. The SBC strongly encourages groups to approach the appropriate departments for assistance in funding events prior to making requests to the SBC.
7. SBC funds cannot be used for purchasing alcohol.

When requesting funds, the following procedure is to be followed:

1. Apply for group recognition from the SBC by emailing a mission statement and the names of the group leaders and faculty advisor to the SBC President(s), Judy Holewa, and Lynn Desforges.
2. No later than one week prior to your event, fill out the SBC Funds Request Form and return it in person or to the mailbox(es) of the SBC President(s) who will grant funds according to the policy above and sign it.
3. At least three days before your event, return the signed SBC Funds Request Form to Judy Holewa along with the SBC Credit Card Request Form signed by you.
4. After making your purchases, promptly return the SBC credit card along with an itemized receipt of your purchases to Judy Holewa.
5. Purchases made with the SBC credit card should not be charged Massachusetts state sales tax. In addition, while reimbursement is possible, use of the SBC credit card is preferred.