

## Class 1 Guidelines for FY '14

**Student Organizations who intend to request \$500 or less should apply to the Class 1 category.**

**Step 1:** Complete all the fields on the Cover Page Tab. Please make sure all contact information is correct.

**Step 2:** Complete all the fields on the General Information Tab.

**Step 3:** Complete the Expense Request Tab. Please fill out the expense description blocks and the amount blocks for any expense category your organization wishes to apply for. Next complete the priority column to place your requests in the order of priority. In the bottom block, provide an explanation on how you plan to generate additional funds this year.

**Below is a list of expense types for Class 1 and the maximum funding that may be allotted for each.**

| Expense Type          | Maximum |
|-----------------------|---------|
| General Body Meetings | \$100   |
| Event Hosting         | \$500   |
| Operational           | \$400   |
| Miscellaneous         | \$250   |

### General Body Meetings

**Defined as meetings open to the entire undergraduate student body. These meetings are to raise awareness and recruit for your student organization. Below are expenses that will be considered under general body meetings.**

1. Food
  - a. Pizza
  - b. Snacks
  - c. Beverages
    - i. Alcoholic beverages will not be funded
2. Room reservations

## Event Hosting

**Defined as events based upon the mission of your student organization. Events must be open to the entire undergraduate student body. Below are expenses that will be considered under event hosting.**

1. Food
  - a. Catered meals
  - b. Snacks
  - c. Beverages
    - i. **Alcoholic beverages will not be funded**
  - d. All catering must go through Drexel's catering services through Sodexo
    - i. <http://www.drexel.edu/oca/raf/catering.asp>
    - ii. Catering of less than \$100 does not need to go through Sodexo
2. Room reservations
3. Guest Speaker
  - a. Speaker fees
  - b. Transportation for speaker, if required
  - c. Speaker **honorarium**
    - i. **Honorarium** is defined as a token of gratitude for a speaker whom has waived any speaker fees
    - ii. Gift cards will not be funded
4. Functional Operational
  - a. Equipment charges for event
  - b. DUST packages
    - i. <http://www.drexel.edu/oca/raf/dust.asp>
  - c. Event services
    - i. <http://www.drexel.edu/dbs/eventConference/eventServices/students/>

## Operational

**Defined as expenses necessary for the functioning of the organization. These expenses must be mission critical to your organization. Below are expenses that will be considered under operational.**

1. Functional Operational
  - a. This includes licensing fees, or other services necessary for the operations of the organization.
2. Standard Operational
  - a. This covers advertisement materials and general supplies not found in the SORC.
  - b. Promotional materials will not be funded.
    - i. Promotional materials are defined as anything with the organizations name/logo that is given out to members or non-members.
    - ii. This includes t-shirts, buttons, stickers, pens, pencils, magnets, etc. used for the purpose of promoting your organization.
3. Capital Expenses
  - a. This includes physical materials such as uniforms, tools, books, etc. that are mission critical for your organization.
  - b. All capital equipment must be returned to the SAFAC office at the end of your event.

## Miscellaneous

Defined as expenses unique to your organization that do not fit the categories above. For this expense type to be eligible for review, please provide reasonable need as well as proof of impact to the Drexel community. Some suggestions are listed below, however you may attach documentation outside of the suggested list.

**\*Please note that items requested within this expense type must still meet SAFAC guidelines**

1. Invoices from previous purchases
2. List of past successful events
3. Recommendation letter from advisor
4. Photos from past events
5. Flyers/posters used to advertise previous events
6. Copy of awards organization has received

## General Rules

\*Once allocated, you may use the funding in whichever manner you deem appropriate. **Note that requests in each category must be spent in that category.** For example, if you receive \$100 for general body meetings, you may not spend that funding on an event hosting or standard operational expenses.

**\*SAFAC annual allocation funding may not go towards:**

1. Promotional items
2. Conferences
3. Fundraising
4. Awards/gifts/giveaways
5. Potlucks
6. Concerts

Please be reminded that SAFAC is a subsidizing source and it is not in SAFAC's mission or scope to fully fund individual organizations.