Class 3 Guidelines for FY ‘14

Student Organizations who intend to request $5000 or less should apply to the Class 3 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.

- Please be as detailed as possible with your request. Include supporting documentation wherever possible and break down each expense.

Below is a list of expense types for Class 3 and the maximum funding that may be allotted for each.

<table>
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<tr>
<th>Expense Type</th>
<th>Maximum</th>
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<tr>
<td>General Body Meetings</td>
<td>$300</td>
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<tr>
<td>Event Hosting</td>
<td>$5000</td>
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<tr>
<td>Operational</td>
<td>$2500</td>
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<tr>
<td>Off-Campus Events</td>
<td>$2000</td>
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<tr>
<td>Competitions</td>
<td>$2000</td>
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<tr>
<td>Miscellaneous</td>
<td>$1000</td>
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</table>
**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  
   a. Must provide supporting documentation
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
      i. Must provide invoice from catering service
   b. Snacks
      i. Must provide invoice from catering service
   c. Beverages
      i. Must provide invoice from catering service
      ii. 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](http://www.drexel.edu/oca/raf/catering.asp)
      ii. Catering of less than $100 does not need to go through Sodexo

2. Room reservations
   a. Must provide event services invoice

3. Guest Speaker
   a. Speaker fees
      i. Must provide supporting documentation
   b. Transportation for speaker, if required
      i. Must provide supporting documentation
   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
      i. Must provide event services invoice
   b. DUST packages
      i. Must provide invoice or supporting documentation
      ii. [http://www.drexel.edu/oca/raf/dust.asp](http://www.drexel.edu/oca/raf/dust.asp)
   c. Event services
      i. Must provide invoice or supporting documentation
      ii. [http://www.drexel.edu/dbs/eventConference/eventServices/students/](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 operational.

1. Functional Operational
   a. This includes licensing fees, or other services necessary for the operations of the organization
      i. Must provide breakdown of expenses as well as supporting documentation

2. Standard Operational
   a. This covers advertisement materials and general supplies not found in the SORC
   b. Must provide breakdown of expenses as well as supporting documentation
   c. 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. Must provide breakdown of expenses as well as supporting documentation
   c. All capital equipment must be returned to the SAFAC office at the end of your event
**Off-Campus Events**

Defined as events not hosted or executed on Drexel University Main Campus or Center City Campus. You must provide a reasonable cause for hosting an event off campus. Below are expenses that will be considered under Off-Campus.

1. Room reservations
   a. Must provide supporting documentation
2. Guest Speaker
   a. Speaker fees
      i. Must provide supporting documentation
   b. Transportation for speaker, if required
      i. Must provide supporting documentation
   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
3. Functional Operational
   a. Equipment charges for event
      i. Must provide event services invoice
   b. DUST packages
      i. Must provide invoice or supporting documentation
      ii. [http://www.drexel.edu/oca/raf/dust.asp](http://www.drexel.edu/oca/raf/dust.asp)
   c. Event services
      i. Must provide invoice or supporting documentation
      ii. [http://www.drexel.edu/dbs/eventConference/eventServices/students/](http://www.drexel.edu/dbs/eventConference/eventServices/students/)
4. Transportation
   a. One mode of transportation will be funded to and from the location site
      i. Must provide supporting documentation
5. Lodging
   a. Must provide documentation justifying the need for lodging
   b. Must include a quote or invoice for lodging requests
6. Admission
   a. This can include admission costs, registration costs, ticket costs, access costs, etc. for students to attend the event
   b. Must provide supporting documentation

* Conferences are not off-campus events
Competitions

Defined as events hosted by regional or national entities in a competitive format. Competing at these events must be for a title, award, or recognition. Below are expenses that will be considered under competitions.

*Please include a link to the competition homepage*

1. Transportation
   a. One mode of transportation will be funded per competition to and from the location site
      i. Must include supporting documentation

2. Lodging
   a. Must provide documentation justifying the need for lodging per competition
   b. Must include a quote or invoice for lodging requests

3. Registration
   a. This can include registration costs or entry costs for the team to compete
   b. Must provide supporting documentation

4. Costumes/uniforms
   a. Includes costumes and accessories
   b. May not be personalized (no names, etc.)
   c. Must justify necessity of costumes/uniforms
   d. Must provide supporting documentation
   e. Must be returned to the SAFAC office at the end of the competition

5. Set design
   a. Includes backdrops, props, or other items necessary for your set
   b. Must justify necessity
   c. Must provide supporting documentation
   d. SAFAC will not be responsible for the transportation of these materials
   e. Must be returned to the SAFAC office at the end of the competition

6. Music mixing
   a. Includes music mixing that will be used for the competition
   b. Must justify necessity
   c. Must complete contract with music mixing person(s)
   d. Must include supporting documentation

* Conferences are not Competitions
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.

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

*Along with proof of impact, make sure to break down each expense and provide supporting documentation, invoices, quotes, etc. when possible.

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

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.

To be eligible for Class 3 funding in FY ‘15:

1. You MUST spend a minimum of 60% of what will be allocated this fiscal year by next year’s allocation deadline.
2. You MUST fundraise a minimum of 5% of what will be allocated this fiscal year by next year’s allocation deadline.
   a. The exact amounts will be included in your final award letter and application
3. You MUST host at least one on-campus event during the fiscal year.

*The SAFAC committee reserves the right to re-evaluate your classification standing should these requirements not be met*

*The SAFAC committee reserves the right to audit your organization’s expenses from your 17- and 71-accounts throughout the fiscal year*