• Proposals will be heard by the Budget Allocation Committee if the club is open to both colleges. Clubs that are open to one college should propose to the government for that College.
• Events that conflict with other similar or major HWS events should be avoided where possible.
• The Budget Allocation Committee will not fund items or party favors that will become personal property (i.e. gifts, money, etc.) unless determined by the BAC to be integral to an event’s success.
• The Budget Allocation Committee will fund honorariums of up to $100.00 for honored guests.
• The Budget Allocation Committee will not reimburse club members for out-of-pocket expenses that were not approved by the previous board or round of allocations.
• The Budget Allocation Committee will not reimburse club members for punitive charges incurred on club or school time or during an event.
• If the DJ is not the main focus of the event, then the maximum amount available is $350. In special circumstances, there may be exceptions granted.
• The Budget Allocation Committee will fund security for events that are not covered by the Colleges Campus Safety Team up to $300.00 per event.
• The Budget Allocation Committee uses $15.00 per person as a benchmark for catered meals.
• Maximum amount from Budget Allocation Committee funds that can be spent on food at club meetings is $50.00 per meeting.
• The Budget Allocation Committee grants $100.00 per club per semester for printing and publicity. This does not include printing of programs for approved events.
• The Budget Allocation Committee will not consider funding events that do not have previous space reservations.
• The Budget Allocation Committee will not consider funding speakers that have not established a written and agreed-upon price that includes all potential extra fees including travel expenses, lodging, or food costs.
• The Budget Allocation Committee will reimburse clubs that choose to travel in personal vehicles either with gas money (at market value) or with mileage ($0.565/per mile).
• Budget Allocation Committee van rental guidelines:
  o If the total round trip mileage is LESS than 100 miles: the rates for vehicle use are $20/half day (4 hours or less) or $40/full day (over 4 hours)
  o If the total round trip mileage is MORE than 100 miles: A rate of $.40 per mile will be charged. This will be in lieu of the half day or full day charge.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium (≤ $100.00)</td>
<td>Personal property (gifts, party favors, gift cards, etc.)</td>
</tr>
<tr>
<td>Transportation (Gas OR Mileage)</td>
<td>Reimbursement for unapproved expenditures</td>
</tr>
<tr>
<td>Publicity/ Advertising (≤ $100.00)</td>
<td>Events without room reservations</td>
</tr>
<tr>
<td>DJ’s (≤ $350.00)</td>
<td>Unknown or unexplained expenditures</td>
</tr>
<tr>
<td>Security (≤ $300.00)</td>
<td>Unregistered clubs</td>
</tr>
</tbody>
</table>

DISCLAIMER: By submitting a funding request to the Budget Allocation Committee, groups agree to use funding allocated to them for only those items and events laid out in their proposals and also agree to abide by the rules established for funding by the Budget Allocation Committee.