- 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 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.
- 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 may consider funding for:
  - Transportation: see below
  - Lodging: if an overnight stay is required for a game or tournament; at lowest market value
  - Meals:
    - If an overnight stay is required for a game or tournament: $15.00/meal (total of $45.00/day)
    - If an overnight stay is not required for a game or tournament: total of $15.00
  - Referees: maximum of $25.00/referee/game unless expressly contracted at a higher rate
  - Registration/League Fees: at lowest quoted cost
  - Equipment: outdated/damaged equipment that acts as a hindrance to practice or play
  - Uniforms: outdated/damaged uniforms that do not professionally represent the Colleges
  - Coaching Staff: for “Tier One” Teams as defined by the HWS Community Standards up to $1,000.00/year
- All uniforms and equipment purchased using allocated BAC funds are property of the Colleges and must be stored with Student Activities when not in use for the term or break.
- 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/mile).
- Budget Allocation Committee van rental guidelines:
  - 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)
  - 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>Lodging (if overnight is required)</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>Registration/League Fees past first deadline</td>
</tr>
<tr>
<td>Meals (≤ $15.00/meal OR $45.00/day - overnight)</td>
<td>Unknown or unexplained expenditures</td>
</tr>
<tr>
<td>Referees (≤ $25.00/referee/game)</td>
<td>Unregistered club sports</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.