

## APPENDIX I

### Budget Code Summary.

Any organization receiving funding from Student Senate must:

- Be open to ALL KU students,
- Have membership in addition to executive staff (i.e. president, vice president, treasurer),
- Not hold academic standards or academic credit for members,
- Seek other sources of funding, such as a University department, a Lawrence business or organization, Coco-Cola grants, etc.,
- Be registered in the Student Involvement and Leadership Center

#### General Funding

- Each group that meets the qualification within Article VIII for funding eligibility may receive \$200.00 in General Funding to be used for to be used for general office supplies, duplicating, printing, postage, and non-Kansan advertising.

#### Standard Allocation

- Instead of General Funding any graduate or professional organization that meets the qualifications within Article VIII for funding eligibility may receive a standard allocation of \$200.00 to be used for, general office supplies, duplicating, printing, postage, and non-Kansan advertising, books and presentation materials.

#### Special Events

- Student Senate may fund a special event up to one thousand dollars (\$1,000.00), beyond this level a group may receive up to fifty percent (50%) of the remaining expenditures for the special event. For example, if an event costs \$4,000.00. Student Senate may fund the first \$1,000.00 of costs and half of the remaining \$3,000.00 of costs for a total of \$2,500.00 in funding.
- For any event which involves paying a non-University entity or any individual, groups must submit contractual services forms and a W-9 to the Finance Committee Chair before the Finance Committee meeting.

Funds from Student Senate cannot be used for:

- Travel (airfare, hotel, bus rental, conference registration etc.),
- Partisan activities (general supplies are fundable, but promotion of or opposition to specific candidates, ballot initiatives or legislation is not allowed),
- Religious activities (general supplies are fundable, but religious texts, services, or supplies are not)
- Social functions (anything that does not have a primarily educational or multicultural purpose)
- Duplication of services (no funds will go towards providing services already provided by the University or other Student Fees),
- Commercial promotions (no funds to promote products such as Coke, Visa, or otherwise),
- Maintain affiliations, unless vital to the group's existence (some registration fees for national organizations may fall into this category),

- Recruiting individuals to the University,
- Grant scholarships,
- Any activities that violate the University's anti-discrimination policy,
- Walkable items (items costing more than \$50.00 that can be easily carried away, i.e. external computer disk drives),
- Phone or Internet expenses (unless organization is housed within the Student Involvement and Leadership Center),
- Awards or Give Aways that do not have a primarily educational purpose (trophies, certificates, presents, key chains, cozies, T-shirts etc.)
- Decorations
- Food