



Budget Guidelines

Whereas Med Council (Council) manages and disburses large sums of money to a variety of groups, clubs and organizations whose needs and requests vary from year to year,

The Council puts forth the following guidelines to help guide both students requesting money and council members voting to disburse money.

- **Purpose:**
 - This set of guidelines is meant to help Council members and students make wiser financial decisions, especially during a time of growing student participation and demand that is faced with limited funding. The guidelines are not inherently designed to limit students and/or their planned activities.
 - Council reserves the right to grant exceptions to these guidelines as appropriate, dependent upon specific circumstances.
 - Annually, the Council is encouraged to examine these guidelines and revise them where appropriate and necessary to provide the fairest way of management and distribution of SAF funding.
- **General recommendations to student leaders:**
 - Club leaders should plan ahead for the next year's events and should ensure efficient and timely transitions from old to new club leadership.
 - Club leaders are expected to present their projected budget for the following year at the Council's Annual Budget Meeting typically held near March/April of each year.
 - The amount that is approved is expected to be used for the intended purpose presented at the Annual Budget meeting; Clubs are expected to submit updates to the Council when major changes occur after allocations are established.
 - Club leaders should plan events early and accordingly so that the budget allotted at the beginning of the academic year is sufficient for the entire year.
 - Clubs may request more money at the monthly Council meetings if they deplete their funds or have new event/programs that were not presented at the previous Annual Budget meeting.
 - Club leaders are expected to attend the Student Life "Student Leadership Training" sessions held near the start of each new Fall Semester (Sept).
 - Club leaders are expected to make an effort to seek funding from other resources as well which include but are not limited to: Alumni Association, Hospital Departments, fundraising, national organizations, etc.
 - Any club/organization/group that receives funding from Med Council in full or partial must include in their advertisements (electronic or on paper) a supplied logo that will state "sponsored by Med Council funded by student activity fee".
- **Annual Budget meeting:**
 - Club leaders will be informed of the upcoming Annual Budget meeting and are expected to make every effort to attend in order to ensure funding for the following academic year.
 - The decision of what and how much to fund is made after the consideration of various factors that include but are not limited to:
 - Available Council funding, the club's track record, reliability of both outgoing and incoming student leaders, value of proposed event to students and the Downstate community, etc.
 - Trips and conferences will NOT be heard at the Annual Budget meeting.
 - Clubs that are not present at the Annual Budget meeting will not receive any funding for the upcoming year.

- Representatives can present at the September Med Council meeting, however full or partial funding is never guaranteed.
 - Should a specific event presented at the Annual Budget meeting be funded in partial or not funded at all, club leaders and council members should understand that such decision will carry over to the upcoming academic year and the Council will not likely grant funding to that event should it be presented again during the following year, unless specific circumstances that caused a denial have subsequently changed.
 - Clubs will be granted funding as long as they meet the requirements set forth by the Student Life guidelines which include but are not limited to: completing required service learning activities, attending Student Leadership Training, submitting monthly reports, etc.
- **New/reactivated clubs:**
 - New or reactivated clubs can also request money at monthly meetings if new leadership was not able to attend the Annual Budget meeting.
 - New clubs are usually allocated \$250 to start off and may return during the year for additional funding.
- **Disbursement recommendations:**
 - *Food for Events:*
 - Meals can be provided for a variety of on-campus events hosted by student clubs.
 - A variety of vendors, including Café 101, can be used at a reasonable cost.
 - Since food expenses often comprise a large portion of a club's budget, it is strongly recommended that student leaders carefully plan each event for the year with enough time in advance. This should allow reasonable time to acquire:
 - an accurate estimate of attendance and therefore amount of food to order (i.e. asking students to RSVP)
 - a reasonable price for food by shopping around.
 - The following price ranges are offered as a guide for student leaders when deciding what is a reasonable amount of money to spend on food:
 - \$50-\$100 for introductory meetings
 - \$100-\$300 for speaker events
 - \$50-\$100 for journal clubs
 - Off-campus events will be considered on a case by case basis.
 - *Trips/Conference/Competitions:*
 - All travel/conference funding must be requested at MC meetings after filling out proper forms.
 - Students who attend are expected to contribute towards the total expense. There are two tiers of funding:
 - Tier A: Individuals or groups who present, compete, or run for positions in national organizations. In general those who will represent and spread the Downstate name
 - Funding will be decided on a case by case basis
 - Tier B: Individuals or groups who attend to further their education and network
 - Individuals must be part of an established club at Downstate
 - Each club can be given a maximum of \$300 per year for Tier B funding
 - Participants will need to complete a write up summarizing their experiences and detailing how they will incorporate what they learned into future club activities
 - General rules on conference funding
 - Can be used for registration fees, travel expenses, overnight lodging.
 - Cannot be used for food or entertainment.
 - *Gifts and Travel Reimbursements for Speakers:*
 - A gift is a token of appreciation only; is not expected to be elaborate. Limit: Maximum value of \$45 from the Downstate Bookstore.
 - Travel reimbursements for speakers will only be funded on a case by case basis, planned and approved by Council in advance.
- **Non-Student Activity Fee (SAF) funding:**

- Money that has been acquired through means outside of SAF funding (e.g. fundraising, national organization funding, etc.) still must be presented at Med Council Meetings and be approved for final disbursement. This money will be viewed in 2 separate ways:
 - For funds accumulated over previous fiscal years, approval will follow the same guidelines that apply to SAF funding as outlined above.
 - Funds accumulated over the current fiscal year will largely be left for the organization to spend as they wish although Med Council still reserves the right to approve or not approve the disbursement of such funds.
- Regardless of when or where the funding has been acquired, spending of any money by student organizations is still subject to the rules and regulations set forth by the Faculty Student Association (FSA).
- **Co-sponsoring events:**
 - Co-sponsoring of events is encouraged to facilitate organizations working together towards a common goal.
 - Clubs are encouraged to co-sponsor events not solely through monetary means but by participating in organizing/leading/hosting events as well.
 - If a club should choose to contribute funding, they can only contribute funding that they already have in their accounts. Therefore, an organization must allocate existing funding towards co-sponsoring an event or ask for funding at a Med Council meeting BEFORE committing to co-sponsorship of an event.
 - Clubs that are being co-sponsored are to be notified by the Med Council treasurer of the amount that has been granted towards the specific event/program.