



Organization Resource Committee Funding Policies

The following policies have been outlined to help organizations better manage their event planning process and bring transparency to the ORC funding process.

Note that ORC does not accept retroactive applications.

All budgets are due to the Social Network by 5pm on the Monday prior to the ORC meeting at which it will be discussed. ORC meetings are every Wednesday night, 7pm. Applications are considered retroactive if the event is to take place before the budget meeting for which it is submitted.

Ex. Submit by Monday (at the very latest) an event to be discussed at that Wednesday's meeting. That event may be held at the earliest that Thursday.

Please submit complex applications well in advance of the event to allow for follow-up discussion with the ORC prior to their approval of your budget. When in doubt, contact the ORC Chair, who also serves as the SGA VP of Finance.

- **Alcohol/Tobacco**

ORC funds may not be used for the purchase of alcohol or tobacco products.

- **Apparel**

ORC does not fund organization apparel for personal use. Examples include sweatshirts, t-shirts, sweatpants, etc.

T-Shirts to distinguish student staff at large events where the college administration has deemed staff necessary will be considered on a case-by-case basis, and materials should be prepared to help the ORC understand how it is necessary given your event. Only one set of shirts will be bought per year per organization, and they should be treated as equipment if at all possible (e.g. if it is an annual event). ORC has a limit of \$7 per shirt and max \$35 dollar set up fee per side.

Organizations may fundraise to purchase organization apparel. Please see fundraising guidelines.

- **Costumes**

ORC has an upper limit of \$100 for costumes per a film or theatre production, with a limit per a semester of \$200. Dance organizations may apply for up to \$15 per person for costumes for an event/performance once per a semester. Subject to consideration regarding the scale of the production. Funding requests for costumes are considered equipment and must remain with the org for five years. Costumes that are purchased with ORC funds belong to the organization, not to individuals.

- **Conferences**

ORC will fund conferences if attending the conference is necessary to maintain national affiliation for the group. Additional external conferences will be put through to the ORC Conference Fund,

and will be considered on a case-by-case basis, available funding provided. Conferences held on the Smith College campus will be also considered on a case-by-case basis. All conference budgets should be accompanied by a short proposal regarding the event's relevancy to the org and its mission. Please apply through the SGA Funding Application on the Smith Social Network. Organization Conference Fund will fund up to one hotel room of students (4) or one SGA Van of students (7), whichever is applicable based on travel needs, for the same conference.

- **Co-Sponsorship**

In a co-sponsored event, please clearly establish a primary funding organization. Please submit all funding requests through the primary funding organization. ORC funds will be transferred to one organization only.

- **Decorations**

ORC has an upper limit of \$100 for decorations per event, which will be scaled based on the size of the event and the perceived relevance of decorations. Applications must include the specific decorations that will be used.

- **Donations/Charitable Contributions**

ORC allocations may not be used for direct donations to charities. Organizations may not specifically solicit donations; please see The Organization Guidebook for more information and detailed policies.

- **Food**

ORC follows the below guidelines when allocating funding for food at events:

- \$2-\$5 per person for snacks, refreshments, or tea. *Please be specific as to the purpose of requesting this item, and what you intend to purchase.*
- \$8 per person for lunch (11:30-1:30)
- \$10 per person for dinner (5:30-7:30)
- \$13 per person for cultural events
- \$13 per person for meals for a speaker or Smith employee
- Requests for food should include all beverages, utensils, tablecloths, and other dining implements, and those should not be applied for separately. Outside caterers will often provide plates and utensils when requested.
- A budget that includes food should include a brief description of the relevancy of food to the event. Food must be integral to the functioning of the event in order to receive funding.
- ORC will fund up to \$20 per a year for food/candy for the involvement fair or for an interest meeting. ORC does not fund food for general body meetings.

- **Fundraisers/Charging for Events**

Each student group may apply for up to \$1500 each semester for staffing fees related to parties. For all other fundraising programming, a group may apply for up to \$500 per semester. These funds do not need to be returned to the ORC upon completion of the fundraiser. Student groups may apply for the full amount for a single event, or may submit multiple applications on a case-by-case basis.

Ex. Group A may apply for \$1500 to host a party in the Campus Center as a fundraiser.

Ex. In the same semester, Group B may apply for \$100 for a bake sale fundraiser, and then apply again for \$400 for a dinner fundraiser.

While the ORC encourages you to utilize this resource fully, keep in mind that you must present an itemized justification of costs in your application.

Student organizations that would like to fundraise via this program must apply to the ORC through the Universal Funding Form. Included must be the breakdown of costs for your event, a brief outline of how you expect to make revenue and your projected earnings, how much surplus funds your organization currently has in its account, and the purpose of the fundraiser. Please note that organizations are not guaranteed this funding, and the proposals go through the standard committee process.

The funds that are raised by the organization through ORC funding may not go towards activities/organizations that benefit a source other than the organization or its own members. ORC funds are taken from the Student Activities' Fee and as such should benefit students within the Smith community. The funds that are raised should be reinvested into the organization.

Organizations in debt are eligible to fundraise or use the Matching Program (Section 3 of the by-laws). Organizations may not use both funding sources in a semester.

- **Gas**

ORC funds mileage for college vehicles. The mileage costs per vehicle are available on the [Facilities page](#) of the Smith website. Confirmations of van reservations must be included. ORC does not fund gas for personal cars, and/or zipcars, except in extreme cases in which a college-owned vehicle is not an option. Gas will be reimbursed for personal vehicles in the case that college transportation is not available. Travel between the Five Colleges will not be funded.

- **Gifts, Gift Certificates, and Gift Cards**

ORC does not fund gift certificates or gift cards. ORC does not fund gifts for speakers, senior gifts, advisor gifts, or gifts for members.

- **Graduation Stoles**

ORC will fund the purchase of a limited number of stoles for group through the equipment fund for members of the organization to borrow for commencement. In their proposal, organizations should outline how the stoles will be checked out, returned to the organization, replaced if stolen and stored from year to year.

- **Marketing/Publicity**

ORC has an upper limit of \$50 for marketing and publicity of an event, to be scaled based on the size of the event.

- **Movies**

Copyrights are necessary for a screening of any major-release film at Smith College. Please make sure the appropriate inquiries have been made through the Office of Student Engagement before applying for funds from ORC. Organizations must pay license fees for any film shown on campus, and may apply for this funding through the ORC.

- **Off-Campus Events**

Funding requests for off-campus events are at ORC's discretion. ORC takes the number of Smith College students expected to attend the event and the cost per expected student into consideration. Off-Campus Conferences should be applied to through the ORC Conference fund.

- **Parties, Carroll Room, Scott Gym and Davis Ballroom**

ORC will fund up to \$1500 to cover party staffing including custodial support, crowd control manager coverage and all Campus Center staff for the Carroll Room and Davis Ballroom. Additional fees will apply, not covered by the \$1500 for bartenders/ID checkers if the organization is serving alcohol in the Campus Center. Alcohol cannot be served in Davis Ballroom.

- **Payments/Honoraria**

ORC does not have funding limits for honoraria; however, ORC takes the number of Smith College students expected to attend the event and the cost per expected student into consideration when making funding decisions.

- **Recording**

ORC will not provide funding for recording (this includes videography and audio recording). ORC will provide retroactive funding only for the purchase of music rights, not the actual recording fees, once the committee sees that the music group has recorded those songs. The committee will provide this funding upon receiving paid invoices for rights and recording fees. This retroactive funding can be applied for through the SGA Funding Application. ORC will not fund CD compilation fees.

- **Rental Cars**

ORC funds rental cars for speakers at a rate set by the Office of the Controller.
<http://www.smith.edu/controller/>

- **Senior Banquets**

ORC does not fund senior banquets.

- **Subscriptions**

ORC funds newspaper and magazine subscriptions that are essential to the operation of the organization.

- **Travel/Accommodations**

ORC will fund the travel for speakers or students at their discretion, taking into account the location of departure and the event.

Hotel accommodations for students and speakers generally have an upper limit of \$130 per room per night, except in special circumstances.