

Mitchell Hamline School of Law
Student Bar Association

BUDGET AND FUNDING GUIDELINES

2022 – 2023

Ways and Means Committee 2022-2023

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ARTICLE I: GENERAL CONSIDERATIONS

Section I – Funding Philosophy and Source of Funds

1. Mitchell Hamline School of Law Student Bar Association (SBA) funding is drawn from student activities fees paid by students each semester.
2. The purpose of funding student organizations is to enhance the quality of the law school experience at Mitchell Hamline School of Law. The SBA seeks to fund events and organizations consistent with Mitchell Hamline’s values and considers to be a benefit for the Mitchell Hamline community when evaluating funding requests.

Section II – Contacts

1. The primary contact for questions and matters related to the SBA Budget, request, or concerns is the SBA Treasurer. Please refer to this document in its entirety prior to contacting the SBA Treasurer, who can be reached by email at SBA.Treasurer@mitchellhamline.edu.
2. The secondary contact for questions and matters related to budget requests and concerns is the Student Services Office, and they can be reached by email at Student.Services@mitchellhamline.edu.

Section III – Amendments

1. The Budget and Funding Guidelines may be amended by a simple majority vote of the Ways and Means Committee. The Ways and Means Committee meets at least once a month, and you can expect an answer from anywhere between one (1) and four (4) weeks.
2. If the Ways and Means Committee seats have not been filled, then alterations may be performed by the SBA Treasurer for administrative purposes or clarification.

Section IV – Oversight of SBA Funds

1. The Ways and Means Committee, chaired by the SBA Treasurer is responsible for overall management of the SBA Budget, and ensuring that the money collected from student activity funds is used in accordance with the Constitution, its Bylaws, and any authorizing

directives of the SBA Executive Council. This includes, but is not limited to:

- a. Create operating budget for the academic year for SBA Council final approval
 - b. Create a Student Organization allocation budget as part of the operating budget by evaluating student organization budget requests
 - c. Ensure student activities fees are used to enrich the experience of the greatest number of students.
 - d. Ensure equal opportunities for all students regardless of Mitchell Hamline enrollment type.
2. The SBA Operating Budget should include money for:
- a. Student Organizations
 - b. The SBA Committees, including SBA Social Events (Barrister's Ball)
 - c. SBA Administrative Costs
 - d. Student Travel Fund
 - e. Discretionary Fund
3. The Guidelines govern submissions for fall semester budgets, spring semester budgets, and supplemental funding requests. Requests for summer budgets are not governed by SBA guidelines.
4. The Dean of Students Office has authority over the SBA Budget in the absence of the executive council.

Section V – Audits and Recoupment

Audits

1. At the end of each semester, the Treasurer, in consultation with the Student Services Office will audit the remaining funds in each student organization account.
2. The SBA Ways and Means Committee shall have the authority to rescind, reallocate, and reappropriate any unspent monies in SBA funded student organization budgets.
3. The Ways and Means Committee may request an audit of student organization spending if flagrant abuse is expected at any time. Any

cases of misuse or misappropriation of student organization funding will be referred to the Judicial Council as outlined in the SBA Bylaws.

Recoupment of Funds

1. At the close of each semester any unused student organization funds approved by the SBA are returned to the SBA general budget.
2. At the end of the Spring semester, all unused funds will default back to the SBA General Fund. It is at the discretion of the SBA Executive Council to decide how any remaining funds will be used.
3. Any funds remaining in the SBA Budget at the end of the fiscal year, which is June 30th, will be absorbed into the Mitchell Hamline School of Law general budget.

ARTICLE II: ELIGIBILITY & FUNDRAISING

Section I – Eligibility

Active Student Organizations

1. For the purpose of these guidelines, student organizations must be approved by the Student Services Office and in good standing in order to be considered an “active” student organization.
2. To be eligible for SBA funding, student organizations must maintain an “active” status with Student Services.

Inactive Student Organizations

1. Any active student organization that becomes inactive will be considered ineligible for funding for the purposes of these guidelines, unless the Ways and Means Committee finds it necessary to make an exception.
 - a. Following the Student Service’s policy, if an organization has not completed the transition documentation by July 1st every year, the organization cannot receive an upfront budget. You will receive the transition documents from Student Services.
 - b. A student organization may become inactive due to misconduct. Should that occur, the funds allocated to that student organization would avert back to SBA funds.

New Student Organizations

1. Student organizations that become active after the Budget Request deadline can submit their budget requests to the [SBA Treasurer](#). The Ways and Means Committee shall hold a special meeting to review the new student organization’s budget following the Supplemental Funding process.

Supplemental Funding

1. Supplemental funding can be requested by new organizations and student organizations that develop a funding need after the budget request deadline.

2. Supplemental funding requests must be submitted to the Treasurer two weeks before the event. The SBA Treasurer and Ways and Means Committee reserve the right to deny any request received after this deadline. Retroactive supplemental funding requests will not be reviewed or approved.
3. Supplemental funding requests will be considered by the Ways and Means Committee.

Ineligible Funding Dates

1. Generally, student organizations may **not** receive funding for events held during:
 - a. Final Exams
 - b. Winter Break
 - c. Summer Break
2. In exceptional cases, the Ways and Means Committee may consider funding unique events that fall during these periods.
3. Other blackout dates not covered in this section may be included after consultation with [Student Services](#).

Section II – Fundraising Policies

[Solicitation](#), which is asking people or entities for funding, is not permitted. Fundraising, which is an activity or event to raise funds is permitted by student organization. Membership dues are permitted.

Student organization funds do not rollover from year to year. Any unspent monies are governed by the SBA executive council. The executive council will allocate the funds to a project for the benefit of the Mitchell Hamline community. Contact [Student Services](#) for additional information on the process.

ARTICLE III: STUDENT ORG BUDGET REQUESTS

Section I - Purpose

1. The purpose of the student organization budget is to provide opportunities for students; with an equal opportunity for all full-time, part-time, in person, and blended learning students; to engage with each other and ideas of the law outside of the classroom, and to provide students with a community safety net.

Section II – Access, Budget Documents, and Submissions

Access

1. To access the budget documents and submission guidelines, please visit the [SBA Governing Documents, Forms, and References](#) webpage.

Budget Documents

Organizations eligible to receive Fall or Spring Semester Budgets must submit the following documents for evaluation:

1. **Previous Semester's Actual Expenditures.** In this part of the budget request, you will tell us how money has been spent in the most recent semester. If you are requesting funds for the Spring Semester, please focus your report on the Fall Semester's events and spending. List the expenditures for the events held point-by-point, in as much detail as possible.
2. **Unspent Funds.** Although leftover funds allocated by the SBA do not rollover into future semesters, simply not spending funds will **not** be used as a basis for punishing a group.
3. **Document Management.** Student Organizations are responsible for managing and keeping their budget documents, including funding requests, receipts, invoices, and attendance. These documents should be saved in a shared folder that is accessible to the organization treasurer, the SBA Treasurer, and the SBA Advisor in Student Services. These folders will be created by Student Services and shared with the treasurers.

4. **Proposed Budget for the Upcoming Semester.** This should be the most detailed of the submissions. Using the *Budget Request Template*, please provide line-item projections for each event. Be as specific as possible about expected attendance, dates, and costs.
 - a. Please use the *Budget Request Template* located on the [SBA Governing Documents, Forms, and References](#) webpage.

Type of Organization and Type of Event

1. When preparing your Proposed Budget spreadsheet, please categorize your organization using the list below.
 - a. Academic and Professional Organization
 - b. Affinity, Diversity, and Multicultural Organization
 - c. Awareness and Political Activism Organization
 - d. Recreational and Well-Being Organization
 - e. Other

The SBA is committed to encouraging collaboration between student organizations and assisting in these efforts. The Ways and Means Committee is committed to understanding the various funding structures different types of groups may need.

2. When preparing the Proposed Budget spreadsheet, please categorize each type of event using the list below.
 - a. Care Packages
 - b. Conferences & Symposia
 - c. Executive Board Meeting
 - d. Film Screening
 - e. General Meeting
 - f. Guest Speakers
 - g. National Memberships
 - h. Networking
 - i. Panel Discussion
 - j. Performance
 - k. Pro Bono or Service Event
 - l. Social Event

Budget Submissions

1. Once the *Budget Request Template* is completed, reviewed, and finalized, please submit your budget request by emailing the SBA Treasurer at SBA.Treasurer@mitchellhamline.edu.

Section III – Budget Timeline

Submission Deadline

1. Fall 2022 and Spring 2023 Budget Requests are due by 5:00 PM (CT) on Sunday, July 31, 2022.
2. Spring 2023 Amended Budget Requests are due by 5:00 PM (CT) on Saturday, December 17, 2022.
3. Budget requests submitted after the deadline, but before the release of the Proposed Student Organization Budget, shall be evaluated under these guidelines; however, any organization submitting a late budget will forfeit its right to a budget conference and initial appeal.
4. Incomplete budget request submissions will not be evaluated.

Budget Conferences

1. Budget approval and denial is communicated via email. Each eligible organization that submits the *Budget Request Template* by the deadline is entitled to a budget conference if requested.
2. Conferences will be conducted by the Treasurer and members of the Ways and Means Committee and will typically be scheduled within two weeks of the submission deadline.

Proposed Student Organization Budgets

1. Following any requested budget conferences, the SBA Treasurer and Ways and Means Committee will evaluate each budget request individually and, by a majority vote of the Committee, adopt a Proposed Student Organization Budget.
2. The SBA Treasurer may provide a copy of the Proposed Student Organization Budget to each student group that has applied for upfront funding.
3. The SBA Treasurer will present the final proposed budget to the SBA Executive Council for final approval. Once the SBA Executive Council has voted to approve the Proposed Student Organization Budget, the SBA Treasurer will notify the treasurer of each student organization.

Appeals Process

1. Upon reviewing the Proposed Student Organization Budget, any group that is not satisfied with its initial funding level shall have the opportunity to submit a formal written appeal explaining the grounds upon which its funding should be altered directly to the SBA Treasurer.
 - a. If you wish to submit an appeal, you must email the written appeal, along with any relevant materials, to the SBA Treasurer within **two weeks** of receiving the initial budget.
 - b. The Ways and Means Committee will reevaluate the proposed budget and the materials submitted with the appeal, and, by a majority vote, adopt a final funding level for the organization.
2. Any group still unsatisfied with the decision can appeal again to the SBA Executive Council.
 - a. A second written appeal must be submitted to the SBA President within **two weeks** of receiving the first appellate decision. The decision of the SBA Executive Council shall be considered final.
3. Any student organization who believes that misconduct has occurred as it relates to the budget request process may submit in writing a complaint to the Judicial Council outlining the allegations.

Final Student Organization Budget and Notification

1. The Treasurer shall submit a Student Organization Budget to the Executive Council for final approval.
2. Upon final approval by the Executive Council the SBA Treasurer will notify the Treasurer for each student organization by email.
3. Student organizations will be notified within three (3) business days following Executive Council approval and no later than the first day of the semester.

ARTICLE IV: SUPPLEMENTAL FUNDING REQUESTS

Section I – Purpose

1. The purpose of supplemental funding is to provide funding for groups with interesting and timely ideas for events that they did not propose in their initial budget request.
2. It is also used to provide funding for newly active student organizations.

Section II – Submissions

Supplemental Funding Request Template

1. To request supplemental funding, please submit the *Budget Request Template* along with the additional requested information outlined below. Submit both documents to the SBA Treasurer at SBA.Treasurer@mitchellhamline.edu.

Requested Information

1. In addition to the *Budget Request Template* please submit the following information in a Word Document. Submissions will be required to provide the following information:
 - a. Organization Name
 - b. Applicant Name
 - c. Applicant Position
 - d. Amount of Request
 - e. Date of Event
 - f. Location of Event
 - g. Estimated Attendance
 - h. Fundraising & Commitments (if applicable)
 - i. Description of Supplemental Funding Request
 - i. What type of event are you planning?
 - ii. Are you collaborating with other organizations? Include groups at other schools, administrative departments, clinics, centers, etc.
 - iii. What is the goal of the event?
 - j. If you received an upfront budget form the SBA, please answer the following:
 - i. What is the current balance of your approved budget?
Note: The final amount will be reduced by the remaining budget.

- ii. Was this event proposed by your upfront budget?
 1. If yes, is there a particular need for the supplemental request?
 2. If no, has your group done this event in the past?

Section III – Approval and Timeline

1. **All Requests.** All supplemental requests should be submitted as early as possible before an event is held. The Ways and Means Committee recommends that the requests be submitted at least two weeks prior to the event to allow enough time for deliberation. The Committee reserves the right to deny any request.
2. **\$99.99 and under.** At the discretion of the SBA Treasurer. The treasurer will review each request within three (3) business days. Student organizations should expect notification via email within ten (10) days of a submission. Any approved supplemental funding will be noted in the budget of the relevant student organization for the effective semester.
3. **\$100.00 - \$499.99.** Requests greater than \$100 but not exceeding \$499.99 will be at the discretion of the SBA Ways and Means Committee. The Ways and Means Committee will review the request within ten (10) business days. Student organizations should expect notification via email within fourteen (14) days of the submission. Any approved supplemental funding will be noted in the budget of the relevant student organization for the effective semester.
4. **\$500.00 or Greater.** Requests greater than \$500 requires SBA Executive Council approval. Because the Executive Council only meets once a month, student organizations are encouraged to plan ahead. The Executive Council will review the request at the regularly scheduled Executive Council meeting proceeding the date of the submission. Student organizations should expect notification via email within three (3) business days following the Executive Council meeting.
5. **Urgent Requests.** Please contact the SBA Treasurer with any questions you may have before submitting a request, particularly with any urgent request. Although the Ways and Means Committee and Executive Council do not generally approve last-minute requests, we understand that circumstances may arise necessitating late submissions. Funding

requests submitted less than forty-eight (48) hours in advance of an event will not be considered.

Section IV – Retroactive Supplemental Requests

1. A Retroactive Supplemental Request is a request for reimbursement for purchases made prior to seeking funding from the Ways and Means Committee. Retroactive Supplemental Requests will **not** be funded.
2. In the rare event of extraordinary circumstances, organizations may seek prior permission from the SBA Treasurer to amend the request after a purchase.

Section V – Reimbursement Requirements

Deadline

1. Reimbursement Requests must be submitted by these deadlines in order to be reimbursed:
 - a. Fall Semester 2022: Tuesday, January 3, 2023, by 5:00 PM (CT)
 - b. Spring Semester 2023: Tuesday, June 6, 2023, by 5:00 PM (CT)

Reimbursement Process

1. Students must complete a [Reimbursement Request Form](#) and submit it to Student Services along with a list of attendees and all eligible, itemized receipts.
2. The form can be found on the [SBA Governing Documents, Forms, and References](#) webpage.

ARTICLE V: FUNDING GUIDELINES

Section I – Calculating Funding

1. First, using the funding ranges in the sections below, the Ways and Means Committee will base funding levels on a per-person calculation for each of the requested line items.
2. Second, the Ways and Means Committee may adjust the funding level to account for any historical price points for similar events in the past or common vendors.
3. Third, the Ways and Means Committee will consider the location of events, past events, attendance levels, organization membership, the amount of money in all accounts, and the timing of events vis-à-vis other university scheduled events when calculating funding.
4. Finally, the Ways and Means Committee will not allocate more than 15% of the entire budget for student organizations to an individual organization.

Section II – Funding Levels

Event Type

1. Please categorize each event request using the chart below. Where an event does not fall within one of these categories, please propose an alternate category. The funds allocated in the range are per attendee.

Event Type	Low Range	High Range
Care Packages	\$35	\$55
Conferences & Symposia	\$15	\$25
Film Screening	\$10	\$14
General Meetings	\$5	\$10
Networking	\$10	\$15
Panel Discussions	\$7	\$10
Performances	\$25	\$40
Pro Bono or Service	\$5	\$10
Social Event (Small)	\$6	\$9
Social Event (Medium)	\$10	\$15
Social Event (Large)	\$15	\$20

**This chart is to be used as a guideline.*

- a. **Social Events.** Social events will be characterized as follows based on attendance:
 - i. Small: 1-50 attendees
 - ii. Medium: 51-100 attendees
 - iii. Large: 101 attendees and larger
- b. **Attendance.** Attendance must be recorded and saved to the shared Treasurer folder for your student organization within **two weeks** of the event.

Section III – Funding by Category

Affinity Gala/Annual Event Guidelines

1. The purpose of this provision is to provide a meaningful networking opportunity for groups historically excluded from the legal profession.
2. Each Affinity organization may request funds in an amount up to \$2,000 for attendance to an Affinity Bar Association gala or similar annual event if the Affinity Bar Association does host an annual gala.
3. The event must be hosted by the Affinity Bar Association with its principal focus on the legal profession.
4. Affinity Bar Associations include, but are not limited to, Minnesota Association of Black Lawyers (MABL), Minnesota Hispanic Bar Association (MHBA), Minnesota American Indian Bar Association (MAIBA), Minnesota Lavender Bar Association (MLBA), Minnesota Asian Pacific American Bar Association (MAPABA), Minnesota Women Lawyers (MWL), Twin Cities Cardozo Society (TCCS), and Minnesota Mother Attorneys Association (MMAA).
5. The selection process for attending the gala must be open to all Members.
6. If a greater number of Members wish to attend than funds allow to fund fully, the amount allotted must be used to provide discounted tickets to all interested students or allow each student the possibility of attending through a lottery system.
7. Other methods may be accepted as long as the Affinity organization can show each interested Member has the possibility of attending through a fair and open selection process.

8. If an Affinity Bar Association does not host an annual gala, the funds may be used for attendance costs of the Affinity Bar Association's similar annual event, but not both.

Branded Items/Swag

1. Spending on branded items (including, but not limited to, pens, keychains, bags, etc.) may not exceed \$500 for the entire academic year. Budgets are intended to benefit the students and enrich student life, not purchase merchandise for your organization's members. Request may be revised or denied if deemed to be unreasonable or extravagant.

Banners/Table Skirts

1. Only one banner or table skirt will be funded per student organization.
 - a. Cost may not exceed \$150 in total.
2. Any use of the Mitchell Hamline School of Law logo must meet the Mitchell Hamline brand standards and be approved by the Mitchell Hamline Marketing Department. You can submit approval requests to [Student Services](#).
3. Student organizations who intend to pursue branded materials or swag must use one of the Mitchell Hamline approved vendors. These vendors have all the necessary information and will save you on setup fees. If you plan to order apparel or swag, please contact [Student Services](#) for the list of approved vendors.

Capital Expenses and Equipment

1. Student organizations must consult with the SBA Treasurer and Student Services before incurring any capital expenses and equipment costs. Reimbursement for costs incurred without prior consultation will not be approved.
2. The following are considered capital expenses and equipment:
 - a. Reusable equipment (i.e., coolers, electronics, serving ware, and anything else deemed equipment by the Ways and Means Committee).

3. The Ways and Means Committee or Student Services may designate other items as capital expenses or equipment.

Care Packages & Postage

1. **Final Exam Care Packages.** Student organizations are expected to follow the schedule outlined below when sending final exam care packages to ensure the care packages are received in a timely manner.
 - a. **Fall Semester:**
Sign up deadline Tuesday, November 15, 2022
Shipped between December 1-3, 2022
 - b. **Spring Semester:**
Sign up deadline Saturday, April 15, 2023
Shipped between May 1-3, 2023
2. **Postage.** Postage is funded by SBA. Student organizations should take postage into account when making their budget requests. Students are welcome to use the Mitchell Hamline mailroom for sending packages. Check with USPS and UPS for prices.

Conference Fees and Travel

1. Student activity fees may be used to send Members to activities or events approved by the SBA Executive Council or Ways and Means Committee.
2. Travel reimbursement may not exceed amounts established by the Mitchell Hamline per diem and mileage expenses.
3. Travel reimbursement shall be distributed on a first-come, first-served basis from the travel expense fund at the SBA Treasurer's discretion.
4. The purpose is to facilitate an SBA Member's professional development and have them represent MHSL in their relevant legal communities. SBA Members shall receive travel expense reimbursement funds based on the following guidelines:
 - a. SBA Members may access these funds on a first-come, first-served basis by emailing their request to the SBA Treasurer. The request should include a description of the opportunity and why is it a reasonable and effective use of student funds.

- b. The request should also include an itemized summary of expected expenses.
- c. All requests are subject to the availability of limited funds and the preapproval of the Ways and Means Committee.
- d. SBA members may be reimbursed up to \$500 for Qualified Travel Expenses.
- e. Qualified Travel Expenses include airfare, ground transportation, parking, hotel, and conference registration fees. Car rentals and food is not a qualified expense.
- f. SBA Members seeking travel reimbursement must follow the reimbursement guidelines set forth by the SBA Budget Policy.
- g. Student Travel Expense Allocation shall be limited to not more than one use per student per academic year.
- h. SBA Members may be required to present proof of attendance of activities or events to receive travel expense reimbursement.

Decorations

1. Necessary event decorations will be covered up to \$50.
2. Requests for decorations in excess of \$50 may be funded if they are integral to the purpose of the event.

Delivery Fees, Taxes, & Tips

1. Delivery Fees, Taxes, and tips are included in the per-person costs for food and drink.
2. Fees, taxes, and tips in excess of 20% of the bill will not be covered.

Dues

1. National dues for student organizations will generally be covered in order for that student organization to remain in good standing with the national organization. This should be added to the *Budget Request Template* when you submit your budget request.

End of School Year Socials

1. The SBA does not fund end of school year socials. Instead, the SBA encourages student organization members to attend the Barrister's Ball.

Executive Board Meetings

1. Funding is limited to one meeting per semester. You may (and likely should) have more Executive Meetings, but SBA will not fund them.

Executive Board Transition Retreats

1. To help ensure a successful transition for student organization leadership, the SBA will fund one Executive Board Retreat per academic year for up to \$350. Materials, skills trainings, and food are all examples of what may be covered by SBA funds.
2. Funding may depend on when the retreat takes place:
 - a. Before June 30 – part of the prior budget; include in the *Budget Request Template*.
 - b. After July 1 – part of the new budget; request through retroactive funding submission, which is to be included in the upcoming school year's *Budget Request Template*.
3. Travel or venue costs related to Executive Board Transition Retreats will not be funded by the SBA.
4. Student organizations may use the SBA Office or other on-campus spaces and should contact [Student Services](#) who can assist in the planning.

Film Rights and Movie Tickets

1. Film rights will be covered, within reason, if the film is integral to the purpose of the event or organization.
2. Film rights may be covered once each semester, although exceptions may be made for unique events.
3. **Movie Tickets.** Funding to cover the cost of movie tickets will be covered **one** (1) time per semester. Before purchasing tickets, please check with [Student Services](#) as Mitchell Hamline sometimes has access to offers of discounted tickets to movie theaters; student organizations are strongly encouraged to take advantage of this, and of any group pricing theaters may offer.

4. **Tickets to Performances.** Funding to cover tickets to performances will be covered **ONE** (1) time per school year.

Food and Beverage

1. **General Meetings.** The SBA will fund general member meetings for student organizations up to \$60 per meeting.
2. A maximum of **TWO** (2) general member meetings will be covered per semester.

Gift Cards

1. If the event is closed to members only, then the limit to the quantity of Gift Cards (GC) is the number of members on the organization's membership list plus five (5) for new members that may be unaccounted for.
2. If the event is co-hosted with other organization(s), then combine the number of members.
3. If the event is open to all students, the organization can estimate the number of attendees, which will vary depending on the time of year (e.g. Prep weeks, Capstone weeks).
4. If any GC remains at the end of the school year, they shall be distributed or raffled to the members depending on how many GC remain.
5. **Gift Card Amount Guidelines.** The maximum amount that can be requested for a gift card depends on its purpose.
 - a. Food: \$15 from a restaurant of choice, or a general VISA card
 - b. Raffles/Prizes: two (2) \$25; one (1) \$50 from a retailer of choice
 - c. Speaker/Panelist: \$200 VISA Card
6. **Considerations.**
 - a. Gift cards are useful for blended learning students who cannot attend in person.

- b. VISA Cards have fees associated with each card. There are no fees with Gift Cards. Please consider this when budgeting your events.

Networking Events

1. Networking events may be funded by the SBA. Funding may cover food/catering, raffles, and venue and cannot exceed \$200 for small networking events and \$400 for a large networking event. Organizations are welcome to co-host events and combine their budgets.
2. Speakers are not funded for networking events.
3. RSVPs are required in advance to get an accurate number of participants.
4. In-person networking events should take into consideration when Blended Learning students will be on campus or make networking available virtually as well.

Panelists/Speakers Fees

1. Speakers' fees will be funded up to \$200 per speaker.
2. Panelist/Speaker fees shall not be paid to members of the faculty, administration, instructors, employees, students receiving work study, or staff of Mitchell Hamline.
3. No more than three (3) panelists or speakers will be funded per event.
4. No more than two (2) panel/speaker events will be funded per semester.
5. Organizations are welcome and encouraged to co-host panel/speaker events.

Tabling

1. SBA will fund up to \$25 per day of tabling for each student organization up to 10 days per semester. This amount includes printing costs.

2. Printing at Mitchell Hamline costs eight (8) cents per sheet. If you have specific printing requests or questions, please reach out to [Student Services](#).

Section IV – Categories Not Funded

Alcohol

1. Student organizations may not use student activity fees to purchase alcohol for any event. However, outside funding, including student organization dues, event ticket sales, and sponsorships, may be used for the purchase of alcohol.

Job Fairs

1. Job fairs or events where job fairs are the predominant part of the event will not be funded.

Fundraising Events

1. SBA will not reimburse money spent on fundraising events. However, these should still be included in your budget proposal.

Paper & Plastic Products

1. Paper and plastic products used for events with food and beverages are available in the SBA Office and available to any student organization. These items are not eligible for funding.

Recruitment of Students to Attend Mitchell Hamline

1. Funding will not be covered for anything related to recruitment of students to attend Mitchell Hamline. This includes, but is not limited to, events and programs or marketing materials.

Section V – Requests for Advisory Opinions

1. Any student or organization may request an advisory opinion by the Ways and Means Committee regarding any funding category not covered by these guidelines.

2. Requests for advisory opinions should be submitted to the SBA Treasurer, who will forward the request to the Ways and Means Committee for speedy consideration.