

Budget Guidelines & Considerations for Fall Semester 2021

If you have any questions, please reach out to Treasurers Maggie Rick (m.k.rick@wustl.edu) & Eitan Agagi (eitanagagi@wustl.edu).

1. Introduction

1.1 Purpose

The following Budget Guidelines & Considerations for Fall Semester 2021 are constructed to be the only and final budget guidelines governing all Student Bar Association (SBA) student organization spending beginning August 30, 2021 and lasting through the 2021 Fall semester.

1.2 Background

The SBA Treasury's primary role in a typical semester is to allocate and approve funds for student organization events. However, due to COVID-19, Washington University, the city of St. Louis, and state of Missouri have implemented several regulations and limitations as to gatherings of people. Most notably, the University released its [Fall 2021 Danforth Campus Plan](#), in which it outlines strict guidelines for all on-campus events.

These Budget Guidelines & Considerations aim to remedy limitations posed by COVID-19 regulations by streamlining the guidelines to better accommodate a virtual-predominant student environment. Please note, these guidelines may be subject to change considering changes in University and St. Louis city guidelines. SBA will work to align organization and student funding with school safety policies at all times.

1.3 Enactment

The following guidelines must be adopted by a vote of the full SBA body.

1.4 Modification

The SBA retains the right to modify any provision in the following guidelines by a vote of the full SBA body. Similarly, the SBA retains the right to add to the following guidelines or remove any provision by a vote of the full SBA body. Neither the Treasurers nor the SBA executive board may unilaterally adjust

the provisions set forth in these Budget Guidelines without a vote of the full SBA body.

Should the school administration return to the COVID-19 policies of Spring 2021, the SBA Budget Guidelines will automatically revert to those of Spring 2021.

2. Overview & Rules

SBA funding is available for events that benefit the student body of Washington University School of Law. SBA will follow these guidelines when it determines the funding to allocate to student groups. The SBA Treasurers and general body have sole authority to disperse SBA funding, and any proposed event must be presented to the Treasurer prior to going to the SBA General Body. SBA funding is obtained through the budget approval process, which occurs at the beginning of each semester.

The SBA Treasurers may pre-approve proposed events prior to completion of the budget approval process. To do so, those events **MUST** be in strict adherence to these guidelines, and requests for funding beyond the normal amounts listed in these guidelines will be strictly scrutinized.

Extenuating circumstances may arise that warrant departure from these guidelines. In those rare cases, the decision will always be made at the discretion of the SBA Treasurers. The SBA General Body must approve every budget allocation decision made by the SBA Treasurer before becoming final.

3. Requirements for Funding

3.1 Attendance Sheets.

Should the event be in-person or virtual, attendance sheets shall remain a requirement before reimbursements will be signed. Should the event be virtual, please record the attendance using the Zoom attendance tracking feature (Your Zoom Host Profile -> Reports -> Usage). If the event is in-person use a traditional attendance sheet.

3.2 Community Service.

Student organizations must complete at least one community service event each semester. Failure to do so will result in a 50% reduction in the total budget allocation for the semester. COVID-19-related exemptions to the Community Service requirement will be considered by SBA on a case-by-case basis. Reach out to the SBA Community Service Chair with any questions or concerns.

3.3 Receipts.

Any reimbursement request must be accompanied by an itemized receipt.

4. Prohibitions

4.1 Initial Budgets and Addenda.

SBA will not allow reimbursement if a student group does not include the event on their initial budget. The student group must submit an addendum to the budget prior to the proposed event in order to receive funding requests for events that have not been approved through the budget approval process. An addendum may be submitted and considered at any point throughout the semester by contacting the Treasurer. Please provide ample time for the SBA to review and approve the proposal.

4.2 Food and Beverage.

SBA will not fund food for general body meetings. The only exception to this rule is for introductory meetings, which are only those meetings held by established groups at the beginning of the fall semester (when the majority of established groups recruit new members), or the first meeting held by groups newly approved by SBA. Please see section 4.3 for event restrictions.

If an organization already had their introductory meeting where they provided food/beverage, the organization can apply for retroactive approval. If an organization already had their introductory meeting where they did not provide food/beverage, they can apply for food/beverage funding approval for one general body meeting in the fall semester.

If an event (excluding general body meetings) is virtual, Food and Beverage may be purchased through the use of gift cards up to the maximum amount allowed for that specific type of event pursuant to Section 5.

4.3 Event Restrictions.

Any funding request made pursuant to these budget guidelines must fully comply with the University's event policy substantively and procedurally. The [SBA Event Approval Form](#) must be submitted at least two weeks prior to the event to ensure review by the SBA Event Approval Committee. Any late submissions will be reviewed at the discretion of the Committee.

Reimbursement will not be made if: 1) University approval is required for the event and is not obtained by the student organization; 2) the event violates any COVID-19 policy made by the school; 3) for any purchase or expenses that are not within the funding guidelines; 4) no SBA Event Approval Form for the event was submitted; or 5) the SBA Event Approval Form was received late and the event was not approved by the SBA Event Approval Committee.

4.4 Gift Cards.

Reimbursement will not be made for gift cards except those purchased pursuant to section 4.2.

4.5 Bad Faith & Compliance.

The SBA Treasurers reserve the right to not reimburse organizations for social events if they suspect: 1) the funds have been used in bad faith or for personal enrichment, or 2) the event did not comply with the University's COVID-19 guidelines.

5. Funding

5.1 Community Service.

SBA provides up to \$50 for student groups to help facilitate their mandated community service. SBA does not allow for an outright donation of supplies to an organization UNLESS it is accompanied by active service with said organization. To give a monetary or supply donation, please contact the Community Service Chair for the donation authorization form. The funding

allows for reimbursement of registration costs or supplies to complete community service.

- o MAXIMUM FUNDING: \$50.00
- o ALLOWANCE: One (1) during the semester

5.2 Publicity.

Publicity funding allows student groups reimbursement to print flyers and other promotional items/materials.

- o MAXIMUM FUNDING: \$30.00
- o ALLOWANCE: One (1) during the semester

5.3 Watch Party.

Watch party funding allows for reimbursement for student groups to cover some movie licensing fees, snacks, and beverages.

- o MAXIMUM FUNDING: \$40.00
- o ALLOWANCE: One (1) during the semester

5.4 Introductory Meeting.

All groups are guaranteed the base amount, additional funding is granted based on attendance. The first meeting of the fall semester for established groups or the first meeting held by groups newly approved by SBA.

- o BASE AMOUNT: \$120
 - If 25-70 people attend: \$160
 - If >70 people attend: \$190
- o ALLOWANCE: One (1) during the year

5.5 Speaker, Panel, or Similar Event.

All groups are guaranteed the base amount, additional funding is granted based on attendance.

- o BASE AMOUNT: \$75
 - If 25-60 people attend: \$100
 - If >60 people attend: \$120

5.6 Co-Sponsored Speaker, Panel, or Similar Event.

All groups are guaranteed the base amount, additional funding is granted based on attendance.

- o BASE AMOUNT: \$150
 - If 35-70 people attend: \$200
 - If >70 people attend: \$240

5.7 Signature Event.

Each student group may request funding to host an event that is accessible and encourages the entire law school community to participate with something fundamentally related to the group. Funding depends on the submission of the signature event form and will be scrutinized to ensure that the requested funding is necessary. Groups must present the proposal to the SBA General Body. Having a co-sponsor will not increase the maximum funding cap. The maximum funding cap will only be allocated in rare and exceptional cases. Allocations are final and reapplication will not be allowed.

- o MAXIMUM FUNDING: \$2,500.00

- o ALLOWANCE: One (1) during the year

5.8 LIMITATIONS

UNDER NO CIRCUMSTANCE WILL SBA REIMBURSE ANY EXPENSE UNDER THIS SECTION THAT IS SUSPECTED OR SHOWN TO HAVE PERSONALLY ENRICHED ANY STUDENT BEYOND THE MEMBER'S CAPACITY TO FACILITATE LAW SCHOOL ORGANIZATION FUNCTION, EVENTS, OR ACTIVITIES. SBA WILL NOT REIMBURSE ANY PAYMENT TO LAW SCHOOL STUDENTS FOR SERVICES RENDERED. NO FUNDING WILL BE PROVIDED FOR ANY EVENTS NOT IN COMPLIANCE WITH UNIVERSITY COVID-19 GUIDELINES.

6. Appeals

A student group may appeal a funding decision to the SBA general body. All appeals must be submitted to the Treasurer within ten (10) days of notice. A vote on the appeal will be held at the next SBA meeting. A decision on the appeal will be given to the student within two (2) days of the aforementioned SBA meeting.