

Allocations Board (AB) Funding: Principle and General Guidelines

The goal of this document is to help you understand the general guidelines of funding. Please note that there are **no major additions to our policy**. Events that were successful in previous years will most likely be approved this year if the same format and goal were followed. We are only **relaxing our requirements and policy from the previous handbook**. Previously stringent rules have been removed so that students have more autonomy and flexibility in designing their events (Ex: food policy). All AB policies kept are SAO/BU policies and listed in the section “[Eligibility breakdown and other information](#)” below. Guidelines to navigate Engage are in the section “[How to Request funding for your club on Campus Labs](#)” below.

However, **please also note that AB works on a need-based funding** basis. If you have a high account balance, the AB will view that as a lack of need. As the overall amount funded approaches our budget each semester, AB reserves the right to deny funding, even if your budget request complies with all of the rules listed below. If you have a high account balance that you are purposefully saving for a large event, you must make this known to us.

When evaluating funding requests, some of our considerations include:

1. **Need-based funding: Does this event need AB money to happen?** The first priority of AB is need-based funding. Groups with high account balances will receive a lower amount of funding due to their lack of need. The ultimate goal for AB is to help student organizations to become independent of external funding sources.
2. **Attendance: How many people will be attending the event?** Please include the estimated number of Boston University students that will be attending your event. The attendance section is important because it helps us gauge the impact the event will have on the BU community.
 - a. Please distinguish between the amount of BU students expected and the total attendance, including students from other schools. As the Community Service Fee (CSF), AB’s primary source of funds, is collected from BU students, we aim to subsidize events that benefit the BU student body.
 - b. Indicate if your group is charging admissions or any similar fee to attend the event. **There must be an admission fee for anyone who does not contribute to the CSF if BU students are charged for admission as well** (eg. non-BU students, any faculty, staff, etc.). Please emphasize the ticket price difference for BU undergraduate students and everyone else on the pdf file under the section “How many attendees do you anticipate?”.
 - c. Please include the ticket price and estimated ticket revenue, if applicable. We encourage all organizations to consider charging admission as it helps both the event and the organization as a whole to become self-sufficient.
3. **Event-based: Will the AB money be used to put on an event, or will it be used to cover general operation costs?** The Allocations Board is designed to support specific events put on by student organizations, not the organizations themselves. We give preference to funding requests that are clearly for specific events on campus.
4. **Other factors:** Events that have some of the following attributes are more likely to receive funding.
 - a. **On-campus:** Is this event on-campus, or at least highly accessible to the BU community?
 - b. **Open to the entire BU community:** Does this event seek to include as much of the BU community as possible? Will interested students be able to attend?
 - c. **Providing a service to the community:** Does this event provide a service not otherwise provided to the BU community?

- d. **Proven to be a major attraction over the years:** Has this event been able to attract large crowds in previous semesters/years?
- e. **Allows the potential of financial independence:** Does the success of this event help for the student organization to be self-sustaining, or will it continue to require significant AB funding if it were to recur?
- f. **Collaboration with multiple student groups:** Have you sought out other relevant student organizations to help plan, market, and fund the event?
- g. **Low cost per student:** AB receives 43.5% of the CSF paid by BU students, which comes out to \$26.10 per student per semester. Events with a low cost per student are viewed favorably, whereas events with a high cost per individual are more difficult to rationalize.
- h. **Educational and enlightening:** Do attendees receive unique education, enlightenment, or other benefits from attending this event? Does this education improve the BU community as a whole?
- i. **A unique or rare opportunity:** Does the opportunity provided by this event offer unique, rare, or otherwise not normally accessible experiences to most students?
- j. Please visit SAO for more information and guidance about planning your event: <https://www.bu.edu/studentactivities/your-group/plan-events/>

Many programs will not meet all of the criteria listed above, but the more of these qualities a program has, the more likely AB is to allocate funding.

Special Initiatives: Unforeseen events, such as limited time speakers, are eligible for Special Initiatives. These requests are not included in a semester budget, and are never recurring events. For Special Initiative requests please:

1. Label the title of the budget request as a Special Initiative. This helps us better understand how to evaluate the event's eligibility.
2. Groups **MUST** describe how the event is unforeseen to be considered for funding. Failing to do this may make your event eligible.

Residence Hall Counsel (RHC), Student Government, BU Colleges, and other University-sponsored groups have their own funds. Please request funding from the appropriate college/group that fits with the nature of your student organization or event. For example, we generally do not fund material costs for engineering groups because the Engineering Student Government has its own fund allocated for it.

AB exists to subsidize events, not fund them in their entirety. We are more likely to fund groups that demonstrate they are contributing a portion of the program's expenses. Our mission is to subsidize as many programs as possible in order to enrich the BU community; AB looks for and appreciates groups that understand this fundamental principle. We are more likely to approve funding if a group lists all costs for the event and then identifies which ones they are paying for out-of-pocket and which ones will require AB funding. Please include the total cost for the event and the reasoning behind the entire funding request.

Eligibility breakdown and other information

Other information included to help AB decide the feasibility of the event

1. Facilities, Management & Planning (FMP), Student Production Services (SPS), BUPD
 - a. These are covered by AB Funds taken out of the CSF. Funding for these events are not explicitly requested from AB, but listing these expenses will help for us to decide whether the event is feasible. These are the preferred services for BU events. Other services are not guaranteed to be funded.
 - b. Please refer to the Package Handbook for more information.
 - c. Additional Security can be acquired through AB funding if need be.
2. Fundraising plans
 - a. List any plans that you may have for fundraising money to put on your events. This will help us get a better picture of the funding your organization may need to put together that specific event.
3. Outside Sponsorship
 - a. Are you working with any other groups / expecting funding from a BU school/college or other large organization? List whom and the amount here.

Items ineligible for AB funding

1. BU Professors, BU student, BU alumni within 5 years, or relative of a BU student cannot be compensated.
2. International travel are ineligible
3. Fundraising events are ineligible (Money Going Directly to Charity)
 - a. Fundraising events for charity should be covered by the revenue of the fundraiser itself. Student groups must only donate to a charity with the profit made from the fundraiser
4. Advertisements in the Daily Free Press is ineligible
5. Anything else ineligible under the BU policy
6. Recurring events (Ex: Weekly dance classes)
 - a. The AB funds individual events, not recurring events
 - b. This is also because AB does not fund salary of individuals
 - c. However, if a dance instructor is invited for an individual event. This is eligible.
7. Payments towards religious figures for religious services
8. Expenses for club meetings
 - a. Ex. Name tags and pens for general meetings
9. Items Sold Directly to BU Students
 - a. Ex: Production of CDs, Videos to be Sold to BU Students, apparel, etc.
10. Student groups are not permitted to have students prepare/cook
11. Graduate clubs

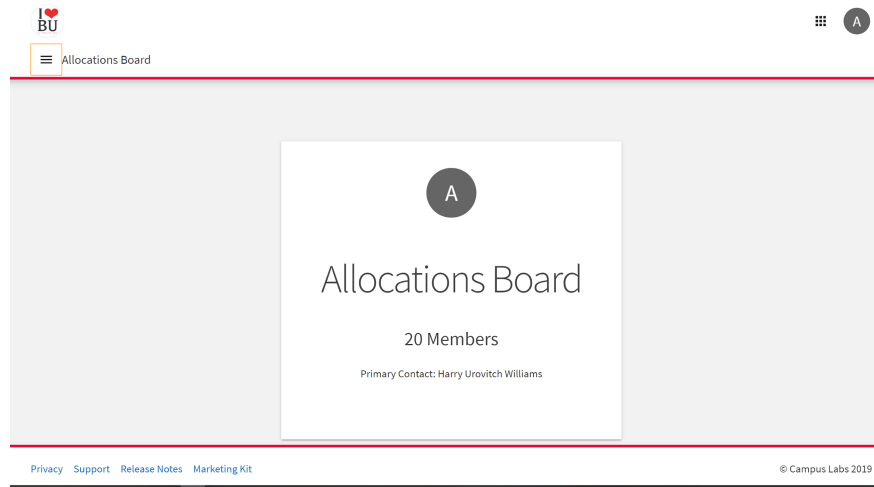
How to Request funding for your club on Campus Labs

The screenshot shows the Engage Boston University homepage. At the top left is the 'I Love BU' logo. A navigation bar includes 'HOME', 'EVENTS', 'ORGANIZATIONS', 'NEWS', and 'FORMS'. A search bar is centered with the text 'Search Events, Organizations, and News Articles'. Below the search bar are three yellow header boxes: 'Welcome to Engage, Boston University!', 'Engage Help Desk', and 'Engage Training Webinars'. The 'Engage Training Webinars' box lists several dates and times. At the bottom left, a 'Memberships' section shows a button for 'Allocations Board'.

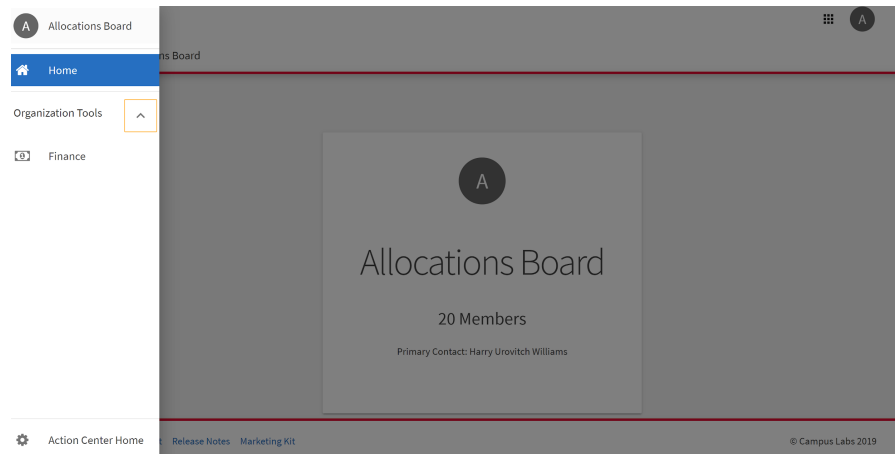
After signing into Engage, click on your student organization under **Memberships**

The screenshot shows the 'Allocations Board' organization page. The header includes the 'I Love BU' logo and navigation links for 'HOME', 'EVENTS', 'ORGANIZATIONS', 'NEWS', and 'FORMS'. The main content area features a large 'A' icon, the organization name 'Allocations Board', and a 'Member Since November 2014' badge. A paragraph of text describes the organization's role in distributing the Community Student Fee (CSF). Below the text is a Facebook icon. On the right side, there are two buttons: 'MANAGE ORGANIZATION' and 'CONTACT'. At the bottom left, there is an 'All Events' section with a 'VIEW MORE EVENTS' button.

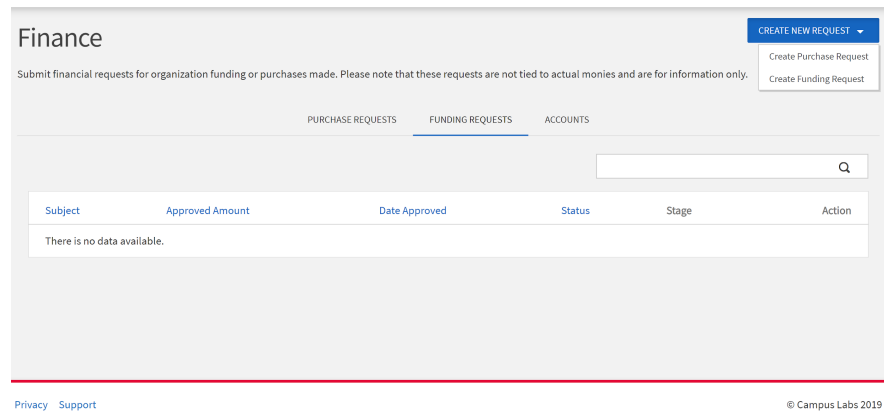
Click on **Manage Organization**



Click on the **Menu Icon** on the top left of the page



Click on the **Finance** tab



Purchase Requests

Form used for making payments to vendors or reimbursements through your SAO account

Funding Requests

Form used to request funding for specific events. Reviewed during semester budget hearings and weekly special initiative hearings.

Accounts: This reflects the amount of SAO funding currently available to your organization

Please attach pdf documents for all individual events.

Link: <http://www.bu.edu/studentactivities/your-group/group-benefits/group-files-and-forms/>

*** Important to note is that groups who plan to request funding for multiple events should submit the AB Funding Request pdfs under one overall Funding Request. For example, in the screenshot above, there would only be one listing for the Spring funding request, but that listing would include all the events for which funding is being requested for.**