

# CLUBS & ASSOCIATIONS

## BUDGET ALLOCATION POLICY

- The budgeting process for Students' Union based clubs occurs once per academic year whether that be at the beginning of the Fall or Winter term;
- No club will be guaranteed a specific funding amount;
- Budgets will be allocated on a first come, first serve basis;
- Budget proposals must be submitted by the (A)VP: Clubs and Association's deadline or there is no guarantee that a club will receive a budget.

### 1. In order to obtain funding, a club must:

- 1.1. Be present at all mandatory President's meetings;
- 1.2. Submit a completed budget proposal;
- 1.3. Submit all other mandatory documents including a Club Constitution and a Membership List;
- 1.4. Adhere to the Clubs & Associations department policy and any other Wilfrid Laurier University policies.

### 2. Guidelines for the Clubs & Associations department considers when allocating funds:

- 2.1. Clubs are permitted to spend 25% (up to \$150.00) of their **budget** on club member clothing;
- 2.2. If a club's mandate is to donate club generated funds (i.e. revenue) at the end of the year, the donation expense portion of the budget must detail the projected amount of revenue to be donated. The projected revenue will be shown throughout the revenue portion of the budget template;
- 2.3 The Clubs & Associations department funds all club operating expenditures. Clubs are not permitted to purchase capital expenditures unless otherwise approved by the (A)VP: Clubs & Associations;

### Date of last amendment:

10 April 2019

**2.3.1.** Operating expenditures are all ongoing costs for running a club;

**2.3.2.** Capital expenditures are non-consumable resources for a club that are passed on year-to-year (e.g. Cameras).

**2.4.** The Clubs & Associations department takes into consideration the going rate of expenses to ensure clubs are doing adequate research when purchasing club materials for the year;

**2.5.** When travel is required, the Clubs & Associations department recommends clubs do not use personal vehicles. If other modes of transportation are unavailable to use, club members may use personal vehicles with approval from the (A)VP: Clubs & Associations and the Director of Student Experience. Once approved to use personal vehicles, club members need to sign waivers for passengers and drivers. Usage of personal vehicles shall be allocated \$0.44 /per kilometer to a maximum of \$100.00;

**2.6.** Individual campus clubs shall budget for their annual printing costs. No greater than \$150.00 shall be allocated to a club for printing and copying services;

**2.7.** The Clubs & Associations department reserves the right to critically review all clubs and associations' budgets to ensure that all club expenditures are meeting the standards of the Students' Union and the Clubs & Associations department;

**2.8.** No greater than \$250.00 shall be allocated for food and beverage expenses within the club budget for an operating year, unless otherwise approved by the (A)VP: Clubs & Associations.