Guidelines
Below are our guidelines. Please read and review them and abide by them when programming events and managing your student organization.

The guidelines are as follows:

ALLOCATION REQUEST
Currently-recognized IGB groups should submit a budget proposal to the Executive Board with a proposed budget and request for allocations towards the end of spring semester. Dates and forms for submission will be provided by the IGB at that time. The IGB will review the budget requests and set a time for you to meet with the board.

A representative (preferably President or Treasurer, but otherwise a board member) of the student group will make a short presentation to IGB in April and present their budget proposal and request. This will be followed by a question and answer period from the IGB about the proposal and request. IGB will vote on the proposals and requests following the presentations.

ALCOHOL
Spending on alcohol from the IGB allocation shall be restricted to 20% of the allocated budget. Anything higher than that amount will have to come from the group’s own funding sources.

ALLOCATION
The growth of a group’s allocation is not guaranteed, nor is the fulfillment of the year’s planned programming an entitlement to an increase in budget.

APPEALS
Student groups may appeal for additional allocations over the course of the year, and these shall be reviewed on a case by case basis. Please email the IGB to request a meeting and have your proposal ready to present to the board.

BANNERS
No funding for banners is given. Groups should use their revenue for such an expense.

CHARITABLE CONTRIBUTIONS
Groups may not use any part of their allocation as a contribution to a charitable organization.

COMMUNICATION
IGB executive officers will need at least two weeks notice before they can meet with any student group. This policy may be waived in case of an emergency.

DEBT
If a group spends more than their allocation, they will have to payback the overdraft. This can be done by either fundraising to cover the cost or subtracting the debt from their allocation for the following year.

FUNDRAISING
IGB is not willing to serve as guarantor for a group’s fundraising efforts where there are expenses associated with the fundraiser that exceed their allocation. Please meet with your advisor and SACBO representative before initiating any fundraising campaigns to ensure compliance with policies and procedures of the University.

MOVIE EVENTS
For events with movie screenings, please refer to the Student Affairs movie policy. All copyright costs need to be paid.

PARTISAN ACTIVITY
A group cannot use its allocation to actively engage in lobbying for legislation pending in any governmental body. A group cannot use its allocation to actively be involved in the campaign of any person running for office.

PROGRAMMING DURING BREAKS
Summer: No part of a group’s allocation can be used for summer events. Reimbursements will not normally be granted for summer activities.
Winter: There will be no programming over Winter Break except on a case-by-case basis. Groups that want to have programming over Winter Break must inform their advisor before the end of fall semester.

REIMBURSEMENTS
All reimbursements must be submitted within 30 days of the event.

SPENDING WITHOUT AN ADVISOR’S SIGNATURE
Groups have the latitude to spend up to $50.00 of their approved budget without an advisor’s signature for routine expenses such as food and supplies. However, the proper receipts and documentation must be turned into the advising office for processing.

T-SHIRTS & UNIFORMS
IGB allocations cannot be spent on T-shirts or similar souvenirs/giveaways by the organization for members of the group.

TRANSFER PAYMENTS AND CO-SPONSORSHIPS
No club should pay another club for services. Any co-sponsorship needs to be explained fully in the voucher. The following information must be included:

Which group the co-sponsorship is going to, and
The exact details as to what the co-sponsorship money will be used for.

TRAVEL
Allocations for travel of group members shall be limited, and shall be reviewed for approval on a case by case basis. Speak with your advisor before you make travel plans.
UNUSED FUNDS
Any unused funds at the end of the spring semester will roll over to the next academic year. Please note that the any unused funds will be taken into consideration when making future allocations to the group.

WEBSITES
No allocated funding may be used for the maintenance or creation of outside websites since groups can use Columbia's server.