Funding from the Association of Amherst Students

Questions? Contact budgetary@amherst.edu

**Association of Amherst Students (“AAS”) Constitutionally Outlined Policies**

- **Non-Discrimination**: There is to be no discrimination on the basis of any arbitrary criteria, as outlined in the AAS Constitution.
- **Accessibility**: All Amherst College students must be allowed to participate in the event/group.
- **Awareness**: A reasonable effort to advertise the event and/or group must be made.
- **Admittance Charge**: Admission fees to events cannot be charged.

  For the exact language of these policies, please see the AAS Constitution, Section IV, Part E.

**Budgetary Committee (“BC”) Working Policies**

- **Items That Are Regularly Funded**
  - Registration fees for conferences, competitions, and the like.
  - Equipment relevant to an organization/event’s activities, within reason and with the stipulation that such equipment, if reusable, be kept within the group for future use.
  - Honoraria, at a rate proportional to the stature of the speaker and, if defined as expensive, with the support of other sources on or off campus.
  - Publicity, in support of the Awareness Policy, at a maximum of $9 for on-campus and $15 for 5-College publicity campaigns. Exceptions will be considered only if there is significant reason to do so.

- **Food**
  - All organizations are entitled to $50 for food for the purpose of attracting new members to the group at introductory meetings. This meeting(s) must be held towards the beginning of a semester.
  - Each organization is additionally entitled to request up to $200 per semester that can be spent on food that will “add substantively” to the event(s) for which it is allocated. (Effective Spring 2009)
  - Any other requests for food will be considered on the basis of their merit under either of the following two definitions:
    - Significant Addition: The omission of food would significantly alter the nature of the event.
    - Integral-to-the-Event: The omission of food would make holding the event impossible.
  - If a group chooses to invite a speaker or guest of the College to a meal, funding will be considered for the speaker or guest only, and at the rate of $20 per guest. Students who wish to accompany the guest are expected to pay for their own meals.

- **Hotels and Accommodations**
  - All teams going on their respective league, division, or other inter-collegiate competitive events can receive hotel funding for up to $150 per night per room, with every room housing four persons. In the event that five people require lodging, the AAS Senate policy is to fund one room for all five people. These guidelines also apply to students attending conferences and similar trips, at the discretion of the AAS Senate.
  - If a group is required to leave unreasonably early in order to arrive at their destination on time, funding will be considered for hotels for the evening before their competition/event.
  - “Unreasonably early” shall be defined by the following formula:
    - **Start Time – 90 Minutes of Warm Up/Parking – Travel Time determined by Google Maps = Before 5:00AM**
  - In the case of conferences, each request will be accessed on its merits, necessities, and overall cost.

- **Coaches/Instructors**
  - All organizations that choose to hire an instructor or coach can have no more than $4,500 in coaching/instruction-related fees in one semester. Additionally, groups must in good faith be reasonably different than existent organizations. (Effective Spring 2009).
  - All instructors and coaches must have the proper paperwork (i.e. Forms I-9, W-4, M4m, relevant contracts) filed with Amherst College and the AAS in order to be paid. (Effective Spring 2009)

- **Transportation**
  - Gas for non-AAS owned vehicles will not be paid.
  - Transportation for speakers or guests of the College will be funded within reason.
Generally, transportation for students to events will not be considered, but may be granted on a case-by-case basis.

• **Giveaways and Raffles**
  - Under no circumstances will giveaways such as t-shirts, buttons, etc. be funded.
  - Raffle items and raffle tickets are also not eligible for funding.
  - For financial support in this area, student groups are advised to look to the Social Council and Program Board. The Campus Center may also be of assistance.

• **Charitable Causes and Events**
  - Since the charging of admissions fees is against the AAS accessibility policies, the Budgetary Committee suggests that clubs use the ‘suggested donation’ model to generate revenue at fundraisers and other charitable events.

**General Regulations and Policies**

- All funding requests must be approved and allocated by a vote of the Senate, except in cases of emergency funding of up to $200 that can be granted at the discretion of the Budgetary Committee.
- All events must have a reasonably precise date and location planned before funding will be considered.
- Re-Allocation of allocated funds towards like items will be considered at the discretion of the Treasurer.
- *Ex post facto* funding is strictly prohibited. All groups must have money allocated to them by the AAS Senate before spending it. There is no reimbursement for groups violating this rule. Please plan ahead.
  - Generally, the group should start the process no later than two weeks before the event.
- **“Credit Rating”:** Groups that have significant balances of allocated but unused money at the end of a semester will receive warnings and potential future funding suspension or penalties. Ask only for what the group/event needs, be certain of the event before requesting, and roll back any unused funds.

**Timelines and Deadlines**

• **Getting the Funds: Discretionary Fund**
  - Every Monday at noon, Discretionary Fund Requests are due.
  - Every Tuesday (except during breaks), the Budgetary Committee meets at 8:00 PM in the Frost Library Staff Lounge on A-Level to make recommendations on weekly discretionary fund requests. Send a representative knowledgeable about the request.
  - Every Monday (except during breaks), the AAS Senate meets at 8:30 PM in the Cole Assembly Room (‘Red Room’) of Converse Hall to make the actual allocations.

• **Getting the Funds: Club/Organization Budget**
  - Only for AAS-recognized groups (If the group is interested in being recognized by the AAS, a representative should contact the Judiciary Council Chair, presently Tom Burnett ‘11)
  - **Thursday, February 17th @ 8PM, Cole Assembly Room (Red Room), Converse:** Semesterly Budgetary Process Meeting (a.k.a. Club Head Meeting). All AAS-recognized groups seeking a Semester Club Budget must send a representative in order to be considered for such a budget in April.
  - **Friday, April 15th, 11:59PM:** Semester Club Budgets are due, before which the group must have met with a BC Member to discuss their request.
  - **Weekend of April 22-24:** Semester Club Budget meeting for BC Members.
  - **Tuesday, April 26th, 8:00 PM:** Semester Club Budget appeals.
  - **Monday, May 2nd, 8:30 PM:** AAS Senate votes on the Budget for Fall 2009.

• **Accessing the Funds**
  - Check Requests are processed every Friday (if received by noon that day) with checks sent that Monday.
  - A Check Request must be filled out completely and attached to all relevant documentation of the expenses (receipts, contracts, Reallocation Forms). Failure to do so will result in processing delays.
  - If necessary, the AAS Credit Card can be used by appointment with the Treasurer on items purchased on the Internet. The Treasurer requires 72 hours prior notice in order to arrange this.
Disclaimer: The statements above are provided to give a general idea of AAS funding policies, and are subject to change as the AAS Senate deems appropriate in the interest of fairness, fiscal responsibility, and access.