**23-24 Annual Budget Rules**

These rules are in addition to the FAC Standing Policy and Policy Paper 820.

**On Campus:**

Funding may not be granted if the request does not align with the mission of the organization.

1. *Events*: Each organization shall be limited to $5,000 total funding per event. (a.b)
   1. Organizations seeking to spend more than $5,000 per event are encouraged to collaborate with other organizations. Exception (b.)
2. *Equipment:* **Stays with the club & registered with SSA once purchased**
3. Equipment supporting the mission of the group is supported up to $2000.
4. Uniforms will not be funded.
5. Equipment that is available for checkout from a campus department will not be funded.
6. Equipment for single events, individual use, or solely off campus use is not supported.
7. Equipment requests for the same items within 5 years may not be funded and organizations must demonstrate a need for the equipment.
8. Banners, tablecloths, and signs will be considered equipment and will not be repurchased within 5 years.
9. *Event Supplies:* Event supplies are items intended for use at a single event, not including anything addressed by a different category.
10. Funding granted based on the relevancy of the event supplies to the event and will not exceed $300.
11. Due to liability concerns ammunition will not be funded.
12. *Meetings:* We don’t fund org/group meetings as per Policy Paper 820.
13. *Practice:* Limited to $2500 per fiscal year.
14. *Group Affiliation and Subscription Fees:* Limited to $50/member up to $1000 total for annual team registration. (b.c.)
15. (No individual registrations can be paid per PP820) (b.c.)
16. This category includes League Dues and National Chapter fees, (e.g. sport club league membership).
17. *Magazine/Newspaper Printing:* 
    1. $4000 limit for the fiscal year. (c.)
    2. $7 per magazine maximum with a minimum of 300 prints per magazine.
    3. Printed materials must be distributed primarily on campus and must include the Segregated Fee approval logo.
18. *Group Development/Social Events:*
19. *On Campus*: $10 per person; limited to 2 events per academic year for on campus structured activity with a total cap of $750. (i.e. ropes course, escape room, etc.)
20. *Off Campus*: Group development off campus is funded under travel group/social.
21. *Salary: Salaries* are not paid (a.b.c.)
22. *Workshops:* Workshops are events in which attendees may receive something of value. Workshops will be limited to $25 per person per workshop and a total cap of $3000 per fiscal year.
23. *Prize limit:* $200 per event up to 4 events (not meetings)
24. *Contracted Services: Organizations* may receive additional contracted entertainment funding through contingency or collaboration with other organizations. (a.b.)
25. *Professional:* Professional speakers and performers; $2000 per contract, per organization, limit 4 per fiscal year
26. *Honorarium:* Industry experts, amateur performers, and alumni; $250 per contract, per organization
27. Total contracts do not exceed $6000 per fiscal year. Exempt (b.)
28. *Backyard Bash/Involvement Fair: Limited* to $300 for the fiscal year.
29. *Homecoming Parade: Limited* to $150 per parade unit.
30. *Organizational Promotion: Limited* to $5 per item with a cap of $500 per fiscal year (a.b.c.)
31. *Advertising:* Limited to Advertising in theStoutonia Exempt (a.b.c.)
32. *Food for Recruitment: Limited* to $300 per fiscal year, up to 2 events.
33. *Food in Support of Educational or Cultural Events:* limited to $250 per event per organization. Limit of 3 events per fiscal year.
34. The intent of food is to provide incentive to attend like beverages and appetizers – full meals are **PROHIBTED.**
35. *Food in Support of Social Event:* Limited to $600 per fiscal year, maximum 2 events

**All Travel:**

1. *Six State Rule* – Travel outside Wisconsin, Minnesota, Upper Peninsula Michigan, Iowa, Indiana, and Illinois is not supported in the annual budget process and may be considered during the contingency processes.
2. *Airfare/Meals/Lodging* are not supported.
3. Social/recreational travel occurring during breaks is not supported in the 2023-2024 Annual Budget process.
4. Buses may be funded when they are the most economical form of transportation.
5. Coach buses may not be used for trips shorter than 250 miles from UW – Stout. Total of all kinds of trips $6000 per fiscal year.

**Off-Campus Trips:**

1. *Professional Trips:*
2. Limited to $3000 per fiscal year, including contingency.
3. Registration/ticket/entrance will not be funded.
4. Professional means related to a major, career progression, or industry networking.
5. *Group Sports/Competition:*
6. Limited to $3000 total for the fiscal year.
7. Non-league play will not be supported.
8. Non-team/Individual competitions may be funded with the limits of a Group Social/Recreational.
9. Winnings from any competition must be used to repay SSA for the expenses of the event; any remaining winnings must be returned to the organization. No individuals may take winnings, per Policy Paper 820 II.B(2)(e).
10. *Group Social/Recreational:*
11. Limited to $2000 total for the fiscal year, up to 2 events per year.
12. Registration/ticket/entrance funding limited to $20 per person.
13. Group Social/Recreational trips will not be funded if there are fewer than four participants.
14. *Campus Wide Organizational Development Trip:*
15. Limited to $2,200 total for the fiscal year.
16. Registration/ticket/entrance funding limited to $250 per person.
17. Limited to four people per trip. (a.b.c.)
18. Organizational Leader trips are meant to train participants to run their organization more effectively.
19. Participants must be able to demonstrate how this trip will help develop the organization.
20. Related to training with the purpose of developing the organization/campus upon their return.

The Financial Affairs Committee has deemed these three principal organizations exempt from line items identified above.

1. Stout Student Association
2. Blue Devil Productions
3. Stoutonia