GBB Budget Guidelines

The budget guidelines are intended to encourage the best possible use of GBB funds to promote GBB's mission of enhancing Barnard’s community, by providing needed spaces to nurture particular aspects of the community, by promoting efforts to reach out to those who may be enriched by engagement with these aspects, and by bringing together the community as a whole. Specifically, the guidelines are intended to promote fundraising and collaboration and to discourage excessive internal "gifts." If at any time a particular guideline becomes a hindrance to a club's efforts to pursue our shared mission, please consult the Vice Chair or Finance Chair. All guidelines are negotiable and feedback is invaluable and appreciated. These guidelines only impact the use of GBB-supervised funds, which are governed by the Barnard Controller.

Article I. USE OF GBB ALLOCATION

Section 1. General Procedures

Clause 1. Activation: Budgets are activated only after a group's attendance at ReFuel AND upon the receipt of the Club Registration Form. Budgets are only active until the last day of finals.

Clause 2. Debt: Initial budget allocations for the year will be reduced by the entirety of the debt from the previous year.

Clause 3. Monthly Reconciliation: The Monthly Reconciliation process is essential to ensuring enforcement of budget guidelines. Any use of GBB funds assumes timely and consistent completion of Monthly Reconciliation forms. If a club does not complete these forms, the club's account will be frozen until the form is received.
Clause 4. Summer Activities: Reimbursements will not normally be granted for summer activities, but may be considered on a case-by-case basis. Please consult the Vice Chair prior to your purchase.

Clause 5. Charities: Groups may not use their allocations or GBB co-sponsorship money to donate to a charity. Groups that hold a charity event must cover the expenses of that event before donating money to a charity or charities.

Section 2. Organizational Costs

Clause 1. Publications: All publications should come out at least one week before the last day of the academic year. Publications must fundraise a percentage of total costs to be determined in consultation with the Finance and Vice Chairs.

Clause 2. T-Shirts and Other Clothing: Groups may not spend more than 20% of their budget on T-Shirts. Groups must fundraise 50% of all T-shirt costs.

Clause 3. Costumes and Uniforms: Clothing will be considered equipment and will not be subject to the T-shirts/Clothing guideline if the clothing is purchased not as gifts but with the intent for use in performance(s) or for use in future years.

Clause 4. Flyers: $25 is the maximum expenditure on flyers for any single event serving 50 or more people. $15 is the maximum expenditure for flyers for an event serving less than 50 people.

Clause 5. Banners: No more than 5% of a group's budget can be spent on banners. Clubs are encouraged to use free sheets and paints provided by the College Activities Office.
Clause 6. Speakers: GBB will not pay for travel and lodging for speakers. Honoraria of speakers will be subsidized within reason.

Section 3. General Event Guidelines

Clause 1. Cost per Attendee: Total spending on food and all food-related products (i.e. utensils, napkins, tablecloths, etc.) may not exceed:

Subclause 1. $2.50 per attendee for a study break or snack event. Inter-club bonding events are considered under this category.

Subclause 2. $5.00 per attendee for sit-down dinners or other events wherein food is a primary focus of the event.

Subclause 3. $7.50 per attendee for formal banquet-style meals, only once per semester.

Clause 2. Collaboration: Please notify the Finance Chair if you intend to collaborate with other clubs on events or activities. GBB will reward collaboration with exceptions to budget guidelines and by giving favorable consideration to the collaborative effort in the process of making annual allocations. GBB does not allow groups to use their allocation to co-sponsor other groups financially.

Clause 3. Parties: Groups must break even on parties. A party is defined as a social gathering that does not include a show, presentation, discussion, and forum and does not serve directly as a study break. Formals and dances fall under the category of party. If unsure as to whether an event qualifies as a party, consult the Vice Chair and Finance Chair.

Clause 4. Non-CU and Non CU Undergraduates: The admission prices at events for non-CU undergraduate students must be proportionately
higher than those for CU undergraduates. Groups cannot use their allocations to subsidize the cost of non-CU undergraduate participation in club activities and events.

Section 4. Off-Campus Event Guidelines

Clause 1. Off-Campus Events: GBB does not fund events that take place off-campus, such as trips to restaurants, plays, concerts, etc. If the group is participating in a competition or conference, it may be funded within reason.

Clause 2. Contests and Tournaments: All awards for contests and tournaments at events must be paid for from the profits generated by the event. If profits are not generated by the event, consult the Finance Chair. Awards can be donated to charities.

Clause 3. Registration: GBB will subsidize registration fees within reason.

Clause 4. Transportation: GBB will subsidize transportation costs within reason.* GBB will consider subsidizing travel within NYC on a limited basis.*

Section 5. Fundraising

Clause 1. Fundraising: Fundraising can be a great way to raise money and is highly encouraged by the GBB. However, groups must at least break even (i.e., revenues must be equal to or greater than expenses) on items bought for fundraising purposes. All fundraising monies must be submitted to Maria for deposit into the Group's account.