Guidelines and Policies 2015-2016*

1. Travel Expenses
   a. Conferences, for a Columbia team as (off-campus) visitors:
      i. Allocation can (within reason) be used for registration fees
      ii. Allocation can be used for, at most, 50% of cost-effective transportation and lodging expenses
      iii. Allocation cannot be used for food for traveling groups while off-campus.

2. Events
   a. Food and drink
      i. $2.50 per attendee for a study break or snack event
      ii. $5.00 per attendee for sit-down dinners or other event wherein food is a primary focus of the event.
      iii. $7.50 per attendee for formal banquet-style meals, usually only once a semester.
   b. No JCCC funds may be used for charitable donations. If a group wishes to make a charitable donation with their event’s funding, they must first reimburse all funds received from the JCCC.
   c. Publicity
      i. Allocation cannot be spent on publicity for events with attendance of 30 or fewer.
      ii. No more than $30.00 may be spent on publicity for events with between 31 and 100 projected attendees.
   d. Prohibited items
      i. T-shirts or apparel items for groups
      ii. Events which fall outside the academic term
      iii. Awards for contests or tournaments, gifts or direct donations to charity (though allocation may be spent toward the execution of the event).
      iv. Online advertising (such as Facebook ads) or advertisements which do not reach Columbia undergraduates student body.
      v. Web space.
      vi. Banners.
      vii. Photographers, video or camera operators.
      viii. Alcohol and tobacco products
      ix. Payments to other groups (such as for performance fees, membership fees or consulting fees).

*All guidelines and procedures are subject to the discretion of the four VPFs.