

II. Use of Funds

- A. Students who would like to host an event using money from the Student Activity fee must be sponsored by an approved club or seek approval from student senate.
- B. Events and activities of each club (both on and off campus) that involve the expenditure of funds in its account must be open to all Knox students.
- C. Each club must submit the names of members (not to exceed 4 people) who may request budget transactions.
 - 1. A club shall not be allowed to spend its money before these names have been submitted.
 - 2. One of these members must attend a budget orientation session held at the beginning of fall term. If no one can attend the meeting or the club does not exist during the fall term, a member must make an appointment with the Campus Life staff.
 - 3. Club Transaction Request forms for purchase orders must be submitted at least seven days prior to being needed. Requests for checks must be submitted at least three weeks prior to being needed. Any requests submitted less than the aforementioned times cannot be guaranteed.
- D. Clubs may spend their allocated budgets on the following:
 - 1. Speaker(s) and Entertainment
 - a) Transportation and lodging
 - b) Meal(s) for the speaker(s)/entertainer(s) and meal(s) for only two members of the club to eat with the speaker(s)/entertainer(s)
 - c) Sound, lighting publicity and the performance fee/honorarium
 - 2. Operating Expenses such as copies, phone calls, mailings, and office supplies
 - 3. Permanent property that remains with the club
 - 4. Dues that a club must pay to its national organization
 - 5. Gas reimbursements to club members for the use of their vehicle provided a receipt is produced for the reimbursement.
 - 6. Club Educational Events
 - a) Regional or national conferences
 - b) Competitions
 - c) A club may determine the attendance size and limit it to participants who have been active in the club and/or preparations
 - 7. Off Campus Trips
 - a) Trips must be open to the entire campus. If there are a limited number of spaces, an advertised sign-up must take place
 - b) All accompanying faculty and staff, other than one faculty/staff advisor, must pay their own expenses
 - 8. Food
 - a) Up to \$90/year not to exceed \$50 in a single term for closed club meetings
 - b) No limit on events open to the whole campus
 - 9. T-shirts/Clothing Items
 - a) Clubs may use funds to purchase t-shirts/clothing items and the entire cost must be returned to the club account. T-shirts/clothing items should be sold at or above cost. If sold above cost, the club may keep the profit and use it at the club's discretion. If a profit is made it shall be considered fundraised money.

- E. Clubs may not spend their allocated budgets on the following:
 - 1. Individual member dues
 - 2. The purchase or use of all legal or illegal drugs (including alcohol)
 - 3. Anything for individual purposes
 - 4. Gift certificates
 - 5. Mileage reimbursement for the use of personal vehicles.
- F. Fundraising techniques must be consistent with institutional policies and Student Senate fundraising restrictions.
 - 1. All fundraised money, when for a charity, does not need to exceed the cost of the fundraiser and may be directly donated to the charity.
 - 2. In the case of charitable donations, a confirmation of donation must be received and given to the Campus Life Office.
 - 3. All fundraised money, when for club usage, needs to exceed the cost of the fundraiser. The cost of the fundraiser must be returned to the club account. Money raised which exceeds the cost of the fundraiser may be used at the club's discretion.
- G. There must be a minimum of two forms of advertisement for an event that uses money from the Student Activity fee. Advertising strategies include, but are not limited to, campus-wide e-mails, chalkings, bulletin boards, posters, mailbox stuffings, and table fliers. Word of mouth is not considered a valid form of advertisement.
- H. If there is any question on whether or not student activities funds may be used, the club should ask the Campus Life staff or the Treasurer.
- I. If it is alleged that a club is in violation of the Finance Committee Guidelines, its case shall be heard by the Finance Committee which will recommend action to the Student Senate. Should the club be found in violation, the penalty shall be no less than the amount in question subtracted from the club's budget and at the most forfeiture of all funds for up to three terms.