

FY21 JFC Metrics

The Office of the Student Body Vice President for Finance

Fiscal Year 2021 Metrics and Guidelines & Directions for Budget Preparation

1. Booth

Goal: Give all groups a flat rate amount for non-capital costs of participating in booth.

- a. All non-capital expenses have a cap according based on the type of booth:
 - i. Two Story: \$3,000
 - ii. One Story: \$2,250
 - iii. Blitz Booth: \$800
- b. Groups building a booth for the first time can receive an extra \$1,000.
- c. Capital expenses do not have a cap, but should not be granted if they were budgeted for within the last 3 years.

2. Buggy

Goal: Give all groups a flat rate amount for non-capital costs of participating in buggy.

- a. All non-capital expenses (excluding safety equipment) have a cap according to the following procedure:
 - i. \$1,000 for participating in buggy.
 - ii. An additional \$750 for each team the organization has race.
 - iii. This is capped at a maximum of 4 teams, so a \$4,000 total cap.
 - iv. Safety equipment is capped at \$500 per organization.
- b. Capital expenses do not have a cap, but should not be granted if they were budgeted for within the last 3 years.

3. Travel

Goal: Have consistent travel allocations across groups while also factoring in the practical cost of travel, the varying needs of different organizations, and what is reasonable to ask participants to contribute.

- a. Identify each line item that is for transportation and check that looks reasonable. If it doesn't look right (ie. It costs \$3,000 to transport 5 people to Philadelphia), talk to the organization.
- b. Split the money between each line item for travel: i.e. X people travelling. $X * \$275 = \text{TOTAL}$. Split the TOTAL between Lodging, Transportation, etc.
- c. Total costs for travel are capped at \$275 per person per year.
- d. Organizations are free to apply for additional funding in exceedance of this metric should the needs arise.

FY21 JFC Metrics

4. Food

Goal: Fund food at a fair level that supports the needs of organizations.

- a. Identify each line item allocated for food and make sure it is properly categorized:
 - i. Food - Event: Non-personalized food for any event the organization has that is outside of its regular meetings and open to the public. Please make sure the event is described properly.
 - ii. Food - GBM: Food for any general or regular organization meeting or events limited to its membership.
 - iii. Food - Recruitment: Food for recruiting people to come to your organization meetings.
 - iv. Food - Alcohol: All alcohol should be listed under this category. The JFC Bylaws dictate that alcohol cannot be funded unless approved by a $\frac{3}{4}$ supermajority of the JFC and a $\frac{2}{3}$ supermajority of Senate and GSA.
 - v. Food - Ingredients and Supplies: Ingredients and supplies used for preparing food.
 - vi. Food - Other: Miscellaneous food not under any of the categories above.
- b. Food - Event: Event food uses 20% of the event food budget as the cap, or the total cap of \$1000 listed below, whichever is greater.
- c. Food - Recruitment: Cap at \$200 per year.
- d. Food - GBM: Cap at \$600 per year.
- e. Total food expenses are capped at \$1000 per year, with the exception of the event cap above.
- f. Ingredients and supplies (non-prepared food) do not count against any food metric.

5. Miscellaneous Metrics

Goal: Adjust budgets to additional metrics for even and fair budgeting.

- a. For advertising, cap all costs according to the following schedule:
 - i. General Club/Organization Promotion: \$100 per year
 - ii. Normal Event: \$20 per event instance
 - iii. Large Event: \$100 per event instance
 - iv. Large Banner: \$100 per instance.
 - v. Hanging a Doherty Banner: \$350 per instance.
- b. Gifts/Prizes/Honorariums: Cap all at \$30 per person.
- c. Registration fee: Cap at \$100 per person per year.
- d. AB Tech expenses: Use the AB Tech Price guide to adjust the expense amount accordingly.

6. New Organizations

Goal: Ensure new organizations can prove stability and commitment before granting them larger budgets.

- a. Newly recognized or funded organizations have a budget cap of \$1000.

FY21 JFC Metrics

7. Guidelines

Guidelines are non-binding but are recommendations for JFC advisors.

- 1) Second year JFC-funded organizations can receive up to and at most \$2500.
- 2) Large events are defined as events open to the CMU community that sell at least 75 tickets.
- 3) Revenue will be applied towards line items limited by metrics first.
- 4) JFC Members must disclose organizational affiliations in advance of any discussion and recuse themselves from discussion.
- 5) Standard organization websites not requiring additional computing power will be capped at the level of a Small Virtual Server in the [Computing Services Price List](#), plus the prevailing rate for a standard domain name.

Ratified by 15-0-2 vote at 10/27/2019 JFC Meeting.