



**Boston University
Allocations Board
Funding Handbook**

Revised: November 2013

Table of Contents

Introduction	3
Who are we and how can this handbook help you?	
Section 1: AB Basics and the AB Funding Schedule	3
What to do, who can do it and when to do it	
Section 2: How to Apply for Funding	5
Procedures and guidelines for applying for AB funding	
Section 3: Accessing and Using Your Funds	10
How to get funds from our account to yours	
Section 4: The AB and the Allocation Process	11
Decisions, Decisions, Decisions	
Section 5: The Travel Fund	14
What you should know if you want to leave the metro Boston area	
Section 7: AB Program of the Year Award	15
Every year we give an event an award and \$500 – want it? Read this.	
Section 8: Key Reminders and FAQs	16

Recap of everything. Can't find what you need to know? E-mail us at allocate@bu.edu.

Introduction

The Allocations Board (AB) is a student run group under the Dean of Students Office responsible for allocating a portion of the Community Service Fee (CSF) to student groups. The CSF is a mandatory charge paid by every undergraduate to facilitate student activities at Boston University.

While the AB strives to help all student groups as much as possible, the AB serves only to subsidize the cost of events and not to cover all expenses due to the limited amount of funds (relative to the amount requested annually). The AB doesn't fund groups, but instead funds individual events. The Board doesn't decide that one group will get funds, while another will not. Instead, we look at groups' proposals and decides which *programs* will get funding and how much. This Handbook serves as a useful guide for student groups on AB processes, and highlights the rules and guidelines the AB follows when allocating funds to eligible student groups.

Section 1 | AB Basics and the AB Funding Schedule

The AB divides its budget into two semester-based funding periods per academic year. Within each semester, groups may submit two types of program requests: Regular requests and/or Travel Fund requests. Since the AB moved to a rolling audit of student organizations' events, there will be no more funding weekend, so no more on-the-spot requests. With the new rolling audit process, we do, however, expect all events to be submitted for review two months prior to the scheduled start date.

Regular requests (3 per semester) can be submitted by groups at any time, and are for on-campus events and events within Boston. Groups can submit as many events as they like but the Allocations Board can only guarantee that we will look at 3 events per semester.

Travel Fund requests (2 per year) are for all non-reoccurring, off-campus (outside the I-95 loop surrounding the Boston metro area) trips except when traveling or competing is a defined objective of the group in its constitution or by-laws. For a detailed guideline of the Travel Fund, please see Section 5.

To Be Eligible for AB Funding a Group Must:

1. Be a registered undergraduate organization within the Student Activities Office (SAO).
2. Be registered with the AB. Only AB members can register group accounts. An Executive Board member can set up an account in person, during office hours, on the phone, or via e-mail.
3. Have its Treasurer or another Executive Board member read over this Handbook or the Prezi at bu.edu/allocate. If groups have any questions, they are welcome to meet with an AB member during office hours or e-mail us at allocate@bu.edu.
4. Hold events that are within its nature, as stipulated by the group's constitution.

Six Step AB Funding Schedule

Below is a general step-by-step process of how to go about receiving funds. The dates are rough estimates and subject to change. Always refer to the AB website for exact times and dates of workshops and deadlines. Each deadline is coupled with a brief explanation found below the chart.

1. **Please review the AB Presentation on the AB website at bu.edu/allocate.** Once you get to the AB homepage, there is a presentation called a Prezi. Please watch it for help with the allocations process.

2. **Funding requests are completed and submitted to the AB website two months before your event.**

All supplemental information for speakers, performers, itineraries, etc. is due in the AB office or mailbox in SAO by the submission deadline of Monday, at 5pm before the AB meeting at 6pm. Additional information can be submitted by e-mail or in person.

3. **Understanding the Rolling Audit**

The purpose of the rolling audit is to make sure we allocate as much of our real funds each academic year as possible. When groups apply for funding, they are required to give us a date range for their event. Two weeks after the last day in that date range, the Treasurer of the Allocations Board "takes back" any leftover funds that had not been signed off upon via the AB Funds Transfer Form available at SAO. This money is then folded back into the budget and reallocated to other events. In other words, **two weeks after the end of the event, the group forfeits the right to any remaining allocated funds**. This is why it is important for groups to update the Allocations Board of any date changes to their event. We understand that there are extraneous circumstances that may make it difficult for groups to get the Funds Transfer Form submitted within two weeks. If you know that you will not be able to submit the paperwork in the required time, please e-mail the Allocations Board letting us know and we will be able to give you more time as needed. If your funds have been taken back in the rolling audit but you still plan on using them, you must contact the Allocations Board requesting for us to reverse the audit. In the event that we have already allocated those funds and have depleted the remaining budget, we reserve the right to refuse the request.

4. **The Dean of Students reviews and decides on the AB funding recommendations.** AB recommendations require the approval of the Dean of Students for groups to gain access to the funds. Once the Dean of Students approves AB recommendations, the status of requests will be visible on the AB website under the "[Minutes](#)" tab.

5. **Groups with approved programs transfer allocated funds from the AB general account.**

The funds are available to student groups via an AB Funds Transfer form (available [online via SAO](#)). Unapproved programs will not receive funding. Groups may withdraw funds beginning from the date the allocation is approved until two weeks after the event has taken place. For all AB funds transfers, groups must provide backup documentation.

6. **Groups can appeal the AB decision via e-mail or in person.**

Each group is allowed an unlimited number of appeals, up to three funded Regular requests for the semester and two Travel requests for the year.

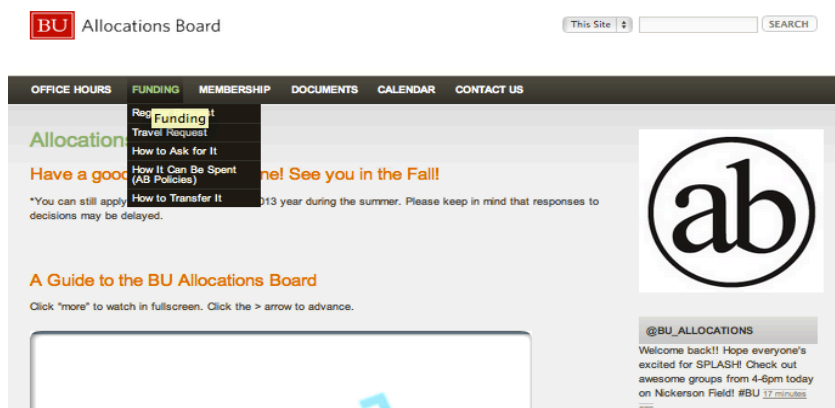
Section 2 | How to Apply for Funding

Regular/travel requests, appeals and reallocations may be supplemented with an in-person explanation of the event and funding request at the AB weekly meeting, which are on Monday evenings at 6pm in the GSU Academy Room. This is not required, however if a group opts to present in person, we ask that the group notify the Board prior to the meeting via e-mail.

How to Fill Out a Funding Request:

REGULAR REQUEST FORM (scroll down for Travel Request)

1. While our Database is under construction, we ask that groups use an online contact form. To access it, visit our website at <http://www.bu.edu/allocate/>. If you scroll over the “Funding” tab, a drop down menu will appear. You may choose to fill out a “[Regular Request](#)” or a “[Travel Request](#).”



2. Below is the first aspect of the Regular Request Form accompanied by descriptions of each item. Please be sure to fill out all of the information with red asterisks.

be
out

A screenshot of the 'Regular Request Form' on the BU Allocations Board website. The form is titled 'Regular Request Form' and 'Regular Request'. It includes a brief instruction: 'Please fill out this form to submit a regular funding request for review to the Allocations Board. A confirmation receipt of this form submission will be sent to the contact e-mail provided.' The form contains several fields, each marked with a red asterisk to indicate required information:

- a) Group Name *
- b) Event Name *
- c) Contact Name *
- Contact Email *
- d) Date of Event *
- e) Location of Event *
- f) Please describe your event: *

- a. **Group Name:** Please enter your full group name.
- b. **Event Name:** Input name of event.
- c. **Contact Name/E-mail:** Be sure to enter updated contact information.
- d. **Date of Event:** If your event occurs over a few days, or differing days, enter the last day of the event and enter the time range in the “Additional Comments” section along with any other days/times of your event.
- e. **Location of Event:** On-campus rooms must be reserved through the University Reservations office by contacting them at 617-353-2932. The Office of the Registrar places a freeze on classroom reservations that extend beyond the current semester; the AB considers this inconvenience during allocations meetings. However, groups are still expected to provide a tentative location/date and notify AB of the exact date/location when that information is available.
- f. **Description of Event:** This is an important section of a group’s request; please include a detailed description of your event (is it a performance, competition, speaker, fundraiser or a combination of these elements, etc.). Include any pertinent information you would like the AB to be aware of. Let us know why you think we should fund it!

3. Below is the Cost Breakdown section required for all events.

COST BREAKDOWN

g) Please state all costs and provide a detailed description. *

Example: 1) \$200 honorarium for our speaker, Mr. XYZ 2) A round-trip flight from Philadelphia: \$500 3) 2-day stay at the Commonwealth Hotel: \$500 4) BUPD: \$100 5) SPS: \$200

h) How much revenue are you expecting to make from the event? *

i) Are you expecting any outside contributions or sponsorship? If yes, how much?

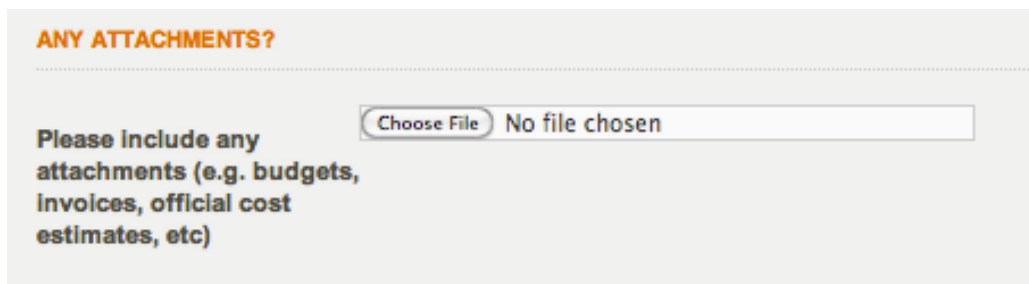
j) Total cost of event: *

- g. **Costs and descriptions:** It is vital that groups list the most up-to-date costs and descriptions they have for any event. Groups may also attach an excel sheet of the costs in the “Any Attachments” section if they feel that would be easier. Examples of potential costs that may be incurred are:

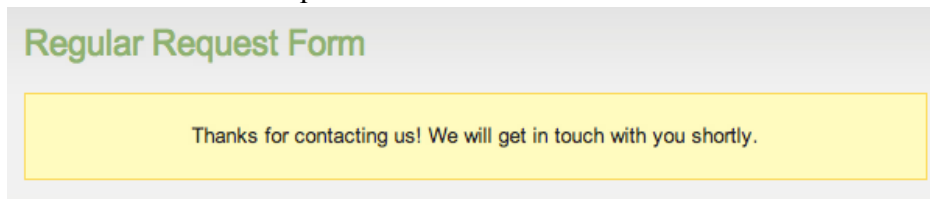
- **Paid Speaker/Film/Performer/DJ:** List any and all paid guests performing at the event and enter their fee(s). For films, provide the name and a description, and ensure that it is relevant to the nature of the group. Film fees can include funding rights and royalties, but not media rentals (such as video tapes or film reels).
Note: Credentials must be provided for all speakers, DJs, and performers. Credentials should be copied in the “Additional Comments section” or delivered to the AB mailbox (or e-mail account) in SAO by the submission deadline and/or when submitting a Regular Request.
- **BU Professor:** List the name(s) of any University employee(s) speaking/performing at the event. BU faculty cannot receive compensation from a student group; this is a contractual term of employment for all university faculty.
- **Honoraria:** Enter a description of the honoraria provided to speakers, if any. The maximum amount allowed for guest gifts and/or honoraria is \$500. Honoraria, by law, cannot be monetary or in the form of gift cards.
- **Transportation:** List any transportation costs for the group or performer(s).
- **Registration Fee:** List the registration fee per person in the “Description” box, and the total amount requested in the “Requested” box. The AB will fund up to 2/3 of registration fees.
- **Lodging:** Enter lodging costs for performer(s) or for the group. Lodging is based on four persons per room and a maximum of \$150 per room per night.
- **Location Fee:** List any fee associated with the location of the event. Check with SAO or the outside venue for these costs prior to requesting funds towards them.
- **Facilities, Management & Planning (FMP):** List any fees associated with the setup and breakdown of the event, including stages, trucking, chair, and associated fees.
- **Student Production Services (SPS):** All expenses associated with SPS and their services.
- **BUPD and RSIG:** All expenses associated with the use of BUPD or RSIG. Most large events, controversial events, and events where money will be collected at the door will require a BUPD officer or RSIG officer to be present. Officers are requisitioned for a minimum of four hours. Groups should check with SAO whether their event will require a BUPD or RSIG officer and for the current hourly rate.
- **Media Services:** All costs for the use of Media Services at your event.
- **Advertising:** Describe your advertising plans and the associated costs. The AB does not fund advertisements in the Daily Free Press.

Please Note: FMP, Media Services, SPS and BUPD costs may be subsidized by a grant from SAO and the Office of the Dean of Students known as “Program Help Fund.” Groups should talk to their SAO programmer for more details. In addition, if these reported costs are not deemed realistic or in line with their actual costs, we reserve the right to deny your request based on the fact that we believe it is not fully programmed.

- h. **Expected revenue:** Indicate if your group is charging admissions or any similar fee to attend the event; if so, calculate an estimate of total attendees and admissions fee. *Include the individual admission fee.*
 - i. **Outside contribution:** Are you working with any other groups or expecting funding from a BU school/college or other large organization? List whom and the amount here.
 - j. **Total Cost of Event:** Please include the sum of the above listed costs here.
4. The next section of the form asks groups to answer a series of questions relating to their event:
- a. **How does this event advance your group’s mission?** Groups become officially registered in SAO based on their primary goals, mission and means of reaching them. For this reason, when allocating the Undergraduate Student Fee (CSF), the AB looks at the event’s relevance to the group’s mission.
 - b. **How is this event unique? What does it bring back to BU’s campus and student body?** Since it is the Undergraduate Student Fee, we ask how the students paying the fee benefit from the programs and events your group hosts.
 - c. **Is this event open to all Boston University students?** Because every undergraduate pays the CSF, all AB funded costs may not be for the exclusive benefit of the group.
 - d. **Additional Comments:** Feel free list any further details that were not covered earlier here. They may range from the event’s time frame, to expected attendance, groups you are collaborating with or comments about your group’s reasoning for holding this event. If you submit multiple requests at once, you may list if priority should be given to one program over the other, otherwise, the AB will look at events in the order they are received.
5. If you have any further attachments you would like the AB to see when considering your requests, please feel free to attach them.



6. Lastly, make sure all of the entered information is correct and then hit “Submit.” The following image will appear once you hit “Submit” and the Contact E-mail you entered will receive a Form Submission Confirmation email. Once submitted, no further changes may be made to the form. After submitting your request, e-mail the AB at allocate@bu.edu if any changes must be made to the request.



TRAVEL REQUEST FORM

1. The form for filling out a Travel Request is located in the same the drop down menu under the “Funding” tab (it’s the tab titled “[Travel Request](#)”). This form is very similar to the Regular Request Form, however there are 2 major differences, highlighted by red arrows in the image below.

OFFICE HOURS FUNDING MEMBERSHIP DOCUMENTS CALENDAR CONTACT US

Travel Request

Travel Request

Travel events are all events taking place outside of the I-95 Greater Boston Area. Please fill out this form to submit a travel funding request for review to the Allocations Board. A confirmation receipt of this form submission will be sent to the contact e-mail provided.

Group Name *

Event Name *

Contact Name:

Contact Email *

Date of Event *

>> Number of people going: *

>> Location of Event (Event must be outside of the I-95 loop) *

Please describe your event: *

- Number of people going:** When asking for travel funds, your group must list the number of students attending. The AB has updated it’s travel policy to per-person allocations in order to help makes the CSF go farther. If you have a travel event in which you expect 25 people to attend, submit your request with 25 people. However, if only 23 people actually attend, then during the AB sign off process, we will only sign off on funds for 23 people’s expenses. If you find that more than 25 people want to attend, you may submit an appeal to the AB.
 - Location of Event:** The AB splits its budget between Regular Events and Travel Events. The Travel budget is approximately 20% of our budget and may be accessed on a first-come, first-serve basis. Any groups may request funds from the Travel budget, however the program must be relevant to the group’s mission and be outside of the I-95 loop to be considered a “travel” event; AB funds may not be used for international travel (refer to Section 5). Enter a specific location (name of venue, city, state) in this section.
2. **Cost Breakdown:** Please be sure to list the per person costs associated to each item. For instance, if some of the costs incurred are lodging, **list the cost per person, or the cost for**

a room. Flight information should also be listed as a per person cost. Registration for some events requires a per person amount and in some cases it is a flat fee, please specify what type of registration fee you listed.

3. The remaining sections of the Travel Form are similar to Regular Request Form. For additional commentary, please refer to the above section entitled “Regular Request Form.”
4. Once submitted, no further changes may be made to the form. After submitting your request, e-mail the AB at allocate@bu.edu if any changes must be made to the request.

Funding Decisions

Once the Dean of Students approves AB allocation recommendations, groups can check the status of their requests on the AB website, by visiting the “[Minutes](#)” tab, all decisions will be posted after weekly Monday evening meetings. Allocations may be granted (amount will be in Minutes), denied, or tabled for more information (any additional information requested will be explicitly stated). AB reserves the right to suspend or rescind funding for events in the cases of fraud or misuse of allocated funds.

How to Apply for an Appeal

AB funding is allocated for specific expenses based on requests and is required to be spent as allocated. An appeal request, if approved by the AB, allows groups to gain additional funding from the Allocations Board for a previously allocated event. Additionally, if funding is denied by the AB (i.e. the allocated amount is \$0), you may file an appeal to the Board. The Board must be notified in advance, via written request. A group is given the opportunity to present a verbal argument to the Board at any weekly meeting if it chooses to do so, but attendance is not required for the request to be reviewed. Please contact the AB with any requests for appeals by e-mailing allocate@bu.edu.

Appeals are not considered as one of the three Regular requests granted to each group per funding period – there is no limit on the number of appeals a group may make within a semester.

Section 3 | Accessing and Using Allocated Funds

After the AB approves a group’s funding requests, the funds are reserved in the AB general account. In order to access the funds, groups must fill out an **AB Funds Transfer form** found under the ‘[Documents](#)’ tab of SAO’s [YouDo page](#). The AB Funds Transfer form must have an itemized list of expenses with exact price amounts and it must also include the total amount to be transferred from the AB general account to the student group account.

Note: Groups must submit supporting documentation (i.e. invoice, price quote, or similar document stating a price for the specific line items) with an AB Funds Transfer Form accompanied by SAO paperwork.

All unused funds will revert back to the AB general account two weeks after the event has taken place as per the AB’s rolling audit policy. Additionally, AB reserves the right to suspend or rescind funding for events in the cases of fraud or misuse of allocated funds.

The chart below indicates the funds transfer process and an estimated timetable. *Note: remember to submit paperwork at least two weeks prior to the start of your event.*

Student group member turns in an AB Funds Transfer form	Anytime at least two weeks prior to event
AB Executive Board member signs off on the funds transfer form	Same Day
Funds are transferred from the AB general account to the student group's account and funds are available for use	~1 week after form is submitted
Unused or improperly used funds revert back to the AB general account	2 weeks after event date (unless AB is otherwise notified)

Section 4 | The AB and the Allocations Process

About the AB

The AB is comprised of undergraduates representing students from across campus. Check out the [Membership](#) page of the AB website for detailed information on current and past members. The application process to become a member is also explained on the website with more explicit information in our [Bylaws](#); though if you are interested in joining the Board, we encourage you to stop by a member's office hours.

The Board protects the interests of all student organizations by ensuring that the decisions it makes are in the best interest of all parties involved, especially the students of Boston University. Board members consider the big picture and make decisions that will benefit the entire University community, keeping in mind that their decisions provide significant financial support for co-curricular life at BU. Although the AB strives to help all student groups as much as possible, due to the limited amount of funds, it serves only to subsidize the cost of events and not to cover all expenses.

Furthermore, in order to ensure that events funded by the Allocation Board are open to the BU community, AB requires groups to include events occurring on-campus or in the vicinity of campus to be on the SAO and University calendar.

The AB Process

After funding requests are submitted, the Board, as a whole, reviews each request during its weekly meetings. During the allocations meeting, Board members determine the amount of funding each event will receive. Below is an outline of how the AB functions during an allocations meeting. Exceptions to this process are rare; however, the Board may consider exceptions for very extraordinary situations.

The AB first compares the amount of funds available against the total amount requested by all student groups. The AB uses this comparison to estimate how to allocate funds for the entire funding period: the more that requested funds exceed available funds, the more stringent the AB is in its allocations. The more financial demand placed on available funds, the more the AB will reduce funding to individual events so that funds can reach a greater number of groups. By this

process, the AB attempts to subsidize the costs of many groups rather than covering all of the costs of a few groups.

AB Funding Principles and Guidelines

Below is a list of guidelines that the AB follows when making its funding decisions. Groups are encouraged to consider these points when applying for funding.

1. The AB compares each event against what it feels is the best use of the CSF. The Board feels the best use of the CSF is a program that includes (but is not required to have) the following characteristics:
 - a. On-campus or within walking distance from the University
 - b. Provides a service to the community
 - c. Educates or enlightens participants
 - d. Offers a unique or rare opportunity
 - e. Is a step towards financial independence (i.e., the group can raise funds on its own)
 - f. Open to the entire BU community
 - g. Proven to be a major attraction over the years
 - h. Collaborative event between multiple student groups

Many programs will not meet all of the above criteria. However, the more of these qualities a program contains, the more likely the AB is to allocate a higher amount of funding towards it. It is important to note that the AB understands that new groups may have a smaller membership than more established groups; therefore, an organization's "age" will be taken into consideration.

2. All programs must fit within the nature of the student group. This means that the program must reflect the purpose or mission of the group. If the program does not fit within the nature of the group, the AB reserves the right to deny the allocation.
3. The AB is more likely to fund groups that show in their form that they are contributing to some of the program's expenses. One of the AB's principles is to subsidize costs for as many programs as possible in order to enrich the BU community. The AB looks for, and appreciates, groups that understand this fundamental principle; the Board is more likely to approve funding if a group lists all costs of the event and then identifies which ones they are paying for out-of-pocket and which ones they are requesting AB funding to cover.
4. If necessary, the AB will review a group's spending history to help make an allocation. Reviewing a group's spending record allows the AB to understand how a group utilizes allocated funding. The Board also reserves the right to view and audit a group's current account balance with SAO to aid in decisions.
5. The AB reserves the right to deny funding to any group. Explanations for funding denials by the AB are included in the Allocations Board Minutes. Reasons for denying funding include, but are not limited to:
 - a. An improper use of the CSF
 - b. Not in the nature of the group
 - c. There are not enough funds available to cover the necessary expenses associated with this event. The AB assumes that since it cannot fund the essentials of the program as it is presented in the funding request, the program cannot be executed.

6. Certain funding decisions are made pending that a specified requirement be fulfilled before the funds are transferred to the group's account. This allows the funding request to proceed through the process without being tabled until the requirements are fulfilled; however, if the requirements are not fulfilled by the time the group submits a Funds Transfer Form, the group may be denied access to those funds.
7. The Allocations Board has decided to fund advertising as of 10/24/11.
8. In order to ensure that events funded by the Allocation Board are open to the BU community, AB requires groups to include events occurring on-campus or in the vicinity of campus to be on the SAO and University calendar.
9. AB reserves the right to suspend or rescind funding for events in the cases of fraud or misuse of allocated funds.

What the AB Does Not Fund

The Allocations Board has a firm policy on what goods and services are not eligible for funding. The three primary reasons for items/events being ineligible for funding are:

1. Improper use of the CSF: Events that are not open to the entire undergraduate population. The CSF is charged to every undergraduate student and AB funds can only be allocated towards events that benefit the entire undergraduate community. **Note:** Exceptions can be made for competitions, conferences and retreats.
2. Items deemed to be non-essential for the event to take place. The AB, with its limited funds, aims to fund only essential costs for an event in attempt to fund the most number of events possible.
3. Anything ineligible under SAO and BU policy.

Examples of Items Not Funded by the AB

Item	Reason Ineligible for Funding
Anything for the Exclusive Benefit of Organization Members* (e.g. t-shirts)	Improper Use of the CSF
BU Faculty Honoraria*	SAO/BU Policy
Decorations*	Non-essential to Event
Food, Beverages, or Catering*	Non-essential to Event
Prizes (including trophies, raffle prizes)	Improper Use of the CSF
Letterhead, Envelopes, Business Cards, Invitations, Programs, and Printed Tickets	Non-essential to Events
Certificates or Membership Cards	Improper Use of the CSF
Production of CDs, Videos to be Sold to BU Students*	Improper Use of the CSF
Items Sold Directly to BU Students	Improper Use of the CSF
Money Going Directly to Charity	Improper Use of the CSF

*See Notes Below

***Important Notes and Exceptions**

1. **Food, Beverages, Catering Services and Decorations:** The AB will consider funding food provided it is a unique AND educational component relevant to the event. Funding will be further considered if the food supplements cultural and/or religious aspects of the group's

mission and the event. The AB may also fund with the discretion of expected attendance, creativity and other regular funding criteria.

2. **Competitions, Conferences and Retreats:** These are important for group productivity and dynamic as well as providing representation for Boston University and the student body and, as such, the AB will consider funding for these events for group members.
3. **Honoraria** for a University employee, current BU student, BU alumni within 5 years, or relative of a BU student (defined as mother, father, brother, sister, stepmother, stepfather, step-sibling, half-sibling, spouse, or child) are not funded by the AB. This is an SAO policy.
4. **CD/Video production** used for the sole purpose of competition submissions will be given consideration.
5. **As of 10/9/12**, the Allocations Board will now be funding recruitment events held by umbrella organizations that are recognized by SAO.

Section 5 | The Travel Fund

The Travel Fund is a specific portion of AB budget dedicated to funding off-campus, domestic **conferences, competitions, and retreats**. The amount of funding set aside for Travel Fund requests is determined at the beginning of each funding period, it is 20% of the overall budget. Just like Regular requests, the Travel Fund is divided into two semester-based funding periods. Travel Fund requests are allocated on a first-come, first-serve basis until the Travel Fund has been depleted for the semester. We fund travel expenses based on how much value we believe the event will bring back to the general student body on campus. Travel events that enrich only those students travelling (such as networking opportunities), or could occur on campus (such as team-building retreats), are not acceptable uses of the CSF. Despite the rolling audit, groups are encouraged to submit their Travel Fund requests at the same time as their Normal requests; due to limited funds, the Travel Fund generally is depleted very early within the funding period and groups are more likely to receive funding if their request is received early.

Travel Fund Guidelines

Except for groups whose primary purpose, as described by their respective group constitution or by-laws, is intercollegiate competition, groups desiring to attend an off-campus conference, competition, or retreat as a programmed event funded by the Allocations Board must apply for funding through the Travel Fund instead of a Regular funding request. No more than two Travel Fund requests will be funded for each group per academic year. Groups may choose to use both Travel Fund requests in the same semester.

Groups whose primary purpose is intercollegiate competition (as determined by their constitution and/or by-laws) shall be permitted to submit off-campus competitions as Regular program requests and shall also be eligible for two Travel Fund grants per academic year after exhausting the other allotted program requests for the funding period.

Price estimates, itinerary, and budget plans must be attached to the request or submitted to the AB mailbox or e-mail account before the program will be reviewed. All adjustments to the program

including number of attendees must be reported to the AB. Changed attendance will result in an adjustment of the signed off allocation funds to match the actual attendance if the actual attendance is less than the initial number of people. For instance, if you submit a request stating 30 people will go, but only 29 attend, then the AB will sign off on funds for 29 people. If after submitting a request you find that more people will attend, you may submit an appeal to the AB.

What the AB Travel Fund Does and Does Not Fund

1. Weekly trips are not covered under the Travel Fund.
2. Funding for registration and transportation will be given priority over other program costs; however, lodging and other costs will be considered in determining funding and may be funded.
3. As of 10/1/12, the AB has passed the following new international travel policy: Due to the excessively high cost and inadequate ability to efficiently fund international travel, the Allocations Board will no longer fund any international travel events as defined under BU travel guidelines, meaning these events take place outside the contiguous United States or Canada.

If a group is denied funds for one travel program, they are able to apply for funding for a different travel program. The standard appeals process for all other funding requests applies to the Travel Fund.

Section 7 | AB Program of the Year Award

The AB requests that groups provide Board Members with two complementary tickets to each AB-funded event to help the AB better understand each organization it provides funding to. Board members will present their Board ID badge when obtaining tickets. This also allows the Board to judge the event for the AB “Program of the Year” award. The award will be chosen based on the following criteria.

The award will go to the program that meets the following requirements:

1. Program partially funded by the AB
2. Program best exemplifies what the CSF should be used for
3. Program of the Year application submitted before the posted deadline (available on AB website).

The award will be decided by the following procedure:

1. Student groups will be notified of the availability of Program of the Year applications. If student groups feel their AB-funded event should qualify, they are encouraged to write to the Board and request that an AB member attend their event and submit an application. An AB member’s attendance at an event is not required for consideration for the Program of the Year Award.
2. At the end of the year, AB members will review the submitted applications and notify the winners.

3. The Allocations Board will transfer the monetary reward to the winning group(s).

Note: The AB Program of the Year Award will not be taken into consideration when reviewing requests in subsequent funding periods. For example, funding will not be denied or reduced because it is expected that the group use the award money from an event. All groups with AB-funded events are strongly encouraged to apply.

Section 8 | Key Reminders and Frequently Asked Questions

- AB funds may only be spent on programs that the AB has approved for an organization. While funds cannot be transferred from one item to another without a reallocation, funds may be used within the same category as long as the expense(s) adhere(s) to AB limits and guidelines.
- The AB must be notified of all cancelled AB funding transactions. This allows the Board to use more funds for Regular funding requests throughout the funding period.
- The AB reserves the right to audit all accounts of groups awarded funding. Auditing will occur under the supervision of Student Activities Business Office staff.
- If a group purchases a durable or reusable product, they must provide the storage location. The AB will not fund the purchase of durable goods without proof of storage space such as a locker in the GSU or an advisor's on-campus office. Please list storage space in the "Additional Comments" section of the request.

Frequently Asked Questions

- **Where do we find prices?**

The Student Activities Office, located at 1 University Road, has current rates for on-campus services. SAO also has extensive listings and contact information for Boston-area vendors, transportation services, and lodging.

- **Do we pay taxes on our expenses?**

No. Goods and services that are purchased by groups, whether through the group account or AB funds, fall under Boston University's tax-exempt status.

- **Can our organization put on an event with another AB funded organization?**

Yes. Collaboration between groups is encouraged! This allows for bigger events that further enrich campus life. If you hold a collaborative event, denote it in the "Additional Comments" section of the request and note which groups are involved. The organization that requests funding for the event will be considered as utilizing one of its funding requests for the funding period.

- **Will the AB make exceptions to its policies stated in this Handbook?**

The Board's guidelines are generally strictly adhered to, but may be reconsidered if a group presents an extraordinary situation.

•Where might our organization find additional resources and funding for our activities?

1. Other University departments and administrators
2. College student governments and residence hall associations
3. Search YouDo @ BU for other student organizations with similar interests
4. Ticket sales
5. Non-university organizations (such as corporate sponsorship)
6. Group members

• How can I contact the Allocations Board if I have questions related to funding?

E-mail the Allocations Board at allocate@bu.edu; call the office at (617) 353-7561; or visit us in the Resource Room at 1 University Road, during the school year (office hours posted on the Allocations Board website, www.bu.edu/allocate).