

**Perkins Student Association
Spending Guidelines
2020-21**

Strategic Plan Dialogue

Strengthen and build community:

- Build meaningful relationships among students in the Perkins Community, enhance learning opportunities, and provide a foundation for developing long-term professional networks.
- Strengthen community identity.
- Facilitate dialogue on current and meaningful issues that impact the life of students, faculty and staff.
- Enrich relationships between faculty, staff, and students.
- Celebrate and affirm academic excellence in the Perkins community.
 - Perkins Newsletter
 - The implementation of academic conference travel grant for students.
 - Facilitate theological discussion at the conclusion of film nights and service days

Budgeting Criteria

The following guidelines apply only to Organized Interest Group (OIG) and Perkins Student Association (PSA) sponsored activities:

- Funding considerations will prioritize community building, programming, and education open to the entire Perkins Community. Therefore, funding will value the diversity of our community and respect our many perspectives, gifts, and hopes.
- The following may not be funded:
 - Events and meetings conflicting with regularly scheduled Chapel
 - Alcohol
 - Funding over the budgeted amount will not be reimbursed; each OIG and PSA Office will be responsible for knowing their funding and maintaining spending records.
 - Donations to individuals or organizations may not be made out of funds from the Student Senate or any account derived out of Student Funds; particularly as such an instance may violate tax laws, which prohibit non-profit organizations contributing to non-profit organizations. If donations are collected through an event, such monies may be offered directly to the recipient organization rather than deposited and redistributed through the PSA account.
- Funding will be based on clear programming development guidelines.
- For merchandise and logo items, PSA will pay up to \$300 for screening and set-up costs, but the cost of the actual item (T-shirt, hats, memory items etc.) will be paid by individuals partaking in the merchandise created.
- All funding and budgeting will need to be backed up by proper documentation (receipts/invoices).

- Funding for community lunches will not exceed four (4) community lunches per academic year (2 per semester) and must be used in conjunction with a Community Hour At Perkins (CHAP), OIG meeting, or PSA sponsored event. Only persons attending the meetings will be eligible to receive the funding for the community lunch.
- Funding for banquet food costs will be provided once during an academic year and will not exceed \$30.00 a head. This excludes decorations, technology fees and room reservation fees.
- Budget requests are due at the last PSA Council Meeting of the academic year (usually in May) per Article 8 section a of the PSA Bylaws.

Honorariums and Gifts and Services Rendered

Honorarium is a monetary payment given for services. Gift is a non-monetary item of appreciation.

Gifts

- Funding for gifts to be offered to an individual Perkins Student will not exceed an annual amount of \$25.00.
- No monetary gifts are to be offered to Perkins's students.

Honorariums

- Faculty, staff, and guests are eligible to receive an honorarium.
- \$300.00 limit for original work such as a lecture or sermon presented in and to the Perkins community. Special funds may be requested should the honorarium amount estimated exceed the amount approved in spending guidelines.
- Requests for honorariums exceeding the \$300.00 threshold may be considered on a case-by-case basis by filling out a Special Funding Request form.
- \$100.00 limit for participation in panel or presentation of non-original work.

Services Rendered

- \$250.00 limit per day for any program spanning more than one day for performers, including dancers, musicians, and artists.
- \$200 limit per day for any program spanning more than one day for audio-visual technicians.

Review and Compliance

Spending Guidelines Review Period

The PSA Council shall review the spending guidelines at least once per academic year, with a review occurring no later than 13 months after the prior review. If no amendments are proposed, no vote is required. Any proposed amendments will be adopted upon a 2/3 vote of PSA Council members present and voting.

Spending Guidelines Maintenance

The current PSA Treasurer will be the owner of this document and responsible for completing the annual review, updating changes in the document, and disseminating changes to appropriate stakeholders.

The date of the most recent review shall be placed in the upper right-hand corner of this document once the annual review is completed and approved by PSA Council.