BUDGETARY GUIDELINES

COMMITTEE ON CLUBS

OF

JOHN JAY COLLEGE OF CRIMINAL JUSTICE OF

THE CITY UNIVERSITY OF NEW YORK
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May 9, 2012

Dear Student Leader,

We would like to congratulate you for being an active member in the student life at John Jay College. The Committee on Clubs Budgetary Guidelines will assist student organizations with the preparation of the fall and spring budgets. In addition, the guidelines were developed to help student leaders become familiar with the budgetary process for student organizations and provide rules to help organizations sponsor events that further the development of the student body and uphold the mission of the Student Government.

Thank you,

Jeffrey Aikens - Chair
Whitney Brown
Alyssa Gilliam
Rebecca Delgado
Anna Marie Singh

Committee on Clubs 2011-2012
BUDGETARY GUIDELINES
COMMITTEE ON CLUBS
of
John Jay College of Criminal Justice
The City University of New York
Revised May 9, 2012

PREAMBLE

The permanent Committee on Clubs shall review the budget requests of all certified clubs for funding, and shall recommend to the full Council whether such funds shall be approved. The funding for student organizations is an earmark category based on the enrollment of the summer, fall, and spring semester. The Committee shall ensure that all such requests are in accordance with the educational and cultural purposes of the College, benefit the general student body, are cost effective, and conform with the overall budget guidelines and ceilings approved by the full Council. The Committee may also examine the constitution of any club requesting funds from the Council in order to establish their democratic character and conformance to the purposes of the College. The Committee reserves the right to deny, table, pass with stipulation, or approve club budgets at its discretion.

ARTICLE I: BUDGET SUBMISSION

A. Club executives are required to attend an Office of Student Life budget workshop before submitting a budget proposal.

B. All budget proposals must have a budget checklist, be date and time stamped by a staff member of the Office of Student Life, and be submitted to the Executive Assistant of Student Council or the Chair of the Committee on Clubs. All Committee on Clubs submission deadlines will be the Thursday before the regularly scheduled Committee on Clubs meeting. A budget submitted after the deadline will be reviewed at the following Committee on Clubs meeting. Any budgets submitted with missing paperwork will not be reviewed by the Committee on Clubs and will be sent back to the Office of Student Life and the director of Student Life. No exceptions will be made unless passed by a majority of the committee

C. Each club must submit two (2) separate budgets: one for the fall semester and one for the spring semester. Special Note: If a club has funds remaining in their budget for the fall semester they cannot spend those funds in the following spring semester. If there is remaining funds in the earmark category, the Committee on Clubs will reallocate the funds to the student organizations in the spring semester.
D. The president or treasurer of a club has the ability to resubmit their budget proposal if their original budget proposal was submitted on time, provided the Chair of the Committee on Clubs or the Office of Student Life assign an arbitrary deadline for resubmission.

E. All budget proposals must include the mission statement of the club. Each club is required to defend their budget at the Committee on Clubs meeting, Student Council meeting, and Student Activities Association Board of Directors meeting. If there is no representative from the organization present at one of these meetings, then the budget will not be reviewed.

F. Clubs are able to collaborate with departments and other clubs within John Jay College. However, a club should not be the only funding source for the entire event. If there is a co-sponsor of an event, within John Jay College, the co-sponsor of the event must provide a written letter with a detailed description of the allocation their department will contribute to the event. Also, provide an explanation of the specific service or product rendered for the event. Special Note: Student organizations can co-sponsor an event with outside entities. However, if a student organization is collaborating with an outside entity, the student organization needs to meet with the Director of Student Life. The student organization needs to provide the Director of Student Life with all the details regarding the event. If the event occurs with a student organization within a CUNY school, the organization must provide a signed agreement from the President and Treasurer of the student organization. The agreement must be given to the Director of Student Life.

G. The chair of the Committee on Clubs is responsible for notifying the clubs of the projected revenue of the current semester at least two weeks in advanced of the Committee on Club budget submission deadline.

H. An executive member of a club has the ability to appeal any recommendation of the Committee on Clubs and or Student Council. They may do this only if they submit their appeal in writing, and meet the Student Council or Student Activities Association Board of Directors regular submission deadlines for the current budget cycle.

**ARTICLE II: NEW AND INACTIVE CLUBS**

All new clubs that are chartered (clubs that are receiving certification from the Judicial Board) will receive up to $1,000.00 per their first and second consecutive active semesters. Inactive clubs are clubs that were not active the previous semester or clubs that have been chartered in the College’s history, but did not retain membership, or hold any meetings or events. These reactivating organizations will be held to the same boundaries as new clubs.
ARTICLE III: CEILINGS AND CAPS

A. Advertising (Category 1) should not exceed $500.00.

B. Honoraria (Category 5) should not include plaques or trophies for executive members of clubs.

C. Printing (Category 7) should not exceed $200.00 per semester.

D. Supplies (Category 13) should not exceed $400.00 per semester. Items, such as electronics and computer equipment, cannot be part of the supplies list.

E. Refreshments (Category 15) shall not exceed one-third (.333) of the entire club budget. This is a College policy, and cannot be violated.

F. Clubs are not permitted to utilize student funds to purchase equipment (Category 3) for club rooms or for events. Under special circumstances, the Committee on Clubs will provide authorization to purchase equipment. The Office of Student Life must maintain a list of purchased equipment and submit it to the clubs and Financial Management Office of Student Activities Association at the close of each semester.

G. Clubs are not permitted to submit a budget proposal with any expenditures for categories 4 (Films and Film Rental), 6 (Insurance), 9 (Repairs and Maintenance), 10 (Telephone), and 12 (Personnel Services).

ARTICLE IV: EXTERNAL EVENTS

A. A detailed proposal indicating the premise, value to the college community, and the reason(s) for such an event must be attached to the budget.

B. Any non-academic external event must be in collaboration with at least one other Club. The Committee on Clubs will not recommend approval for individual non-academic external events.

C. All off-campus excursions involving ten or more students must include a designated trip coordinator. The coordinator must be of a Higher Education Officer standing or a full-time staff or faculty member of the college with the exception of an adjunct or a person employed by the Student Activities Association. A letter from the coordinator(s) must be attached to the event proposal.

D. All travel and event expenses will be considered and in the following order:
   a. Educational/academic;
b. Community service/school image; and

c. Social/Cultural.

ARTICLE V: SUPPORTING DOCUMENTATION

A. Purchases or services to be rendered over $250.00 require a price quote from three (3) separate vendors, along with detail specifications for the goods or services to be procured, must be attached to the budget proposal accompanied with an oral bid form.

B. Office supplies can only be obtained from Staples and the cart of items to be purchased must be attached to the budget. Items to be purchased from Staples that are classified as a food or beverage must be placed in Refreshments (category 15).

C. A detailed budget proposal should be attached to the budget outlining the premise of the events, quotes for all items to be purchased or services to be rendered (where necessary), as well as the selection process for students participating in on-campus or off-campus excursions, tournaments or conferences.

D. For clubs that wish to obtain cultural foods or foods for special events that cannot be otherwise obtained from the current food vendor at the college, the following documentation must be provided: a certificate of insurance from the food services to be used (the College requires a minimum coverage of one million dollars), a Health Department Permit, Food Handlers Certification, and an itemized pre-billing invoice. Failure to attach these documents to the budget may result in the budget being passed partially, tabled or denied.

E. All parties who are signatories to the budget must sign and date areas specified on Budget Summary Form-Part 1, Exhibit A. Failure to have all signatures on the document may result in the budget being tabled.

F. All speakers or performers scheduled to appear at any club event must provide a résumé and/or bibliographical profile. Such résumé, biography, portfolios, reviews, or profile must be attached to the budget proposal. In addition, be advised that all speakers and or performers must submit a copy of his/her social security card and a copy of his/her state or United States identification card or tax registration number along with a completed Personal Services Agreement form. This is a College procedure and cannot be changed. Please note that for performers costing over $500.00 oral bids must be done.
ARTICLE VI: SUPPLEMENTAL BUDGETS

A. Supplemental budgets may be accepted at the last Committee meeting of the Spring semester.

B. Supplemental budgets are incumbent upon the funds the Committee has available after all original budget proposals have been approved and funds appropriated.

C. These budgets are subject to the same procedures as the original budgets and will be reviewed in the chronological order in which they were received by the Executive Assistant.

D. The Committee reserves the right to deny the Supplemental budget if the budgeting guidelines are not adhered to.

ARTICLE VII: DOCUMENTATION REQUEST

A. All requests for Committee on Clubs documents must be submitted to the Office of Student Life.
APPENDIX 1: BUDGETARY PROCESS FOR STUDENT ORGANIZATIONS

Office of Student Life

Meet with a Staff Member to ensure that all documentation is attached to Exhibit A and Exhibit B

Have the budget time stamped and request a copy of the budget for the President and Treasurer of the Student Organization records.

Committee on Clubs

The budget is submitted to the Executive Assistant of Student council or the Chairperson of the Committee on Clubs.

The chairperson sends the budgets to the rest of the committee members for review. If the budget does not have all of the documentation then the budget is at risk of not being reviewed.

The Committee on Clubs reviews the budget and discusses the information regarding the budget.

Upon approval, the budget is submitted to the Treasurer of Student Council.

Student Council

The chairperson of the Committee on Clubs submits the budget to the Treasurer of Student Council.

The Treasurer of Student Council sends the name of the organization and the amount to the Secretary of Student Council to develop the agenda for the Student Council meeting.

The Student Council will review and discuss the information for approval.

Upon Approval, the budget is submitted to the Secretary to the Dean of Students for the Board of Directors review.

Board of Directors

The Budget Committee will review the budget and discuss different components of the budget.

Upon approval of the budget committee, the budget will go to the Board of Directors.

Once approved by the Board of Directors, the budget will be submitted to the Financial Office of the Student Activities Assoc.

The Student Organization can begin placing the paperwork to spend their funds immediately.
APPENDIX 2: BUDGET EXHIBIT A

Budget Summary Form - Part 1
John Jay College of Criminal Justice
Student Activities Association

Note: This form must be attached to the Budget Data Entry Form - Part 2 - Exhibit B

Name Of Budget Organization

Semester / Year

EXHIBIT A

PLEASE INDICATE WITH A CHECK MARK AND PROVIDE DATE

COC / ES USE

Council Use

Approved:

Minutes Date Below

Approved

Minutes Date Below

Association Use

Budget Approved

Condition

Condition Date

Date

Comment

PLEASE INDICATE WITH A CHECK MARK AND PROVIDE DATE

S.C. OFFICER / DIRECTOR

Printed Name

SIGNATURE

CLUB PRESIDENT

CLUB TREASURER

FACULTY ADVISOR/
SAA DESIGNEE

The information above must be completed in full by the individuals specified. Incomplete information will result in delays. This form is official upon signature of all involved parties.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Advertising and Promotion</td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td>Contractual Services</td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td>Equipment</td>
<td>$</td>
</tr>
<tr>
<td>4.</td>
<td>Films and Film Rental</td>
<td>$</td>
</tr>
<tr>
<td>5.</td>
<td>Honoraria, Performers, Bands, etc.</td>
<td>$</td>
</tr>
<tr>
<td>6.</td>
<td>Insurance</td>
<td>$</td>
</tr>
<tr>
<td>7.</td>
<td>Printing, Postage, Stationery</td>
<td>$</td>
</tr>
<tr>
<td>8.</td>
<td>Rent</td>
<td>$</td>
</tr>
<tr>
<td>9.</td>
<td>Repairs and Maintenance</td>
<td>$</td>
</tr>
<tr>
<td>10.</td>
<td>Telephone</td>
<td>$</td>
</tr>
<tr>
<td>11.</td>
<td>Stipends</td>
<td>$</td>
</tr>
<tr>
<td>12.</td>
<td>Personnel Services</td>
<td>$</td>
</tr>
<tr>
<td>13.</td>
<td>Supplies</td>
<td>$</td>
</tr>
<tr>
<td>14.</td>
<td>Travel Expense</td>
<td>$</td>
</tr>
<tr>
<td>15.</td>
<td>Refreshments</td>
<td>$</td>
</tr>
</tbody>
</table>

Total All Categories

$      

Budgets are due to the Assistant Secretary of the Association five business days prior to the Budget Committee and Board of Directors Meetings. Check requests are honored by the Business Office upon receipt of an approved budget.

Allegations related to fraud regarding the use of or theft of funds of the Student Activities Association, Inc. (SAA) may result in charges being brought against the accused individual before the Faculty Student Judicial Committee and/or the Student Activities Association. Any amount due to the SAA will result in a hold being placed on a student's transcript and/or diploma and the student being barred from registration until the debt due to the Association is satisfied. Your signature above signifies that you understand the foregoing.

Approved 3/22/90; Revised 9/99 - Replaces all previous editions

Student Activities Association, Inc. John Jay College of Criminal Justice
Approved 3/21/90; Revised 9/1/93, 7/1/95, 9/13/99, 1/15/00, 9/30/99

Approved 3/22/90; Revised 9/99 - Replaces all previous editions

Student Activities Association, Inc. John Jay College of Criminal Justice
Approved 3/21/90; Revised 9/1/93, 7/1/95, 9/99; Revised 11/30/00

White (Accounting Office); yellow (SD Budget Office); pink (Student Activities Office or Department Director); goldenrod (Student Council Treasurer)
APPENDIX 3: BUDGET EXHIBIT B

Budget Data Entry Form - Part 2
John Jay College of Criminal Justice
Student Activities Association

Page ___ of ___

Name of Budget Organization

Note: This form must be attached to the Budget Summary Form Part 1: Exhibit A

<table>
<thead>
<tr>
<th>Category #</th>
<th>Line Item Descriptor</th>
<th>Detailed Line Item Description</th>
<th>(Specify Fiscal Accountability Budget Category)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(A line item is a specific description of an expense)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ _____</td>
</tr>
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<td></td>
<td></td>
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<td>$ _____</td>
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<td></td>
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<td></td>
<td>$ _____</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ _____</td>
</tr>
</tbody>
</table>

This form is required of all entities of the Student Activities Association. For budgets forwarded by the Student Council, Essential Services and Committee on Clubs appropriate Minutes are required before the budget is presented to the Association.

white (Accounting Office); yellow (SD Budget Office); pink (Student Activities Office or Department Director); gold (Student Council Treasurer);

11/30/00

CL Johnson
APPENDIX 4: SAMPLE BUDGET PROPOSAL FORMAT

Name of the Student Organization ____________________________________________

Mission of Organization ______________________________________________________

Category # ______ Category Name__________________________________________ Amount $_________

Rationale

Item _____________________________________________ Amount $_________

Category # ______ Category Name__________________________________________ Amount $_________

Rationale

Item _____________________________________________ Amount $_________

Category # ______ Category Name__________________________________________ Amount $_________

Rationale

Item _____________________________________________ Amount $_________

Category # ______ Category Name__________________________________________ Amount $_________

Rationale

Item _____________________________________________ Amount $_________

CALENDER OF EVENTS
List the date, name of the event, location, and time.

Ex. January 19 - Student Harvest, L2.69.00NB, 1:40pm
APPENDIX 4a: SAMPLE BUDGET PROPOSAL

MEMORANDUM

TO: Committee on Clubs, Student Council & SAA Board of Directors
FROM: Student Organization
DATE: Current Date
SUBJECT: Student Organization Budget

The mission of the student organization is to build unity among students across various master program disciplines while fostering their advancement in writing, critical thinking, leadership and career networking. The student organization is vital to John Jay College because it develops graduate students career interest and provides an environment for graduate students to put into practice the skills and knowledge they learn from their master program.

Category 1: Advertising/Promotion

The organization does a lot of volunteer work in various communities in an effort to improve the environment. For this semester, we will be planting trees and cleaning up parks. T-shirts will bring awareness to our organization and promote unity. T-shirts will be given to members who volunteer their time to plant trees and clean up parks.

25 short sleeve t-shirts, white ($6 per shirt) = $150.00

Category 2: Contractual Services

The organization will be promoting educational advancement to undergraduate students at John Jay through our mentoring program. We will conduct three (3) sessions for undergraduate students to gain support from graduate students in their professional and academic careers. Our first mentoring session will feature motivational speaker Steve Birdine.

First mentoring session = $150.00

Category 5: Honorarium

The organization would like to recognize individuals in the John Jay community for their hard work in developing our organization.

Metal Gravel, Gold Electroplate (for Faculty Advisor) = $25.00
Rosewood Piano-finish plaque engraving plate (for Prof. Rich) = $25.00
Total = $50.00

Category 7: Printing, Postage and Stationary

The organization will need printing for events. The organization will also utilize student emails, Facebook, and other electronic mediums to advertise events.

1 poster 24.00 x 36.00 = $41.00
30 color flyers = $9.00
Total = $50.00
APPENDIX 4a: SAMPLE BUDGET PROPOSAL

Category 13: Supplies  $100.00

The organization is requesting various office supplies to ensure efficiency of the organization.

- Expanding file folders (2pk) = $30.00
- Rollerball pens blue (3pk) = $15.00
- Post its (6 pk) = $10.00
- Stapler (2) = $20.00
- Staples (2 box) = $5.00
- Tape (2 box) = $8.00
- Tape dispenser (2) = $12.00

Total = $100.00

Category 14: Travel Expenses  $200.00

The organization will be traveling to Albany, New York to attend the Proactive Education conference. The goal of this conference is to address relevant issues that face all students and advisors in post-secondary and post baccalaureate education. We are requesting funds to pay for the registration of the conference. The selection of students for this conference will be on a first come first serve basis.

20 people ($10 per student) = $200.00

Category 15: Refreshments  $300.00

Refreshments will be needed for meetings and events throughout the semester. Food will be ordered from the school food vendor for all events and meetings.

- Mentoring Session #1
  - Deli Board = $44.00
  - Cookies = $11.00
  - Baked Ziti = $30.00
  - Brownies = $15.00
  - Total = $100.00

- Mentoring Session #2
  - Deli Board = $44.00
  - Cookies = $11.00
  - Baked Ziti = $30.00
  - Brownies = $15.00
  - Total = $100.00

- Mentoring Session #3
  - Deli Board = $44.00
  - Cookies = $11.00
  - Baked Ziti = $30.00
  - Brownies = $15.00
  - Total = $100.00

Total Budget Request  $1,000.00
APPENDIX 4a: SAMPLE BUDGET PROPOSAL

Calendar of Events

**February 22** – Mentoring Session 1, L2.69.00NB, 1:40pm  
**February 29** - 1st General Meeting, L2.69.00NB, 1:40pm  
**March 14** - Mentoring Session 2, L2.69.00NB, 1:40pm  
**March 21** – 2nd General Meeting, L2.69.00NB, 1:40pm  
**April 6** – Tree Planting Prospect Park  
**April 19** – 3rd General Meeting, L2.69.00NB, 1:40pm  
**April 25** – Mentoring Session 3, L2.69.00NB, 1:40pm  
**May 1** – Central Park Clean Up
APPENDIX 5: Budget Checklist

STUDENT ORGANIZATION BUDGET CHECKLIST

<table>
<thead>
<tr>
<th>Items Submitted</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Student Organization Budget Checklist (Required)</td>
<td>_______</td>
</tr>
<tr>
<td>□ Budget Exhibit A &amp; B (Required)</td>
<td>_______</td>
</tr>
<tr>
<td>□ Budget Proposal/Calendar of Semester Events (Required)</td>
<td>_______</td>
</tr>
<tr>
<td>□ Advertising and Promotion Quote(s) (If Necessary)</td>
<td>_______</td>
</tr>
<tr>
<td>□ Contractual Quote(s) (If Necessary)</td>
<td>_______</td>
</tr>
<tr>
<td>□ Honoraria Quote(s) (If Necessary)</td>
<td>_______</td>
</tr>
<tr>
<td>□ Printing Quote (If Necessary)</td>
<td>_______</td>
</tr>
<tr>
<td>□ Supplies Quote(s) (If Necessary)</td>
<td>_______</td>
</tr>
<tr>
<td>□ Travel Quote(s) (If Necessary)</td>
<td>_______</td>
</tr>
<tr>
<td>□ Refreshment Quote(s) (If Necessary)</td>
<td>_______</td>
</tr>
</tbody>
</table>

Missing documentation will cause a student organization budget to be denied.

By signing, I agree and understand the terms of the Committee on Clubs Budgetary Guidelines.

______________________________________________________________________________

Student Organization Name

______________________________________________________________________________

Executive Officer Name (Print)     Executive Officer Signature

______________________________________________________________________________

OSL Staff Signature & Date     Date

**BUDGETING BODIES WILL ONLY ACCEPT ORIGINAL COPIES OF THE FORMS DISPLAYED HERE.**

PLEASE NOTE: THE ORIGINAL FORMS DISPLAYED HERE AS WELL AS ALL OTHER NECESSARY FORMS CAN BE FOUND IN THE OFFICE OF STUDENT LIFE.
APPENDIX 6: GLOSSARY OF TERMS

**Approved:** An approved budget indicates that the document will move on to the next stage of the budgeting process.

**Approved with Stipulation:** A budget approved with a stipulation indicates that there are minor adjustments to be made to the document prior to its progression to the next phase of the budgeting process. For example: the inclusion of a faculty advisor’s signature.

**Chartered:** The certification of a student organization by the Judicial Board.

**Denied:** A budget that is denied indicates that the document did not meet the criteria set forth in the guideline for appropriation.

**Oral Bid:** A price quote from a vendor for a particular service or product.

**Rider:** An amendment or attachment to a contract. Commonly used to indicate additional terms or coverage for standard insurance contracts.

**Tabled:** A budget that is tabled means the document did not meet the requirements to be approved, passed with stipulation or denied. Thus, it was sent back to the club to be revised and the must come back at the following meeting for review by the Committee.