

Total Funding Guideline

Percentages of funding will be made up from the following categories. *This is the overarching guideline in considering total funding for most categories of funding requests unless more appropriate guidelines are advanced by the SGA Treasurer.* We will look at the request categories before referring to the following table.

Tier	Amount	Percentage	Meaning
1	\$0 to \$1000.00	100%	SGA will consider up to 100% of the requested amount.
2	\$1000.01 to 2000.00	85%	SGA will consider up to 85% of the requested amount.
3	\$2000.01 to 3000.00	70%	SGA will consider up to 70% of the requested amount.
4	\$3000.01 to 4000.00	55%	SGA will consider up to 55% of the requested amount.
5	\$4000.01 and over	Case-by-case basis	

Request to Travel

Registration

The first \$100.00 of an individual's registration fees are expected to be self-funded. Any amount above \$100.00 can be funded by SGA, e.g. SGA can fund up to \$50.00 if the individual registration fee is \$150.00.

Transportation

Gasoline reimbursement will be based on the discretion of Appropriations and higher authorities; if approved, it will be based on University policy.

Flights must originate in North Carolina.

Flight cost/reimbursement schedule:

- \$350.00 per ticket max for flights to EST.
- \$375.00 per ticket max for flights to CST.
- \$400.00 per ticket max for flights to MST.
- \$425.00 per ticket max for flights to WST.
- Alaska and Hawaii are case-by-case.

Car rentals will be considered on a case-by-case basis.

Hotel

No more than \$350.00 per night will be funded for a request to travel. Under most circumstances, Appropriations will consider two rooms per night for funding.

Other expenses

Appropriations will only consider covering the first bag and the carry-on bag.

Taxi fare reimbursement will only be considered with travel from airport to hotel, hotel to conference, and hotel back to airport.

Parking fees will only be considered for a maximum of two vehicles per trip.

Event Funding Request

Supplies

Food

Appropriations will not consider funding food for recruitment events, socials, meet-and-greets, and receptions.

Uniforms

Appropriations will only consider funding organization uniforms if they are used solely as uniforms, not means of recruitment. *If they are funded fully by SGA dollars, it is expected that they will remain with the group.*

Educational supplies

Appropriations will consider educational supplies on a case-by-case basis based on the benefit to the University as a whole as well as the student organization.

Contracts

Guest speakers

Appropriations will only consider funding guest speaker fees if the event is deemed a Passport event or for a department or major speaker.

Visiting artists and other performers

Appropriations will consider this category on a case-by-case basis based on the overall benefit to the University, its impact on the representation of the University, and its impact on the representation of the student organization.

Promotions

Giveaways

We will consider giveaways on a case-by-case basis factoring in appropriateness in the giveaway item and the necessity of the event.

Printing

Appropriations will consider printing requests; however, it should be understood that the lowest-cost quote will have favor over higher quotes.

Mass Media Advertising

SGA-funded advertisements will be limited to University publications, e.g. the East Carolinian and the University website.

ECU Mail Services

Appropriations will consider ECU Mail Services organizational requests on a case-by-case basis.

Effective 1/13/2011

University Rentals

Facilities

Appropriations will consider funding ECU facility use if the organization isn't profiting from ticket sales.

Equipment

Appropriations will give priority in equipment rentals to East Carolina University; if East Carolina University does not possess the equipment requisite to the success of the event, outside sources will be considered next.