

## UOFC Funding Guidelines

The UOFC only funds organizations registered with the Yale College Dean's Office. These organizations are expected to fill out a Receipt Submission Form by the end of each semester. They are also expected to return any excess, unused funds granted by the UOFC before the end of the academic year. Before applications requesting reimbursement can be reviewed, all relevant receipts must be turned into the UOFC. An organization that is applying for funding for the first time, or one that has not applied for funding in the two previous academic years, must send two officers to a meeting of the UOFC to be interviewed before it can be considered for funding. The UOFC will contact the organization in question about its interview.

Events funded by the Committee are expected to:

- Be open to the entire Yale community
- Take place on campus
- Take place during the SAME semester as the funding application is reviewed
- Benefit / Impact the Yale community as a whole and undergraduates in particular
- Serve as an educational or cultural supplement to the normal university curriculum
- Have costs kept to a minimum
- Have funding from sources besides the UOFC
- Show need for funding

Also, we ask that every organization that receives money in advance for an event from the UOFC acknowledge the funding in its program, advertising, or other printed material.

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### Amount of Funding

#### **Maximum funding per organization \$600 per semester**

*Note: At its discretion, the UOFC may award funding in excess of \$600 for MAJOR events. For major events projected to take place in the spring, groups may apply for up to \$600 in funding in the fall semester and \$600 in additional funding in the spring semester. For a major fall semester event, the UOFC may award \$1200 to an organization with the stipulation that they will not be able to request funding in the spring.*

#### **Maximum funding per budget expense-item : \$300**

#### **First-year organizations**

*For the first year of operation, new organizations may only receive up to \$300 per semester, of which only \$100 may be for capital equipment.*

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### Restrictions and Exceptions

**Food and Refreshments**

*There is a limit of \$50 per semester for food and refreshments. Exceptions may be made for events for which food is an integral part.*

**Photocopying and Publicity**

*Photocopying and publicity expenses, including all posters, flyers, signs, banners, artistic supplies, and postage used for publicity purposes, will only be funded at up to \$300 a semester.*

**Publishing Costs**

*All expenses associated with the production and publication of any undergraduate publications may be funded by the UOFC.*

**Capital Equipment Purchases**

*Only future capital expenditures will be considered. At its discretion, the UOFC may award funds to a group which seeks to purchase pieces of equipment, providing 1) that the equipment belongs to the group (not to any individual), and 2) that arrangements have been made to have the equipment stored in University facilities. The UOFC must receive written proof that these arrangements have been made before it will award funds for capital equipment purchases, including a letter from the Yale administrator or other official in charge of the storage space to be used (e.g., a college Master), or a letter indicating that these items will be stored in the Yale College Student Organization Center at 29-45 Broadway. The UOFC will also use a portion of its funds to purchase and rent out (through the Yale College Dean's Office) pieces of capital equipment that will benefit a large number of undergraduate organizations. If a requested piece of capital equipment is available for rent from the YCDO, the UOFC will not fund the request.*

**Uniforms, Clothing, Costumes, or Props**

*Such items may only be funded if they remain with the organization from year to year. Storage arrangements must be submitted to the UOFC in writing as stipulated above for capital equipment.*

**Guest Transportation**

*A speaker's travel from any cities within the Boston-New York-Washington area will be funded only at Amtrak or Metro North train rates, even if the speaker takes a plane. (Otherwise, funding for airplane travel will be awarded up to the \$300 limit.)*

**Guest Housing**

*Housing costs will be funded at current Residential College guest suite rates only.*

**Guest Meals**

*Meals will be funded at University dining hall rates only.*

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## **NO UOFC FUNDING IS AVAILABLE FOR THE FOLLOWING:**

### **Student Travel**

*Travel off campus for student groups may not be funded by the UOFC.*

### **Honoraria**

*Speaker fees of any kind (honoraria) may not be funded by the UOFC. This also includes fees for teachers/instructors of any type.*

### **Awards**

*Prizes, whether in money or trophy forms, may not be funded by the UOFC.*

### **Website Hosting and Development**

*Yale University provides all student organizations with free webspace on its server. YaleStation.org provides group site management services. The UOFC therefore deems it inappropriate to fund the use of outside webspace for those organizations that choose not to use the free services of the University or YaleStation.org. Exceptions to the funding of websites will only be made if developing a particular aspect of a website mandates the assistance of an outside agent.*

### **Publicity Giveaways**

*As these items do not remain in the ownership of the organization, the UOFC will not fund them if they are not crucial to the goals of the organization.*

### **Bank Accounts**

*Free banking is available to all undergraduate organizations through the Fleet Bank and Wachovia Bank branches on Church Street. Please refer to the Yale College Dean's Office for more information.*