

2020-2021 Adapted Budgeting Guidelines

In order to promote greater levels of club engagement, there has been an effort to expand the current budgeting guidelines to be more inclusive for potential expenditures during this time. These guidelines will be in place for the Fall 2020 Semester under the expectation that they will be revised and adjusted when necessary in order to remain compliant with both state and University COVID-19 precautions. At this time, The University of Scranton Student Government currently funds the following items for the Fall 2020 semester:

1. Programs and/or projects that are educational in nature and benefit the undergraduate student body of The University of Scranton.
2. Social events open to the entire University community.
3. Equipment and clothing only when an organization can demonstrate a programmatic need for such items (these items must remain with the organization and not become the property of individuals).
4. National, regional, or local conferences.

To compensate for items necessary for virtual club activities and engagement, these current items will be expanded to fund items that do not require prolonged exchanges or interactions. These new guidelines will include items that could be considered grab-and-go items, or items that do not require great handling from the end of the providing club or organization. For the Fall 2020 semester, the following items will be eligible for funding with considerations and restrictions:

1. Pre-packed or wrapped food
 - a. Food items must be entirely pre-packaged or wrapped by an external provider, such as the company that distributes the food item itself. Students cannot personally wrap, box, separate, or contain purchased food items to give out to other students
 - b. Food item requests must still meet the requirement that the event is open to the entire University community. Food item requests cannot be made for individual club meetings or board meetings.
 - c. Examples of acceptable food requests include bags of chips, pre-packaged desserts, granola bars, etc.
2. Grab-and-go items for the individual student as a part of a program or event
 - a. Clubs and organizations may be permitted to distribute items that may become individual property if they are created or earned by a participant as a part of a program or event.
 - b. Item requests must still meet the requirement that the event is open to the entire University community. Item requests cannot be made for individual club meetings or board meetings.
 - c. Examples of acceptable items or program ideas include events where participants can make their own succulent garden, tie-dye a t-shirt, gift card, or create a plush toy.

Before submitting requests using the “Student Government – Allocation Spending Request” form on Presence, clubs and organization should be mindful of these additional considerations:

1. Any club or organization that requests either of these items prior must outline how they plan to provide such items in compliance with University and state policies regarding social distancing and COVID-19 precautions. This level of planning can be attached in the “Budget Attachment” section of the “Student Government – Allocation Spending Request” form.
2. Any club or organization that requests either of these items may be requested to meet with Student Government or Patricia Cummings, Program Coordinator for Clubs and Organizations in the Center for Student Engagement.