

## How to Navigate the Funding Process

The SAFC is here to help you and your club - please read over this document before making any budget requests, as this will both help clarify our decision process and illuminate what we require in each budget. If you need any additional assistance regarding funding, please don't hesitate to contact the SAFC Chair (Ryan Davis). If you need any assistance regarding planning the event itself, please contact the SOOC Chair (Harriet Fisher), the Associate Director of Student Activities (Nathan Hintze), or the Assistant Director of Student Activities (Silvia Serban).

In the interests of students, the SAFC holds the discretionary right to make funding decisions beyond any of the guidelines. These decisions are based upon how cost-effective the proposal is, the general impact of the proposal on students, and how well the event is planned (is it well advertised? does it sound like the leaders are well aware of all resources required in executing the event? etc.).

- **What you need before submitting a budget:**
  - An organization must be chartered in order to receive SAFC funding (contact SOOC Chair Harriet Fisher to request a charter, or see [Starting a New Club](#))
- **Things to consider before submitting a budget:**
  - Budgets must be submitted at least two weeks in advance of the actual event.
  - Larger budgets (e.g. \$500 or over), or budgets involving bringing guests to campus, must be approved by the SAFC Chair (Ryan Davis) **before** budget submission
  - Events that are planned on busy weekends, or at times that conflict directly with other events, should be rescheduled
    - Check the [Bowdoin Orbit](#) to see if your proposed event time conflicts with other events
    - Contact the SOOC Chair, Harriet Fisher, for instructions about access to the Orbit
- **How to submit a successful budget:**
  - First, consult the [Club Funding Guidelines](#)
  - Consult the [Club Leaders' Manual](#) for additional assistance on event planning
  - Make requests as specific as possible - any requests for funding should be justified with line-item breakdowns and explanations of each item. **However**, it is better to submit an early, tentative budget, than a late final budget.
  - Club leaders and the creator of the budget must attend the SAFC meeting if they're scheduled into the agenda (an email will be sent out each Sunday with the agenda)
  - Reimbursements for costs that have already been incurred will not be funded by the SAFC.
  - Budgets must be submitted by Friday at midnight in order to be considered for the following Monday's meeting. All meetings occur after 5:30PM.
    - Budgets can be submitted via the [Online Budget Proposal Form](#)
    - If you don't know your project number, contact SOOC Chair Harriet Fisher for assistance.
- **How to find additional sources of funding:**
  - If you would like to access more funding than SAFC Guidelines allow, you may collaborate with other organizations, such as College Houses, Deans, and Academic Departments.
- **A Note about Financial Assistance:**
  - Depending on the budget, the SAFC may ask for student contributions to cover a portion of the costs of an event/purchase. If this poses a significant financial strain to any students in your club with financial need, extra money is available. If a member of your club qualifies for financial assistance, please contact the Director of Student Activities, Allen Delong (adelong2@bowdoin.edu), or have the student contact his/her Dean.