ATKINSON STUDENT ASSOCIATION GENERAL GUIDELINES

General Guidelines
In order to receive funding through Atkinson Student Association (ASA), a student organization must be a registered and in good standing with the ASA. The organization's membership and programs must be open to all Atkinson students. Student organizations with selective membership may apply for stipulated funding for programs open to the entire Atkinson community.

- All budgets must be submitted to ASA for review.
- ASA only allocates funds for one fiscal year. Unused funds will be kept by ASA at the end of each fiscal year (May 31st).
- **ASA does not fund the totality of a student organization.** ASA's role is to subsidize an organization's expenditures. Student organizations are encouraged to seek outside sources of income (i.e. dues, fundraising or sponsorship).
- Priority in ASA funding is given to student organizations that enhance student life and the out-of-class experience or improve the educational climate at Atkinson.
- ASA funding shall be based on the merits of programs designed for and open to the entire university community.
- Student organizations must use funds in the manner in which they were allocated. ASA requires student organizations to submit documentation (receipts) detailing their expenditures.
- ASA is not responsible for expenditures over approved budget amounts.
- Requests can be made for additional funds before the event occurs, not after.

Typical budget expenditures appear below.

**AWARDS**
- Certificates/Plaques/Recognition- $25.00 per year

**BANQUETS**
- Will not be funded

**COMPETITIONS**
- Intercollegiate competitions may be funded upon approval, but ASA reserves the right to limit the number of participants to the minimum required for competition.

**CONFERENCES**
- Conferences are not covered by ASA funds.

**DECORATIONS**
- Decorations - $20.00 per fiscal year

**DUES**
- National and Local dues are not funded.

**FOOD**
- $200.00 per fiscal year

**PUBLICITY**
- Printing - $20.00 per fiscal year
- ASA will not fund promotional merchandise (i.e. key chains, cups, pens).

**SPEAKERS**
- Gifts: $50.00 per fiscal year
• Materials: speakers will provide their own materials

TRAVEL/TRANSPORTATION
• Will not be funded

CLOTHING
• Will not be funded

OTHER REQUESTS NOT FUNDED
• Banquets for organizations under an umbrella organization.
• Books
• Donations
• Fees – bail bond, services rendered by University employees and students, legal services, membership on a per person basis, parking, Wellness Center
• Fines
• Office supplies
• Promotional merchandise
• Publications