

**Perkins Student Association  
Spending Guidelines  
2020-21**

**Strategic Plan Dialogue**

**Strengthen and build community:**

Build meaningful relationships among students in the Perkins Community, enhance learning opportunities, and provide a foundation for developing long-term professional networks.

Strengthen community identity.

Facilitate dialogue on current and meaningful issues that impact the life of students, faculty and staff.

Enrich relationships between faculty, staff, and students.

Celebrate and affirm academic excellence in the Perkins community.

- Perkins Newsletter
- The implementation of academic conference travel grant for students.
- Facilitate theological discussion at the conclusion of film nights and service days

**Budgeting Criteria**

The following guidelines apply only to Organized Interest Group (OIG) and Perkins Student Association (PSA) sponsored activities:

Funding considerations will prioritize community building, programming, and education open to the entire Perkins Community. Therefore, funding will value the diversity of our community and respect our many perspectives, gifts, and hopes.

The following may not be funded:

- Events and meetings conflicting with regularly scheduled Chapel
- Alcohol
- Funding over the budgeted amount will not be reimbursed; each OIG and PSA Office will be responsible for knowing their funding and maintaining spending records.
- Donations to individuals or organizations may not be made out of funds from the Student Senate or any account derived out of Student Funds; particularly as such an instance may violate tax laws, which prohibit non-profit organizations contributing to non-profit organizations. If donations are collected through an event, such monies may be offered directly to the recipient organization rather than deposited and redistributed through the PSA account.

Funding will be based on clear programming development guidelines.

For merchandise and logo items, PSA will pay up to \$300 for screening and set-up costs, but the cost of the actual item (T-shirt, hats, memory items etc.) will be paid by individuals partaking in the merchandise created.

All funding and budgeting will need to be backed up by proper documentation (receipts/invoices).

Funding for community lunches will not exceed four (4) community lunches per academic year (2 per semester) and must be used in conjunction with a Community Hour At Perkins (CHAP), OIG meeting, or PSA sponsored event. Only persons attending the meetings will be eligible to receive the funding for the community lunch.

Funding for banquet food costs will be provided once during an academic year and will not exceed \$30.00 a head. This excludes decorations, technology fees and room reservation fees.

Budget requests are due at the last PSA Council Meeting of the academic year (usually in May) per Article 8 section a of the PSA Bylaws.

## **Honorariums and Gifts and Services Rendered**

Honorarium is a monetary payment given for services. Gift is a non-monetary item of appreciation.

### Gifts

Funding for gifts to be offered to an individual Perkins Student will not exceed an annual amount of \$25.00.

No monetary gifts are to be offered to Perkins's students.

### Honorariums

Faculty, staff, and guests are eligible to receive an honorarium.

\$300.00 limit for original work such as a lecture or sermon presented in and to the Perkins community. Special funds may be requested should the honorarium amount estimated exceed the amount approved in spending guidelines.

Requests for honorariums exceeding the \$300.00 threshold may be considered on a case-by-case basis by filling out a Special Funding Request form.

\$100.00 limit for participation in panel or presentation of non-original work.

### Services Rendered

\$250.00 limit per day for an 0 62 27oc4(n 00092 0 62 2 reWB/T/F1 .imbm3/F1 ii)-0009v-000092 0 62 2 r

Last Review:  
4/20/2021