



Undergraduate Diversity Collaborative

Undergraduate Diversity Collaborative Funding Guidelines

General Guidelines:

1. Each organization is capped at a \$5,000/semester Mass Funding allocation. Rolling Funding is an option for more funds for organizations that max out on the cap.
2. Each organization is provided an automatic allocation of \$100 to be used for miscellaneous costs. It is the expectation that organizations use this money for any advertising expenses since it is not covered by either Mass or Rolling Funding.
3. Each organization is also provided \$50 to collaborate with other organizations.
4. We do not provide funding for:
 - Student salaries
 - Alcohol, illegal paraphernalia, weapons, etc.
 - Food, event fees, etc. for non-CWRU Undergraduate students
 - Direct donations (including prizes and rewards or gift cards)
5. Additional Resources:
 - Sparta Center: Paperware, plastic utensils, serving materials, basic decorations and supplies, tablecloths.
 - SLEBS: Free stage sound and lighting equipment rental provided by Case Footlighters
 - <https://footlighters.case.edu/equipment-borrowing>

Event Types:

Semester Flagship Events (≥ 150 people in attendance)

Examples: Cultural shows, Banquets, Concerts, etc.

- Food/Drinks:
 - Up to \$15/student for large meals (e.g. Lunch or Dinner)
 - Up to \$10/student for small meals (e.g. Appetizers)
 - Up to \$4/student for snack foods (e.g. Chips, soda, pretzels, etc.)
- Supplies/Decorations: Up to \$200
- Lighting/Sound Equipment: Up to \$500 (if SLEBS not available)
- Entertainment (e.g. DJ's, Performance groups, etc.):
 - Up to \$1,300 total for one event
- Instructor: Up to \$500 per instructor
- Honorarium: Up to \$250 per speaker
- Security: \$35/hour
 - **Note: Security is always required if your event has 150 or more people. Visit <https://students.case.edu/policy/safety/specialevent.html> for more information.
- Off-campus Venue Fees: Up to \$1,000
 - On-campus events are preferred!



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Large Events (75 – 149 people in attendance)

Examples: Social gatherings, Picnics/BBQs, etc.

- Food/Drinks:
 - Up to \$15/student for large meals (e.g. Lunch or Dinner)
 - Up to \$10/student for small meals (e.g. Appetizers)
 - Up to \$4/student for snack foods (e.g. Chips, soda, pretzels, etc.)
- Supplies/Decorations: Up to \$100
- Entertainment: Up to \$500
- Instructors: Up to \$300 per instructor
- Honorarium: Up to \$100 per speaker

Small Events (< 75 people in attendance)

Examples: Study tables, Meetings (non-GB), Any recursive event

- Food/Drinks:
 - Up to \$10 for small meals (e.g. Appetizers)
 - Up to \$4/student for snack foods (e.g. Chips, soda, pretzels, etc.)
- Supplies/Decorations: Up to \$50
- Entertainment: Up to \$250
- Instructor: Up to \$100 per instructor
- Honorarium: Up to \$50 per speaker

Exclusive Organization Events

Examples: Internal retreats, Fellowship events, etc.

- Supplies/location: Up to \$20/person

General Body Meetings

- Food/Drinks: Up to \$150 total for the entire semester

Competitions/Conferences

Attending

- Lodging: Up to \$100 per night per room
- Registration Fees: Up to \$20/person
- Food: \$100 for whole trip

Hosting

- Requires meeting with VP of Finance and UDC Advisor to discuss logistics
- Space Reservation: Up to \$500/day
- Supplies: Up to \$15/CWRU Undergraduate

Capital Purchases

- Reusable items (e.g. Props, Equipment, Banners, etc.)
- Organization National/Chapter Dues
- Costumes/Uniforms for cultural shows and performance groups: Up to \$20/person
- Apparel: Up to \$10/person
 - Design of apparel should be submitted to the Finance Committee.
- Up to \$1,000 total for the entire semester

Last Ratification Date: March 28, 2018



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Community Service/Fundraising

- Up to \$200 for supplies needed for the service event
 - ** Note: Goods purchased with this money may NOT be directly donated.

Travel/Car Rentals

< 50 miles away

- Up to \$30/CCEL van/day
 - ** Note: Requires training. For more information about the requirements, visit the CCEL website: <https://students.case.edu/community/resources/transport/>

> 50 miles away

- \$0.30/mile
 - Covers gas, rental fees, and other travel costs
 - ** Note: Receipts are still required for reimbursement.
- Non-driving costs
 - Flights: Up to \$500 per semester

Please note that anything not covered under these guidelines are at the discretion of the Vice President of Finance, UDC Finance Committee, and/or UDC Executive Board as outlined in the UDC Finance Bylaws. If you have any questions, please direct them to udc-vpfinance@case.edu.

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