FY21 JFC Metrics
The Office of the Student Body Vice President for Finance
Fiscal Year 2021 Metrics and Guidelines & Directions for Budget Preparation

1. **Booth**
   *Goal: Give all groups a flat rate amount for non-capital costs of participating in booth.*

   a. All non-capital expenses have a cap according based on the type of booth:
      i. Two Story: $3,000
      ii. One Story: $2,250
      iii. Blitz Booth: $800
   b. Groups building a booth for the first time can receive an extra $1,000.
   c. Capital expenses do not have a cap, but should not be granted if they were budgeted for within the last 3 years.

2. **Buggy**
   *Goal: Give all groups a flat rate amount for non-capital costs of participating in buggy.*

   a. All non-capital expenses (excluding safety equipment) have a cap according to the following procedure:
      i. $1,000 for participating in buggy.
      ii. An additional $750 for each team the organization has race.
      iii. This is capped at a maximum of 4 teams, so a $4,000 total cap.
      iv. Safety equipment is capped at $500 per organization.
   b. Capital expenses do not have a cap, but should not be granted if they were budgeted for within the last 3 years.

3. **Travel**
   *Goal: Have consistent travel allocations across groups while also factoring in the practical cost of travel, the varying needs of different organizations, and what is reasonable to ask participants to contribute.*

   a. Identify each line item that is for transportation and check that looks reasonable. If it doesn’t look right (ie. It costs $3,000 to transport 5 people to Philadelphia), talk to the organization.
   b. Split the money between each line item for travel: i.e. X people travelling. X * $275 = TOTAL. Split the TOTAL between Lodging, Transportation, etc.
   c. Total costs for travel are capped at $275 per person per year.
   d. Organizations are free to apply for additional funding in exceedance of this metric should the needs arise.
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4. Food
   Goal: Fund food at a fair level that supports the needs of organizations.

   a. Identify each line item allocated for food and make sure it is properly categorized:
      i. Food - Event: Non-personalized food for any event the organization has that is outside of its regular meetings and open to the public. Please make sure the event is described properly.
      ii. Food - GBM: Food for any general or regular organization meeting or events limited to its membership.
      iii. Food - Recruitment: Food for recruiting people to come to your organization meetings.
      iv. Food - Alcohol: All alcohol should be listed under this category. The JFC Bylaws dictate that alcohol cannot be funded unless approved by a ¾ supermajority of the JFC and a ⅔ supermajority of Senate and GSA.
      v. Food - Ingredients and Supplies: Ingredients and supplies used for preparing food.
      vi. Food - Other: Miscellaneous food not under any of the categories above.
   b. Food - Event: Event food uses 20% of the event food budget as the cap, or the total cap of $1000 listed below, whichever is greater.
   c. Food - Recruitment: Cap at $200 per year.
   d. Food - GBM: Cap at $600 per year.
   e. Total food expenses are capped at $1000 per year, with the exception of the event cap above.
   f. Ingredients and supplies (non-prepared food) do not count against any food metric.

5. Miscellaneous Metrics
   Goal: Adjust budgets to additional metrics for even and fair budgeting.

   a. For advertising, cap all costs according to the following schedule:
      i. General Club/Organization Promotion: $100 per year
      ii. Normal Event: $20 per event instance
      iii. Large Event: $100 per event instance
      iv. Large Banner: $100 per instance.
      v. Hanging a Doherty Banner: $350 per instance.
   b. Gifts/Prizes/Honorariums: Cap all at $30 per person.
   c. Registration fee: Cap at $100 per person per year.
   d. AB Tech expenses: Use the AB Tech Price guide to adjust the expense amount accordingly.

6. New Organizations
   Goal: Ensure new organizations can prove stability and commitment before granting them larger budgets.

   a. Newly recognized or funded organizations have a budget cap of $1000.
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7. Guidelines

*Guidelines are non-binding but are recommendations for JFC advisors.*

1) Second year JFC-funded organizations can receive up to and at most $2500.
2) Large events are defined as events open to the CMU community that sell at least 75 tickets.
3) Revenue will be applied towards line items limited by metrics first.
4) JFC Members must disclose organizational affiliations in advance of any discussion and recuse themselves from discussion.
5) Standard organization websites not requiring additional computing power will be capped at the level of a Small Virtual Server in the [Computing Services Price List](#), plus the prevailing rate for a standard domain name.

Ratified by 15-0-2 vote at 10/27/2019 JFC Meeting.