FY23 JFC Metrics

The Office of the Student Body Vice President for Finance
Fiscal Year 2023 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. One Story: $2,250
   
   ii. Blitz Booth: $800
   
   iii. Dog House: $250
   
   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 have a cap according to the following:
   
   i. $1,000 for participating in buggy.
   
   ii. An additional $750 for each team the organization has.
   
   iii. This is capped at a maximum of 4 teams, hence 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. Split the money between each line item for travel: i.e. X people traveling. X * $275 = TOTAL. Split the TOTAL between Lodging, Transportation, etc.
   
   b. Total costs for travel are capped at $275 per person per year.
   
   c. Organizations are free to apply for additional funding in exceedance of this metric should the needs arise.
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 - Campus-Wide 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 - Internal Events**: Food for members of an organization at an event that is usually larger than GBM in which the primary audience are current organization members with the purpose of celebration or coming together.
   
   iv. **Food - Recruitment**: Food for recruiting people to come to your organization meetings.
   
   v. **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 the Senate and GSA.
   
   vi. **Food - Ingredients and Supplies**: Ingredients and supplies used for preparing food — non-prepared food.
   
   vii. **Food - Other**: Miscellaneous food not under any of the categories above.

b. The following food expenses have a cap:

   i. **Food - Recruitment**: Cap at $200 per year.
   
   ii. Sum of **Food - GBM & Food - Internal Events**: Cap at $600 per year.

c. **Food - Ingredients and Supplies** do not count against any food metric.

5. 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.

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

a. For advertising, cap all costs according to the following:

   i. **General Organization Promotion**: $100 per year
   
   ii. **Small Campus-Wide Event**: $20 per event instance

   A Small Campus-Wide Event is characterized by an event open to the campus community, expecting roughly under 50 attendees, and whose primary purpose
is not recruitment.

iii. **Large Campus-Wide Event**: $100 per event instance

   *A Large Campus-Wide Event is characterized by an event open to the campus community, expecting roughly over 50 attendees, and whose primary purpose is not recruitment.*

iv. **Large Banner**: $100 per instance.

v. **Doherty Banner**: $350 per instance.

vi. **Operations - Gifts/Prizes/Honorariums**: Cap at $30 per person.

b. Operations - **Registration or Membership Fee**: Cap at $100 per person per year.

a. **Operations - AB Tech**: Use the AB Tech Price guide to adjust the expense amount accordingly.

7. **Merit**

   *JFC philosophy involves both Metrics and Merit. This is a non-exhaustive list of some of the factors the JFC uses to gauge the Merit of funding various line items.*

   a. **Campus Impact**: For a given cost, the JFC prefers funding line items that it perceives as having the greatest impact on the largest number of students, or that contribute towards university-wide goals such as (strengthening CMU’s reputation, diversity and Inclusion, sustainability, etc...).

   a. **Historical Precedent**: The JFC keeps its decisions somewhat similar and stable from year to year, unless there is good reason not to.

b. **Fiscal Responsibility**: The JFC rewards organizations that comply with university financial rules.

c. **Consistency**: The JFC tries to apply its funding decisions equally to all organizations.

d. **Utilization**: The JFC has historically given preference to organizations that utilize most of their JFC allocation.

e. **Line Item Description**: The JFC is more likely to fund line items that have clear descriptions and documentation supporting the amount requested.

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**Ratified at 11/27/2021 JFC Meeting**