

BAM Weekend Programming Guidelines – Fall '08

These guidelines set forth by the Budget and Management Committee of the Eastern Student Government Association are for clubs/organizations to follow in all dealings with weekend programming requests/funds/events. Failure to do so will result in immediate freezing of individual club/organization funds by BAM until which time the situation has been resolved. These guidelines shall supersede the BAM guidelines when conflicts occur. All organizations sanctioned by Eastern are expected to follow all national, state, local, and university regulations. BAM reserves the right to interpret and/or alter these guidelines at anytime as special situations arise. All decisions of the committee can be appealed during the following BAM meeting if the Chair grants permission. In the event the Chair does not grant permission, or the committee denies the appeal, club representatives have the right to present their case to the SGA senate after being granted permission by the presiding Chair.

- 1 Clubs requesting Weekend Programming funds must notify the Chair or their designee at least **24 hours** in advance of the BAM meeting in order to be placed on the agenda.
- 2 Weekend Programming Budgets must be submitted **three weeks** prior to the first requested expenditure to allow a time cushion in the event errors with paperwork occur.
- 3 Weekend programming monies shall be distributed on a first come, first serve basis. Only **one** request by an individual club/organization will be heard per week.
- 4 Weekend programming funds may only be used towards on campus (and off campus if transportation is provided) events occurring between **Thursdays 4:00pm and 6:00 a.m. on Mondays**.
- 5 A club/organization must be considered in good standing with BAM and SABO before any weekend programming funds will be allocated.
- 6 The BAM committee will review the request in detail and reserves the right to deny funding and make stipulations on any aspect of an event, as it deems necessary.

Note: BAM will not fund clothing unless it is deemed exclusively for uniform/costume use. BAM **will** fund DJ's and other performers out of weekend programming, however, all Honorariums/Personal Service Agreement Forms must be completed 30 days prior to the event.

7. BAM weekend programming funds are spent directly out of the BAM weekend programming account (BAMG05) for all payments. A club representative must submit appropriate paper work to the BAM treasurer /vice treasurer in order for allocated funds to be processed.

8. Individual Club/Organization Executive Board members or their designee are responsible for the handling of all receipts and monies dealing with a weekend programming event.

9. BAM encourages clubs to use weekend programming events as an opportunity to earn a profit by running door prizes, and selling food. Receipts and earned money must be submitted to SABO ASAP after the event. Cashboxes are to be taken to the police station for safe keeping overnight anytime money cannot be deposited the same day.

10. If BAM pays **51% or more** towards the cost of an event, then no admission can be charged to Eastern students who present a valid student identification card.