

Contingency Guidelines

Below are the guidelines that the Budget Committee will use in considering contingency requests. These guidelines represent different categories that the Budget Committee uses to evaluate each request. The items below are guidelines, rather than binding rules, so exceptions may be made. However, the Budget Committee will strive to adhere to these standards when making contingency decisions.

1. **Discretionary Funds/Miscellaneous costs** – the UA Budget Committee will not fund miscellaneous or discretionary funds for groups. We require a very detailed line-itemed budget request for all groups requesting funds. The more details that are provided the easier it will be for the Budget Committee to assess the request and make an educated recommendation to the body. Additionally, contingency for student government groups is specifically designed to cover expenses that were not accounted for or anticipated during the budgeting process.
2. **Food costs** – As a rule, the Budget Committee **will not fund** any food expenditures. However, the Budget Committee may be willing to fund part or all of such expenditures for an event which cannot occur without food.
3. **Historical context** – the UA budget committee will evaluate how well the event has done in the past. If previously funded by the UA, we will also look at how effectively the UA's money was allocated to the specific line items. Additionally, the budget committee will determine whether the UA's funds will help an event on the brink of success or whether the event is unpopular to the Penn student body. The UA will not commit to funding multi-year events--no event should depend on UA contingency funding year in and year out.
4. **Marginal utility** – the Budget Committee will evaluate how much additional value UA funding will bring to the event. We want to maximize this marginal utility as much as possible.
5. **Travel Costs**- UA Contingency **will not fund** student travel costs. UA Contingency funding may be used for speaker travel costs.
6. **Off-campus events**- UA Contingency will not fund off-campus events
7. **Diversity in programming** – since the UA is a representative body of the entire student body, the budget committee should see programming geared toward a diverse group of students. While all funded events should be open to all undergraduates, there must be evidence of advertising and marketing to all facets of the Penn undergraduate population.
8. **Necessity** – the budget committee will fund items which are essential to the success of the event. We will ask the question of whether this event could take place without this item.
9. Applicants must demonstrate a **good-faith effort to secure all reasonable sources of funding** before submission of a UA contingency request. Please consult the Undergraduate Funding Sources Guide, available on the UA's website.
10. In accordance with **university policy**, the UA will make **no donation** to charitable organizations or causes.
11. The **UA logo will be used on all publicity materials** for events that we help fund. Failure to do so will result in forfeiture of funds.
12. The UA budget committee requests the submission of the group's current budget, especially the items which are specific to this event.
13. Authors of a proposed request should contact the UA Treasurer **at least ten days** before the request is to be voted on by the UA General Body.
14. The Budget Committee **will not fund retroactively**.
15. The Budget Committee **will not fund** organizations or events which **lobby for a particular political party, candidate, or legislation**.
16. The Budget Committee **will not fund** events which advocate for **any religion or religious ideology**.
17. If an event or conference allows non-Penn undergraduates to attend, the Budget Committee will only fund the variable costs of Penn undergraduate attendees. The UA can cover fixed costs in the proportion of the number of Penn undergraduates expected to attend over the total number of expected attendees.

These guidelines may be changed at any time by the UA Budget Committee.