

For Student Government Distribution of the Student Activities Fee

*The following Cost Guide is a general guide to what the Student Government Finance Committee believes is appropriate to spend on assorted items. They are neither By-Laws nor Guidelines for the Finance Committee, but instead exist solely to provide Recognized Student Organizations with an understanding as to how the Finance Committee views various items that are frequently requested. The Finance Committee is not bound by these costs and may deviate from this Cost Guide as it sees fit.*

### **GENERAL COST PRINCIPLES**

- SGFC members do understand what certain, frequently requested, costs are (ie paper plates, dry cleaning, etc.). Please try to keep all requests within reasonable market value.
- SGFC will often look at cost per head when making funding decisions. Certain budgets, by nature of the event, do require higher costs per head and SGFC will take this into account when making its decisions.
- SGFC will often not fund room reservations because RSOs will be able to reserve at no cost in the vast majority of cases. In the event that space cannot be found free of charge because of the event's requirements, such as A/V capabilities, room layout, or capacity, SGFC will consider funding.
- SGFC will often not fund private transportation costs, such as gas money and parking fees, if public transportation is appropriate and readily available.
- SGFC will generally not fund more than \$1,000 per academic year per RSO for fundraising grants.
- SGFC generally does not fund giveaways, such as t-shirts or goodie bags.
- SGFC generally will not fund more than 50% of student travel expenses.

### **FREQUENTLY REQUESTED ITEMS AVAILABLE THROUGH ORCSA**

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| <ul style="list-style-type: none"> <li>• LCD Projector: \$105</li> <li>• Lighting System: \$80</li> <li>• Handheld Microphone: \$10</li> <li>• Wireless Handheld Microphone: \$55</li> <li>• Sound System:             <ul style="list-style-type: none"> <li>○ Standard: \$45</li> <li>○ Deluxe: \$80</li> </ul> </li> <li>• A/V Technician: \$35/hr</li> <li>• Facilities Services Custodial: \$30/hr<br/>(four hour minimum)</li> </ul> | <ul style="list-style-type: none"> <li>• The following items are available to rent free of charge:             <ul style="list-style-type: none"> <li>○ Overhead Projector</li> <li>○ Slide Projector</li> <li>○ Screen</li> <li>○ VCR</li> <li>○ DVD Player</li> <li>○ TV with DVD/VCR</li> <li>○ Bartlett Lounge A/V</li> <li>○ Digital Camera</li> </ul> </li> </ul> |
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### ADVERTISING & OTHER PRINTING

- Copies: at current rate for black and white copies in Reynolds Club 001
- Printing for programs, tickets, etc.: \$25-\$50
- Publicity for a small scale event (less than 75 people): \$10-\$25
- Publicity for a medium scale event (75-150 people): \$25-\$75
- Publicity for a large scale event (more than 150 people): \$75-\$150

### FOOD & DRINK

- Events providing snacks, dessert or breakfast: \$2-\$4 per person
- Events providing lunch: \$4-\$6 person
- Events providing dinner: \$6-\$8 per person
- Cultural shows or other events with specific food requirements: \$8-\$12 per person
- Cutlery, plates, cups, and napkins are available in Reynolds Club 001 at the following rates:
  - Forks (Pack of 25): \$0.75
  - Knives (Pack of 25): \$0.75
  - Spoons (Pack of 25): \$0.75
  - Paper Plates (Pack of 25): \$1.25
  - Plastic Cups (Pack of 25): \$2.50
  - Paper Napkins (Pack of 25): \$0.50
- For other food-related expenses, please keep your request within a reasonable market value.

### RESTAURANT GUIDE

- Be sure to check the Student Government restaurant discount program to see if there is a vendor who will offer you a discount! <http://sg.uchicago.edu/business-discounts/?rq=discount>
- Below is a list of frequently-used restaurants. Keep in mind that this is NOT a list of restaurants you must choose from, but instead intended to help find a restaurant:
  - The Snail      ○ Rajun Cajun      ○ Domino's      ○ Maravillas
  - Pizza Capri      ○ Giordano's      ○ The Nile      ○ Siam
  - Medici      ○ Pockets      ○ Cedars      ○ Noodles Etc.

## **TRANSPORTATION, HOTEL ACCOMMODATIONS, AND OTHER NON-HONORARIA SPEAKER/PERFORMER COSTS**

- Hotel Accommodations: \$165 at the Quad Club (You will need to work with your advisor to book the Quad Club.)
- Airport-to-Campus Cab Fare:
  - To and from Midway Airport: \$60 Round Trip
  - To and from O'Hare Airport: \$120 Round Trip
- Other Non-Airline Transportation Costs: \$75 round-trip
- Airline Tickets: SGFC will not fund first-class tickets.
- There are many discount websites that offer great tickets for low prices: Bing.com/travel, Orbitz.com, Priceline.com
- When arranging a rental car note that using a Purchase Order with Enterprise in Hyde Park will eliminate the Under-25 Driver Fee.

## **HONORARIA & OTHER PERFORMANCE FEES**

- SGFC cannot fund honoraria or other performance fees to current University faculty or employees.
- SGFC believes that University alumni and past faculty should provide programming to the Student Body as a service to the University community. For this reason, SGFC strongly encourages RSOs to request that alumni and past faculty speak or perform free of charge. However, if an alum or past faculty member still requires it, SGFC will consider funding their honorarium.
- SGFC will usually not fund honoraria or other speaker/performer fees to students. If, however, the student is providing a service that would otherwise be performed by an outside company, SGFC will consider funding the student's fee. Such services may include, but are not limited to, deejay-ing or filming a cultural show or lecture.