



## 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.

### 1 Fundraising

- SGFC generally expects at least a 10% fundraising minimum for RSO requests exceeding \$2,500, 25% fundraising minimum for RSO requests exceeding \$5,000, and 33% fundraising minimum for RSO requests exceeding \$10,000. If this fundraising is not possible, RSOs must explain why raising money or ticketing is not possible for this request.
- If a RSO has received funding from other UChicago institutions (e.g., Deans' Fund, Harris School), this is not considered fundraising and must be listed under "Funding from Other Sources" on the SGFC request. If, however, a RSO has received donations or sponsorships from external sources, this will be considered fundraising and can be listed as so.

### 2 General Cost Principles

- In reaching its funding decisions, SGFC may consider the relevancy of the proposed costs to the core character of the organization. If the proposed costs do not directly contribute to the core character of the organization, SGFC may, in its discretion, refuse to fund the event in whole or in part, or may institute a 10% fundraising requirement.
- SGFC members understand certain, frequently requested costs (ie, paper plates, dry cleaning, etc.). Please try to keep all requests within reasonable market value.
  - *SGFC may discount from prices quoted in funding requests if readily available and acceptable alternatives can be found with lower prices.*
- 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 consider this when making its decisions.
- SGFC will not fund room reservations, as RSOs can reserve at no cost in the vast majority of cases. The only exception to this is when RSOs can demonstrate that there are specific event requirements that prevent free options from being used (A/V, layout, capacity, etc.).
- SGFC will usually not fund private transportation if any public transportation is available (including gas money, parking fees, and rideshare costs). RSOs must demonstrate why public transportation is insufficient to receive funding for private transport expenses.
- SGFC will not fund more than \$200 per academic quarter per RSO for fundraising grants. New RSOs are eligible for up to \$400 on their first fundraiser.
- SGFC will not fund giveaways, such as t-shirts or goodie bags.
- SGFC generally expects at least a 25% fundraising minimum for RSO requests starting with the third request in a quarter.
- RSOs are expected to demonstrate where attendance projections originate from (e.g. attendance at comparable prior events). Attendance/RSVP forms or sign-up sheets are strongly encouraged.
- SGFC generally does not fund food costs for the regular, general body meetings of an RSO, unless the food can be shown to be essential for the functioning of the RSO.



- SGFC will usually not fund private transportation if any public transportation is available (including gas money, parking fees, and rideshare costs). RSOs must demonstrate why public transportation is insufficient to receive funding for private transport expenses.

- SGFC may fund private transportation between the hours of 10pm and 6am, even if public transportation is otherwise available, if the organization can demonstrate a legitimate rationale necessitating the use of private transportation.

### 3 Accessible Event Resource Guide

Access means providing the opportunity for full participation free from barriers. Planning a successful event is planning for access. The cost of access and/or accommodations can vary, we encourage you to contact Student Disability Services for specific event needs. Visit the [UChicago Center for Digital Accessibility's website](#) for more information and a list of vendors that provide captioning, interpreting, and other accessibility services.

Below you will find information on best practices for planning an accessible event and a full list of services offered by the University:

- [Accessible Event Resource Guide](#)
- [Student Disability Services](#)

### 4 Preferred Vendors: Services & Merchandise

The preferred printing program comprises University wide requirements for all printed materials and services including mailing and designs needs. RSOs are required to utilize vendors exclusively on the [approved vendor list](#).

### 5 Student Centers AV Equipment Rental Costs

- Dance Floor [Reynolds Club]: \$55
- LCD Projector: \$60
  - LCD Projector [Ida Noyes - Cloister Club]: \$200
  - LCD Projector [Ida Noyes - Palevsky Club]: \$325
- Handheld Microphone: \$60
  - Wireless Lav/Hand Microphone: \$60
- Paper/Flipchart & Markers: \$40
- Sound System: \$65
  - Portable Bluetooth: \$40
  - One Wired Mic [Ida Noyes - Cloister Club]: \$150
- TV [Reynolds Club]: \$25
- Building Manager: \$25/hr
- Custodian: \$47/hr
  - Building Manager and Custodian rates cannot be prorated.



## 6 Advertising & Other Printing

*As of Jan, 2026 color printing is 0.21\$ per page and b&w printing is 0.07\$ per page in Reynolds Club*

- Copies: 0.07\$ per copy
- Printing for programs/tickets, etc.: \$0.21max per projected attendee [1 color print per attendee]
- Print Publicity: \$0.11 max per projected attendee [1 color print per 2 attendees]
- SGFC considers the projected attendance rate in determining funding for publicity and other advertising. In general, for publicity and other advertising, SGFC will not fund beyond:
  1. \$20 for events with a projected attendance of under 75 people,
  2. \$50 for events with a projected attendance of between 75 and 150 people, and
  3. \$80 for events with a projected attendance of over 150.

## 7 Publication Printing & Album Recording

- Album Recording: SGFC will fund up to 50% of an album every 4 years if the RSO has already fundraised at least 50% of the total cost.
- Print Publications: SGFC will consider funding one print publication for an RSO per year beyond what was funded during Annual Allocations. Newly established publication RSOs are eligible for two publications in their first year.
  - *Publication RSOs are expected to justify the number of prints requested.*

## 8 Decor & Costumes

- Decor for an event: \$0.50 max per expected attendee
  - *For events where the decor is a key component (e.g. cultural events), SGFC will consider funding up to \$1.50 per expected attendee and more in exceptional cases.*
  - *Funding requests are expected to contain a breakdown of decoration items and their costs.*
- Costumes: Beyond the first costume request, SGFC requires RSOs to submit an inventory of previously funded costumes/clothing when requesting more costume funding.

## 9 Food, Drink & Utensils

- Food: Maximum cost per person for food are as follows:
  - Breakfast, dessert, snacks, and/or beverages: \$6 if these reflect the only nourishments provided
  - Lunch: \$10
  - Dinner: \$12
- Other guidelines for food funding:
  - The above per person limits for food are increased by up to 25% for cultural events and other events with specific dietary needs.
  - SGFC will not fund more than \$15/day/person for food for events spanning multiple days, such as travel or multi-day conferences.
  - Funding requests for food must contain or provide an item-by-item breakdown of costs. This requirement is waived in cases where advance planning is difficult (e.g. food expenses during trips).
  - SGFC will likely not fund events whose sole purpose is to provide food.



- SGFC may fund a slightly higher rate per person for any meal if an RSO is buying food from a local, non-chain, Hyde Park restaurant.
- SGFC may fund a higher rate per person for any meal if the event is a collaboration between multiple RSOs.
- SGFC will not fund alcohol or water. The committee may fund bottled water if no water source is located at or reasonably near the event site.

- Utensils/plates/cups for event: No more than \$0.60 per expected attendee or \$20, whichever is greater.

## 10 Restaurant Guide

Below is a list of frequently-used and/or local Hyde Park restaurants. Keep in mind that this is NOT a list of restaurants you must choose from, but instead intended to help find a restaurant.

- Snail Thai, Pizza Capri, Medici, Rajun Cajun, The Nile, Cedars, Maravillas, Siam noodles, Tacos El Pastor 53, Saucy Porka, Strings Ramen Shop, Ja'Grill, Kilwins, Bob's Pizza, Small Cheval, Jade Court

## 11 Transportation, Hotel Accommodations, and Other Non Honoraria Speaker/Performer Costs

- Hotel Accommodations: \$186 at the Quad Club

– *RSOs will need to work with their advisor to book the Quad Club.*

- Airport-to-Campus Cab Fares: In most cases, airport-to-campus cab fares will not be funded as public transportation is available.

– *In exceptional cases where cabs are required, the limits on cab expenses are \$60 for roundtrip to Midway, \$120 for roundtrip to O'Hare.*

- Travel: SGFC will only fund economy airline and train tickets.

– *There are many discount websites that offer great tickets for low prices: Bing.com/travel, Orbitz.com, Priceline.com.*

- Travel: RSOs must be able to justify steep increases in requests for the same event year over year, otherwise the prior year's request will be referenced.

- Travel: SGFC generally does not fund student travel costs exceeding (1) 50% for competitions and professional and academic conferences, or (2) 20% for other travel.

- Travel: If an external speaker is flown in and/or lodged through SGFC funding, the relevant speaker event must be open to the entire UChicago community. In being campus-wide, RSOs must advertise this event externally, through posters, social media, or other forms of communication.

## 12 Honoraria & Other Performance Fees

- Faculty & Employees: SGFC cannot fund honoraria or other performance fees to current University faculty or employees.

- Current Students: SGFC will not fund honoraria or other speaker/performance fees for current 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 (e.g. deejay-ing, filming a cultural show).*



- Past Faculty & Alumni: SGFC will likely not fund honoraria for alumni or past faculty, as we believe alumni and past faculty should provide programming to the student body as a service to the university community. Honoraria will only be funded in exceptional cases.
- Other Speakers: For all other speakers/performers, SGFC highly discourages requesting more than \$500 in honoraria per speaker, but more will be funded if necessary.

## 13 Subscriptions

- Websites: \$6 per month maximum (domain + hosting)
  - Website hosting: max \$4/month (Wordpress, Bluehost, ...)
  - Domain name: max \$2/month (Name.com, Godaddy.com, ...)
  - *Higher website hosting fees will be funded only if RSOs can demonstrate that cheaper alternatives lack specific functionalities that are necessary for the RSO website.*
    - *Higher fees for domain names will be considered if an RSO already owns a domain name that requires a higher monthly fee.*
- Design Software: Subscriptions for premium design software (e.g. Adobe Creative Cloud Student Ver.) will only be funded if RSOs can demonstrate that free alternatives (e.g. Canva) lack specific functionalities that are necessary.
  - *Design software subscriptions will also generally only be funded if design represents a major component of the RSO's mission.*
  - *SGFC will generally not fund more than 2 copies of the same subscription for an RSO.*

## 14 Capital Improvements

- SGFC will generally fund up to \$2,000 per academic year for capital improvements if said improvements are *necessary* for the core function of the RSO.
- SGFC will not fund external professionals for the development of the RSO. However, if requesting money for the electronic, physical, or otherwise upkeep of the RSO—if there is a demonstrated effort to attempt the work of students within the organization and, if necessary, advertise for a student consultant on campus—SGFC will consider the funding of an external consultant to aid in the task.