DormCon Funding Guidelines – Fall 2013

Adopted September 12, 2013 by a vote of 10 – 0.

The guidelines are voted in place until the end of the fall semester, at which point they must be reevaluated, with a specific look taken at possibly dividing funding explicitly between the different event categories.

History: Following much debate about event funding, the following guidelines were generated by the Dormcon Funding Committee, formed May 2013, to determine what types of events DormCon should fund and how this funding should be distributed. Consensus was reached that DormCon should focus on funding inter-dorm events, and that there should be a structured process to allocate funding.

A. Event Categories

The Funding Committee developed the following four categories:

1) Category 1: One dorm sponsor, Advertised to Everyone
   e.g. Steer Roast, Piano Drop, DTYD
2) Category 2: Multiple dorm sponsors, Advertised to Everyone
   e.g. Spring Picnic
3) Category 3: Multiple dorm sponsors, Open to Everyone, Not Advertised to Everyone
   e.g. A Multi-Dorm Formal
4) Category 4: Independent Sponsored, Open to Everyone, Advertised to Everyone
   e.g. Halloween Candy

   Specifications:

   ▪ No student group (non-dorm) events are eligible for funding

   ▪ Preference is given to events advertised to everyone and then to events sponsored by multiple dorms

   ▪ Events will not be given funding exceeding 50% of the budget for said event

   ▪ Event leaders are expected to explain EHS/Risk Management procedures for their event

B. Application Deadlines

In order to provide structure while still maintaining flexibility, a system with both a funding application deadline and a rolling deadline was developed:

- Combination: 50% of funding for application deadline on 2nd meeting of the term (3rd meeting for Fall 2013), 50% rolling

- DormCon is under no obligation to distribute the entire initial 50%; should not enough events which meet expectations apply, funding will be distributed during the rolling period

- Rolling events must be submitted sufficiently in advance of the meeting at which we are discussing (three weeks prior to their event or prior to need to act on funding)

- Events refused during the initial deadline process can apply again during rolling period after making changes to their application

- RFPs for reimbursement must be submitted within 30 days of the end of the event, at which point the funding allocation becomes void. Funding is re-imbursement based, not an automatic transfer.

C. Event Application Form

- Check which category you fall into: 1, 2, 3, 4 (includes category descriptions)

- What is your event? 100 word minimum description
    - Include how this involves dorm culture

- Location

- Date and Time

- Comprehensive budget of entire event
    - Itemized (as much as reasonable)
    - Expected alternative/extra funding sources
    - Include expected cover charge/ tickets/ etc.
    - Separate out DormCon request (and clearly mark which items it's

for; these items may not include alcohol, giveaways, breaches of MIT policy, etc.)

- Number of people event can accommodate (at any one time and total)

- Expected attendance (at any one time and total)

- Dorms involved

- Do you expect this to be a repeating event?

- (If advertised event) How do you plan to advertise to campus? Note that advertisements must include DormCon as a funding source.

Each event should have a representative at the meeting where the proposal is discussed. Additionally, a post-event report describing how it went, including the approximate number of MIT students present, number of residents from the hosting dorm (if applicable), number of dorm residents total (as distinct from FSILG residents, grad students, etc.) will be expected.