

OFFICE OF STUDENT LIFE

STUDENT ACTIVITIES

Programming Expenses

BUDGET CATEGORY	FUNDABLE*	NON-FUNDABLE**
SPEAKER COSTS <i>Donated time is limited to \$250/hr in the budget</i>	External speaker/presenter travel costs Speaking fee Gift not to exceed monetary value of \$100 OSU personnel/faculty speaking on a topic unrelated to OSU position or research	OSU personnel/faculty for services rendered if they are included within the services for which they are employed by the University
ENTERTAINMENT	DJ, artist, rental of licensed copy of film or other entertainment media	Rental costs for non-licensed copies of films
OSU PHYSICAL FACILITIES	Charges for setup and cleanup, including electricity, water hook-up, tables and chairs at OSU owned facilities; Non-refundable rain site deposits	Charges, including rental, of non-OSU owned facilities
PERSONNEL	Costs associated with providing uniformed or plain-clothes officers, EMS/Fire prevention officers, catering/event staff, or referees/officials as programming/activity may demand	
EQUIPMENT RENTAL	Rental of equipment, linens, costumes not available for free from the university	Purchase of costumes, equipment or electronics, including digital cameras, software, cell phones and PDAs
CONSUMABLE SUPPLIES <i>Food items for a cooking demonstration fall under the FOOD AND BEVERAGE category</i>	Costs associated with consumable supplies not available for free at the university including but not limited to decorations, flowers, building materials needed for temporary set construction, printing of tickets for a program	Not to include costumes, props, etc. Not to include tickets purchased for a program
FOOD AND BEVERAGE <i>Limited to 40% of total budget</i>	Costs associated with providing food at a program	In accordance with the Coca-Cola contract, competitive products may not be purchased or distributed
PUBLICITY <i>Limited to 20% of total budget</i>	Costs for publicizing a program with flyers, giveaway items prior to the program, posters, advertising in local media	
TAKE-AWAYS <i>Limited to 20% of total budget</i> <i>Items distributed prior to a program fall under the PUBLICITY category</i>	Costs associated with supplies for an item produced at a program, or received during or at the conclusion of a program <i>If gift cards are used, recipient names must be included in <u>audit</u></i>	Plaques, prizes, door prizes, certificates
APPAREL <i>Limited to 20% of total budget</i>	Costs associated with apparel for the publicizing of a program; rental of costumes not available for free from the university	General apparel for the organization members, costume purchase
SERVICE TRAVEL <i>Limited to 50% of total budget</i>	Up to 50% of the transportation and lodging expenses associated with a Program that is a service project not on campus	