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BuzzFunds Allocation Guidelines

Revised April 18, 2024

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Purpose

The purpose of BuzzFunds is to develop student leaders and encourage student involvement in the Georgia Tech community. BuzzFunds is an allocation of GT Licensing dollars that Campus Services receives and allocates to Registered Student Organizations (RSOs) and Departments to help enhance the events planned for GT students. BuzzFunds dollars are meant to enhance events planned for all Georgia Tech students by supplying funding for event planners to add value and enrich their events to make meaningful programs and events for all of Georgia Tech.

Definitions

- "BuzzFunds" are moneys collected from the sale of official Georgia Tech licensed merchandise.
- "Major Projects" are those that require departmental management and can extend throughout an entire academic year.
- "Fundraisers" are events organized to raise funds for a cause or purpose that is not associated with the Georgia Tech community.
- "Retreats" are internal events for organizations that are limited to members of that group.
- "Collateral Pieces" are supporting documents to enhance presentation of proposal
- "Vouchers" are printed tickets, BuzzCard swipes, or e-coupons with some monetary value that can be used to subsidize a purchase made by a student at business on campus. Vouchers are not the same as gift cards, as they only have value at on-campus locations at Georgia Tech.
- "Giveaways" are items that all or almost all in attendance can receive just for attending the event. There is no skill, luck, or chance to receive the item.

BuzzFunds Process

- Funding for Campus Services BuzzFunds is made available from the sale of *Officially Licensed Collegiate Products*. The amount available for distribution is, therefore, based on annual merchandisesales.
- Campus Services receives requests for funding from registered student organizations and campus departments by the first Monday of the month. The request must be made through the Qualtrics form found on the Campus Services website.
- Requests must include all other sources and amounts of funding request, including names of organizations and groups providing the funding – even if the funding has not yet been approved.
- The BuzzFunds Coordinator, the Student and Campus Event Centers' Director of Programs, will verify that proposals fall within the guidelines and will forward proposals to the Associate Vice President of Campus Services for final approval.
- Requests that do not fall within the guidelines will be returned to the Associate Vice President of Campus Services with deficiencies noted.
- Final decisions for BuzzFunds requests will be made by the Associate Vice President for Campus Services.

- Award letters will be sent to those requesting BuzzFunds by the last business day of the month.
- Once approved and upon receipt of invoice(s), funding will be dispersed either via check to the individual who originally paid for the goods or services related to the award or reimbursement in Workday to the project's Worktag.
- Recognition must be given to Campus Services BuzzFunds on every program and event receiving BuzzFunds.
- Within 30 days after the event, the BuzzFunds Post-Event Form must be completed to detail the overall success of the event. Attendance statistics, award amount used, how the event made an impact on the GT community, and other details to reflect on the event's success should be recorded on this form before reimbursement can take place.
  - Expenses given to BuzzFunds more than 30 days past purchase date may not be able to be reimbursed by Georgia Tech. Timely submission of receipts is crucial for reimbursement.
- If a student is going to be reimbursed, they must indicate that they are making the purchase and will need to be reimbursed on the BuzzFunds request form.
- Purchases should not take place prior to BuzzFunds Award Letters being sent out.

Eligible Organizations
- Registered student organizations recognized by the Student Government Association (SGA) and Center for Student Engagement may request BuzzFunds.
- Georgia Tech campus departments may submit a request for a Major Project or program.

Eligible Programs and Events
- Programs or events must be available to the entire Georgia Tech community. No closed events for a small section of the GT student population. This includes but is not limited to end of the year banquet, general member meetings, and bonding or social events hosted by an organization for a small number of people (under 50 student attendees).
- RSOs or departments must provide details on how the event will be publicized to the GT student community. Events MUST be advertised in Engage before funding will be allocated.
- Programs or events must follow [Georgia Tech policies](#) and campus event planning procedures. Failure to follow Georgia Tech policies could result in BuzzFunds not reimbursing your expenses.
- If requesting funding for food at the event, one of the Georgia Tech approved caterers must be used. RSOs using SCEC Spaces must work with Tech Catering to serve food at the event or provide an exemption or collaboration plan. Visit the [Catering Providers Policy](#).
- Annual programs may be funded each year, but it is not guaranteed that a program will be funded because it has been in the past. Proposals are considered independently each year. Previous year information may be consulted when awarding a request for an annual event, especially in the case of limited funds or overpredicting expected attendance.
- Campus Services may fund all or part of a program or event to ensure the equitable opportunity for all organizations/departments requesting such funds.
- Recurring events may be awarded BuzzFunds, but requestors should request funds for all of the recurring events once in the semester.
- Events that will be held on campus must already have reservations for the venue or location of the event in order to be considered for BuzzFunds.

Prohibited Allocations

- **Requests must include an itemized budget indicating the items that are requested for reimbursement by BuzzFunds. Items that are added after the request or the award letter must be approved before purchase in order to be reimbursed.**
- Speaker Fees or Honorariums cannot be funded by BuzzFunds.
- BuzzFunds cannot be used to purchase prizes or gifts, including gift cards. Visit the Gift Card Policy.
- Food or giveaways for a <u>virtual event</u> will not be considered for BuzzFunds.
- Retreats or internal bonding or social events for student organizations that are limited to a select group of individuals will not be considered for BuzzFunds. Apparel that will be purchased for an RSO's members or a select group of individuals, such as volunteers at an event, will not be funded by BuzzFunds. Apparel must be planned for event attendees or for non-members of an RSO to advertise an event.
- Travel or lodging to conferences or seminars will not be considered for BuzzFunds.
- Fundraisers will not be considered for BuzzFunds.
- Alcohol is not an eligible item and will not be reimbursed by BuzzFunds.

Maximum Allocations

- For T-shirts or apparel, BuzzFunds can reimburse for up to $10 per apparel item. Apparel should be for event attendees or for non-RSO members to advertise an upcoming event. Apparel for an organization's membership will not be funded.
- For food, BuzzFunds can reimburse for up to $10 per person for food. Similar to the rule above, food should be for attendees of an event. Food for an organization's meeting or closed event will not be funded.
- For Giveaways, BuzzFunds can reimburse up to $5 per person for giveaways for attendees at an event.
- For Vouchers, BuzzFunds can reimburse up to $5 per person for vouchers. Vouchers will need to be purchased and ordered through Tech Dining for on-campus locations. BuzzFunds will only pay for redeemed vouchers.

Release Waiver

- Upon approval of a program or event, departments and organizations acknowledge that Georgia Tech Campus Services may publish the program or event in any of Campus Services publications, news releases or articles.

Guidelines and Publication

- These guidelines will be reviewed and updated as needed. The online version is the official document. Future publications will include a revised date.

Contact Information

- Questions may be directed to bfawards@gatech.edu.