

SFAR Club Funding Policy

General Guidelines

1. Funding goals: SFAR funds student clubs that promote student/alumni interaction. Student/faculty interaction is also desirable
2. Club eligibility: In order to be eligible for SFAR funding, clubs must be open to all interested undergraduate and/or graduate students. SFAR favors clubs that charge their members dues. If students are willing to pay annual membership dues, that shows interest in the mission of the club. Such dues, while desirable, are not a requirement.
3. What SFAR funds: SFAR funds social, cultural, recreational and sport events and activities that involve alumni and faculty as well as students. Activities involving personal interaction between students and alumni/faculty tend to be effective in encouraging ongoing or future involvement of alumni/faculty, and are therefore favored. Examples of eligible types of activities include:- Funding for special events that involve alumni/faculty participation such as student/alumni competitions or social events.- Funding for routine club activities (for example, refreshments during club meetings) for clubs that include alumni/faculty as members.- Club performances before an audience that contains alumni and/or faculty are also sometimes funded. In this case, an associated social event (such as punch and cookies with the performers afterwards) which allows direct interaction between students and alumni/faculty is desirable.
4. What SFAR doesn't fund: SFAR usually does not fund the purchase of durable equipment such as uniforms, athletic equipment, and musical equipment. For such needs, clubs are encouraged to contact other organizations (see other funding sources below) which do fund such equipment.
5. Other funding sources: Clubs are encouraged to apply to other organizations in addition to SFAR for funding. Other organizations which fund student clubs include GSC, GSC-Club Gush, ASCIT, ISP (International Student Program), Student Investment Fund (for durable equipment and other expenditures), Minority Affairs, Athletic Department (Sport activities), Caltech Y, Graduate Housing Office, outside business community.

Funding Application Deadlines

1. Activity/event budget: The funding application should include a detailed budget for the activity or event for which funding is sought. An estimate of the number of participants should also be included. SFAR takes the cost/participant into consideration when making funding decisions.
2. Club financial statements: The funding application should include a clear and complete club budget for the upcoming year and a financial report for the past year.- All sources of income and all expenditures should be included, not just those related to the activity for which funding is sought.- Avoid vague financial categories such as "Other".- The club should plan to operate on a break-even basis, without accumulating surpluses from year to year. Any surplus from the previous year should be shown as revenue for the current year.
3. Alumni/faculty involvement: The funding application should include statistics that convey the involvement of alumni and faculty in club activities (attendance at parties, use of equipment, etc.) and possibly detailed numbers for the club's major events. If an event similar to the one for which funding is sought was held previously, attendance numbers for that event should be provided in the funding application.
4. Advertisement of activity/event: The funding application should describe how the event will be advertised. Events must be advertised in such a way as to promote alumni/faculty participation. For instance, email or mailed invitations and inclusion in the bimonthly alumni email newsletter can serve this purpose. Clubs are encouraged to work with the Caltech Alumni Association to advertise events and activities to alumni. Clubs should also have a web page accessible from the Caltech Web Page.
5. History: The funding application should describe past experience in organizing activities. In the case of new clubs, relevant past experience of the club officers or activity/event organizers should be included.