DormCon Funding Guidelines
Last updated on 3/14/2024

A. **Event Categories**

There are four categories of events that DormCon funds.
   a. Events that are sponsored by one dorm and open and advertised to everyone.
   Examples: DTYD, FredFest, Piano Drop
   b. Events that are sponsored by multiple dorms and open and advertised to everyone.
   Examples: Spring Picnic, Fall Carnival
   c. Events that are sponsored by multiple dorms and are open to everyone, but are not advertised to everyone.
   Example: A multi-dorm formal
   d. Events that are sponsored by an individual dorm resident and are open and advertised to everyone.
   Example: A Dr. Who watch party

B. **Specifications**

Events that are to be funded by DormCon must follow certain guidelines.
   a. No student group (non-dorm) events are eligible for DormCon funding. Individual dorm residents may request DormCon funding for events that do not fall under the jurisdiction of any student group (category 4 events).
   b. All DormCon-funded events must be open to all undergraduate dorm residents.
   c. Events will not be given funding exceeding 50% of the eligible budget for said event, up to a maximum of $500 for parties and $2000 for all other events. The organizer of a party may request that their event be considered for the general event cap by emailing dormcon-treasurer@mit.edu with an explanation.
   d. Line items for publicity, giveaways (besides event food), or alcohol are not eligible for DormCon funding.
   e. Event leaders are expected to handle EHS and risk management issues for their event.
   f. DormCon must be listed as a funding source in all advertisements and publicity materials for the event.

C. **Application Deadlines**

Applications for event funding must be received by the DormCon treasurer no later than one week before the DormCon general body meeting at which that event is to be discussed. Funding will be transferred into dorm accounts after the Post-Event Report is submitted.

D. Event Funding Application Form

    a. Which category does your event fall under? (1, 2, 3, or 4)

    b. What is your event and how does it involve dorm culture? (100 words minimum)

    c. Sponsors (i.e. the dorms involved)

    d. Location

    e. Date and time

    f. Number of people the event can accommodate (at one time and total)

    g. Expected attendance (at one time and total)

    h. Comprehensive budget of entire event that follows the following guidelines:

        i. Itemized (as much as is reasonable)

        ii. Expected alternative/extra funding sources

        iii. Expected cover charge/tickets, if applicable

            Indicate which items that will be covered by DormCon funding

        iv. Do you expect this to be a repeating event?

E. Post-Event Report

    a. After the event, you are required to submit a post event report, which should detail final expenses and the number of attendees, as well as any other relevant notes.

    b. DormCon reserves the right to rescind or reduce funding if this report is not submitted, or if the final reported expenses are significantly different from the budget submitted on the funding application. In such a case, dorm presidents will vote to approve the reduction in funding at the next possible GBM.