

To: Vas Chellappa, EGO President
cc: Adam Pennington, EGO Treasurer
cc: Susan Farrington, EGO Faculty Advisor

From: Nicholas O'Donoghue, eQ Points Manager
Subject: eQ Points Budget Proposal

This document lays out the justification for the budgets calculated for each event held by EGO. We hope to provide a consistent system whereby the financial impact of eQ points can be controlled and forecast ahead of time. By setting guidelines for the consistent distribution of eQ points, we aim to provide a system that maintains a constant value on the reward provided for service to EGO. In each case, it is the responsibility of the event organizer to allocate points to every volunteer appropriately and fairly, in order to meet the budgetary guidelines as closely as possible. All eQ Point allocations shall be submitted to the eQ Points Manager, and are subject to the approval of the EGO President.

ANNUAL MAJOR EVENTS

For major events, it has been decided that we shall attempt to give 40% of the allotted points to organizers (Committee Chairs, Event Chairs) and 60% to Grunt labor. Also, we have decided that the Winter Party and Fall Picnic should have similar eQ point budgets. Please note that any deviation from this split should FAVOR THE GRUNT LABOR! In other words, more points may be awarded to the workers at the expense of the organizers, but not the reverse.

- Winter Party 345
From the 2006 and 2007 Winter Parties, it seems very consistent that we award 185 points for organization and 185 points for labor (this is due to the large number of people required to run the casino night). Since this has been consistent the past two years, we suggest that a budget of 185 is appropriate for grunt labor, following the 40/60 guidelines, this leads to a budget of 125 for organizers. It is up to the event organizer to meet these goals as closely as possible. This leads to an overall budget of 310 for the event.
Note: 35 points should also be allotted for Casino Night winners, bringing the total to 345 points.

- Fall Picnic 310
The figure of 310 is used to mimic the Winter Party's distribution. In previous years, the Fall Picnic has allotted 245 points for organization (both 2005 and 2006) and 100 points for labor (2006, no figures for 2005). Since the split is so severe in favor of organizers, we must take note that there is not as much need for day of labor with the fall picnic as there is with the winter party. The casino night provides a clear difference, as many dealers are required to run the event. Thus, it may be acceptable to have a 50/50 split for the Fall Picnic instead of the previously stated 40/60

goal. Thus, we recommend a budget of 155 points for organization (a cut of 90 points from previous years) and 155 points for labor.

** Note: Some positions that were previously labeled as organization may be necessary to re-allocate. For example, there is a committee chair in charge of procuring Ice, but it seems to be just as much labor as it is organization, and it is a one-person job. Thus, we suggest that a possible allocation for this committee is to award 5 points for organization and 5 points for labor to the person in charge of ice. Similarly, a grill-meister may be awarded points for obtaining a grill/charcoal/etc, but also points for manning the grill and transporting it to/from the EGO lounge. This altered distribution of points may more appropriately reflect what is being awarded for labor and what is being awarded for organization/planning. **It will be necessary to re-evaluate this budget following the 2007 Fall Picnic.****

- 45

• Ski Trip

In previous years, the Ski Trip has distributed 20 points to the organizer (this is always tasked to the Sports Czar), either 10 or 15 points to the Happy Hour organizers (5 each), and either 30 or 36 points to the ticket sales/distribution. In 2007, transportation issues also necessitated an award of 40 points to two separate students for driving passengers to the Ski Trip. Based on these numbers, it is recommended that a budget of 15 points for organization (this includes 10 for the event and 5 for the Happy Hour). We have proposed a cut in the points awarded to the event organizer, since it is an assumed duty of the Sports Czar at this point, and may fall partially under the purview of that role, and the organizer is also given a free ticket to the event. We suggest a goal of 30 points for ticket sales and distribution, but feel that the current method of 2 points/hour of labor is an appropriate system and should be continued. Finally, we recommend that transportation be arranged in such a manner that does not require the compensation of student drivers. This leads to a budget of 45 points, with more points possible for the compensation of additional ticket sales/distribution.

NOTE: At the Ski Trip organizer's discretion, with the approval of the EGO President, the transportation budget for this event may be converted to eQ points and awarded to student drivers if they are used instead of a bus.

- 310

• Joint Events

Approximately once every 2 years, a joint event is planned with another department. The most recent example is the joint SCS/ECE Barbacue that was held in the Summer of 2005. Due to the scale of these events, a significant amount of eQ points are desired. The amount of work involved for ECE grads seems to be comparable to the Fall Picnic, thus we propose a budget equal to the Fall Picnic given once every two years for this event.

Thus, 155 points are available for organization and 155 points for labor to host a joint event.

- Other BBQs 185
 During the summer months, one or more BBQs may be planned, and due to the smaller scope of these BBQs, in comparison with the Fall Picnic, we recommend a budget of roughly 60% of the Fall Picnic, with a similar distribution. Thus, we propose a budget of 185 points, with 90 points for organization and 95 for labor.

REGULAR EVENTS

- Officers/Czars 365
 Currently, EGO has 14 Officer/Czar positions, each awarded 25 points/semester. It has been discussed that the lounge manager should be awarded 40 points/semester, due to the additional labor involved, and contingent upon satisfactory completion of their job. Therefore, we propose a budget of 365 points. We also suggest that individual officers should only receive their points after approval by the EGO President at the end of each semester, to award points based on successful completion of a person's duties for that semester.
 ** Note: This budget does not include an annual award of 25 points for the Insider's Guide Editor **

- Open House 36
 50 points were awarded in 2006, 38 in 2007. The difference between the two was that EGO did not plan an outing in 2007 as it did in 2006. Given 2 tour guides for campus tours and 2 tour guides for lab tours, we can allot 20 points for tours. With a panel of 8 people (upper limit), we can allot 16 points for the Student Panel. This brings the total budget to 36 points for the Open House.

- Happy Hour 30
 Currently, the Happy Hours are awarding between 19 and 33 points per event. The system awards 3 to the organizer, and 2 points/job for all of the volunteers. It is the recommendation of this report, that the distribution of eQ points for Happy Hours remain unaffected by the eQ Budget system. Based on the history, we list a goal of 30 points/event, but do not propose that any restrictions be placed on Happy Hours to force this budget.

- Coke Fillups 8
 Similar to the Happy Hours, the Coke fillers are awarded 2 points/person/fillup. We propose that instead of a per person award, we switch to a per machine award, since the division of labor is clearly the same for each machine, regardless of the number of people filling it. From past records, it seems that 2 people are typically required for each

machine, and EGO currently maintains 2 machines. So, we propose a budget of 4 points/machine for each fillup. Currently, this means that we impose an 8 point budget on the Coke fillups.

- Posterings 10
 Advertisement is a necessary aspect of every event; in the past 2 points have been awarded for each building covered by a posterer (total of 5 locations for 10 points). Thus, we propose budgeting 10 points for each poster session. In estimating the number of sessions that must be postered, we add up the total number of annual events (ignoring the bi-annual joint event) and the expected number of happy hours.
- Volunteer Appreciation Dinner 10
 Annually, an event is planned for all of the major EGO volunteers for that school year. Since this event is usually under the purview of the eQ Points manager, and the aid of some other EGO Officers is usually enlisted in the planning decisions, we propose a budget of 10 points for this event, distributed among all of the planners.
- Outings (no charge to attend) 5
 These events are extremely rare, but in the event that they do occur, we propose an award of 2 points for the organizer, since there is no other reward for organizing the event.
- Outings (charge to attend) 0
 Since the reward for organizing a cost event is usually a free ticket to the event, we do not feel that any additional reward is necessary. Thus, no points are budgeted for cost outings. These include all plays/symphonies/operas, sporting events, etc.

DISCRETIONARY FUND

In order to plan and provide for unexpected eQ Points costs (i.e. the need for additional ticket distribution hours for the Ski Trip), we have decided to create a discretionary fund in the amount of 5% of the eQ Points budgeted for events. This fund can be accessed only with the approval of the EGO President, and shall be used at his discretion.

OVERSIGHT AND COMPLIANCE

We propose that a report be filed by the eQ Points Manager, at the end of every Academic year, stating the budgeted eQ Points for each event held that year, and the actual points disbursed. The report will be sent to the EGO Officers for review, and will be posted on the EGO website for the general public to view. This report should take note of the organization/labor award percentages for each major event, as well as the allocation of any Discretionary Funds that are distributed. Any proposals for alteration of the eQ Points Budget will be made within this report.

ANNUAL BUDGET TOTALS

Event	Budget	Times Annually (est)	Annual Budget
Fall Picnic	310	1	310
Winter Party	345	1	345
Ski Trip	50	1	45
Joint Events	310	0.5	155
Other BBQs	185	3	555
Officers/Czars	365	2	730
Open House	36	1	36
Happy Hour	30	8	240
Coke Fillups	8	35	280
Postering	10	14	140
Volunteer App. Dinn.	10	1	10
Free Outings	5	3	15
Discretionary Fund (5%)	--	--	143
TOTAL	--	--	3004