

How to claim money from College

Links to all items in **red** can be found on 'The Money' page of the JCR Website
<https://jcr.seh.ox.ac.uk/committee/the-money/>

JCR Funding Reimbursement

To request money from the JCR – for example, to provide refreshments for an upcoming college event – you must submit a motion at a JCR Meeting.

Your motion must specify the sum of money sought from the JCR and what it will be spent on. All Motions require a proposer and a seconder who are both full members of the JCR. To submit a motion, contact the JCR Secretary at least 36 hours before the meeting.

Motions must follow this format:

The JCR notes that: Whatever you wish the JCR to note. These must be solid facts.

The JCR believes that: Whatever understanding or opinion of the above point(s) you wish the JCR to come to.

The JCR resolves to: Whatever you want the JCR or its officers to do about it.

Proposed: Your name

Seconded: Your seconder's name

At the time of writing, all spending motions require a two-thirds majority to pass in a JCR meeting. If the motion passes and the JCR agrees to provide funding, you can spend the money specified in your motion and reclaim this from the JCR later, up to the amount agreed in the meeting.

To claim this money:

Fill in the **JCR Reimbursement Form** (either the Google form or the Word document) and pidge/ email it to the JCR Treasurer and attach any receipts. If the sum of money required from the JCR is too large to pay up front, contact the JCR Treasurer.

JCR Sports Funding

There are two types of funding you can claim for playing Blues Level Sport: Blues Funding and Away Varsity Match Funding.

Blues Funding

If you play in a varsity match during the academic year in a 1st/2nd/3rd team for a Full Blue, Half Blue, or Discretionary Blue sport, you are entitled to receive up to £50 per year per sport to recognise the costs you incurred during your time playing.

To claim the funding, please fill out the [JCR Sports Funding Form](#) and get your sport's captain to send an email to the JCR Treasurer confirming your attendance at such a match.

Away Varsity Match Funding

If you have played in an away varsity match, you are able to claim back money you spent in participating (e.g. travel, accommodation, pitch hire. NOT food/alcohol), for an amount up to £50.

To claim this funding, fill in the [JCR Sports Funding Form](#) and pidge/email it to the JCR Treasurer. Get your captain to email the JCR Treasurer confirming your position on the team and/or your attendance at the match. Attach any receipts relating to costs incurred.

JCR Music Funding

You are entitled to claim JCR Music Funding if you fall under any of the following categories:

- You are a Music Award holder at the college.
- You play in an auditioned university orchestra (at the time of writing, OUO, OUPhil, OUSinfonietta, OUSE, OUJO, OUWO, or others at the discretion of the Music Society President, Organ Scholar, and JCR Treasurer).
- You are ABRSM Grade VIII or higher.

You are entitled to receive up to £50 per year per instrument to recognise costs you incurred during the year for instrument servicing, instrument hire, venue hire, or transport for larger instruments/kits to gigs. This money is NOT to be spent on sheet music.

To claim this funding, fill in the [JCR Music Funding Form](#) and pidge/email it to the JCR Treasurer. Get your orchestra manager to email the JCR Treasurer confirming your attendance if you play in an orchestra otherwise please provide proof to the JCR Treasurer if you fall under either of the other categories. Attach any receipts relating to costs incurred.

Amalgamated Clubs Funding

The Amalgamated Clubs Fund, collected as part of the College fees of all JCR members provide small amounts of money for College clubs and societies for the purchase of equipment or to meet expenses for their approved non-academic activities.

The funds are administered by the Senior Treasurer of Amalgamated Clubs, a senior member of the Hall appointed by the Governing Body. The Current Senior Treasurer of the Amalgamated Clubs is Dr Roger Benson, roger.benson@earth.ox.ac.uk.

Funding which can be claimed from Amalgamated Clubs includes:

College sports teams

- Kit, generally for 1st teams, on a roughly three-year cycle.
- Equipment and equipment insurance.
- Fees and registrations (e.g. league and coppers entries, affiliations, referees/umpires, boats)/
- Pitch hire for matches and some (but not all) practice, including by long-standing arrangement.
- University Parks for rugby and football.
- Queen's Clubs for tennis, squash, and cricket.
- Team coaching.

Blues Sports

- Subs (on a case by case basis).
- Blues Award funding - if you receive a Full or Half Blue, you are entitled to £200 (Full Blue) or £100 (Half Blue).

Arts and Culture

College-wide cultural activities, or projects with significant participation from College members:

- Fees, venue hire, licences, music, and some travel.
- Equipment.
- Publicity.
- Contributions to individual cultural projects, especially if they can engage a College audience.

To claim this funding, fill in the [Expenses and Invoice Claim Form](#) and return to the Senior Treasurer via the Lodge.

Notes on claiming Amalgamated Clubs Funding

Claims can only be made by designated club officers.

Original receipts and invoices are required.

Payments will be made by bank transfer; you may need to request bank details from suppliers.

You must specify whether reimbursement or invoice payment is required.

Sums of money provided by the Senior Treasurer are provided for a particular approved purpose, production, or event – such sums are only to be spent for the express purposes for which they are given, and if they are not expended for this purpose must be returned to the Senior Treasurer, who will ask for detailed accounts of expenditure.

The Senior Treasurer may make personally liable anyone who expends Club funds on purposes which he has not authorised.

Before making orders for large items, clubs should ask advice of the Senior Treasurer. Clubs should subsequently deal directly with suppliers, and the Senior Treasurer will then make payments against supplier invoices.

Amalgamated Club funds will not normally be used to pay for food or drink; however, it is custom for reasonable expenses of one long-distance 'away' match to be borne each term for each major club by the fund. Payments for reasonable hospitality offered in return to visiting teams once a term will also be made from the fund.

Some activities have other sources of funding, for instance:

- Blues participation, fees, equipment, kit: apply to the JCR (see above).
- Individual coaching (sports and non-sports): apply to the Masterclass fund (see below).
- Subject specific societies: apply to your subject tutors, though Amalgamated Clubs may help with events with College wide appeal.

If you are unsure where to start, please consult the JCR Treasurer.

St Edmund Hall Masterclass Fund

The Masterclass Fund is open to all SEH students and supports individuals who have already reached a high level of achievement in an extra-curricular activity and are now seeking funding for additional coaching to develop and hone their skills. This may include, but is not exclusive to, the areas of writing, drama, music, art and sport.

Individual students are eligible for up to £1,000 support in any one academic year.

Successful applicants should demonstrate that they have already attained a high level of achievement in their field, and will show how they wish to receive coaching to further this talent, in a clear and structured plan.

The fund will pay for advanced coaching, thereby facilitating achievement of high standards of excellence in the student's chosen field. This coaching is normally provided via one-to-one tuition; however, participation in small groups may be considered.

The fund will only pay for advanced coaching and will not fund equipment; travel or accommodation costs will only be funded if considered integral to the coaching.

There is an additional £1000 Masterclass award (the Frank di Rienzo Masterclass Award in Drama and Theatre) available specifically for students applying for coaching in drama and theatre.

In the case of sports coaching, only members of College 1st teams or University squads will be considered. The funding is not intended to fund subs or the general costs of participating in College or University sport, and must be specifically used for advanced coaching.

Applications can be made in any term (but may only receive a maximum of £1000 each academic year).

Applicants should read the [guidelines](#) and complete the [online application form](#) by the Monday of 5th week. Please email aularianconnect@seh.ox.ac.uk if you have any questions.

The Masterclass fund is for individuals only – teams and societies must apply to Amalgamated Clubs (see above).