

Pick of SATCo:

- Following the Spring season, SATCo will hold a vote among the student body to determine the Pick of SATCo. Every SATCo show produced within that school year will be considered unless under special circumstances.
- The winner of Pick of SATCo is eligible to claim up to \$500 to be spent on remounting, workshopping, or otherwise working further on their production. The prize money must be claimed within eighteen months, starting from the date that the Pick of SATCo Winner is publicly announced. After those 18 months, the \$500.00 is forfeited to SATCo, and the creators no longer have any claim over those funds.
- To be reimbursed, the playwright or director must submit an estimated budget within 6 months, starting from the date that the Pick of SATCo Winner is publicly announced. The budget should detail what the expected costs will be PRIOR to making any purchases. This is to be reviewed and approved by the Treasurer and the General Manager. If the projected purchases are not approved, the purchases will not be reimbursed. Any changes to the budget following the initial approval must be re-approved by the Treasurer and the General Manager.
- To be reimbursed, SATCo must receive physical or scanned receipts from all expenses within the eighteen (18) month period. Physical copies of receipts must be submitted to the treasurer in an envelope with the name of the SM, director, and the date. Emailed receipts must contain this information in the email.
- Receipts should be submitted with a breakdown of what was purchased and why. Acceptable expenses include anything that is used for the show (i.e. props, costumes, venue rental). Unacceptable expenses include anything that is not used for the show (i.e. dinner for the cast, alcohol for the after party, snacks for rehearsals).
- SATCo must reimburse expenses within two weeks of receiving the receipts.
- If the amount is too expensive to pay out of pocket (i.e. venue rentals), the General Manager and treasurer can write a cheque directly to the payee.
- You cannot be reimbursed without a receipt.