

IELD Allocation Guidelines

Please keep for reference.

1. Student Association members are ineligible for IELD Allocations.
2. Students who are applying for IELD allocations may submit an application at any time before April 2, 2012 and will be reviewed on a first-come, first-serve basis.
3. Groups of students consisting of five or less individuals who are attending the same event or working on the same project and are not representing a registered student organization may apply for allocations using the IELD form.
4. An SVSU student has the ability to receive up to \$300.00 in IELD allocation money over the course of an academic year. Student Association will not exceed 50% of the projected net expenses and will only cover up to \$300. Multiple requests may be made, provided they do not request more than \$300.00 combined.
5. Groups of three or more SVSU students working on the same project may receive up to \$750, divided equally among the group. In order to do so, each must fill out a form and turn them in together.
6. Once the allocation has been submitted, the applicant must attend an Allocations meeting. Individuals must be present at the Allocations meeting to present their requests.
7. IELD allocation applicants must attend the Allocations meeting. If meeting is missed, a written request must be submitted to the Allocations Director requesting his/her meeting appearance be rescheduled within 48 hours of their absence. Failure to do so will result in the denial of application.
8. The request may be passed or denied during the Allocations meeting by a unanimous vote. If it fails to pass or be denied unanimously, the allocation will be sent to the House for consideration.
9. All IELD allocation applications will be brought to the House unless unanimously accepted or denied by the Allocations Committee.
10. Receipts (original only) showing amounts spent corresponding to the amount requested must be turned in to the SA office within ten business days after the event or conference. For projects without a specific end date, an appropriate time line for turning in receipts will be established with the Allocations Director. Money allotted will not be given out until after receipts have been processed.
11. Once receipts are received, the total administered may be altered to reflect the true value. The altered amount will be no more than \$50 higher than the estimated amount (as long as not over \$300), but may be lower.
12. The Allocations Committee will not approve an allocation in which:
 1. The money will be used for a fundraiser in which the student organization will make a profit. The money the organization makes from the event should cover their costs.
 2. The money will be given away to a charity in their name.
 3. The money will be used to purchase alcohol.
 4. The money will be used to purchase gas.
 5. The money will be used to support a political candidate, at any government level.
13. Any request denied at any point during the allocation process may be appealed. The individual has ten business days to file a written grievance with the Student Association President. The President will review the request and either (a) let the House decision stand, or (b) resubmit the allocation to the House. If the request is resubmitted to the House, the standard allocations process will be followed and will include an explanation from the President.

*** If there are any questions please contact the SA office via phone (964-4232) or in person (Doan 103), or e-mail the Allocations Chair, Tatum Goldufsky, at tmgolduf@svsu.edu*



For Office Use Only

Meeting Date: _____ Initial: _____

Amount Requested: _____

**Individual Enrichment & Leadership Development
Allocation Application**
Student Association 2011-2012

Name: _____

Student ID# _____

Student Information	Contact Information
Major: _____	Address: _____ _____ _____ Phone: _____ E-mail: _____
Minor: _____	
G.P.A. _____	
Total Credits Earned: _____	
Initial Enrollment Date _____	
Expected Graduation Date: _____	

Expected Funding <i>For example: university or private scholarships, grants, et cetera.</i>		Budget - Expenses <i>Type and attach if necessary.</i>	
Source	Amount	Item	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
Total	\$ _____	Total	\$ _____

Total IELD Request (50% of Expenses): _____

Proposal

This section may be type and attached or handwritten here.

Location and Date

Purpose

For example: thesis, research, conference, et cetera.

Description

Explain what your project will entail, and how it will benefit you. Provide any additional information you feel will better allow the committee/House to understand your project.

I, _____, agree that the information provided above is complete and accurate to the best of my knowledge. I also understand if there are any changes to the above information, I will notify the Allocations Director of those changes. This notification must occur before the Student Association Allocations Meeting in which the allocation is set to be heard.

IELD Applicant Signature: _____

Date: _____

This can be signed at the Allocations Meeting.

If there are any questions please contact the SA office via phone (964-4232) or in person (Doan 103), or e-mail the Allocations Chair, Tatum Goldufsky at tmgolduf@svsu.edu