

Allocation Guidelines

Please keep for reference

1. The Allocations Committee shall not recommend any subsidy amount to the House in excess of 50% of the net expenses in allocation or scholarship request(s).
2. Once the allocation has been submitted to the Allocations Committee, a member of the organization **MUST** be present at the Allocations Committee meeting, preferably the primary or secondary contact listed above. This information will be e-mailed to you by the Allocations Director.
3. All allocations must come to the Allocations Committee. Allocations exceeding \$1500.01 need to be sent to the House meeting for approval. Allocations not exceeding \$1500.01 can 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.
4. Registered Student Organizations may receive 50% of expenses up to \$1500 in a given year, with no more than \$750 allocated for conferences, formals, and/or banquets.
5. First-year organizations may be allocated special funds to help purchase new equipment or other necessary items. These funds will be 75% of total expenses up to \$600.00. First-year organizations may also receive up to \$1,500, but these funds may only cover up to 50% of expenses. This special allocation will only be given out during the first year an organization is registered with Student Life.
6. If a contact is not present at the Allocations Committee or House meeting, the allocation will not be heard. The primary or secondary contact must submit a written request to the Allocations Director requesting their meeting appearance be rescheduled within 48 hours of their absence or their request will be automatically denied.
7. A Student Association representative may not serve as an organization's primary or secondary contact. If a Student Association representative will benefit from the allocation, they are encouraged to abstain from voting.
8. If allocation passes, funding will be allocated in either the form of a direct deposit into the organization's account or Student Association will cut them a check. Money allotted to the organization will not be given out until after receipts have been processed (unless already arranged ahead of time with the Allocations Director).
9. Receipts (original- if cutting check, photocopied- if direct depositing), showing amounts spent corresponding with amounts requested, **MUST** be turned into the Student Association office (Doan Center) within ten business days after the event or conference.
10. 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 what we are allowed to allocate them during a school year), but may be lower.
11. Failure to return receipts will void all pending allocations for that organization and said organization will be placed on probation for the current and/or the following 15 week semester.
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 organization 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 Director, Tatum Goldufsky, at tmgolduf@svsu.edu*



For Office Use Only

Meeting Date: _____ **Initial:** _____

Amount Requested: _____

RSO Allocation Request Form

Student Association 2011-2012

Organization Name: _____

Account Number: _____

Is this allocation request for collaborative programming? _____Yes _____No

If "yes," please list other participating RSOs: _____

Is this allocation request for first-year organization special funds? _____Yes _____No

Contact Information - *S.A. requires one of the two following people must attend the Allocations meeting, and possibly a House meeting. If unable to attend they are responsible for letting the Allocations Director know and getting someone else from the organization to attend.*

<u>Primary Contact</u> Name: _____ Position: _____ Phone: _____ E-mail: _____	<u>Secondary Contact</u> Name: _____ Position: _____ Phone: _____ E-mail: _____
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Activity Information:

Name of Activity: _____

Date: _____

Location: _____

[Expected] Number of SVSU students attending: _____

Please describe the event or purpose for your allocation (you may attach an extra sheet if necessary): _____

Purpose of Activity (Please check):

Conference

Program

Organizational Enrichment

Banquet

Formal

Other _____

Expenses

Advertising	
-Posters	\$
-Other *	\$
Conferences	
-Registration Fees	\$
Facilities Rental	
-Equipment	\$
Goods	
-Equipment *	\$
-Prizes	\$
-Refreshments *	\$
-T-Shirts	\$
Services/Salaries	
-Coach	\$
-Entertainment (DJ/BAND)	\$
-Speaker	\$
Travel	
-Airfare	\$
-Food Expenses	\$
-Hotel	\$
-Vehicle Rental	\$
Other	
-	\$
-	\$
-	\$
TOTAL	\$
 <i>Expected SA Contribution</i>	 \$

(50% of total)

(75% of total only if seeking first- year RSO funding)

Funding Sources

-Expected SA Contribution	\$
-Admission	\$
-Fundraising	\$
-Organizational Savings	\$
-Personal Contributions	\$
-Other:	\$
-Other:	\$
TOTAL	\$

Please Note: *Please make sure that the funding sources equal the expenses.*

Please Note: *SA will fund up to 50% of an activity's net expenses. RSOs may receive up to \$1,500 in a given academic year, however only \$750 of the total may be used for conferences, banquets, and/or formals.*

Please Note: *We need receipts before a check can be cut for your organization, however, you can apply for an allocation before you get receipts.*

Please Note: *If the areas with asterisks (*) exceed \$800 please download and fill out a Detailed Expenses Form.*

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.

RSO President's 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