

RSO Collaborative Allocations Guidelines

Please keep for reference

1. Eligible to use if two or more organizations are holding an event together.
 1. This cannot be used on conferences.
 2. No identical combination of RSO's may apply together twice in one semester.
2. All RSO's must fill out an allocation request form and turn them in to the Student Association office together.
3. Once the allocation has been submitted to the Allocations Committee, a member of all the organizations **MUST** be present at the Allocations Committee meeting, preferably the primary or secondary contact listed above.
4. 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.
5. 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.
6. 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 abstain from voting.
7. Receipts (original or photocopied), 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. 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).
8. 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, but may be lower.
9. 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.
10. 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.
11. 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**