Program Board Allocations

A portion of Program Board's budget is set aside to assist other student organizations with their event planning. Program Board's criteria for a Registered Student Organization (RSO) to receive an allocation is that the money must be used for events that are open and free to all students.

Program Board Allocation Process

Registered Student Organizations (RSOs) seeking financial support for events should see Program Board's allocation manager for assistance. The allocation process starts at least 4 weeks prior to the event date, but more time is better. The first step in the allocation process is emailing Willow Julian at wrjulian@svsu.edu to submit your request. Be sure to include your purpose for the allocation and whether your RSO is University sponsored, Department sponsored, or neither.

After completing that, requestors should hear back from the allocation manager and fill out the Allocation Request Form. Then, after hearing back again, requestors should set up a date to present their proposal to Program Board's general assembly.

After you present, we will have a Q and A time for members to learn more about your event. Then voting will take place. Your allocation will be approved by a majority vote and the allocation manager will respond to you with a decision within 7 business days.

Once your request is approved, you can start purchasing the items Program Board approved you to buy. The allocation serves as a reimbursement, so it is necessary that you keep all of your receipts, invoices, or any form of purchase confirmation. Receipts must be submitted to the form provided by the allocation manager within 2 weeks, otherwise the allocation will be canceled.

For Non-University Sponsored RSO's/ Non-Department Sponsored RSO's:

After you submit your receipts, please allow 14-30 days for a check to be created and distributed to your chosen RSO representative.

For University Sponsored RSO's/ Department Sponsored RSO's:

After you submit your receipts, please allow 14-30 days for your office or department to receive the reimbursement.

Valley Nights Bonus

The Valley Nights Bonus is a great opportunity for RSOs to earn extra funding. Events that qualify for the bonus must occur on a weekend (Thursday- Sunday) and be fully or partially funded by Program Board. The bonus amount is determined by attendance at the event and you can earn $1 for each person with a max of $200. Keep track of attendees in any way that works for your RSO. RSOs can use Valley Nights Bonus for anything they wish.

More resources can be found on Program Board's Link Tree: https://linktr.ee/svsuprogramboard