

General Rules To Follow

- To be eligible for funding, organizations must have had the President, Treasurer, and advisor attend the required training workshops at the beginning of the term (contact 269 DIGs for a list).
- Refer to SAC guidelines when completing your paperwork. Make sure to complete one Event Worksheet and an Event Justification form for each event. If you are requesting operating expenses, you only need and Event Worksheet.
- Before turning in your request, be sure you have included everything outlined in step 4.
- SAC meets throughout the school year to hear request. New requests are due the Wednesday before the next scheduled SAC meeting. Please refer to the list of dates on the brochure as a guide. Realize that a larger portion of available funds are allocated at the beginning of each semester. Remaining funds are used throughout the semester as part of semester long funding for request. This option provides groups funding for events/activities that may develop in the middle of a semester.
- Sign up for an interview time when you submit your funding packet. Not all request will require an interview. If it is determined that you do not need an interview you will be contacted by the SAC chair.
- All funds allocated for an event must be used within two weeks of the event date indicated by the SAC chair.
- If you have questions about an event/activity, please contact 269 DIGs 323-2248.

Important Dates for Allocations

Fall 2011 Allocations: Sept. 9—Jan 19

Date	Event	Room	Time
Aug. 26	Space Use Training	Campus Center 114	2 pm
	Student Org Training	Campus Center 114	3 pm
	SAC Training	Campus Center 114	4 pm
Sept. 2	Clubs & Orgs Training	Campus Center 114	2 pm
	Space Use Training	Campus Center 114	3 pm
	SAC Training	Campus Center 114	4 pm
Sept 8	SAC training	Campus Center 222	11 am
Sept. 9	SAC Interviews	Campus Center 204	2 pm
Sept. 15	Student Org. Training	Campus Center 114	11 am
Sept. 16	SAC Interviews	Campus Center 204	2 pm
Sept. 29	SAC Training	Campus Center 114	11 am
Oct. 7	Student Orgs Training	Campus Center 114	2 pm
	Space Use Training	Campus Center 114	3 pm
	SAC Interviews	Campus Center 204	2 pm
Oct. 20	SAC Training	Campus Center 114	11 am
Oct 21	SAC Interviews	Campus Center 204	2 pm
Nov. 11	SAC Interviews	Campus Center 204	11 am
Nov. 17	SAC Training	Campus Center 114	11 am

Spring 2012 Allocations: Jan. 20 —April 23

Jan. 13	Space Use Training	Campus Center 114	2 pm
	Clubs & Orgs Training	Campus Center 114	3 pm
	SAC Training	Campus Center 114	4 pm
Jan. 17	SAC Training	Campus Center 114	11 am
Jan. 20	SAC Interview	Campus Center 114	2 pm
Jan. 27	SAC Interview	Campus Center 204	2 pm
Feb. 7	Space Use Training	Campus Center 114	11 am
Feb. 9	SAC Training	Campus Center 114	11 am
Feb. 16	SAC Training	Campus Center 114	11 am
Feb. 24	SAC Interviews	Campus Center 114	2 pm
March 8	SAC Training	Campus Center 114	11 am
March 23	SAC Interviews	Campus Center 204	2 pm
April 6	SAC Interviews	Campus Center 204	2 pm

Summer/Early Fall 2012 Allocations:

Summer (April 24—June 20); Early Fall (July 1—Sept. 15)

April 10	Space Use Training	Campus Center 114	11 am
April 12	SAC Training	Campus Center 114	11 am
April 20	SAC Interviews	Campus Center 204	2 pm

Student Allocations



www.winthrop.edu/studentorgs

Does your student organization
Need funding for on-campus events?

**Learn how in just
FIVE easy steps!**

Want more information?

Contact the Council of Student Leaders

at

www.winthrop.edu/csl

1 Get Organized

Step One

The first step to requesting allocations is planning. Your organization’s President, Treasurer, and advisor must attend an allocations training session.

- Be in good standing with the Office Student Organizations.
- Submit the annual **on-line Registration Form** at: www.winthrop.edu/studentorgs Under “Quick Links”.
- Brainstorm event ideas that will benefit the campus community as well as your organization.
- Determine a funding source for your events to supplement any funding received from SAC.
- For more information, please go to:
www.winthrop.edu/studentorgs

2 Finalizing Semester Plans

Step Two

Once you have decided on your events, identify which events need financial support from SAC.

- Develop an organizational Budget for the semester.
- **Read the *Student Allocations Guidelines to determine how much funding, and the categories of items you may request for financial assistance.***
- Fill out the **Budget Information Sheet.**

* Remember to include estimated profits from fundraisers and documentation from additional funding sources (off-campus bank accounts)

3 Collect Required Documentation

Step Three

When requesting funding from SAC, documentation for items requested is required.

- Get actual cost estimates for the items you are requesting. go online for pricing justification and print to turn in.
- Fill out an **Event Worksheet** for each event/activity.
- Attach any relevant background materials for each event you are requesting funds for (conference registration information, mileage, speaker fees, or food).

4 Submitting your Requests

Step Four

Completed request(s) are due no later than 5:00 pm on the Wednesday before the next scheduled interview date to the Office for Clubs and Organizations, 269 Digs (refer to the back of this brochure for the dates).

A completed packet includes the following:

- The Budget Information Sheet
- Program Justification Sheet
- One Event Worksheet for each event you are requesting funds for.
- Any supporting documentation for each event that will help the committee to understand the event and its purpose and any costs associated.
- Sign up for an interview (note that after reviewing your allocations funding packet it may be determined that an interview is not required. If so, the SAC chair will contact you.

5 The Interview

Step Five

When coming to the Interview before the Student Allocations Committee, you should be prepared to answer questions about any of the following:

- Your organization’s complete Budget including dues, fundraisers, and any other sources of income.
- Event details including whom the event will benefit.
- Event costs and details about estimates and the supporting documentation.
- Why the Allocations Committee should fund your request.

Canceling An Event

If you have to cancel an event, contact student allocations chairman, Kaitlin Sapp, as soon as possible. Failure to contact her may impact your groups future funding.

If possible, you may be able to reallocate the funds for a new event.

Contact Information

For more information on the allocations procedure, please visit the Student Allocations Website at:

<http://www.winthrop.edu/studentallocations>

or contact Kaitlin Sapp, Student Allocations Chair at 803.323.4808 | 202 DiGiorgio Center | studentallocations@winthrop.edu