

## Student Allocations Committee Guidelines

### Purpose

The Student Allocations Committee (SAC) is a student led committee formed with the purpose of assisting Winthrop's student clubs and organizations to sponsor programs and events beneficial to the entire Winthrop University student body.

### Eligibility

To be eligible for SAC funding, student organizations must complete the following requirements:

1. Be officially chartered by the Council of Student Leaders and recognized by the Office of Student Activities.
2. Be in good standing with the University and the Office of Student Activities. Have a completed online Campus Organization Annual Registration Form submitted. Registration forms are due annually on September 30<sup>th</sup>.
3. Have an officer attend both the Student Organizations and Space Use Training Session in the academic year funding is requested.
4. Have an officer (as of Fall 2010) attend SAC training for the designated semester. Spring semester training also qualifies an organization for the summer/early fall funding period. The list of training and interview dates is at the following:  
  
<http://www.winthrop.edu/studentallocations/>
5. On-campus events and activities must be open, beneficial and **free** to the entire student body.
6. All posters, fliers and other advertisements must include the tagline, "This event was partially funded by the Council of Student Leaders." SAC reserves the right to revoke funding if this requirement is not met. A copy of the event advertisement must be given to SAC either by email at [studentallocations@winthrop.edu](mailto:studentallocations@winthrop.edu) or in DIGs 269 before the event/activity is advertised on campus. Groups NEED to bring or email a copy of the fliers to be approved before sent to printing services or displayed.

**Note:** Events and activities supported in whole or in part by SAC funds need not and should not avoid controversial, political, religious and/or ideological content. All SAC allocation decisions are made from a neutral view-point.

Failure to return in ALL appropriate receipts will result in loss of reimbursement.

**SAC Does Not Fund:**

- Audio/Visual equipment purchases, rentals considered
- Uniforms
- Items for personal promotion (i.e. t-shirts)
- Expenses for faculty or staff
- Alcohol/tobacco products
- Events charging admission
- Costumes
- Awards or gifts
- Prizes
- Electioneering/lobbying
- Storage
- Donations
- Retreats not used for training/planning purposes
- 15 passenger vans
- Meals
- Parking
- Charter Buses

**What Will SAC Fund?**

1. **Conferences and Workshops:** Students receiving funds to attend conferences/workshops must be enrolled the following semester. Students graduating the semester of the conference/workshop will not receive funding. If an organization wishes to request funds for a graduating senior, written justification must be provided for SAC to consider the request. Advisors cannot prepay with department or personal funds and expect to be reimbursed with student fee money.

**Descriptions of Funding Available for Conferences and Workshops:**

- a. Travel- May Fund Gas up to .20/mile based on 4-5 people per car round trip  
\*Must provide T.A. upon completion of trip along with **original gas receipt** to receive reimbursement Minimum mile radius in place of 30 miles; round trips must exceed 60 miles to be eligible for reimbursement.

Air Travel-up to two people at \$175 round trip per person.  
Maximum funding allowed \$350.

Car Rentals-SAC may allocate up to \$75 per day, for a maximum of four days totaling \$300 for the rental of a car or a 7 passenger van.  
SAC will not allocate funds for a 15 passenger van.

Travel Authorization, Reimbursement, and Emergency Contact Forms **MUST** be completed 1 week before the event date. These forms must be completed by the traveler(s).

- b. Lodging- SAC may allocate \$100 a day for a maximum of 4 days, totaling \$400 dollars for lodging.
- c. SAC's maximum funding allowed for conference registration is \$500 regardless of the number of people attending.

**2. Programs and Speakers-**Funding may be allowed for programs, lectures, speakers, and performances brought to Winthrop University for the benefit of all students. These functions must be publicized, **free** and open to all students.

- a. Contract for Professional Services—any speaker, lecturer, performer paid to facilitate a program by your organization is required to complete a Contract for Professional Services before the scheduled performance in order to receive compensation. Please come to DIGs 269 for a copy of the Contract for Professional Services. We do not fund meals.
- b. The contract must be completed a minimum of two weeks before the event in order to process payment. Original signatures are required to be turned in to receive full funding. You must bring contact information for the person receiving compensation for a service to DIGs 269, so that Pam Varraso can send them the contract.
- c. All fees must be calculated as one lump sum and included in the contract for professional services. SAC may allocate **up to \$500** for professional services.

**3. Program Expenses-**Groups may receive funding for on-campus events such as Speakers, Forums, Conferences, and Social Events designed to benefit the campus community. The following are expenditure guidelines related to program expenses:

- a. Movies – Funding up to \$350 may be granted for the cost of a public viewing license. Movies funded by SAC must be free and open to the campus community.
- b. Equipment rentals-SAC will only fund the rental of equipment if it cannot be borrowed from the Winthrop Audio/Visual or Facilities Management departments. SAC will not fund the purchase of equipment.
- c. Food/refreshments-SAC may fund up to \$300 for light refreshments/snacks or appetizers if used to enhance an event. An estimated number of attendees must be included on the Event Worksheet

-SAC may fund up to \$700 for complete meals, only if the meal is deemed necessary by the committee for the success of the event (i.e. an etiquette dinner)

-SAC does not fund meals for conferences, retreats, etc.

d. Decorations-SAC may fund up to \$75 for decorations and has the right to request the decorations be turned into the office after the event for possible future uses by other organizations. The decision to keep the decorations is on a case-by-case basis.

e. Printing-Must be used for event-specific purposes only (i.e. programs, fliers or handbills). SAC may fund up to \$15 for the printing of 30 color flyers to be used for advertisement of event. Each eligible club or organization has a printing quota totaling \$20 for each semester. Each approved group will be given a 5 digit code for the copier in the work room.

f. Security- SAC may provide \$25/hour for security officers at events required to have security. The total number of officers is to be determined by campus police. In order to receive funding for security, the event must be free to attend.

g. Awards-SAC will not fund awards, gifts or prizes for members, guests or speakers.

**5. Operational Expenses**-Each year, the Student Allocations Committee grants \$75 to each club and organization that submits their on-line registration form, attends SAC training and the student organizations and space use training workshops. Eligible groups only need to submit an event worksheet for \$75 for operational expenses. Groups must request operational expenses in increments of \$25 for reimbursements. These funds could be used for the following categories:

- printing
- postage
- food/refreshments
- office supplies

**6. Banners**-All SAC-funded banners must be ordered through the Winthrop University printing services department. SAC may allocate up to \$50 for an organization-specific banner. Printing Services charges \$5 per square foot for vinyl banners and \$1 per grommet. Design services are available for a fee. Please contact Printing Services for additional information. Groups are limited to one banner.

7. **Community Service-** All SAC-funded community service events must be open and advertised to the entire student body. SAC may fund up to \$200 for community service event supplies.

### **How to Apply For Funding**

1. Fill out the Allocations request packet. The packet is available online at <http://www.winthrop.edu/studentallocations>. Print a set of forms to complete a rough draft of your request.
2. Complete an Event Justification sheet for **EACH** event for which you are requesting funds. Be sure to make the descriptions as clear and detailed as possible.
3. Gather pricing documentation for each item you need funding for. Get estimates by going online and printing documentation (especially for conferences), get mileage from the Internet, (hotel rates, conference registration, cost of supplies); Do your research and be prepared to submit your documentation with your final draft.
4. Using your rough-drafts, compile a final, **TYPED** allocations funding packet and submit to DIGs 269 by 5pm the Wednesday before each scheduled SAC meeting. Please refer to the SAC brochure or the SAC webpage for a list of training and meeting dates.
5. No request will be considered unless **TYPED** and pricing documentation is attached.

### **Interview**

When you turn in your funding packet to DIGs 269 make sure you sign up for an interview slot for the upcoming Friday. Based on the information provided in the funding packet, the SAC chair will determine whether or not your organization needs an interview. If not, the organization will be notified via email by the SAC chair. If your organization is required to attend an interview it is important that the organization send the member responsible for filling out the SAC funding packet to the interview. Please do not send someone who is unfamiliar with the paperwork or cannot answer detailed questions about the request(s). **This will avoid confusion, miscommunication and possible loss of funding.**

If an interview is required it will last approximately 15 minutes and provide the opportunity to: (1) justify the importance of the organization's event to the Winthrop community, and (2) prove that the amounts listed on the Event Worksheet are accurate and reasonable.

At the conclusion of the Student Allocations Committee meeting funding decisions will be made and each group will be notified by email of either: (1) the amount the group was

allocated, or (2) the reasons the group was denied funding. If a group is denied funding for its request, one may appeal the decision after all discrepancies noted in the funding notification is resolved. If the group did receive funding but feels it should have received more, one may also appeal this decision. Due dates for appeals will be posted on the SAC webpage.

### **Appeal Process**

If a group is dissatisfied with the funds allocated by the Student Allocations Committee, one has the option of appealing the decision.

### **Follow these steps to complete an appeal:**

1. Revise and resubmit the original funding request within five business days to DIGs 269. A letter stating why the organization is appealing the decision must accompany one's appeal.
2. Upon receipt of the appeal, the SAC Chairperson will coordinate a meeting with the organization's representative, the Council of Student Leaders chairperson and the Dean of Students to discuss the appeal. SAC's advisor is also welcomed to be in attendance. This meeting will take place within one week of submitting the appeal. The Student Body President and Student and Body Vice President each have one vote. The Dean of Students will serve as the tiebreaker if necessary.
3. A decision will be rendered to the organization within two business days of the meeting.
4. The decision of the appeal committee is **FINAL**.

### **Other Notes**

The SAC requires organizations to participate in fundraising activities to supplement the amount granted by the SAC. The cut-off date for obtaining allocated funds for the fall semester is February 4. The last date to access spring funds is April 25. The last day for summer funds is June 15 and the last day for Early Fall funds is September 13.

The SAC reserves the right to make exceptions to the above guidelines when it feels that such exceptions will be in the interest of the student body. All allocations will be made on a per project basis.

\*All advertisements for events funded or partially funded by the SAC must include a tag line stating, "This event was partially funded by the Council of Student Leaders."

### **How to Access Allocated Money**

There are several methods to access your funding that your organization has been awarded. These methods include reimbursements, the use of the Student Organizations'

purchase request form, petty cash voucher, or completing a Contract for Professional Services form.

Once an organization has been notified that they have received funding, an organization representative **MUST** make an appointment with Pam Varraso in DIGs 269 to discuss how to gain access to the funds. No funds will be allocated unless the organization's representative has met with Ms. Varraso.

The Office of Student Organizations **can not** issue its own checks. Money will only be accessed after the proper paperwork has been filled out and submitted by our office to the proper department.

Organizations allocated money will have 2 weeks after the event date, as noted on the Event Worksheet, to spend the allocated money, otherwise noted in the funding letter. If the money has not been used after 2 weeks from the event date, the money will **no longer** be available to the organization and will be reallocated for new projects

### **Reimbursements**

The person that paid the reimbursable expense for the organization must bring an original, itemized receipt to DIGs 269 to start the reimbursement process. An itemized receipt is one which lists **ALL** items purchased and the total amount spent. All funding will be reimbursed to students only, no advisors. Advisors cannot prepay with department or personal funds and expect to be reimbursed with student fee money.

The Student Allocations Committee must approve events **before the event date** for eligible reimbursements. After the approved event has occurred and the funding has been spent according to the SAC approved Event Worksheet, the organization must bring **itemized, original receipts** to DIGs 269 to start this process. Your request will be processed and sent to the proper department. We **do not** issue checks or cash from DIGs 269.

While the reimbursement process begins in DIGs 269, the Accounts Payable Department is responsible for issuing the organizations check and will not do so without an itemized receipt, therefore, **an original, itemized receipt is very important**. You can expect your check to be mailed in approximately **12-14 working days** to the address you provide on the documentation.

Organizations are strongly encouraged to begin the reimbursement process immediately following purchases for each allocated event. **If an organization goes beyond the 2 weeks time period after the event has occurred, they will NOT be reimbursed**. The allocated money will go back to the main account and the organization will **NOT** receive a reimbursement.

Petty Cash Option:

Groups may be reimbursed for Operational Expenses and other preapproved amounts up to \$50 petty cash per transaction. The voucher for petty cash is in DIGS 269. To be reimbursed with petty cash, the amount and subject matter must be approved by SAC first. The operational expenses will be reimbursed in increments of \$25.00

### **Purchase Request Form**

If an organization has been allocated funds to purchase items, one may be able to use the purchase card. The organization needs to send the person responsible for the purchases to DIGs 269 to speak to Pam Varraso for further instruction. We have cards for specific retailers. The organization must fill out the purchase request form, available in DIGS 269, with approved amounts by SAC before making purchases.

Organizations may purchase at: Bi-Lo, Wal-Mart, Papa John's, Markley's, the Bookstore, and Aramark catering. If in the rare case you need to shop at a different store, you must see Pam Varraso to make possible arrangements.

### **The following instructions are for all students who use the purchase request card:**

- Make an appointment with Pam Varraso X2248 in DIGs 269.
- Bring a copy of the approved SAC email with you.
- The transfer of the procurement request card from person to person is prohibited.
- Large, on-line purchases need to be done in DIGs 269 with Pam Varraso.
- Only original, itemized receipts are allowed to be turned in when returning the procurement request card.
- You are responsible for obtaining an original, detailed receipt.
- Any non-authorized purchases that are made on the card are the responsibility of the person who made them and their organization. The Student Code of Conduct will be upheld at all times. If the procurement request card is lost, stolen, misplaced, or misused for any reason, the person who is responsible will held responsible.

**THE Procurement Request Card IS A PRIVILEGE, NOT A RIGHT.**  
**USE IT PROPERLY AND RESPECTFULLY.**