

Student Allocations



SPRING 2012

TRAINING

**ALL OF YOUR QUESTIONS
ANSWERED!**

So, What is SAC?



The SAC is a committee of the Council of Student Leaders (CSL) formed with the purpose of assisting Winthrop's student clubs and organizations in sponsoring programs and events beneficial to the Winthrop University Student Body.

SAC Budget



**THE COUNCIL OF STUDENT LEADERS
IS ALLOTTED A PORTION OF THE
STUDENT FEES PAID BY EACH
STUDENT THROUGH TUITION. SAC
ALLOCATES THIS MONEY TO CLUBS
AND ORGANIZATIONS.**

Primary Funding Periods



CSL is allotted a portion of the student fees paid by each student through tuition. The SAC allocates this money to clubs and organizations.

- ★ There are **three** major funding and appeals periods during the academic year:
 - ★ Fall: September 13- February 4,
 - ★ Spring: February 7- April 25
 - ★ Summer/Early Fall: April 27-June 20/July 1- September 15
- ★ **Be advised:** There are funds available throughout the semester that can be requested and allocated for use.

Non-Primary (Semester-long) Funding



- ⦿ Any funding requested outside of the three Primary funding periods.
- ⦿ There are funds available throughout the semester that can be requested and allocated for use.
- ⦿ If your organization is unable to turn in the necessary paperwork by the deadline, you may submit the worksheets late; however, **the chances of receiving a larger allocation is greater** if you meet the deadline.

Funding Interview Dates



- × Fridays at 2:00 p.m.
- × Suite 202, Room 204
- × See SAC brochure for dates

Paperwork is **DUE** the Wednesday before the interview by 4:30 p.m to Pam Varraso in DIGS 269 or studentallocations@winthrop.edu.

How Am I Eligible For Funds?



- ★ **MUST** be a CSL-Chartered organization with at least 10 active members.

- ★ Must have an officer attend the following:
 - ① Allocations Training Session
 - ② Clubs and Organizations Training Session
 - ③ Space Use Training Session

How Do I Apply for Funding?



- ★ Submit all necessary paperwork by the **Wednesday before** your interview by 4:30 p.m. (budget information, event worksheet, program request justification, and necessary documentation.)
- ★ *Paperwork must be typed, complete, and correctly filled out.*
- ★ **SAVE YOUR PAPERWORK as 1 PDF file and send to studentallocations@winthrop.edu.**

Event and Item Eligibility

Eligible*

- ★ Conferences
- ★ Community Service Supplies
- ★ Programs/Speakers
- ★ Workshops
- ★ Events open to **all** Winthrop students

Ineligible

- ★ Fundraising events
- ★ Alcoholic beverages
- ★ Food (except when deemed necessary)
- ★ Promotional/Personal items
- ★ Events with an admissions fee
- ★ Meals

Only planned programs with detailed cost breakdowns will be considered for funding. Also, you **MUST** submit your paperwork prior to having your event. Paperwork will not be considered after an event has already passed.

Bringing a Speaker to Campus



- ⦿ In order to bring a speaker to campus, you must have a Winthrop generated Contract for Professional Services.
- ⦿ All fees must be calculated as **ONE** lump sum and be included in the Contract for Professional Services. SAC may allocate **up to \$500** for professional services.
- ⦿ Questions about Contracts for Professional Services may be directed to Suite 269 of the DIGS.

Travel Authorization



- SAC may fund the following for off campus events: gas, registration, and lodging.
- In order to be reimbursed, the organization **MUST** complete a Travel Authorization, Commitment Form and an Emergency Contact Form with Pam Varraso ***10 business days prior to the event.*** These forms may not be submitted electronically. For reimbursement purposes an original signature is necessary.

New Events



- ★ SAC realizes that events and activities evolve as the semester progresses. You do not have to wait until the next funding period to ask for funds. Any new events requested need to be in the current funding period.
- ★ You can submit additional Event Worksheets and Budget Information sheets for SAC approval to **Suite 269.**

Mistakes to Avoid



★ **3 common mistakes:**

- ❶ Lack of communication when events fall through or using separate people to fill out or access funding.
- ❷ Failure to appropriately use all funds allocated.
- ❸ Missing the deadline for reimbursement.

★ **Don't make these mistakes!** Funds allocated to your organization will be used elsewhere if you fail to follow SAC guidelines.

Budget Information Sheet



- ★ It is in your organization's best interest to include a semester-long budget to help SAC see where funding is needed most.
- ★ Fill this form out **completely and correctly.**

ALL income for your organization must be shown on the Budget Information Worksheet.

Winthrop University Student Allocations BUDGET INFORMATION

Please Type

Semester/Year:			
Organization's Name:			
Advisor:		Phone:	
President:		Phone:	
Treasurer:		Phone:	
Organization's E-mail:			
Organization Type:	<input type="checkbox"/> Interest	<input type="checkbox"/> Professional	
	<input type="checkbox"/> Honor	<input type="checkbox"/> Departmental	
	<input type="checkbox"/> Club Sport	<input type="checkbox"/> Religious	
	<input type="checkbox"/> Greek	<input type="checkbox"/> Residence Hall	

INCOME

Number of Dues-Paying Members:		
Dues (per member/per semester):		Total dues collected per semester:
Estimated Fundraisers	Profits	
EXAMPLE: Donut Sale	\$125.00	
Other Anticipated Revenues <i>(outside bank accounts, department</i>	Amount	
Total Estimated Income		

Event Worksheet



- ★ You must submit a separate Event Worksheet for each event.
- ★ You must submit **supporting documentation** with each Event Worksheet.
- ★ Fill out this form **completely and correctly**.

Council of Student Leaders
Student Allocations Committee
EVENT WORKSHEET

Print Form

Complete gray shaded areas by typing this form.

ORGANIZATION INFORMATION

Full Organization Name:		Account #:	
Organization Contact Person:		Phone #:	

EVENT INFORMATION

Event Name:		Event Date(s):	
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CHOOSE ONE OF THE FOLLOWING THREE CATEGORIES

PROGRAMS & SPEAKERS

	<u>Requested</u>	<u>Allocated</u>	<u>Used</u>
Speaker/Contract Services:			
Movies:			
Equipment Rentals:			
Food/Refreshments:			
Decorations/Novelties:			
Printing/Office Supplies:			
Security:			
Other:			
Other:			
<u>Total:</u>			

CONFERENCES, WORKSHOPS, AND COMPETITIONS

	<u>Requested</u>	<u>Allocated</u>	<u>Used</u>
Travel - Gas:			
Travel - Plane:			
Car Rental:			
Registration:			
Lodging:			
Other:			
Other:			
<u>Total:</u>			

OTHER EXPENSES

	<u>Requested</u>	<u>Allocated</u>	<u>Used</u>
Operational Expenses:			
Banner:			
Community Service Supplies:			
Other:			
Other:			
<u>Total:</u>			

SIGNATURES & APPROVAL

Organization Representative:		Date:	
Student Allocations Committee Chairperson:		Date:	

Program Request Justification (for event)



- Lists specific event info/details.
- Prevents unnecessary interviews.
- New: If you are a senior (graduating at the end of that semester) and attending a conference you must justify why the committee should consider your request.

Program Request Information/Justification

This form must be completed for EACH event that you are requesting money for. This will help to supplement the interview and speed up the process. PLEASE TYPE

Name of the Program/Event:

Organization Name:

Event Date:

Is the event free and open to the entire student body?

Describe the Program in detail:

?

Purpose of the Program:

?

What is the value and impact of the program on program participants, your student organization and the Winthrop University student body?

?

Please explain how you will market this activity in order to maximize impact and attendance:

?

Are there any additional funding sources? Explain:

?

Is this event co-sponsored? If yes, by whom?

?

For conferences; Is a Senior attending? If so please justify the benefits to Winthrop's Campus:

?

The Interview



- The SAC Chair will contact your organization if an interview is necessary.
- Be prepared to explain the purpose of your requests and answer all of SAC's questions related to the event.
- ***Hint***- bring your own copy of necessary paperwork to the interview.
 - **Decision of interview is at the discretion of SAC committee.**

Accessing Your Funds



- ★ Funds may only be accessed by your organization's **President, Treasurer or the person who filled out the paperwork.**
- ★ Once you receive notice of your allocations, schedule an appointment with **Pam** in DIGS Suite 269 to gain access to your funds.
- ★ There are 3 options for accessing money
 1. Departmental Procurement Request Card/Authorization Form
 2. Reimbursement
 3. Check Request

Office Hours

Monday – Friday 8:30 A.M.-5:00 P.M.

Accessing Funds, Option 1



- **Purchase Request Card**

- Bring approved SAC email with you to access funds.
- May be signed out for **24 hours maximum**.
- Must return original, itemized receipt to DIGS Suite 269 when card is returned.
- May purchase at: Bi-Lo, Wal-Mart, Markley's 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.
- New system does not change large purchases (i.e. lodging, registration).

Accessing Funds, Option 2



- **Check Request**

- Used to pay performers, speakers, professional services, etc.
- Must be requested at least **2 weeks** before funds are needed in order to be processed.
- To pay companies, you will need a Tax I.D. #
- To pay a person, you will need their Social Security #.

Accessing Funds, Option 3



× Reimbursement

- + You must provide **all original receipts** for reimbursement within the **2 weeks** following your event date.
- + If the allocation is for travel, the traveler must be on the original receipt.
- + If you fail to do so, you will **forfeit** the remaining funds that were allocated for your event.
- + Event **MUST** be approved by SAC before any purchases are made.
- + Operational Expenses may be reimbursed up to \$50 petty cash per transaction.

Accessing Your Funds



★ **ALL** event changes must be submitted in writing to the SAC Chair. This includes the following:

- ① Date changes
- ② Time changes
- ③ Location changes
- ③ Registration participants (conferences)
- ④ All other changes made to your event

Website



★ Our website includes the following printable items:

- SAC Guidelines
- Event Worksheet
- Budget Information Worksheet
- Event Information/Justification Worksheet
- Examples of requests

Visit our website for information and updates:
<http://www.winthrop.edu/studentallocations>

Questions?



For assistance or clarification, please
Contact **Kaitlin Sapp**, SAC Chair.

Email: studentallocations@winthrop.edu

★ **Office:** 803.323.4808

Office Hours

Monday 9:00AM- 9:45AM

Tuesday 9:30AM- 2:00PM

Thursday 9:30AM- 2:15PM

...preferably by appointment☺