



Winthrop University Student Allocations Committee

Guidelines to Apply for Funding

Revised: September 2025

All applications for funding must be typed and include supporting documentation, or they will not be considered by the committee. Please read the guidelines below thoroughly before submitting your organization's request. If there is anything that is unclear please stop by the Department of Student Engagement in the DiGiorgio Campus Center room 269 or email studentallocations@winthrop.edu for clarification.

[SECTION 1:]

INTRODUCTION

Purpose

The purpose of the Student Allocations Committee (SAC) is to assist Winthrop's student organizations to sponsor programs and conferences beneficial to the entire student body.

Who We Are

The Student Allocations Committee (SAC) is a university committee of five students who are appointed by the Student Government Association (SGA). The committee is chaired by the SGA Vice President with the assistance of the SAC Administrator, who is interviewed and hired by the Department of Student Engagement. Two students on the committee are appointed representatives from SGA (including the SAC Administrator), while the other two members are selected from general student applicants across the university.

Paths to Funding

There are two paths in which the Student Allocations Committee provides funding assistance to student organizations.

1. Hatch Fund

- a. Each student organization has access to a \$100 Hatch Fund.
- b. Typically for smaller items for purchase. Can be used for:
 - i. Printing Costs
 - ii. Marketing Materials
 - iii. Promotional Items
 - iv. Small size online orders (i.e. Wal-Mart Pick-up, Amazon Business, etc.)
- c. Must complete the online [Hatch Fund Request Form](#).
 - i. Completing this form communicates your request directly to the SAC Administrator.
 - ii. No interview is required. However, you may be asked to schedule a Purchase Meeting with the SAC Administrator to review purchase details.

2. General Allocations

- a. Generally for purchase more than \$100.
- b. Used for larger events and collaborative programming.
- c. Club Sports Funding.
- d. Travel for workshops, conferences, and leadership development opportunities.
- e. Catering or dining services.
- f. Must complete the Student Allocations Events and Request Worksheet (Application).
- g. Application is reviewed by the Student Allocations Committee.
- h. You'll be invited to SAC Interview to share more about your request.

Eligibility

To be eligible to apply for SAC funding, student organizations must:

1. Be officially registered with the Department of Student Engagement and in good standing with the University
2. Have attended a Student Allocations Training session in the current academic year
3. Have at least ten members in organization*

**If your organization has fewer than 10 members, you may submit a petition for funding, but it will be up to the discretion of the Student Allocations Committee whether to fund your event.*

[SECTION 2:]

WHAT WILL SAC FUND

Club Sports

Due to the nature of a club sport, SAC will allocate funds toward each organization's operational expenses. SAC funds may be allocated if the purchased items are intending to always stay within the Club's inventory (non-personalized items). SAC funds may not be used for items that do not have a direct correlation to the club's mission and/or sport. A single club sport can receive no more than a total of \$3000 for all operational expenses (competitions/events/uniforms/equipment) for the fiscal/academic year.

All other parameters and potential expenses (ie: food, decorations/event supplies, printing, etc.) will fall under the SAC guidelines for all student organizations.

Examples of items that may be funded are as follows:

1. **Fees (Tournament Registration, Officials' Payments, League, etc.)**

- a. SAC may allocate up to \$500 in registration costs for a club sport per competition/event, or up to \$50 per person in the organization, whichever is less.
- 2. Lodging accommodation**
 - a. SAC may allocate \$150 per night per room toward lodging for a maximum of four days. Hotels are reimbursement only.
- 3. Uniforms and equipment (non-personalized)**
 - a. SAC may allocate up to \$1000 per organization for non-personalized uniforms and equipment.
- 4. Travel – Air**
 - a. SAC may allocate funds for up to 4 people at \$300 round-trip per person.
- 5. Travel – Gas/Mileage (per mile)**
 - a. SAC may reimburse gas purchased, with original receipts, up to \$0.35/mile (maximum of 500 miles, round trip, per vehicle, per trip).
 - b. Students must come to the Department of Student Engagement prior to the trip to fill out travel authorization paperwork and discuss how to be reimbursed.
- 6. Travel – Car Rental**
 - a. SAC may allocate up to \$150 per day for a maximum of four nights for each rental of a car or 7-passenger van.
 - b. Travel Authorization, Reimbursement, and Emergency Contact forms **MUST** be completed by the traveler(s) at least one week before the event date.

For reimbursements

- 1. All reimbursements must be prior approved by the SAC Committee.
- 2. Receipts and documentation must be submitted 5 days upon return.

Purchases that will not be funded for Club Sports are:

- 1. Club t-shirts or shoes
- 2. Personalized uniforms and/or equipment
- 3. Supplies for fundraising events

On-Campus Programs (single sponsor)

SAC may fund events (i.e. speakers, forums, conferences, workshops, and social events) brought to Winthrop University for the benefit of all students. These functions must be publicized, free, and open to all students. Events and activities supported in part by SAC funds need not and should avoid controversial, political, religious and/or ideological content. All SAC decisions are made from a neutral view-point.

A. Speakers/Contract Services

SAC may fund up to \$500 for professional services for the cost of any speaker or performer paid to facilitate a program by an organization. All fees must be calculated as one lump sum and included in a Contract for Professional Services. All speakers or performers are required to complete a Contract for

Professional Services before the scheduled performance in order to receive compensation. This must have prior approval from the SAC Committee. Contact the Department of Student Engagement for assistance on contract procedures. The contract must be completed a minimum of three 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 to DIGS 269, so that the Department of Student Engagement can send them the contract.

B. Movies

Funding up to \$500 may be granted for the cost of a public viewing license.

C. Equipment rental

- 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. SAC has purchased equipment that is available or all student groups to check out from the DiGS Information Services Desk

D. Food/ Refreshments

- SAC may fund up to \$200 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 \$800 for complete meals through Chartwells, only if the meal is deemed necessary by the committee for the event's success.
- Catering requests must be turned and approved by SAC a minimum of 2 weeks prior to the event.
- Chartwells catering allocates a select amount each academic year separate from the overall allocations budget. These funds are administered by Student Allocations Committee to events that are open and free to the entire student body.

E. Decorations/ Event Supplies

SAC may fund up to \$75 for decorations/event supplies and has the right to request they be turned into the office after the event for probable future uses by other organizations.

F. Printing

SAC may fund up to \$25 for printing that must be used for event-specific purposes only (i.e. programs, flyers, or handbills).

G. Security

SAC may provide funding for security officers at events required to have security. The total number of officers is to be determined by campus police and the Department of Student Engagement.

Collaborative Programming

The Student Allocations Committee encourages student organizations to collaborate with one another to bring in free, entertaining, and informative programming to campus. The primary purpose of this funding is to increase the number of educational lectures and late-night and weekend programming on campus which are open to all students. Events or activities sponsored by more than one organization (especially by organizations that have not traditionally worked together) are eligible to request funds for their event.

***Each sponsoring organization must identify its roles and responsibilities for the event as a co-sponsor, but turn in the requests within one packet. We request representatives from each sponsoring group be present for the SAC interviews. ***

A. Lectures & Speakers

In the case of multiple student organizations collaborating, SAC may fund up to \$900 for professional services for the cost of any speaker or performer paid to facilitate a program. All fees must be calculated as **one lump sum** and included in a *Contract for Professional Services*. All speakers or performers are required to complete a Contract for Professional Services before the scheduled performance in order to receive compensation. Contact the Department of Student Engagement on contract procedures. The contract must be completed a minimum of three 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 to DIGS 269, so that the Department of Student Engagement can send them the contract.

B. Programming

- Student organizations that collaborate to sponsor creative, non-alcoholic social events late at night on the weekends are eligible to request SAC funding. While SAC anticipates the average funding request for an event to be \$800 we will consider requests smaller and larger than this amount.
- Event requirements
 1. Open to all Winthrop students
 2. Non-alcoholic social programming alternatives
 3. Held on-campus

Other Expenses

A. Operational Expenses

SAC is granting each re-registered organization \$75 to use the academic year for operational expenses (e.g. printing, postage, food/refreshments, and office supplies).

B. Banner

SAC may allocate up to \$90 for an organization-specific, vinyl banner (3' x 6' with grommets). Groups are limited to one banner per fiscal year. Please see printing services or request an outside quote from a nearby printing service.

C. Community Service Supplies

SAC may fund up to \$75 for community service event supplies. All community service events must be open and advertised to the entire student body.

[SECTION 3:]

TRAVEL ALLOCATIONS

Conferences, Workshops, and Competitions

Students receiving funds to attend must be enrolled the following semester of the event. Advisors cannot prepay with department or personal funds and expect to be reimbursed with student fee money. A single student organization can receive no more than a total of \$2000 for all conferences and organizational meetings for the fiscal/academic year. There must be a CLEAR benefit of the conference/travel request to the student body. All students who travel are required to sign Winthrop's Liability Waiver prior to travel.

1) Travel – Gas

- Personal Vehicles: SAC may fund mileage up to \$0.35/mile based on 4-5 people per car round-trip. Round-trips must exceed 60 miles to be eligible for reimbursement.
- Rental Vehicles: SAC may reimburse for gas purchased with original receipts, up to \$0.35/mile.

Students must come to the Department of Student Engagement prior to the trip to fill out travel authorization paperwork and discuss how to be reimbursed. The Travel Authorization Form must be completed and signed at **least 14 days** before travel is to begin. The Travel Authorization Form must be completed for any travel expenses regardless of amount.

2) Travel – Air

- SAC may fund up to two people at \$300 round-trip per person for air travel.

3) Travel Reimbursement

- Travel reimbursement forms must be completed within two weeks (10 days) of returning from travel. This includes submission of all appropriate receipts.

4) Car Rentals

- SAC may allocate up to \$150 per day for a maximum of four nights for each rental of a car or 7-passenger van.
- Travel Authorization, Reimbursement, and Emergency Contact forms **MUST** be completed by the traveler(s) at least 14 days before the event date.

5) Registration

- SAC may fund up to \$1,000 in registration costs for a student organization, or up to \$250 per person in the organization, whichever is less.

6) Lodging

- SAC may allocate \$150 a night per room toward lodging for a maximum of four days.

- Hotels are reimbursement only. Please remember to keep receipts.
- Lodging through VRBO, Air BnB, or similar options are not permitted. Lodging at hotels affiliated with a conference is permissible with documentation reflecting the designated lodging.

7) Retreats

- Retreats must be **professional** with a clear **educational** benefit lead by non-Winthrop faculty/ staff. While bonding is important, SAC is intended to benefit the entire student body and retreats focused on organization specific bonding will not be funded.

8) Graduating seniors and Graduate Students

- Due to limited funds, graduating seniors and graduate students may not be funded if travel is within the **same semester** in which they are planning to graduate.

Post-Travel Evaluation forms, found on the allocations website, must be completely filled out and turned in to the Department of Student Engagement within 5 days of returning from the trip in order to be reimbursed and stay in good standing with the office.

[SECTION 4:]

WHAT WILL SAC NOT FUND

- Awards, gifts, or donations
- Apparel (i.e. uniforms, costumes, t-shirts)
- Audio/Visual equipment purchases
- Faculty/staff expenses
- Food/drink expenses for travel
- Alcohol/tobacco products
- Electioneering/lobbying
- Storage
- Retreats not used for training/planning purposes
- Outings and retreats focused solely on organizational bonding
- 15-passenger vans and charter buses
- Parking
- Events/programs that are for Graduating Seniors

[SECTION 5:]

HOW TO APPLY FOR FUNDING

1. Fill out the Allocations request packet. 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. If you are traveling, be sure to complete a [Student Allocations Travel Request Form](#).

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 MapQuest, (hotel rates, conference registration, and cost of supplies). Do your research and submit documentation with your final draft.
5. No request will be considered unless submitted online through Eagle Engage, signed and pricing documentation is attached.

To receive full consideration, student organizations must apply for and interview for their request at least 2 weeks prior to their event date. This time window will ensure student organizations will have adequate time to receive funding for their event and fill out any necessary additional paperwork. To guarantee your allocations request is considered, please submit your packet according to the deadlines listed on the SAC website. This timeline can be found at <https://www.winthrop.edu/studentallocations/>

[SECTION 6:]

ACCESSING YOUR FUNDS

There are several methods to access your funding that your organization has been awarded. These methods include reimbursements, pre-paid with university procurement card, 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 the Administrative Assistant in the Department of Student Engagement in DIGS 269 to discuss how to access the funds. No funds will be allocated unless the organization has had this appointment.

The Department of Student Engagement **cannot** 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.

All receipts for Operational Expenses must be turned in by the last day of classes of the semester requested. Any Operational Funding not used after this day will be reallocated for new projects.

[SECTION 7:]

THE APPEAL PROCESS

If a group is dissatisfied with the funds allocated by the Student Allocations Committee, one has the option of appealing the decision. The steps to appeal a decision by SAC are:

1. Revise and resubmit the original funding request within five business days of notice to DIGS 269. With a letter stating why the organization is appealing the decision must accompany one's appeal.
2. Upon receipt of the appeal, the SAC Chair will coordinate a meeting with the organization's representative, SGA President, SAC Administrator, the Assistant Director for Student Organizations and Leadership and the AVP for Student Engagement to discuss the appeal. This meeting will take place within one week of submitting the appeal. The Student Body President and Student 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**.

[SECTION 8:]

PRE-PAYING & REIMBURSEMENT

Pre-Paying Expenses

If an organization has been allocated funds to purchase items, one may be able to use a purchasing card. The organization needs to send the person responsible for the purchases to DIGS 269 to speak to the Administrative Assistant of Student Engagement for further instruction. The organization must fill out the store purchasing card request form in DIGS 269

The following instructions are for all student orgs that use a store purchasing card:

1. Make an appointment with the Administrative Assistant for Student Engagement at 323- 2248 or DIGS 269.
2. Bring a copy of the approved SAC email with you.

Reimbursement

- 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 allocations funding.
- 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 organization's check and will not do so without an itemized receipt. Therefore, **an original, itemized receipt is especially important**. You can expect your check to be direct deposited or mailed in approximately **12-14 working days** to the address you provide on the documentation.

Organizations are encouraged to begin the reimbursement process immediately following their event. **If an organization goes beyond the 2 week time period after the event has occurred, they will NOT be reimbursed.** Allocated money will go back to the main account and the organization will NOT be reimbursed.

[SECTION 9:]

KEY REMINDERS & FAQs

Key Reminders

- SAC encourages organizations to fundraise and supplement any amount that is allocated by SAC.
- 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 the Student Allocations Committee logo or a tag line stating, "This event was partially funded by the Student Allocations Committee."

Frequently Asked Questions

1) What is Supporting Documentation?

- Written information attached to your worksheet such as quotes, agreements, bills, financial statements, offers, proposals, etc. (MapQuest, Chartwells, Swank, Walmart, Amazon, etc.)

2) Can our organization put on an event with another organization and allocate for it?

- Yes, collaboration between groups is encouraged! This allows for bigger events that further enrich campus life. There is a portion of the event worksheet specifically for collaboration and a section of the guidelines dedicated to it.

3) Will SAC make exceptions to its policies stated in the guidelines?

- SAC's guidelines are generally strictly adhered to, but may be reconsidered if a group presents an extraordinary situation.

4) Where might our organization find additional resources and funding for our activities?

- Other University departments and administrators
- College student governments and residence hall associations
- Non-university organizations (such as corporate sponsorship)
- Group members

5) What if we change or cancel an event?

- In the event of a date/time change, please notify SAC at studentallocations@winthrop.edu. Your funds will go back in to the SAC account in the event of a cancellation.

6) What if we go under budget?

- All funds from original allocations go back in to the SAC account if it is not all spent. You are encouraged to apply for another event and utilize these additional funds.

7) How can I contact SAC if I have questions related to funding?

- E-mail the SAC Administrator at studentallocations@winthrop.edu; call the office at (803) 323- 4160; or visit the Dept. of Student Engagement in the DiGiorgio Campus Center, Suite 269. Office hours are also posted on the Allocations website, <http://www.winthrop.edu/studentallocations>.

SAC Training Sessions & Applications Deadlines 2025-2026

STUDENT ALLOCATIONS

studentallocations@winthrop.edu

SAC Training (DIGS 114)	Packets Due (Eagle Engage Submission Deadline)	Interview (DIGS 221)
Friday, October 3rd	Tuesday, October 7th	Thursday, October 9th
Friday, October 24th	Tuesday, October 28th	Thursday, October 30th
Friday, November 7th	Tuesday, November 11th	Thursday, November 13th
Friday, January 16th	Tuesday, January 20th	Thursday, January 22nd
Friday, January 30th	Tuesday, February 3rd	Thursday, February 5th
Friday, February 20th	Tuesday, February 24th	Thursday, February 26th
Friday, March 6th	Tuesday, March 10th	Thursday, March 12th

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Checklist for Student Allocation Travel

If your organization is granted allocations for travel. Please be sure to review this checklist. However, do not hesitate to reach out to the Department of Student Engagement if you have questions.

Requesting SAC Allocation Funds for Student Org Travel

The following needs to be completed:

- Submitted SAC Application
- Submitted [Travel Worksheet](#)

Before Travel

After receiving your allocation notification email, please complete these tasks prior to travel departure.

- Travel Authorization – at least 14 days before travel
- All student travelers have signed [Winthrop's Liability Waiver](#) – at least 7 days before travel.
- Student Org [Emergency Contact](#) Sheet Completed – at least 7 days before travel

After Travel

Upon your return, please complete the following action items:

- Schedule a meeting with the Student Engagement Administrative Assistant to begin process of travel reimbursement, where applicable.
- Submit all appropriate receipts within 5 days of returning from travel.
- Provide copies of conference agenda or itinerary that can be submitted with your travel reimbursement.
- If you are receiving a travel reimbursement, you must come into the office to review your travel reimbursement and sign the documentation before we can submit it to Accounts Payable.