

ALLOCATIONS PROCEDURES

If requesting allocations from the Student Government Finance Committee, your organization must pick-up a copy of the Allocations Handbook, 2008-2009, from the Student Government Association. Below is a very brief outline of the procedures and important things to know about allocations, but this information is NOT all-inclusive.

The Allocations process is a way for registered student organizations to partially recover expenses incurred from group trips, programs and special projects. Organizations designate a representative to attend an Allocations Workshop, a Treasurer Interview, Finance Committee meeting. The Finance Committee recommends the amount to be given to each organization according to the guidelines in the Allocations Handbook. If your group is interested in applying for Allocations, please contact the Student Government Association Treasurer in the Lower Level of the Overman Student Center, or at x-4810.

Allocation Tips

- Make sure that your organization is registered through the Campus Activities Center prior to beginning the allocation period. The CAC office is located in the lower level of the Overman Student Center. All Organizations must be registered in order to receive allocations.
- Keep all receipts! Original receipts are required for reimbursement!
 - No exceptions!
- Plan ahead. It is important that the organization's events are well outlined in the allocation application process. Funding will not be distributed for an event other than the one originally recognized by the Finance Committee. In many funding scenarios within the allocations process, dates of events must be set prior to the Finance Committee Interview.
- Absences from any of the required meetings will result in loss of allocations for that period.
- The Finance Committee itself will make a recommendation to the Senate. Prepare an appropriate presentation for the committee. This is an important factor in the decision making process.

If any Allocation dates are not met Allocations cannot be awarded to your organization. Any exceptions to this can only be given if a representative of the organization meets with the Student Government Association Treasurer in advance and is given an extension. For a complete listing of all Allocation dates, please stop by the SGA office.

All dates pertaining to the Student Senate meetings (that will be required), individual organization meetings with SGA, and all meeting times will be distributed in the form of a pamphlet after the start of the fall 2008 semester. The pamphlets will be in the Student Government Office, in the lower level of the student center, where they can be picked up at your convenience.

Thank you for your cooperation and good luck to your organizations in the 2008-2009 school year!

The Student Government Association

ALLOCATIONS PROCEDURES (cont.)

Period #1 (Fall 2008)

Allocations Informational Workshops

Thursday, September 18 th , 2008	4:00-5:00pm	Inaugural Room
Friday, September 19 th , 2008	3:00-4:00pm	Inaugural Room
Monday, September 22 nd , 2008	5:00-6:00pm	Inaugural Room

Finance Committee Interviews

Tuesday, September 23 rd , 2008	6:00-9:00pm	Sunflower Room
Wednesday, September 24 th , 2008	6:00-9:00pm	Varsity Room
Thursday, September 25 th , 2008	6:00-9:00pm	Varsity Room
Monday, September 29 th , 2008	6:00-9:00pm	Varsity Room
Tuesday, September 30 th , 2008	6:00-9:00pm	Sunflower Room

Note: Finance Committee Interviews are held every 10 minutes. Sign-up sheets will be available at the Informational Workshops and in the SGA office.

All workshops and interviews will take place in the Overman Student Center; Times and dates are subject to change.