STUDENT ALLOCATIONS FUNDING MANUAL
SGA Budget Oversight Committee
2023 – 2024

Allocations: sgaallocations@una.edu
Budget Oversight Committee members are available for support and questions.

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FUNDING REQUESTS & REVIEW DATES

All funding and budget requests are reviewed by SGA's Budget Oversight Committee, which meets every Tuesday.

Funding Open: Budget Oversight Committee Meets/Reviews Proposals	Events & Travel Dates	Percentage Allocated
September 1 – November 4	October 1 – December 1	40%
November 1 – November 22 January 3 – March 17	January 3 - April 27 *Events may not be scheduled during the week before or week after university holidays.*	45%
March 1 – April 14	June 1 – September 30	15%
Funding periods end at 4:30pm on the last day. The University is closed these Fridays: Oct. 7, Feb. 17, and April 14. Assistance will not be available if you wait to submit on these days.		

FUNDING PROCESS OVERVIEW
More details on this process are found later in this document.

Step 1: Funding Request Form

- To request funding for RSO travel or events, student groups are required to complete and submit a Funding Request Form through Campus Groups.
- Completed forms must be submitted by 4:30PM on Fridays, no later than six (6) TUESDAYS in advance of the proposed event/travel date (see example calendar).
- A "How To" video can be viewed in the Budget Oversight/Student Allocation group on Campus Groups.

Step 2: Meet with Student Engagement

- Once the committee has reviewed submissions, RSOs will receive a message to their @una.edu email from Campus Groups.
- A message stating "You've been approved" includes instructions to meet with Juliette Butler in person, in the Student Engagement Office, GUC Suite 163 within 7 days to discuss details of the review. Failure to set up this meeting will result in a loss of funding for your request without an opportunity for appeal.

Step 3: Event Attendance

- All events must track attendance/participation via Campus Groups.
- If RSOs are unable to track using Campus Groups, students must have a sign-in sheet that includes student attendee names and emails. *This must be submitted with your evaluation.*
- A "How To" video about setting up events and tracking attendance on Campus Groups can be found in the Budget Oversight/Student Allocation group.

Step 4: Evaluation

- Within one week of the event or travel, RSOs must submit a completed Evaluation Form and **all itemized receipts to Juliette Butler.**
- **If RSO's fail to complete the form and provide all receipts by the deadline, it will not be eligible for additional funding until all items are submitted.**

Appeal Form

- If a funding request is rejected, RSOs may submit an appeal to the SGA Budget Oversight Committee via the Budget Oversight/Student Allocation group on Campus Groups.
- Appeals must be submitted within five (5) academic days from the date of rejection notification.

FUNDING ELIGIBILITY

1. Only RSO's certified by the Office of Student Engagement and in current "Good Standing" are eligible for funding.
   - This means that the student organization's portal is up-to-date on Campus Groups.
   - For an organization to maintain university certification, the group must follow the criteria as outlined in the *Student Handbook* and the *Student Organization & Student Activities Handbook*.
   - A Student Organization that is newly certified must wait one full semester and complete allocation training before being eligible to apply for funding.
2. **To access the allocations request form, all RSO's must have a designated member and/or officer complete the Student Allocations tracks and checklist training on Campus Groups.**
   - RSO's who fail to complete the training will not be eligible for funds.
   - Faculty, advisors, or untrained students cannot request funding for an organization. **No one should complete funding request paperwork unless they have completed the allocation training on Campus Groups.**
   - Members of an eligible organization may complete the training at any time in order to submit an allocation request. Budget Oversight Committee Members are available to help with any questions about the funding process. *Note: Meetings with Budget Oversight Committee Members do not replace the Campus Groups training requirement.*
   - No exceptions will be made to these deadlines, as it is the past leader's and leader's responsibility to relay this information.
3. Activities must be open to all students to be considered for funding. The activity must not discriminate based on race, religion, national origin, gender, age, disability, sexual orientation, or any other basis of discrimination prohibited by law or by university policy.
4. Leadership and conference travel are eligible for funding (up to $1500)[1]. (Student Engagement must have documentation of conference details).
5. Organizations who acquire more than 2 denials in a semester will be suspended from funding until the next semester.

AREAS AVAILBLE FOR FUNDING

1. **Program Support**
   - The University of North Alabama will offer campus-wide programming that contributes to the well-rounded experience for their students and helps build a vibrant community.
   - Campus-wide programming boards/committees and organizations that program events fall into this category:
     - i. Lecture/Speaker programs: All guest speakers/entertainers are required to agree to the terms of the University Master Entertainment Agreement in its entirety.

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[1] Leadership and Conference travel- a formal meeting hosted by an outsider entity that includes opportunities such as workshops, competitions, seminars, etc.

       ii.   Healthy Living programs
      iii.   Music programs
      iv.   Movie series
      v.   Diverse Population & Issues (ex. multicultural, LGBTQIA+, etc.)

2. **Equipment**
   - All equipment is to be listed under this category.
   - Organizations may need equipment upgrades to support their purposes. While the university has a responsibility to provide the basics, there are other needs that facilitate the opportunities for student involvement and campus-wide programming.
   - The equipment must remain on campus and be available to all recognized student organizations.
   - **Equipment funded by the Student Allocation Fund becomes property of the university.** All equipment must be returned to the Student Engagement office within **3 days** after the sponsored event or the RSO will lose equipment funding privileges until the full cost of the equipment is paid or until the equipment is returned.
   - Equipment Examples:
       i.   Equipment that can be checked out through the Student Engagement Center
       ii.   Games
       iii.   Sensory Bags/Items
       iv.   Support/equipment for intramural and open recreation
   - A list of available resources such as games and craft materials can be found on the Student Engagement website as well as in the Student Engagement Office.
   - Student Organizations may check out equipment for an event but must be returned within 24 hours following the event unless otherwise approved through the Office of Student Engagement.
   - Failure to check out equipment that is already provided but requested in the budget for purchase will not be funded.
   - **The Budget Oversight Committee reserves the right to deny allocations to purchase equipment or require equipment to be rented based on lack of available storage space.**

3. **Travel**
   - Funding for travel is limited to $1500 maximum per event. **Each Student Organization is limited to one (1) travel request per academic year. This may include 1 conference.**
   - This category speaks specifically to travel for student groups to go off campus for events where Students Activity Fee funds are used to support this travel.
   - Travel is permitted without geographic restriction. Travel is defined as travel expenses for lodging, vehicle rentals, airline tickets, private vehicle transportation and registration fees that the Student Activity Fee is paying toward a given trip.
   - This Travel category does not include travel meals, airline baggage fee, parking fee and bus shuttle to and from the airport.
   - Travel paid to bring speakers and performers to campus does not fall into this category but can be included as a Travel Expense line item in the Event category.
   - Student Engagement cannot directly pay for hotels. If hotel accommodation is requested and pre-approved, a member of the travelling group will be required to pay for the hotel and may submit receipts for reimbursement up to the amount pre-approved. Allocations will only reimburse for room and applicable taxes (not valet, room service, incidentals, pay-per-view, etc.).
   - All receipts for lodging **must** be itemized and submitted to the Office of Student Engagement within 5 university business days.

- Gas is reimbursed by itemized receipts for rented or privately owned vehicles. Documentation for gas for should be submitted in proposal requests. Include Google Map and provide a calculation. Example: 400 miles, 20 gallons of gas, $3.35/gallon, $3.35 x 20 gallons = $67 for gas
- Any bus travel over 100 miles from campus must be charted by an external company.
- If a rental vehicle or personal vehicle is used, all gas receipts must be itemized and turned in to Student Engagement to receive reimbursement.
- If a student fails to attend a trip that was sponsored by Student Allocation Funding, the student must pay the money back. A hold will be placed on the student account until paid. Otherwise, the RSO will be responsible for paying that money back.
- While traveling as a UNA student with expenses partially or completely funded by the SGA Budget Oversight Committee, you must comply with the policies outlined in the *University's Student Code of Conduct* and the *Student Organization Handbook.* Hotel receipts must be submitted to Student Engagement for **Out of State** and **In State Travel within 5 university business days. Otherwise, the organization or individual will be held responsible for the payment.** Students may not make additional charges for the hotel room. If a student chooses to do so, that individual and/or the organization will be held responsible for the payment of that charge.
- Groups must put four in a hotel room unless there is a gender divide, or not enough students attending to maximize room space.
- Faculty and staff need to have their own room; the Student Activity Fund does not cover any faculty and staff costs.
- Students traveling must be enrolled at UNA during the anticipated time of travel.
- Student Engagement will not book allocated flights through third parties (only the airlines).
- Student Conduct Requirements: Activities Handbook
    i. If a student is in violation of the University's Student Code of Conduct or the *Student Organization & Student Activities Handbook*, the individual and/or organization will have to repay the money.
    ii. A hold will be placed on the student's account until paid. Otherwise, the Student Organization will be responsible for paying back that money.

FUNDING REQUESTS: SUBMISSION & REVIEW PROCESS

1. Proposals are due via Campus Groups by **4:30 on Fridays.** They will be reviewed at the committee meeting the following Tuesday. Event/Travel dates must take place no less than 6 weeks from the committee review meeting. (See example calendar).
    - This means there will be seven (7) total meetings before the event takes place.
    - Due to coordinating funding paperwork within the timelines set forth by the University Business Affairs Office, there will be **no exceptions** to this deadline.
    - Proposals are reviewed by the Budget Oversight Committee on Tuesdays at the Budget Oversight committee meeting.
2. Each Registered Student Organization is limited to only 2 requests per week; any other submitted proposals within a 7-day period will be held until the following committee meeting.
3. Upload all supporting documentation.
    - Screenshots must be compiled into a single Word or PDF document. If documentation is not on a single file this budget will be rejected, with no exceptions.

- Documentation must match dollar amounts requested on the budget request. (No rounding or estimation of amounts will be approved.) **Any requests without appropriate documentation will not be funded.**

4. Proposals must be submitted by allocation trained RSO leaders utilizing their own UNA Campus Groups accounts. Proposals **may not be submitted** by faculty, staff advisors, or untrained students.

5. Funding Limits:
   - Maximum $4,000 per event[2] or equipment request
   - Maximum $1,500 per travel request
   - If the RSO has an outstanding balance from a previous request, they will need to settle that balance before they can be approved for a future budget request.

6. Organizations may have up to two student representatives appear before the SGA Budget Oversight Committee. A RSO leader may **only sit in on the meeting when that RSO's budget is being reviewed.** This is optional but highly encouraged.

7. Once the proposals are reviewed by the committee, you will receive a message to your @una.edu email from Campus Groups.
   - A "You've been approved" message will instruct you to meet with Juliette Butler within 7 days of approval to review the submission. **Failure to set up this meeting will result in a loss of funding for your request without an opportunity for appeal.**
   - A "Requires Modification" message means you must make the specified changes or submissions by Friday at 4:30pm immediately following the budget meeting.
   - A "Rejected" message means the committee reviewed the proposal and found it does not meet manual requirements.
     i. If rejected: a RSO may not resubmit a request for the same event unless they first meet with a budget oversight committee member to review the allocations process.
     ii. The committee member will inform the Budget Oversight Chair of this meeting and grant permission for the RSO leader to resubmit funding request.
     iii. Resubmission is only allowed after review by the Budget Oversight Committee. Merely changing the name and date of the event does not constitute a different event.
     iv. RSOs may submit an appeal to the SGA Budget Oversight Committee via the Budget Oversight/Student Allocation group on Campus Groups.
     v. Appeals must be submitted within five (5) academic days from the date of rejection notification. *More details on the appeals process is included later in this document.*

8. After the event, the RSO must submit an Evaluation Form, Attendance record (Printed or through Campus Groups), and provide **all itemized receipts to Juliette Butler** within **one week** of completion of the event/travel.
   - **All must be provided within 1 week following the event.**
   - **Failure to complete the evaluation and turn in receipts will automatically result in a loss of ability to receive allocation funding for the rest of the semester.**

9. Money **may not be spent** without going through the Office of Student Engagement. The university will not be responsible for any funds spent without approval from the Office of Student Engagement.

10. Authorization must be given through the Office of Student Engagement to request contracts from speakers, speakers' agencies, and entertainment groups. Authorized university officials must sign the contracts; otherwise, the student organizations will be held responsible for all the contract fees.

11. RSOs **may not make any changes to the date of the event/travel** without approval from Student Engagement and submission of a new flyer with amended information. In emergencies, event dates

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[2] Event-a planned social occasion that is intended to provide entertainment and education to the students.

or travel may be allowed to be rescheduled to a later date but cannot be moved to an earlier date than what was submitted in the proposal.

12. RSOs may conduct approved fundraising activities at Student Activity Fund supported events if the activity proposed is free, open to the entire student population and <u>not fundraising.</u>

13. If a RSO is rejected for funding twice during the same semester for not adhering to the Student Allocation Manual guidelines, a representative from the organization is <u>required</u> to meet with a member of the Budget Oversight Committee to review the allocations request process. They must meet before they can submit another request.

14. After submission/approval, if there are increased event costs due to changes in university policy or procedure, the Budget Oversight Committee Chair and the SGA Advisor may allocate up to 10% over the approved budget to cover unexpected costs.

EVENT PROMOTION & ADVERTISING

Every event submission must include a copy of a flyer promoting the event and feature all the below:

1. program/event name
2. registered or recognized organization name
3. date, time, and location on the flyer.
4. Accommodation Statement (ex: To request accommodations, please contact [organization contact address])
5. **"*Made Possible by the Student Activity Fund*" in at least 14-point font.**

If information is not on the flyer when the budget is reviewed, changes will need to be resubmitted by Friday at 4:30pm immediately following the budget meeting. Messages through Campus Groups will go out if there needs to be modifications.

No department or college name should be included on the flyer unless co-sponsoring.

In addition, the RSO must submit the event information for inclusion in the UNA email digest before the event. Any other promotion must be approved by the Office of Student Engagement.

It is highly recommended that RSOs use canva.com™ to create any promotional materials including flyers, posters, t-shirts, etc.

EVENT CO-HOSTING

1. Events may be hosted by more than one RSO, but there should be **<u>ONLY</u>** one budget and allocation request submission.
2. Co-Hosted event fliers and marketing materials must have BOTH organizations' names and "Made Possible by Student Activity Fund" in a minimum of 14-point font. All marketing materials must match or there will be an automatic denial in the second request.
3. The total budget—all costs for both hosts— should not exceed the $4000 per event or equipment request. Co-hosted events are still limited to the $4000 maximum.
4. When submitting the request:
   - The person completing the request should include both their and the co-host organizations' names.

- This ensures the committee is aware there is more than one host for this event and you're requesting simultaneous allocations.

5. For approval, all documentation must follow standard guidelines.

THE APPEALS PROCESS

Student Organizations may submit an appeal to the Student Government Association based on one or more of the following:

1. Procedures were not followed by the SGA Budget Oversight Committee.
2. The SGA Budget Oversight Committee deviated from the written policies.

The following are the steps for an appeal process:

1. The requestor appeals to the SGA Budget Oversight Committee using the Campus Groups form stating the grounds for the appeal. The appeal must be submitted within five academic days from the date of notification of the outcome of the request.
2. The SGA Executive Council will determine if the appeal meets any of the previously stated grounds for an appeal and will complete the Appeal Outcome Report Form to document this review.
3. If the appeal meets the previously stated grounds, the SGA Executive Council will refer to the appeal to SGA Senate to reconsider the proposal and notify the SGA Budget Oversight Committee and the requestor.
4. If the appeal is not granted, the original decision goes unchanged, and the requestor is to be notified that their appeal was rejected.
5. The SGA Senate, when reconsidering the proposal, may choose whether to award the original allocation per the guidelines in the allocation manual.
6. This decision must be communicated to the requestor within five academic days from the date when the appeal decision was made.

The decisions of the SGA Senate are final. Appeals are not granted solely based on disagreement with the decision of the SGA Budget Oversight Committee. Appeals are not granted to groups that fail to submit the proper documentation on the original request.

T-SHIRTS & APPAREL

What is allowed:
Apparel and swag paraphernalia are allowed if it is associated with an event or program the organization is doing. Buying t-shirts, cups, pens, etc. for a program/event to give to students who attend the program/event is appropriate. Items with the event name on it and organization name are permitted for approval.

What is NOT allowed:
Apparel and swag paraphernalia are not allowed if being bought for an organization to have as an identity and/or to market them. Apparel and swag paraphernalia will not be approved if just the organization or specific college name is on it. We cannot fund paraphernalia that is being used for recruiting and marketing purposes.

The artwork for the t-shirt design must be attached to the funding request and submitted for review. The SGA Budget Oversight Committee must approve all t-shirt designs. A budget without t-shirt design will be automatically rejected.

Companies to consider:

- The Coleman Group – 256-718-4000

- Goodman Sports – 256-766-5760
- North Alabama Screen Print
  *Websites such as CustomInk.com **cannot** be used to order shirts.*

PRIZES & GIVEAWAYS

Prizes are anything offered at an event that costs $21 or more per item. The total prize budget cannot exceed $250. A prize is an item that a student can win (i.e., earbuds, backpacks, etc.) Giveaways cost less than $21 per item and can be given to every participant that shows up to the event. *Total giveaway budget cannot exceed $750.*

- Prizes[3] should be related to a program. Prizes must be submitted for approval by the university at least 4 (four) weeks in advance.
- No more than 3 prizes are allowed per program and, to qualify as a prize, it must cost more than $21 per item.
- The prize budget should not exceed $250 total per event.
- All prizes must be purchased locally from a location that accepts UNA's tax-exempt form **(no online prize purchases**), and documentation of the prizes should be included in the budget request. Prizes include but are not limited to air pods, wallets, water bottles, blankets etc.
- Giveaways[4,] including t-shirts, for an event should not exceed $750. Giveaways include but are not limited to trophies, pens, t-shirts, mugs etc. The SGA Budget Oversight Committee will not approve cash, gift certificates, or gift cards as a prize. Only UNA students may receive prizes. If there are prizes or giveaways at the allocated event it must state "Free prizes or giveaways." Failure to meet this documentation **will result in automatic denial.**
- Prizes and giveaways cannot be given to faculty or staff.

Important Notes: Items cannot be purchased until approval confirmation is received from the Business Office. Items should not be purchased more than 2 weeks prior to event/give-away. Prizes must be given away within 2 weeks of purchasing. Signed prize forms must be submitted to the Student Engagement Office within one week of the event.

If items are bought for decoration but will eventually be given away, they qualify as "prizes" and "giveaways" and may not exceed those specific cost limitations; otherwise, a prize form will be required.

WHAT DOESN'T QUALIFY FOR FUNDING

1. Political activities are defined as activities where votes are solicited or activities directed toward the success or failure of a political party, candidate for office, or partisan political group. RSOs hosting voter drives to encourage students to vote in general, without pushing a particular candidate or group, is acceptable.
2. Legislative lobbying efforts or student organization events, supplies, or travel intended to help create or directly influence the outcome of pending legislation.
3. UNA faculty, staff, and students of sponsoring organizations may not receive any non-contractual personal gain from program or activity.
4. Activities that generate unrestricted funds. This means that events that charge a monetary admission fee will not be considered for funding.

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[3] Prizes- an item given as a reward to the winner of a competition or race or in recognition of another outstanding achievement. (Generally 1-3 people receive and the amount is more than $21)

[4] Giveaways- an item that is given free, especially for promotional purposes. (Several students would receive this and the amount is $20 or less)

5. Money may not be used to purchase items for the purpose of fundraising or re-sale.
6. Any activity that is illegal.
7. Funding will not be provided for grants-in-aid, scholarships, wages, loans, individual membership dues, or other compensation to members or officers of organizations.
8. Funding cannot be used for donations or charitable contributions. Non-monetary charitable contributions are acceptable (i.e., clothing drive, canned food drive).
9. Retroactive funding will not be eligible to cover prior commitments.
10. National association group or individual membership dues.
11. Legal services or jail bond funds.
12. Any programs involving alcoholic beverages or other drugs.
13. Non-student generated programming.
14. Library materials
15. Travel/events used as recruiting efforts.
16. Paraphernalia that is being used for recruiting and marketing purposes.
17. Gift certificates or gift cards.
18. Any items that need to be ordered or shipped from other countries or require payment of import taxes.
19. University courses or organizations whose members are required to register for credit as a condition of membership.
20. Parking or parking passes
21. Any other items not permitted by University or State policy
22. Organizations may not request funds to contract event support services with current members of their organization or the advisor(s).

PURCHASING POLICY

- Approval of your request does not authorize you to make any purchase.
- Anything purchased "out of pocket" with the pre-approval from the Office of Student Engagement requires documentation and will not be reimbursed for taxes.
- **Anything purchased without the written approval from the Office of Student Engagement will not be reimbursed**.
- You must obtain approval from Student Engagement at least 3 weeks prior to the event.
- Any purchases that are made online need to be coordinated with the Office of Student Engagement. We discourage any group/individual from paying for anything out of pocket, however, it is necessary if groups want to use allocations for hotels.

CONTRACTS

- Contracts to vendors, entertainers etc. need to be initiated **at least 6 weeks** in advance of the event in addition to not occurring the week right before or after university holidays or breaks. Failure to meet this will result in automatic denial of the budget request.
- Contracts are to be coordinated with the Office of Student Engagement in order to have it processed in a timely manner.
- Entertainers, speakers, etc. are required to agree to the terms of the University Master Entertainment Agreement in its entirety.
- Student organizations are advised to communicate to speakers, entertainers, etc. that require a contract at least six weeks **in advance** of the event in order to ensure that contracts can be

completed by the deadline stated in the University Master Entertainment Agreement. DO NOT agree to any terms without specific authorization from the university.

COKE PRODUCTS

The University has a contract with Coca-Cola. If groups are planning to buy sodas, the drinks should be Coke Products.

VIRTURAL SPEAKERS & PERFORMERS

Virtual Speakers/Performers shall charge no more than $500/per hour of requested virtual event. No more than $1500 shall be allocated for a virtual event. All other expenses will be considered "Virtual Allocations."

SECURITY COSTS*

Charges for University police coverage for events are as follows:

- Officers - $25.00 -$45.00 per hour with 4-hour shift minimum, starting 30 minutes before the event.
- A request needs to be made to the UNA Police Department, Ext 4826, immediately after your allocation request is reviewed. Staffing is first come, first serve.

# of attendees	# of officers
1-249	0
250-499	2
Additional 500	Add 1 per additional 500

*FSL has their own guidelines

STUDENT MEDIA

Materials, artwork etc. for publishing in The Flor-Ala campus newspaper, must be submitted to the Student Media office a week before the publishing date. For rates, policies and due dates, please contact the Office of Student Media at 256.765.4427.

UNA DINING

- All food from UNA Dining requires a Purchase Order at least 2 weeks before the event. Any event taking place in the GUC or Commons that requires food must be coordinated through UNA Dining.
- No outside catering/food will be allowed in the GUC or Commons without UNA Dining's permission. UNA Dining may be contacted at una.catertrax.com or at 256.765.5662.
- If an event has to be rescheduled due to denial, change of date, or university closure there must be a new **CaterTrax** number on the budget request. Failure to communicate a date change to UNA dining will result in loss of funding for the semester. If there was no communication that the order was cancelled and UNA dining fulfills it, it is the registered organization's responsibility to pay for this order out of pocket, no exceptions.

ON-CAMPUS VENUES

- **You may not use glitter in any UNA buildings/facilities for your events!**
- Scheduling of rooms in the GUC, the Atrium, Marketplace off-campus, Memorial Amphitheatre, and Wesleyan Auditorium needs to be done through GUC Operations and Event Management in Room 107, GUC.
- Scheduling should happen well in advance depending on the availability of the facility.
- GUC Operations and Event Management may be contacted at 256.765.4658. Charges may apply for after hour events or other campus venues.
  - For Flowers Hall, contact Athletics at 256.765.5138
  - For Kilby Gym, contact 256.765.4303
  - For the Mane Room, contact Entertainment Industry at 256-765-4342.
  - For Norton Auditorium, contact 256-765-4649.

CAMPUS MOVIES

- ALL movies must be licensed for public viewing. Requests to show movies without documentation of license fees will automatically be rejected.
- Groups that are approved for an event with a movie should schedule a consultation meeting with the Disability Support Services office within seven (7) days from being approved. Questions asked in the meeting with the DSS Advocate may include:
  - Is the location accessible and easy to get to?
  - Will there be subtitles for people who are hard of hearing?
  - Accommodation on marketing materials?

ADDITIONAL INFORMATION

Purpose

The University understands that organizations and their activities contribute to the educational, cultural, social, and professional development of the University of North Alabama. The Student Allocations funding process was created by SGA to respond to the needs of student organizations and enable these groups to develop programming based on the educational mission of the University as outlined in the University Catalog and Student Handbook.

Student Government Association

The Student Government Association Senate will review policies, procedures, and end of the year budget reports to ensure that the student activity funding is being used effectively and efficiently for student programming and development as aligned with the mission of the University. SGA Executive Council will also review appeals and determine if an appeal is warranted. If an appeal is granted, the SGA Senate will decide on the funding.

The Student Allocation Committee

The Student Allocation Committee is made up of the SGA Budget Oversight Committee (four senators) and a faculty member who serves on the review committee. The Student Allocation Committee will review and approve funding proposals that are submitted through Campus Groups. These individuals will serve on this committee for the full academic year. New members will begin to serve in the Fall. Committee members will be in attendance for two events that have been allocated per semester.