

Temple Student Government
Allocations Guidelines 2017-2018

I. Introduction

- A. Purpose:** As stated in the Temple Student Government (TSG) Constitution, the purpose of the Allocations Program is to: “Allocate funding for student organizational programming to promote and enhance the educational, recreational, social, and cultural life of the student body”.
- B. Eligibility:** The Allocations program caters to undergraduate and graduate student organizations, fraternities, and sororities that are registered with Student Activities and in good standing.
- i. Student organizations in good standing have completed all annual requirements including Annual Re-registration and Student Org Basics. Fraternities and sororities in good standing have completed the Diamond Accreditation minimum standards of recognition.
 - ii. **TSG requires a representative from each undergraduate student organization to attend the TSG General Assembly (GA) meetings weekly on Mondays at 4PM in HGSC 200C.**
 1. Organization who miss more than three (3) GA meetings per semester will lose access to Allocations for the semester. Organizations can erase one absence by contacting the Allocations Co-chairs and completing a special assignment. Failure to attend another meeting after this will result in your organization losing access for the rest of the semester again.
- C. Funding Source:** TSG Allocations are funded by the General Activities Fee (GAF). The GAF is part of every student’s annual university fee. Each year, a board determines the amount of GAF dollars TSG will receive for the upcoming school year. Once TSG is informed of how much money is being allocated, the Allocations Chairs devise the best system to determine how the money should be disbursed to eligible organizations.
- i. For the 2017-2018 fiscal year, TSG has been allocated \$140,000.
- D. Financial Responsibility:** TSG does not have financial resources to fully fund the activities of all organizations. Allocations serve as a supplement to an organization’s expenses. Allocations ARE NOT guaranteed to any organization and are subject to the approval of the Allocations Committee upon receipt of a complete purchase request. Organizations remain financially responsible for their events, programs, or activities and must not rely solely on Allocations for funding.
- i. The Committee evaluates each Purchase Request individually. Past approval for an annual event/program does not guarantee approval this year.
 - ii. TSG encourages organizations to come up with creative ways to stretch their Allocations further and to fund events that may cost more than the organization can allocate for. Some examples include:

1. Co-sponsor the event with a fellow organization and split the cost of allocations between your organizations. This allows you to allocate for more of the cost than you may be able to do normally.
 2. Organizations are encouraged to share resources purchased through Allocations with interested and relevant parties, as applicable and by the discretion of the Committee.
- E. **Allocations Committee:** TSG Allocations are disbursed at the approval of the Allocations Committee. The Allocations Committee meets on Wednesdays from 1:30-3:00 PM in HGSC 219M. Anyone is welcome to sit on the Allocations Committee. Email tsgabc@temple.edu if you're interested in joining the committee. The committee is chaired by two TSG officers who are appointed each year after an application process.
- F. **Misuse of Allocations:** Misuse of allocations granted by Temple Student Government, as determined by the Allocations Committee, will result in the following:
- i. A violation will result in punitive action being taken by the Allocations Committee and Temple Student Government.
 - ii. Risk sanctions will be up to, but not limited to, a suspension of funding privileges, loss of organizational registration status, repayment of total money allocated to the organization, or any other punishment seen fit by the Allocations Committee and Temple Student Government.

II. Types of Allocations Requests

A. **Operating Budget Request:** Organizations can request up to \$250 of Allocations funding for the purchase of items necessary for the daily operation of their organization (i.e., folders, binders, office supplies, etc.). Amazon and Staples are the preferred sources. Alternative sources can be approved upon review.

- i. Requests are **due by October 2, 2017 at 12:00 AM**. They will be accepted only during the fall semester of each academic year, unless the organization is newly registered with Student Activities after this deadline.
- ii. The committee will not approve items that are deemed unnecessary for the daily operation of the organization including (but not limited to) t-shirts, cameras, food or drink for meetings, memorabilia, or printers.
- iii. Requests should follow the instructions below in section III and use the Supplies/Decorations section and itemized tab on the spreadsheet provided.

B. **Programming Budget Request:** Organizations can request up to \$500 or \$2500 (depending on their STARS/Diamond Accreditation status) per semester to provide the campus with programming that contributes to the educational, cultural and/or social needs of the student body.

- i. **Events:** Must be consistent with the organization's mission statement and be open and advertised to the entire student body.
 1. Organizations can only request Allocations for one off-campus event per semester.
- ii. **Conference/Competition Attendance:** Undergraduate and graduate organizations eligible for \$2500/semester funding may apply for up to \$1000 and \$1500 (respectively) to subsidize conference registration fees.

1. Organizations that believe their core mission involves conferences or competition attendance can consult with the Allocations Co-chairs to discuss having their conference limit increased.
- iii. **Travel:** Organizations can request up to \$250/semester to subsidize transportation expenses within 300 miles one-way. Transportation method must have a clearly communicated departure and arrival location. This includes a chartered bus, Amtrak, or Greyhound tickets. This excludes travel by SEPTA, Uber, Lyft, rental cars, personal vehicle gas or mileage.
 1. Organizations requesting funds for traveling must adhere to the Student Organization Travel Policy by submitting a Student Organization Travel Form to Student Activities two weeks prior to departure.
- C. **Restrictions:** Since TSG Allocations is funded by student fees (GAF), there are restrictions on how the money is spent and used.
 - i. **Catering:** Food expenses may not exceed half of the total program budget.
 - ii. **Profit:** Events where the total profits from entry fees charged exceeds allocations requested, which appears to result in a profit for the organization.
 - iii. **Fundraisers:** According to University policy, proceeds from the GAF cannot be a part of fundraising or giveaways to outside groups. Tuition and fees that students pay need to go to direct activities that benefit Temple students. Moreover, contributions to any candidate for public office or religious institution cannot be funded.
 - iv. **Salaries,** stipends, scholarships or any form of remuneration to advisors, coaches, student officers or members
 - v. **Gifts** or giveaways. The only exception to this rule is using Diamond Dollars
 - vi. **Alcohol:** The purchase of alcohol products or any event and/or location where alcohol is present or served, even if the organization did not request funding for it.
 - vii. Activities for **academic credit.**
 - viii. **Membership dues** for any organization, professional or otherwise.
 - ix. **Luxury items** or any expenses judged to be the responsibility of individual members of student organizations such as promotional t-shirts, etc.

III. **Application Process**

- A. To apply for Allocations, organizations submit detailed Purchase Requests from the Finance feature in Owl Connect. The Finance feature is found on the organization's Owl Connect page. Only officers listed on the organization's Owl Connect roster have access to apply for Allocations.
 - i. Purchase Requests have the following sections:
 1. Event Details- time, date, location, description of event purpose and outcomes, attendees, etc.
 2. Purchase Request Spreadsheet- lists all expenses and itemizes all requested items for purchase. An "Additional Information & Instructions" section describes required supporting information or documentation needed for upload

3. Supporting Documentation Uploads- spaces to upload required documentation.

- B. **Applications must be submitted by 12 PM three Mondays before the date of the event.** On Monday and Tuesday, Co-chairs will review the submission for completeness. If the Purchase Request is missing required documentation or information, it will be denied for resubmission due Wednesday morning. On Wednesday afternoon, the Allocations Committee will make final vote on disbursement of funds. Payment processing will begin on Thursday.
- C. All necessary invoices and documentation **MUST** be attached with the Purchase Request for approval. Failure to provide necessary invoices will lead to an immediate denial of the application until the invoices can be produced. Examples include (but are not limited to):
- i. Invoices for items eligible for allocation
 - ii. Registration Forms for Conferences
 - iii. Student Center Operations Invoices
 - iv. GMC requisition forms
 - v. W-9, Independent Contractor, and Professional Service Agreement forms for any external vendors.
 1. If there are concerns, please reassure vendors that need to receive payment that their social security numbers are being processed via secure servers.
- D. As per Student Center Operations' policy, organizations hosting a complex event on campus must hold a planning meeting with Student Center Operations 20 BUSINESS DAYS/FOUR CALENDAR WEEKS prior to **your event being held**. At that meeting, you will receive an invoice from Student Center Operations which you can upload to your Purchase Request.
- i. Complex events include any reservation requiring food, linens, amplified sound, or other technical services, any setup outside of basic chair setup or ANY outdoor event.
- E. **Reimbursements:** TSG Allocations pays expenses in advance in an effort to decrease the financial burden on organizations or its leaders. Reimbursements for any expenditure that has been paid prior to submission of the Purchase Request will not be approved. Reimbursements are only approved for events occurring prior to the first TSG Allocations Committee meeting of the semester (**September 20th, 2017 for Fall, January 24th, 2018 for Spring**)
- F. **Approvals:** After Purchase Request has been approved, you must notify Aramark, Student Center Operations, and any other university business of your organization's approval and payment method. You can easily print your Purchase Request from Owl Connect for proof of approval.
- i. The Allocations Committee reserves the right to have up to two free tickets for any event funded through TSG Allocations.

- G. **Denials:** If an application is denied it is usually because the requests cannot be funded according to these guidelines or the Purchase Request is incomplete. You have the right to appeal and re-apply for allocations.
- i. It's highly recommended that if your application is denied, you meet with the allocations chairs to discuss options or revisions.
- H. **Budget Application Modifications :** Any budget modification must be submitted to tsgabc@temple.edu within 3 business days of the approved or deferred application. Organizations may not request more funds but may redirect them among the various categories listed on the original Purchase Request
- i. Event Modification or Cancellation: **for any event modification or cancellation you must separately notify the allocations committee, student activities, student center operations, and any external vendors within 10 business days of the event to avoid any unnecessary charges**