

## **Temple Student Government Allocations Guidelines 2016-2017**

### **I. TSG Allocations Basic Information**

A. As stated in the Temple Student Government 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”. The Allocations program caters to Temple University’s undergraduate and graduate student organizations, fraternities and sororities.

B. The General Activities Fee (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 Chair(wo)men devise the best system to determine how the money should be disbursed to student organizations. This year, TSG has been allocated \$130,000.

C. TSG does not have financial resources to fully fund the activities of all organization’s contribution for funding. Allocations are to serve as a supplement to an organization’s contribution for funding respective events, programs, or activities. Organizations must remain financially responsible for their events, programs, or activities and must not solely rely on allocations for funding. Allocations ARE NOT guaranteed to any organization and are subject to the approval of the allocations committee upon receipt of a submitted application.

### **II. Eligibility for Funding**

A. All organizations must be recognized by Student Activities to officially operate on campus. There are a few minimum expectations that your organization is responsible to complete to maintain eligibility to receive TSG Allocations:

1. Temple Student Government requires a representative from your organization to attend the TSG General Assembly Meetings weekly on Mondays at 4PM in HGSC 200C. **If your organization is not present for three meetings, your organization will lose access to Allocations for the semester.** Organizations can earn back Allocations once by visiting the Allocations co-chairs and completing an assignment determined by the cochairs. Failure to attend another meeting after this will result in your organization losing access for the rest of the semester again.

2. Student Activities requires a representative from your organization to attend the in person Student Org Basics workshops series in the HSGC Underground on Tuesday, September 6th from 3-5:30 P.M.

B. The amount of TSG Allocations your organization can receive is dependent upon your organization’s STARS/Diamond Accreditation status. Temple Student Government encourages student organizations to take advantage of the leadership development and organizational management offered by the STARS and Diamond Accreditation programs.

1. Orgs with 1 star/diamond status can receive up to \$500 per semester. Unused funds do not rollover to the next semester.

2. Orgs with 2+ star/diamond status can receive up to \$2500 per semester. Unused funds do not rollover to the next semester.

### **III. Application Process**

- A. The process of applying for Allocations takes place online and can be found under the Finance tab of your organization's Owl Connect page. Click "Create Purchase Request" at the top of your screen. Detailed instructions for filling out the application are found on the TSG website under the "Allocations" tab.
- B. Since TSG pays all expenses in advance of the event, all applications must be submitted by 11:59 PM on Monday three weeks prior to the event. The Allocations Committee will review applications and make final determination by Monday from 2:00PM-3:30 PM. Applications will be reviewed and immediately approved or denied.
- C. All necessary invoices **MUST** be attached with the application 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):
1. Invoices for items eligible for allocation
  2. Registration Forms for Conferences
  3. Student Center Operations Invoices
  4. GMC requisition forms
  5. W-9, Independent Contractor, and Professional Service Agreement forms for any external vendors
  6. Screen capture of shopping carts for online purchases
- 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.
1. *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 are only accepted for events occurring prior to the first TSG Allocations Committee meeting of the semester (September 19th, 2016 for Fall, January 23rd, 2017 for Spring)
- F. After application has been approved, you must:
1. Notify Sodexo, 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 with approval stamp.
  2. If applicable, provide two mandatory tickets to the Temple Student Government Allocations committee for the program or event to evaluate the use of allocations.
- G. If an application is denied:
1. Typically a denied application conflicts with a fundamental aspect of the Allocations Guidelines (i.e. must be an open event). It may also be denied if the Purchase Request is incomplete or requires revision or clarification.
  2. You have the right to appeal and re-apply for allocations

3. It's highly recommended that if your application is denied, you meet with the allocations chairs to discuss options

#### H. Budget Application Modifications

1. Any budget modification must be submitted to [tsgabc@temple.edu](mailto:tsgabc@temple.edu) within 3 business days of the approved or deferred application.
2. Organizations may not request more funds but may redirect them among the various categories listed on the application

#### I. Event Modification or Cancellation

1. 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 BEFORE THE EVENT TO AVOID ANY UNNECESSARY CHARGES
2. ALLOCATIONS WILL NOT BE USED TO PAY FOR FINES RELATED TO A LATE CANCELLATION OR NO-SHOW

### IV. Types of Allocations Requests

#### A. Operating Budget Request (basic supplies)

#### B. Programming Budget Request (for events held by organizations)

#### Operating Budget Request:

1. The operating budget is \$250 set aside for each organization to use for the purchase of items necessary for the day to day operation of their organization (i.e., folders, binders, office supplies, etc.)
2. This budget is separate from the programming budget discussed below.
3. TSG Allocations Committee will not fund any item considered to be the responsibility of the student organization or deemed a luxury item. These include but are not limited to-
  - a. Organizational T-shirts
  - b. Cameras
  - c. Beverages for meetings
  - d. Memorabilia
  - e. Printers
4. Operating budget requests will be reviewed only during the fall semester of each academic year. Due by (**September 24, 2016 at 11:59PM**)

#### Programming Budget

##### 1. Requirements

- a. Events must contribute to the educational, cultural and/or social needs of the student body

- b. Events must be open to the entire student body
- c. Event must be consistent with organization's mission statement
- d. Event must be open and advertised to Temple University's general student body
- e. Any promotional materials, advertising services or programs funded by Temple Student Government must prominently state "Sponsored by Temple Student Government" or display the Temple Student Government logo at an approved size
- f. Organizations must provide two tickets to every Temple Student Government allocated program to allow designated representatives to evaluate the programs
- g. Undergraduate and Graduate organizations may apply for up to \$1000 and \$1500 in allocations respectively to cover conference fees. [\*\*Organizations that believe their core mission involves conferences can consult with the allocations co-chairs to discuss having their conference cap raised]
- h. If an Organization is requesting funds for traveling they must be aware of the following:
  - i. Must submit a Student Organization Travel Form to Student Activities 2 weeks prior to departure
  - ii. Each organization may receive expenses for travel up to \$250 per semester. Travel may not exceed 300 miles and we cannot fund for any gas or car mileage.

## 2. Restrictions

### **Items that will not be funded by Temple Student Government include, but are not limited to:**

- a. Organizations can only receive Allocations for one off-campus event per semester
- b. Event is closed in the sense, it is targeted only to members of the organization. (.ie. induction ceremonies)
- c. Any Sodexo/food order which exceeds 50% of the total programming budget for that event
- d. SEPTA tokens.
- e. Events where the total profits from entry fees charged exceeds allocations requested, which appears to result in a profit for the organization.
- f. Because all Temple students are responsible for contributing to the overall GAF fund, the GAF usage rules prohibit money for fundraisers or donations of any kind. Additionally, contributions to any candidate for public office or religious institution cannot be funded.
- g. Salaries, stipends, scholarships or any form of remuneration to advisors, coaches, student officers or members, gifts, or giveaways. Exception: Diamond Dollars
- h. The purchase of alcohol products.
- i. Any event and/ or location where alcohol is present or served, even if the organization did not request funding for it.
- j. Activities for academic credit.
- k. Membership dues for any organization, professional or otherwise.
- l. Expenses judged to be the responsibility of individual members of student organizations.
- m. Any previous expenditure that has been completed prior to the submission of the request. TSG Allocations seeks to pay all programming expenses in advance. Reimbursements for any previous expenditure that has been completed prior to submission of the Purchase Request will not be granted. Special consideration may be given for programming costs incurred within the first 3 weeks of each semester.

## **V. Other policies**

### **A. Sodexo**

1. All food purchases for allocated events must be made through Sodexo, unless the organization obtains a signed Exception Form (see item 3 below).
2. To complete a food purchase, an organization must:
  - a. Estimate the total event food costs through priced menus located on Sodexo's website
  - b. Submit the estimate with your allocations application
  - c. After the application has been approved, bring proof of approval to Sodexo. You can easily print your Purchase Request from Owl Connect with approval stamp.
3. Using a vendor outside of Sodexo requires the submission of an exemption form. Exemption forms will be granted for the following reasons only:
  - a. Cultural limitations of Sodexo's menu
  - b. Large pizza orders occurring after Sodexo regular business hours
  - c. Orders under \$25

### **B. Items purchased through Allocations**

1. Temple Student Government reserves first right of refusal to any item purchased through allocations which has potential for reuse and value to other student organizations and events.

### **C. Graduate Organizations**

1. Graduate organizations are not required to attend the Monday GA meetings

### **D. Allocations Best Practices**

1. **Allocations 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:**
  - a. **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.**
  - b. **Use the new Temple Student Government Party Bank! Inspired by Adriane Reilly of Student Activities and put together in partnership with the Office of Sustainability, the Party Bank gives organizations a place to put leftover supplies and other organizations can come and use. The Party Bank is located in the Office of Sustainability, HGSC Lower Level.**

## **VI. Misuse of Allocations**

A. Misuse of allocations granted by Temple Student Government, as determined by the Allocations Committee, will result in the following:

1. A violation will result in punitive action being taken by the Allocations Committee and Temple Student Government.

2. 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.