



Winthrop University
Student Allocations Committee
Guidelines to Apply for Funding

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**Cannot find what you need to know?
E-mail us at studentallocations@winthrop.edu**

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 Dept. 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. The committee allocates approximately \$25,000 or more every year to student organizations.

Who We Are

The Student Allocations Committee (SAC) is a university committee of five students who are appointed by the Council of Student Leaders. The committee is chaired by the CSL 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 CSL (including the SAC Administrator), while the other two members are selected from general student applicants across the university.

Eligibility

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

- I. Be officially registered with the Department of Student Engagement and in good standing with the University
- II. Have attended a Student Allocations Training session in the current academic year
- III. 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:

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

- i. 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.

b. Lodging accommodations

- i. SAC may allocate \$150 per night per room toward lodging for a maximum of four days
Hotels are reimbursement only

c. Uniforms and equipment (non-personalized)

- i. SAC may allocate up to \$1000 per organization for non-personalized uniforms and equipment

d. Travel – Air

- i. SAC may allocate funds for up to 4 people at \$300 round-trip per person

e. Travel – Gas/Mileage (per mile)

- i. SAC may reimburse for gas purchased, with original receipts, up to \$0.35/mile (maximum of 500 miles, round trip, per vehicle, per trip).
- ii. 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.

f. Travel – Car Rental

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

Purchases that will not be funded for Club Sports are:

- a. Club t-shirts or shoes
- b. Personalized uniforms and/or equipment
- c. 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. Contact the Department of Student Engagement for assistance on contract procedures. The contract must be completed a minimum of two weeks before the event in order to process payment.

- i. 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**
 - i. Funding up to \$500 may be granted for the cost of a public viewing license.
- c. Equipment rentals**
 - i. 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**
 - i. SAC may fund up to \$400 for light refreshments, snacks, or appetizers if used to enhance an event. An estimated number of attendees must be included on the Event Worksheet.
 - ii. SAC may fund up to \$800 for complete meals through Sodexo, only if the meal is deemed necessary by the committee for the event's success.
 - iii. Catering requests must be turned and approved by SAC a minimum of 2 weeks prior to the event.
 - iv. Sodexo 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**
 - i. 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 others organizations.
- f. Printing**
 - i. 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**
 - i. 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 Activities.

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

- ii. In the case of multiple student organizations collaborating, SAC may fund up to \$1,500 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 two weeks before the event in order to process payment.
- iii. 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

- i. 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 \$1,000, we will consider requests smaller and larger than this amount.
- ii. Event requirements
 1. Open to all Winthrop students
 2. Non-alcoholic social programming alternatives
 3. Held on-campus

Other Expenses

a. Operational Expenses

- i. SAC may grant \$50 to each organization per semester for operational expenses (e.g. printing, postage, food/refreshments, and office supplies).
- ii. All receipts for Operational Expenses must be turned in by the last day of classes in which the funds were allocated in order to be reimbursed. Any Operational Funding not used after the semester requested will be reallocated for new projects.

b. Banner

- i. 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

- i. SAC may fund up to \$200 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.

a. Travel - Gas

- i. 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.
- ii. Rental Vehicles: SAC may reimburse for gas purchased with original receipts, up to \$0.35/mile.
- iii. 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.

b. Travel - Air

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

c. Car Rentals

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

d. Registration

- i. 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.

e. Lodging

- i. SAC may allocate \$150 a night per room toward lodging for a maximum of four days.
- ii. Hotels are reimbursement only.

f. Retreats

- i. Retreats must be 30 miles from campus in order to be considered for funding
- ii. 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.

g. Graduating seniors and Graduate Students

- i. Due to limited funds, graduating seniors and graduate students will 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 two weeks 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
- 15-passenger vans and charter buses
- Parking
- Events/programs that are for Graduating Seniors

[SECTION 5:] HOW TO APPLY FOR FUNDING

How to Apply For Funding

1. Fill out the Allocations request packet which is available online at <http://www.winthrop.edu/studentallocations>. 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. 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.
4. Using your rough draft, compile a final, **TYPED** allocations packet and submit to DIGS 269.
5. No request will be considered unless **TYPED**, 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/uploadedFiles/studentallocations/22-23StudentAllocationsDates.pdf>

There are several methods to access your funding that your organization has been awarded. These methods include reimbursements, the use of the Student Organizations' purchase request form, petty cash voucher, 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 Specialist for 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 Dept. 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 day of notice to DIGS 269. 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, the Council of Student Leaders chairperson, SAC Administrator and the Dean of Students to discuss the appeal. SAC's advisor is also welcomed to be in attendance. 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 store 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. We have cards for specific retailers. The organization must fill out the store purchasing card request form in DIGS 269

With approved amounts by SAC before making purchases. Organizations may purchase at Wal-Mart, cards. If your organization chooses to shop at a different store, you must work with the Administrative Assistant to determine if your purchase can be pre-paid or reimbursed.

The following instructions are for all students who use a store purchasing card:

- Make an appointment with the Administrative Assistant for Student Engagement at 323-2248 or DIGS 269.
- Bring a copy of the approved SAC email with you.
- The transfer of the store purchasing card from person to person is prohibited.
- Large online purchases need to be done with the Administrative Assistant for Student Engagement.
- Only original, itemized receipts are allowed to be turned in when returning the purchase card.
- You are responsible for obtaining an original, detailed receipt.
- Any non-authorized purchases made on the card are the responsibility of the person who made them and their organization. The Student Code of Conduct will be upheld at all times. If the purchase card is lost, stolen, misplaced, or misused for any reason, the person with the card will be held responsible.

If an organization makes unauthorized purchases, they may be suspended from receiving future SAC funding until funds are repaid. This will be at the discretion of the Student Allocations Committee

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.

Student Affairs Petty Cash Option: Groups may be reimbursed for expenses up to \$50 petty cash per transaction. This petty cash voucher may be used for non-employee student food, meals, printing services, office supplies, student travel expenses, registration fees, postage, equipment rentals, decorations/novelties, and other supplies. The voucher for petty cash is in DIGS 269. To be reimbursed with petty cash, the amount and subject matter must be approved by SAC first.

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."
- Requests for events in summer or early fall 2023 should be submitted by April 1, 2023 to receive consideration for funding.

Frequently Asked Questions

What is Supporting Documentation?

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

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.

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.

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

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

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.

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.

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>.