Winthrop University Student Allocations
EVENT & REQUEST WORKSHEET

In order to be eligible to apply for SAC funding, a student organization 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

1. <u>On-Campus Programs (single sponsor)</u>
   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 not avoid controversial, political, religious and/or ideological content. All SAC decisions are made from a neutral view-point.
   i.   Speakers/Contract Services
         i.   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. Contracts can be found in the Department of Student Engagement. The contract must be completed a minimum of two weeks before the event in order to process payment.
         ii. 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.
   ii.   Movies
         i.   Funding up to $500 may be granted for the cost of a public viewing license.
   iii. 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.
   iv.   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.
   v.   Decorations/Novelties
         i.   SAC may fund up to $75 for decorations/novelties and has the right to request they be turned into the office after the event for possible future uses by others organizations.
   vi.   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).
   vii. 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 Engagement.

   viii. <u>Collaborative Programming</u>
         The Student Allocations Committee has set aside a portion of funds to encourage student organizations to collaborate with one another in bringing free, entertaining, and informative programming to campus. The focus 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. We request representatives from each sponsoring group be present for the SAC interviews.
         i.   Lectures & Speakers
               i.   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. Contracts can be found in the Department of Student Engagement. The contract must be completed a minimum of two weeks before the event in order to process payment.

  ii. 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.

 ii. Late-night weekend programming

  i. Student organizations who 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 Friday or Saturday evening, preferably not ending until after midnight

   4. Held on-campus

3. Other Expenses

 i. 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 the semester 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.

 ii. Banner

  i. SAC may allocate up to $90 for an organization-specific, vinyl banner (3' x 6' with grommets) requested through Winthrop Printing Services. Groups are limited to one banner.

 iii. 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.

What will SAC NOT fund?

- Awards, gifts, donations, or prizes
- 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 or programs that predominantly support Graduating Seniors

Winthrop University Student Allocations
REQUEST WORKSHEET

DOCUMENTATION REQUIRED
Complete gray shaded areas by typing in this form.

ORGANIZATION INFORMATION

Full Organization Name:		Email:	
Organization Contact Person:		Phone #:	

EVENT/REQUEST INFORMATION

Event Name:		Event Date(s):	

CHOOSE ONE OF THE FOLLOWING THREE CATEGORIES

ON CAMPUS PROGRAMS & SPEAKERS: SPONSORED BY ONE STUDENT ORGANIZATION

	Requested	Allocated	Used
Speakers/Contract Services:			
Printing:			
Food/Refreshments:			
Decorations/Novelties:			
Security:			
Sodexo Catering:			
Other:			
Total:			

COLLABERATION WITH TWO OR MORE STUDENT ORGANIZAITONS

	Requested	Allocated	Used
Speakers/Contract Services:			
Printing:			
Food/Refreshments:			
Decorations/Novelties:			
Security:			
Other:			
Other:			
Total:			

OPERATING EXPENSES/ (CLUB SPORTS UTILIZATION)

	Requested		Allocated	
Operational Expenses:				
Banner:				
Printing:				
Community Service Supplies:				
Other:				
Other:				
Total:				

SIGNATURES & APPROVAL

Organization Representative:		Date:	
Student Allocations Committee Administrator:		Date:	

☐ Approved by DSE Administrative Specialist

Winthrop University Student Allocations
BUDGET INFORMATION

Semester/Year:			
Advisor:		Phone:	
President:		Phone:	
Treasurer:		Phone:	
Organization Type:	Cultural		Professional
	Departmental		Representative
	Greek		Religious
	Interest/Other		Honorary
	Residential		Service/Advocacy
	Political		Club Sport

ORGANIZATION INCOME

Number of Dues-Paying Members:		
Dues (per member/per semester):	Total dues collected per semester:	
Estimated Fundraisers		***Profits***
EXAMPLE: Donut Sale		*$125.00*
Total Estimated Income		
Other Funds *(outside bank accounts, department funding)*		***Amount***
Total Accessible Funds		

Winthrop University Student Allocations
PROGRAM REQUEST INFORMATION/JUSTIFICATION

This form must be completed for EACH event that you are requesting money for. This will help to supplement the interview and speed up the process. (Please type in information below.)

Name of the Program/Event:

Organization Name:

Event Date, Time, & Location:

Is the event free and open to the entire student body? Yes? No?

Describe the Program in detail:

Purpose of the Program:

What is the value and impact of the program on participants, your organization and the student body?

Please explain how you will market this activity in order to maximize impact and attendance:

Are there any additional funding sources? Explain:

Is this event collaborative? If yes, with whom and what are the roles and responsibilities of each organization?