Kansas State University Salina Student Governing Association Allocations Packet

# **1. Meet with SGA Treasurer Molly Rollins (Required)**

1. By appointment
2. If your organization is registered through SGA and is requesting allocations through SGA, a representative that is a member of that organization and/or your advisor must make an appointment to meet with the SGA treasurer. This meeting will help explain the process and procedures for correctly requesting and spending your organization’s allocation. This appointment is mandatory, or your organization will not be eligible to request SGA allocations.
3. You may reach the 2022-2023 Treasurer Molly Rollins at mkrollin@ksu.edu to make your appointment.

2. By completing the guidelines, student organizations will be eligible to receive up to $4,000 (plus funding for community service for applicable, see **Section D**) per fiscal year from SGA.

# **A. Funding Caps**

1. No organization will be financed more than $4, 000 (plus funding for community service for applicable, see **Section D**) per fiscal year.
2. All organizations must go to the required club events stated later in this packet.
3. The organization must raise 35% of the funds they request.
4. SGA will not fund any money to pay for shirts for a fundraiser or if it does not benefit Kansas State Salina. The K-State Salina Student Government Association Logo is required to be on all apparel paid for by SGA.
5. SGA will not pay for any meals.
6. SGA will not pay more than 40% of a project’s total cost.
7. Allocations that go towards travel will only be for either an airline ticket or a rental car/personal car, not both.
8. No more than $250 round trip, per person for an airline ticket will be paid.

# **B. SGA Limitations**

1. All allocations must be for an educational purpose that will benefit the campus as a whole.
2. SGA funding is to supplement, not fully support an organization’s request.

Therefore, it will be in the student organization’s best interest to do fundraising.

1. SGA will not fund any activities and/or projects that discriminate based on race, sex, religion, creed, age, national origin, sexual orientation, academic major, or level of undergraduate study.
2. Student organizations may request funding for the following fiscal year once the Senate approves the budget.
3. Allocations packets must be submitted to SGA a minimum of three weeks prior to the event that funding is being requested for.

# **C. After Funding**

1. After receiving SGA funding, it is required to give a formal presentation to SGA. You are required to dress business casual. The presentation is to be no less than five

(5) minutes long.

1. Your club’s presentation should include the following:
	1. Pictures taken during the event
	2. What took place on the trip, event, competition, etc. iii. Who was involved/number of student participants
	3. The success of the event
	4. What the club or organization plans to build on in the future or would do differently
2. The presentation may be given as a PowerPoint but is not limited to this format.
3. The four (4) week deadline to make the presentation may be extended by two weeks upon approval of the Treasurer.
4. To receive an extension, an organization must submit the request one (1) week prior to the four (4) week deadline.
5. In the event that there are less than four (4) weeks left in the current semester, the deadline will be five (5) weeks after the start of the next semester.
6. Please note: If the following steps are not followed after funding is received, an organization is subject to the following penalty schedule:
	1. Organizations that present within thirty (30) days after the deadline will have all future funding requests reduced by twenty-five (25) percent until the conclusion of the following academic year.
	2. Organizations that present within thirty-one (31) days after the deadline will have all future funding requests reduced by fifty (50) percent until the conclusion of the following academic year.
	3. Organizations that present within sixty-one (61) days after the deadline will have all future funding requests reduced by seventy-five (75) percent until the conclusion of the following academic year.
	4. Organizations that present within ninety (90) days after the deadline will be ineligible to receive funding until the conclusion of the academic year following the date in which said receipts and reports were turned in.

**IMPORTANT NOTE:** All allocations are voted on as a bill in the Student Senate. Any changes to your allocation after legislation require a senate vote with a proper quorum. Therefore, no changes will be made without prior approval by the SGA President or SGA Treasurer.

# **D. Additional Funding**

a. Any Club or Organization that performs a community service on campus or off could receive an additional funding amount that would be determined by the President,

Vice-President, SGA Senate Chair, and Treasurer, and passed by the SGA Senate.

**E. Required Club Events to Attend**

1. Any Club requesting funds must attend the required club events throughout the semester to receive funding from SGA.
2. This will replace the volunteer hours that were previously required for funding.
3. If the club is unable to attend the required event. The club then must submit a written report to the Treasurer on why the club was unable to attend. The club must also attend another event that is not stated in this document.

**IMPORTANT INFORAMTION:** These are the required events to attend to receive funding from SGA.

1. Fall Club Fair – 8/31/2022
2. Open House (Previously Known as Junior & Senior Day) – 3/25/2023
3. Candy Canes and Airplanes – 12/3/2022

**F. Make sure you have included the following in the packet (if needed):**

1. Typed SGA Application (No handwritten application accepted and must have E-copy available)
2. Filled out Organizational Renewal and completed taxes
3. Accurate financial statements along with signatures from the organization’s advisor and the Office of Student Life
4. A summary of all fundraising or donated items
5. Student Travel Request Form must be signed and turned into the Student Life Office.
6. Original packet quoting special lodging rates
7. Original packet quoting conference rates
8. Printout of mileage quote from MapQuest.com or Google Maps
9. Printout of the website quotes for airfare, lodging, and/or vehicle rental
10. Honoraria (if bringing in a speaker): *see Student Life Office for assistance*
	1. Letter of Agreement
	2. Honorarium Information Form
	3. W-9
	4. Contractual Provisions Attachment

The Allocations Committee is working in the best interest of the student body. The Allocations Committee reserves the right to deny a request deemed unsuitable. Failure to comply with the specified guidelines will result in a stop in the process and no further action will be taken place until the resolution of the issue. If you have any questions about the allocations process, please email the Treasurer at mkrollin@ksu.edu.

# Allocations Request Form

Organization’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SGA Account Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person of Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number of Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Annual Dues (Per Person):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational / Club Benefits:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Project Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funds to be spent on advertising or other promotions (please list):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Total amount to be spent on project: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total amount requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Breakdown – Please list **all** expenses and how you would like the funds allocated. The more precise, the better the committee may assist you. Also, include what your club is paying for, and how much that cost. Show in RED what your club is paying for.

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| --- | --- | --- |
| Expenses  | Breakdown  | Cost  |
|   |   |   |
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|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| Total cost for SGA:  | $  |   |
| Total cost for your club:  | $  |   |
| Total cost:  | $  |   |

Current Club Balance: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Fundraising

Please include how much money your Club has, even if it wasn’t recently fundraised for.

|  |  |  |  |
| --- | --- | --- | --- |
| Fundraising Event  | Description  | Date of Event  | Profit  |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
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|   |   |   |   |
|   |   |   |   |
| Total Fundraising Profit:  |   |   |   |

# Donations

Please include a picture and a brief description of **ALL** donations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Donation (part name)  | Donator Name (company name)  | Donator’s Phone Number  | Original Cost of Donation (if this is a part, how much is the part normally?)  | Date of Donation  | Have you used the Donation? (y/n)  |
|   |   |   |   |   |   |
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# Travel

Travel Destination:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicles

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| --- | --- | --- | --- | --- |
| Provider  | Total Miles  | Price per Mile  | Number of Vehicles  | Total Vehicle Cost  |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

Airline

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Airline  | Departure Time  | Arrival Time  | Seller  | Price per Ticket  | # of Tickets  | Total Price  |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
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|   |   |   |   |   |   |   |

# Attendees

Place an \* next to the advisor’s name

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name  | Sex  | Year in School  | Name  | Sex  | Year in School  |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
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# Accommodations

Please make separate entries for single & double rooms and costs

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Males  | Females  | Advisors  | Singles  | Doubles  | Cost/Room/Night  | Nights  | Cost  |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
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# Registration Fees

If it is registration for projects, please specify

|  |  |  |
| --- | --- | --- |
| Registration / Person  | Attendees  | Cost  |
|   |   |   |
|   |   |   |

# Cost per Person

Vehicle / Flight + Registration + Accommodations = (Total) → / Number of People = Cost per

Person

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vehicle / Flight  | Registration  | Accommodations  | Total  | Number of People  | Cost per Person  |
|   |   |   |   |   |   |

# Totals

|  |  |  |  |
| --- | --- | --- | --- |
| Vehicle  | Registration  | Accommodations  | Total Cost  |
|   |   |   |   |
|   |   |   |   |
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# Involvement

Please fill out the following table, this will allow the Allocation Committee and SGA to see your club’s involvement on campus. Please realize clubs can be deducted for the lack of fundraising, community service, and school involvement. Club Participation

|  |  |  |  |
| --- | --- | --- | --- |
| Date  | Event Participated In (Past and Future)  | Description of Involvement  | Number of Members Involved  |
|   |   |   |   |
|   |   |   |   |
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