Fall Special 2015
SGA Allocation Process

Finance Committee
Welcome

● What is an allocation?
  ○ This is the process of SGA distributing (allocating) money to fund your student groups events, conferences, etc that benefit UNCG as a whole.
  ○ When allocated by the SGA these events must be offered as free to UNCG student body.
  ■ No Fundraising events are considered, however your group can provide educational forums surrounding the fundraising event.
Allocation requirements:

- **REPRESENTATION** - How is your event representative of the UNCG student population as a whole.
  - explain how this is prioritized: Campus wide, demographically specific, other requests
    - **Campus Wide** receives 1st priority in consideration of requests (how is this Identified committee determines)
    - Demographically specific (not just focused on the members of student group) Must be targeting a demographically desired topic of interest by various constituency groups (Sport activities may fall under this category)
    - all other request (Identify examples)
- **VITALITY** - How important your event is to your organization.
- **SPECIALIZATION** - Cultural education of the program and the recognition it brings to the university.
- **COST SHARING** - Your organization **must** provide 20% of the funds for your event.
  - That does not mean that you reduce your program to equal the amount funded by SGA. Your group must have some funds to contribute to your event it can not be $0

Remember you **must use 50% or more** of funds in order to prevent being deemed ineligible for next allocation request period.
Allocation requirements:

Reasons for Not Funding
Personal Gain - A
Discriminatory - B
Request Exceeds Actual Cost - C
Hotel Cost Requirements - D
Quote/Itemization Not Provided - E
Packet not Correctly Filled Out/Submitted - F
Two Social Limit - G
Ownership - H
Outside Allocation Period - J
Representation (Number of UNCG Students Affected) - K
Vitality - L
Max Speaker Fee $2000 - M
Less than 50% of Spring Funds spent - N
Max Charter/Tour Bus $2000 - O
Falls Below Minimum - P
APPLICATION PROCESS

1. Turn in your groups request (both hard copy and soft copy) SGA Email : finance.uncgsga@gmail.com (Oct 15th)

2. Attend a hearing (Oct. 19th) held by the finance committee.

3. The committee considers each group’s request and makes uniform decisions based on the bylaws and statutes.

4. Budget is presented to SGA Senate and once approved all approved groups are notified.
Please be sure to provide 3 quotes for hotel and flight.

Itemization: All items that are being requested. You will fill this out on the Event/Supply Request Form in small Excel spreadsheet that has already been provided.
- Itemization MUST be done correctly and match quotes.

Quotes: Screenshots of any items/supplies that you need funding for. No quotes = No funding.
Event Priority (Rank your events 1-5, 1 being the highest priority event): 1

Event Date(s): **October 22nd**

Event Location(s): **Outer Banks, NC**

Location/Room(s) Reservation Status: YES

NO N/A

Expected Attendance of UNCG Students: 70

Expected Attendance of Non-UNCG Students: 15

Estimated Total Budget for Event: $321.26

Generated Funds for Event: $64.00

Amount Requested from SGA: $257.26

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<th>Event Name</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Cost</th>
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<td><strong>325.26</strong></td>
<td><strong>257.26</strong></td>
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</table>
Important Dates:

1. Packets will be due **October 15th** by **4:00pm**.
   i. (In Student Affairs office **and** to the finance email)

2. Hearings will be held **October 19th** from **4pm-8pm**.

3. Deliberations will be held **October 20th- 23rd**.
Forms to be Filled Out

- Funding Agreement Contract
- Allocation Request Form
- Event Supply Form
- Post Event Supply Form (We MUST receive this 2 weeks after end of event!)

We are looking at making these forms electronic but not for this allocation process.
After I get allocated.. How do i access my funds?

- All access is managed through the CAP office
  - Please see the Business Manager Vershon Ward, voward@uncg.edu
  - Catering (all student groups must schedule catering through the CAP office 2 weeks before event), reimbursements, purchases, etc.
  - New office Travel policy for all groups
Reimbursement

- Expense of personal funds for an item budgeted
  - occurs under following circumstances:
    - the student groups portion of the contribution has been expended
    - and circumstances require urgency of payment
- Must provide original receipts (taped to an 8.5x11” paper if small pieces of paper)
- Must give University ID # and address of person being reimbursed
- Must identify the event listing Who, What, Where, When, and Why
Things such as gas are reimbursed, meaning that it is an after the event expense. Funds are not provided prior to event so please have this budgeted accordingly.
Lastly...

When you turn in your hard copy at the Student Affairs office, there will be a hearing sign up sheet.

This information will be available on the website: sga.uncg.edu

Please don’t forget to email the soft copy to the finance email: finance.uncgsga@gmail.com

If there are any questions you can call or text at (336)701-3549
Thanks for coming!