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Allocations Manual

Student Government Board



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ALLOCATIONS CHAIRMAN, SPRING 2015-SPRING 2016

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Chapter 2. The Allocations Manual

Article 1. Purpose and Use of the Student Activities Fee

Section 1. Student Activities Fees

Item 1. Student Activities Fees

- A. Student activities fees are collected from all University students and are administered by the Office of Student Life.
- B. Student Life provides programs and services for undergraduate students with student activity fee revenue. The Pitt Program Council, WPTS-FM Radio, the Student Office of Sustainability, the Office of PittServes, the Student Organization Resource Center (SORC), and SGB operating expenses are funded in part or in whole by student activities fees.
- C. Since Student Government Board is recognized by the Vice Provost and Dean of Students as the governing body for all non-CGS undergraduate students, Student Life provides SGB with an annual budget to support its programs and services, and to provide financial support to eligible certified student organizations according to policies and procedures outlined in this Allocations Manual.

Item 2. Eligibility for Funding

- A. To be eligible for funding, all student organizations must
 1. Be currently SORC-certified with up to date officers. Certification is a precondition to apply for activity fee funding and must be maintained to remain eligible to expend allocated funds. (See www.sorc.pitt.edu for certification guidelines.)
 2. Be comprised of 75% non-CGS undergraduate students
 3. Not be a recognized social fraternity or sorority
 4. Not have a bank account outside the University to manage student organization funds
- B. Eligible student organizations have the right to apply for SGB funding, but do not have a right to funding.
- C. All eligible, non-CGS, undergraduate student organizations shall be referred to as student organizations in the Allocations Manual.

Section 2. General Funding Philosophy

Item 1. Funding of Certified Student Organizations

- A. The goal of the SGB Allocations system is to provide financial support for student organizations so that they can develop a comprehensive array of relevant and desirable activities and programs.
- B. There are over 400 student organizations in ten categories of activity: academic related, arts/literature, competitive sports, ethnic/cultural, honorary, political/advocacy, recreational, religious, service, and student governance.

Item 2. SGB Funding Philosophy

- A. Funding of student organizations is a *shared responsibility* among the student organization as a whole, the individuals within the organization who primarily benefit from participation in that organization, and SGB. SGB does not have the financial resources to fully fund the activities of student organizations that request funding.
- B. Because all undergraduates pay the same activity fee that contributes to the total amount of funding available and because students are likely members of other organizations and attend events sponsored by other organizations, it is the expectation that each student organization and its members contribute to the funding of their own operations and programs.
- C. Funding requests are scrutinized to determine if members and organizations are contributing to the financial support of their funding requests.

Article 2. SGB Procedural Guidelines for the Allocations Process

Section 1. Allocations Process Overview

Item 1. Allocations Process Overview

- A. There are two ways of obtaining money from the Allocations process: supplemental requests and budgets.
 1. Supplemental requests are as-needed funding requests that are evaluated during weekly meetings.
 2. Budgets are submitted optionally once per semester, and are for long term planning into the next semester.
- B. Although budgets occur once per semester, supplemental requests are always an option during the fall and spring terms.

Item 2. Expectations of Student Organizations

- A. It is the expectation that representatives submitting requests on behalf of student organizations:
1. Be knowledgeable of all policies and procedures written in the Allocations Manual. SGB and the Allocations Committee will do its part to help student organizations understand all policies and procedures by holding several Allocations 101 presentations throughout the semester.
 2. Contact an Allocations Committee liaison when needed to clarify any funding procedures or obtain assistance when submitting a request.
 3. Submit all funding requests and budget modifications for annual events in a timely manner. A decision's proximity to an event date will not be considered a compelling reason to act on a request. Student organizations are responsible for preparing for both outcomes.
 4. For groups submitting programming requests involving bringing a third party (speaker, performer, etc.) to campus, the submitting organization is expected to:
 - a. Submit a contract to SORC pertaining to payment of the third party at least ten business days prior to the program date
 - b. Submit the request for allocations well enough in advance that funds may be approved prior to this ten business day window.
- The Chair may refuse to accept requests requiring a contract that are not submitted with enough time for funds to be approved prior to the ten business day contract window.

Item 3. General Submission Requirements for Both Supplemental and Budgets

- A. Supplemental requests and budgets that are not complete or do not adhere to all policies and procedures in this Allocations Manual will not be accepted. The Allocations Chair has the discretion to make exceptions on a case by case basis when submission requirements cannot be met.
- B. Requests that include line items from previously denied requests will not be accepted.

Item 4. Entire Requests Submitted at Once

- A. Requests for an event or travel must be submitted at one time on one request.
1. Student organizations collaborating must submit one request with all student organization names clearly listed at the top of the request. All funding will be deposited into the account of the first organization listed on the request.
 2. Requests that include additional expenses from a previous request will not be considered, except at the discretion of the Chair.
- B. Specific submission requirements for Supplemental Requests and Budgets are listed in the designated sections.

Item 5. Presentation of Documentation

- A. Every cost listed on the Allocations request must be accounted for via proof by documentation.
- B. Documentation may include but is not limited to an official quote, an email confirmation, a printout, and a picture of a price.
- C. All documentation must be uploaded with the request.
- D. Whenever possible, documentation must be contemporary (i.e., not from previously submitted requests for the same or similar purchase(s) or event(s)).

Section 2. The Supplemental Process

Item 1. Supplemental Submission Requirements

- A. Student organizations may submit supplemental requests for as-needed funding during the Allocations Committee's weekly meetings.
- B. All deferred requests from fall or spring budgets submitted by non-SAAGs may be re-submitted as supplemental requests. SAAGs may not submit supplemental requests.

Item 2. Supplemental Review Process

- A. The process for the submission and evaluation of these types of requests is as follows:
1. The organization must submit a request via the online form by 5 p.m. on Wednesday.
 2. The Allocations Committee shall hear any request submitted by the deadline during its next Thursday night meeting at 8:30 p.m. A representative of the group must attend the next weekly meeting of the committee
 3. During the supplemental hearing, the representative of the group will be asked to explain the submitted request. The Allocations Committee will ask questions as necessary.
 - c. If a student organization representative does not attend the Allocations meeting, action on the request

- shall be postponed until the next week's hearing.
- d. If a student organization representative fails to attend the second hearing, no action shall be taken on the request, and it shall be considered withdrawn.
- e. The student organization may then resubmit the request to the Allocations Committee to be scheduled for a hearing by the Committee.
- f. When deemed necessary, the Allocations Committee may waive the attendance requirement and act on the request without the presence of an organization representative.
- 5. The Committee will then render a decision after private deliberations.
 - a. Requests \$1,200 or below are subject to the final decision of the Allocations Committee.
 - b. For requests over \$1,200, the decision of the Allocations Committee is merely a recommendation; a final decision must be made by the Board.
 - c. Requests may be postponed for later discussion at the discretion of the Chair or by Committee vote.
- 6. After deliberations, the appropriate Allocations liaison will contact the organization and inform them of the decision or recommendation of the Allocations Committee.
- 7. If the request is for over \$1,200, at the next public meeting of the Board (the following **Tuesday at 8:45pm**), the Allocations Chair will present the recommendations of the Allocations Committee to the Board.
- 8. For requests over \$1200, groups may remove expenses from their request or provide previously missing documentation prior to the Board's review. However, if groups wish to increase the amount requested or change the line items for which they are requesting, the request must go back to the Allocations Committee for review prior to moving onto the Board.
- 9. A representative of the group is required to attend this meeting to speak on behalf of the request. The organization is given the opportunity to state its case and respond to the Board's questions.
- 10. SGB may approve or revise Allocations' recommendation.
- 11. The Board's decision regarding the request is final and shall then be implemented.

Section 3. The Budgeting Process

Item 1. General Budget Submission Timeline

- A. Budgets for the upcoming school year are typically submitted in March. Budgets for the spring term are typically submitted in October.
- B. The submission and budget hearing schedules will be set by the Allocations Chair and announced well in advance.

Item 2. Budget Submission Requirements

- A. The responsibility for preparation of your budget according to the guidelines rests with each individual organization. Budgets that fail to meet the following conditions will **NOT** be accepted:
 - 1. The budget must be submitted via the online form and accompanied by proper documentation.
 - 2. All forms and questions must be completed and answered in detail.
 - 3. Upon submission of the budget, a representative of the organization **MUST** then sign up for a time-slot and attend this hearing.
- B. During the budgeting process held in the spring, SAAGs may choose between submitting one of the following: two semester budgets or one annual budget. SAAGs will be held accountable for their choice made in the spring term and will not be allowed to change decisions after the approval of their spring budget.

Item 3. Allocations Budget Hearings

- A. One organization representative is required to attend the Allocations Hearing.
 - 1. The Allocations Committee may postpone or withdraw the budget if a representative does not attend, but reserves the right to act on the budget if it so chooses.
- B. The Allocations Committee may approve or deny each request within the budget in part or full.
- C. The Allocations Committee may also defer an entire request within the budget for later consideration through the supplemental process.
 - 1. Requests are generally deferred due to budget constraints or incomplete information.
 - 2. There should be no expectation that the deferral of a request in any way supports its later approval as a supplemental.
 - 3. SAAGs may not submit a supplemental request for a deferred item.
- D. After the hearing, the Allocations Committee will deliberate in private and render a decision on the budget. A copy of the budget decision will be available in the SGB office the week following the hearing. If a student organization desires an explanation of the decision, it must speak with an Allocations liaison.

- E. The Committee may additionally decide to send the request to be automatically appealed to the Board. The Allocations Committee may do this when it feels that it is necessary to share the responsibility of the decision with the Board.

Item 4. Board Budget Appeal Submission Requirements

- A. Organizations may file an appeal of the decision of the Allocations Committee with SGB in the fall and the spring, only after reviewing the budget decision of the Allocations Committee.
- B. If an organization appeals a budget, it must appeal the entire budget as a whole. Organizations may not appeal specific line items.
- C. If an organization chooses to submit a budget appeal, an authorized organization leader must:
 - 1. Submit a properly completed Budget Appeal Form via the online submissions website.
 - 2. Attend an appeal hearing to speak on behalf of the budget.

Item 5. Board Budget Appeal Hearings

- A. All budget appeals will be done during a normal or special public meeting approximately one week after budgets.
- B. Each appellant representing their respective organization will be asked to make a brief argument against the decision, focusing on their desired specific budget requests.
- C. The Allocations Chair will present the rationale for the decision appealed by the group.
- D. The Board will ask questions if necessary and will render a decision without further argument from the group.
- E. The Board will accept or revise the decisions of the Allocations Committee on a line-item basis with a simple majority of total membership of the Board.
- F. If an authorized organization leader does not attend the appeal hearing, the Board may act on the recommendation of the Allocations Committee or it may choose to postpone the hearing until a later date.

Section 4. The Funding Release Process

Item 1. Funding Release Process

- A. Student organizations are encouraged to return unspent allocated funds after the completion of the request. Student organizations who release unspent funds will have the returned balance subtracted out of any funds counted towards caps.
- B. The student organization shall fill out the Funding Release form to return funds. Student organizations must meet with an Allocations liaison to fill out and submit this form.
- C. For reach Funding Release request, the Allocations Chair shall verify with SORC that the funds exist to be released and then approve the request.

Item 2. Recouping Unspent Allocated Funds

- A. All unspent or uncommitted funds approved for use by December 31 are returned to the SGB distribution account.
- B. All unspent or uncommitted funds as of June 15 are returned to the SGB distribution account.

Section 5. The SAAG Budget Modification Process

Item 1. SAAG Budget Modifications

- A. Since SAAGs may not submit supplemental requests, SAAGs may decide to move funds from an allocated request into a deferred request or into a new request.
- B. The SAAG Budget Modification form follows the Supplemental process.

Section 6. Summer Operations

Item 1. Summer Operations Suspension

- A. Due to the unavailability of Allocations Committee Members and Board Members during the summer term, the requirement to hear funding requests has been suspended by the Office of Student Life.
- B. Student organizations who wish to receive funds for the summer months must submit a supplemental request if the funds are to be used before June 30th or submit a budget in the spring if the funds are to be used after June 30th.

Item 2. Summer Operation Exception

- A. For unforeseen situations, the Allocations Committee Chair may choose to hear a funding request through an email but is not compelled to do so.
- B. All funding decisions made in the summer will be reviewed and approved by the SORC Business Manager.

Section 7. Arbitration of Disputes Regarding SGB Funding Decisions

Item 1. Arbitration Process

- A. Funding decisions made by SGB must conform to procedures and policies approved by Student Life. Student organizations may file a request for arbitration with the SGB Allocations Advisor regarding decisions made by SGB that are alleged to be inconsistent with policies or procedures.
- B. The advisor will determine whether or not the request has merit and will be heard or not. If an arbitration meeting is held with representatives of the organization and SGB, the decision of the Advisor is final and no appeal will be accepted.

Article 3. Student Life Approved Funding Policies for SGB

Section 1. Overall Funding Policies

Item 1. Overall Funding Policies

- A. To meet its fiduciary responsibility for the administration of student activity fees, Student Life and Student Government Board have collaborated to establish a set of approved policies to guide the decision making of the SGB in approving Allocations requests.
- B. SGB **may not fund** the following for Certified Student Organizations:
 1. Programs that duplicate or compete with the Pitt Program Council
 2. Donations or personal gifts of any kind
 3. The purchase of alcohol, tobacco, and scheduled substances
 4. Any expense related to the appearance of any candidate for public office
 5. Salaries, stipends, honoraria or any form of remuneration to advisors, coaches, officers, or members
 6. Travel expenses for any coach, advisor, or non-student members
 7. First class airfare
 8. Any request that requires travel outside of the continental United States for both organization members and individuals invited to campus unaffiliated with the University due to the inherent liabilities and high costs association with international travel
 9. Spring Break travel, unless the dates of travel are out of the group's control. Organizations must provide explanatory documentation for its necessity.
 10. Expenses for items and services such as supplies, copies, fax, and mailing which are available in SORC
 11. Off-campus leadership retreats
 12. Alternative spring break programming
 13. Individual membership dues
 14. Expenses initiated to fulfill academic department requirements (i.e., any expense related to senior design projects)
 15. Social or recruiting events
- C. With additional reasoning in the following Items, SGB may not fund the following for Certified Student Organizations:
 1. Deficit Spending
 2. Any request previously denied within the same fiscal year
 3. On-campus conferences and competitions
 4. Expenses judged to be the responsibility of a school, college department, or administrative unit sponsoring a recognized student organization
 5. Expenses judged to be the responsibility of individual members of student organizations
 6. Programs whose primary purpose is to serve as a fundraiser for organizational benefit or charity

Item 2. Deficit Spending

- A. Should an organization expend funds or commit to expend funds prior to receiving funding from the Allocations Committee, these expenses are the sole responsibility of the organization, and may not be requested for.
- B. Deficit spending occurs at the point when the student organization is contractually committed to spending the money.
- C. No requests that involve deficit spending shall be considered.

Item 3. Previously Denied Requests

- A. The Allocations Committee Chair shall not accept any request previously denied within the same fiscal year. Additionally, SGB may not approve any such request.

- B. Violations of this rule are largely dependent on how the request is submitted by the organization. (i.e., if an organization lumps transportation for ‘all competitions’ for the year into one request and it is denied, transportation cannot be requested again.)

Item 4. On-Campus Conferences and Competitions

- A. Because non-Pitt students do not pay into the Student Activities Fund, SGB shall not fund for on-campus conferences and competitions comprised of external participants.
- B. SGB may fund for on-campus conferences and conventions comprised of at least 75% Pitt students.

Item 5. Expenses Judged to be the Responsibility of a Sponsoring Unit

- A. SGB shall not fund for expenses judged to be the responsibility of a school, college department, or administrative unit sponsoring a recognized student organization.
- B. In deciding this, SGB will evaluate how much the sponsoring unit benefits from the funding and then render a decision. SGB may deny expenses that are deemed to be primarily departmental (i.e., sheet music that is placed into a department’s music library).

Item 6. Expenses Judged to be Individual

- A. SGB shall not fund for expenses judged to be the responsibility of individual members of student organizations.
- B. In deciding this, SGB will examine how much individual members benefit and may hold the student organization to a higher expectation of shared responsibility. To enforce shared responsibility, SGB may deny such expenses.

Item 7. Fundraisers

- A. SGB shall not fund for programs or purchases whose primary purpose is to serve as a fundraiser that benefit the organization or a charity.
- B. Organizations may add a philanthropic dimension to their events through the policies and procedures outlined in the portion of the Allocations Manual that includes “Policies for Student Organizations which Receive Funding.”

Section 2. Policies Based on Intent of Request

Item 1. Standard Decision Making Criteria

- A. In order to make consistent decisions regarding funding for eligible student organizations, SGB employs standard decision-making criteria when evaluating all request:
 1. **Purpose** – Is the request consistent with the espoused organizational purpose for which the group has been certified? How does the request contribute to the attainment of the goals of the organization?
 2. **Need** – Does the request reflect or meet unsatisfied needs? Has the need been documented? What is the level of need and its importance to undergraduate students?
 3. **Value/Impact** – What is the desired goal of the request and how will the participants, the organization, and the University benefit? What is the nature of the benefit? Is the benefit lasting?
 4. **Importance to Organization** – How important is the request to the existence and viability of the organization? How highly does the organization rank this program in comparison to its other requests?
 5. **Timeliness** – Is the request scheduled at an appropriate date and time? Are there conflicts? Will approval create competition with other events?
 6. **Redundancy** – Is the request need already fulfilled? Has a similar request already been approved? Has another organization requested the program? Has the program been offered before?
 7. **Viability** – Is the request adequately manageable and within the scope of the sponsor’s capability? Are adequate on-campus facilities available?
 8. **Cost/Benefit Analysis** – What is the per capita expenditure for participants or attendees? Is the need served and benefit derived from the request worth the per capita expenditure?
 9. **History** – Is the program a successful annual or traditional event? What has been the history of similar events?
 10. **Composition of Attendance** – Who is benefiting from the request? Is it primarily undergraduate non-CGS Pitt students?
- B. While most of these criteria relate to the quality of the request, its importance to the organization, as well as its cost effectiveness are also considered, and composition of attendance relate directly to the idea of shared responsibility.
- C. The more the funding relates solely to the benefit of the organization, or is limited to members or involves select members, the expectation of shared funding responsibility on part of the benefiting members and the organization increases and will affect SGB’s funding decision.

Item 2. Conferences

- A. **Conference Request Definition:** A Conference Request is a type of request submitted by a student organization to send students to represent the organization at a conference.
- B. **Shared Funding Responsibility:** All conference delegates derive personal benefit from attendance at the conference in addition to the benefits derived for the organization. Funding for conference attendance by SGB is considered a shared responsibility of the organization and its delegates. Organizations should not assume that SGB will routinely approve the conference request.
- C. **Decision Making Criteria:** SGB shall review the purpose and need of attending, history of attending the conference, how attending relates to the purpose of the organization, and how many delegates will be voting. The requestor must specifically demonstrate how attending will impact and positively add value to the organization as a whole.
- D. **Funding Limit:** No more than \$2,000 per fiscal year may be allocated to an organization for all conference attendance. Do not request more than \$2,000.
- E. **Number of Representatives:** No more than four members will be approved to represent the organization. Delegates from multiple organizations may be sent to the same conference based on demonstrated need of attendance and applicability of the conference to organizations' missions.
- F. **Registration:** SGB may fund for individual registration fees.
- G. **Lodging:** One room will be allocated for lodging at the conference location. The delegates may choose how the one room is used and the organization and/or the delegates must pay any additional lodging expenses.
- H. **Airfare:** Airfare to and from the conference may be approved.
- I. **Ground Transportation:** Ground transportation may be approved according to the following policies. Student organizations wishing to be reimbursed for tolls must provide additional documentation proving the toll amount at the time of submitting the request.
 - 1. For university vehicles, the corresponding University Mileage Rate may be approved.
 - 2. For personal vehicles, the IRS Reimbursement Rate for moving purposes may be approved
 - 3. For rental vehicles, the cost of the rental vehicle may be approved as well as the IRS Reimbursement Rate for moving purposes. Only actual gas expenses will be reimbursed, however.
- J. **Meals:** SGB will not fund for meals at the conference.
- K. **Documentation for the Conference:** If available, an itinerary is required documentation. Documentation for registration, lodging, rental vehicles, and airfare should include a screenshot of the exact price found online. Documentation for mileage must be a printout from a website such as Google Maps detailing the exact mileage requested.

Item 3. Competitions

- A. **Competition Request Definition:** A Competition Expense Itemization Request is a type of request submitted by a student organization to send students to any type of competition.
- B. **Shared Funding Responsibility:** All individuals participating in a competition derive personal benefit from attendance at the competition in addition to the benefits derived for the organization. Funding for competitions by SGB is considered a shared responsibility of the organization and its members.
- C. **Decision Making Criteria:** SGB shall review the purpose and need of attending, history of attending the competition, how attending relates to the purpose of the organization, and how much the organization is contributing. SGB will also consider the type of organization submitting the request (i.e., club sport, academic competitive, etc).
- D. **Registration:** SGB may fund for individual and/or team registration fees. Organizations should understand that SGB may sometimes deny individual registration fees to promote shared responsibility as these are the most individualized expenses.
- E. **Lodging:** One room may be allocated for lodging per four students attending the conferences.
- F. **Airfare:** Airfare to and from the competition may be approved.
- G. **Ground Transportation:** Ground transportation may be approved according to the following policies. Student organizations wishing to be reimbursed for tolls must provide additional documentation proving the toll amount at the time of submitting the request.
 - 1. For university vehicles, the corresponding University Mileage Rate may be approved.
 - 2. For personal vehicles, the IRS Reimbursement Rate for moving purposes may be approved
 - 3. For rental vehicles, the cost of the rental vehicle may be approved as well as the IRS Reimbursement Rate for moving purposes. Only actual gas expenses will be reimbursed, however.
- H. **Security Deposits:** SGB may not fund for security deposits related to appearances at competitions.
- I. **Documentation for the Competition:** Documentation for registration, lodging, rental vehicles, and airfare should include a screenshot of the exact price found online. Documentation for mileage must be a printout from a website such as Google Maps detailing the exact mileage requested.

Item 4. General Travel

- A. **General Travel Request Definition:** A General Travel Request is a type of request submitted by a student organization to transport students for non-conference and non-competition purposes (i.e., transportation to service sites or practices). The General Travel is used for local travel.
- B. **Shared Funding Responsibility:** All individuals traveling derive personal benefit from attendance, in addition to the benefits derived for the organization. Funding for travel by SGB is considered a shared responsibility of the organization and its members.
- C. **Decision Making Criteria:** SGB shall review the purpose and need of travel, how traveling relates to the purpose of the organization, and how much the organization is contributing. SGB will also consider the type of organization submitting the request (i.e., club sport, service, etc).
- D. **Ground Transportation:** Ground transportation may be approved according to the following policies. Student organizations wishing to be reimbursed for tolls must provide additional documentation proving the toll amount at the time of submitting the request.
 - 1. For university vehicles, the corresponding University Mileage Rate may be approved.
 - 2. For personal vehicles, the IRS Reimbursement Rate for moving purposes may be approved
 - 3. For rental vehicles, the cost of the rental vehicle may be approved as well as the IRS Reimbursement Rate for moving purposes. Only actual gas expenses will be reimbursed, however.
- E. **Miscellaneous Expenses:** SGB recognizes that sometimes there may be miscellaneous expenses due to travel (court fees, rental fees, etc). SGB may approve these expenses.
- F. **Documentation for General Travel:** Documentation for rental vehicles and miscellaneous expenses should include a screenshot of the exact price found online. Documentation for mileage must be a printout from a website such as Google Maps detailing the exact mileage requested.

Item 5. On-Campus Programs

- A. **Program Expense Itemization Request Definition:** A Program Expense Itemization Request is a type of request submitted by a student organization to hold an on-campus program.
- B. **Shared Funding Responsibility:** SGB recognizes that student organizations put on programs as a service to the student body. The expectation of shared responsibility is dependent on the program's reach and openness to the student body. Closed events or events not held in a University building will have a much higher expectation of shared responsibility placed on the organization and may have its request denied.
- C. **Decision Making Criteria:** SGB shall review the need, value, impact, history of the program, and past successes of the organization. In addition, SGB shall review how the program relates to the purpose of the organization and its ability to attain attendees.
- D. **Honoraria, Airfare, and Lodging:** SGB may fund for honoraria, airfare, and lodging according to the contract proposed by the invited individual.
- E. **Ground Transportation:** Ground transportation may be approved according to the following policies. Student organizations wishing to reimburse invited individuals for tolls must provide additional documentation proving the toll amount at the time of submitting the request.
 - 1. For personal vehicles, the Corporate IRS Reimbursement Rate may be approved
 - 2. For rental vehicles, the cost of the rental vehicle may be approved as well as the IRS Reimbursement Rate for moving purposes. Only actual gas expenses will be reimbursed, however.
- F. **Purchases:** SGB may fund for purchases related to the program. SGB may scrutinize purchases on the basis of reusability. For food policy, see below.
- G. **Services:** SGB may fund for services such as but not limited to custodians and security when required by Facilities Management or deemed necessary by SGB.
- H. **Miscellaneous:** SGB may fund for miscellaneous items and render a decision on them on the basis of need, value and purpose.
- I. **Sustainable Events:** Programs either relating substantively to sustainability or incorporating sustainable practices may be eligible to receive funding from the Green Fund Advisory Board (GFAB).
- J. **Documentation for the Program:** Documentation for every expense must include a screenshot of the exact price found online or an email provided by the individual. Documentation for mileage must be a printout from a website such as Google Maps detailing the exact mileage requested.

Item 6. Food Policy

- A. SGB will under no circumstance provide funding for food for organizational meetings or membership recruitment purposes for both non-SAAGs and SAAGs.

- B. For non-SAAGs, SGB may elect to fund for food for organizations, only when the food contributes to the programming by adding significant value to the experience of the event (i.e., cultural or educational benefit). SGB does not fund for full meals and instead may elect to provide a sampling of the food. SGB may not fund for food in excess of \$2.50 per expected Pitt student attending the open programming event.

Item 7. Purchases, Rentals, and Services

- A. **Purchases, Rentals, and Services Request Definition:** A Purchases, Rentals, and Services Request is a type of request submitted by a student organization to maintain some type of operational expense from year-to-year.
- B. **Shared Funding Responsibility:** SGB recognizes the importance of operational expenses (i.e., national dues for an organization) as well as other purchases, services, and rentals needed. Depending on the student organization, SGB considers funding of these expenses to be a shared responsibility between SGB and the organization.
- C. **Decision Making Criteria:** SGB shall review the need, value, and purpose of the requested purchase, rental, or service. SGB will also consider the type of organization submitting the request (i.e., club sport, service, etc).
- D. **Documentation for the Purchases, Rentals, and Services:** Documentation for every expense must include a screenshot of the exact price found online or a quote provided by the entity providing the purchase, rental, or service.

Item 8. Capital Purchases

- A. Capital purchases shall be any purchase request exceeding \$1,000.
- B. **Computers.** SGB does not fund for computers for SAAGs or any other student organization recognized by a department. SGB may fund for a single computer for a student organization if it has dedicated office space and is not recognized by a department.
- C. SGB may fund for other capital purchases on the basis of need, value, and purpose.

Section 3. Policies for Student Group Types

Item 1. Recreational Clubs

- A. The certified recreational clubs enhance the recreational opportunities offered by Pitt and are an important part of campus life. Pitt does not have the appropriate facilities to accommodate all of the varied recreational activities offered by our certified clubs. Likewise, availability of athletic and recreational facilities on campus is not sufficient to meet demand. As a result, recreational activities of many clubs are held off campus.
- B. Since the members of these organizations are the sole benefactors of participation, SGB places a high expectation of shared responsibility on these organizations. SGB expects that the members contribute to the funding of the cost of their operation.
- C. SGB will consider funding of off-campus recreational activities. In many instances, SGB will elect to offer transportation to and from the recreational activity but will expect that the organization and its members cover expenses incurred while at the activity.

Item 2. Competitive Sports

- A. SGB recognizes competitive sports as valuable on-campus opportunities for students, as well as the financial obstacles facing many club sports. As such, SGB may aid competitive sports in mitigating the high costs of operating.
- B. However, SGB also recognizes a student's decision to participate in a competitive sport on campus as an acknowledgement of the costs associated with participating. Because it is SGB's general funding philosophy to be a source of financial assistance and not a source of primary funding, the level of funding an organization is eligible to receive shall be tied directly to the level of financial contributions put forth by the organization itself through dues, fundraising, and out of pocket expenses towards team expenses.
- C. Each organization will be eligible to receive a level of funding per fiscal year of up to the equivalent of a set of ratios of the organization's total financial contributions deposited in its SORC account the prior fiscal year for team expenses. Thus, the maximum level of funding an individual club may receive per fiscal year is determined by a set of ratios of club contributions to SGB funding. Specifically:
 - 1. For the first \$15,000 that a student organization contributes towards team expenses, SGB may match up to one half (i.e., a \$1:2 ratio) of the organization's total financial contributions deposited in its SORC account during the prior fiscal year.
 - 2. For any additional money that a student organization contributes above \$15,000 towards team expenses, SGB may match up to one-third (i.e., a \$1:3 ratio) of the organization's total financial contribution deposited in its SORC account during the prior fiscal year.

3. The overall SGB contribution cap for all expenses shall not exceed \$10,000 for competitive sports with submitted roster sizes of fewer than 50 students, \$11,000 for club sports with submitted roster sizes of 50-59 students, \$12,000 for club sports with submitted roster sizes of 60-69 students, \$13,000 for club sports with submitted roster sizes of 70-79 students, \$14,000 for club sports with submitted roster sizes of 80-89 students, and \$15,000 for club sports with roster sizes of greater than 90 students.
 4. Clubs' maximum caps may be adjusted in the middle of a fiscal year at the clubs' request if their submitted roster size increases to a higher tier of eligibility.
- D. SGB recognizes that some student groups may not generate enough revenue to justify allowing SGB to determine how many deposits were made into the student group's bank account. As such, student groups may opt-out of this policy prior to submitting any funding requests for the fiscal year and have their maximum funding level for each club set at \$2,000. Student organizations may not opt back in until the start of the next fiscal year. Student organizations that have existed for less than one year and therefore do not have deposits for the previous fiscal year shall have their maximum funding level set at \$3,000.
 - E. The maximum funding level for each club as determined by the set of ratios constitutes an overall cap. Thus, all expenses are bound by the maximum level of funding that a club is eligible to receive. The Allocations Committee and the Board may not approve more than the maximum funding level. In addition, clubs should not expect to automatically receive funding up to this maximum level. All requests, especially those for individualized costs such as equipment and uniforms, are subject to the scrutiny of the Allocations Committee and the Board. The Committee will not strictly scrutinize competitions that do not go towards nationals, number of players attending competitions, etc., in order to grant clubs greater autonomy in making strategic competitive choices.
 - F. For spring budgets each year, clubs' caps for the following fiscal year will not yet be available. Therefore, when calculating funding eligibility for the next fiscal year for clubs that submit a spring budget, the Chair will utilize the club's SORC deposits from the spring of the previous fiscal year, in conjunction with the club's SORC deposits from the fall of the current fiscal year. Prior to the beginning of the following fiscal year, the Chair will recalculate the club's cap using actual spring deposits from the spring in which the budget in question was submitted. Groups will not be penalized if the revised cap falls below the amount of funds that they were allocated in the spring.

Item 3. Other Competitive Organizations

- A. SGB is permitted to fund for other certified competitive organizations (i.e., competitive cultural dance groups and competitive academic groups).
- B. SGB has established a \$5,000 per year funding limit for expenses related to competition.
- C. SGB may provide non-sport competitive organizations with funding for nationals-related expenses in excess of the \$5000 cap if the club has demonstrated a strong commitment to shared responsibility throughout the fiscal year.
- D. The members of competitive clubs are expected to significantly contribute to the support of the organization's program and their participation.

Item 4. Academic and Professional Student Organizations

- A. SGB recognizes that academic and professional student organizations play a vital role on campus.
- B. SGB may approve for requests submitted by academic and professional student organizations on the basis of need, value, and purpose. SGB will base its decision on how the request relates to the purpose of the organization as well as how it fits within other policies outlined in the Allocations Manual.
- C. SGB recognizes that the missions of pre-professional organizations often include aiding their membership in career-oriented endeavors. Consequently, SGB may fund for pre-professional organizations to attend conferences with a predominantly career-oriented focus, as long as the information acquired at the conference can be brought back to campus to benefit all of the organization's members.

Item 5. Funding for All other Categories

- A. The philosophy of shared responsibility for funding applies to all eligible organizations.
- B. In order to make consistent decisions regarding funding for eligible organizations, SGB employs standard decision criteria to all program requests: purpose, need, value and impact, importance to the organization, timeliness, redundancy, viability, cost/benefit analysis, history and composition of attendance. While most of these criteria relate to the quality of the program, its importance to the organization and its cost effectiveness, the attendance criteria relates directly to the concept of shared responsibility for funding.
- C. The more the funding relates solely to the benefit of the organization, is limited to members or involves select members; the expectation of shared funding responsibility on the part of the benefiting members and the organization increases and will affect SGB's funding decision.

Section 4. Policies for SAAGs

Item 1. Conferences for SAAGs

- A. The funding limit for conferences for a SAAG is \$5,000 per fiscal year for all conference attendance.
- B. The number of delegates and amount of lodging approved will be dependent on the documented justification and needs of an organization.

Item 2. Food for SAAGs

- A. SGB may elect to fund for food for SAAGs on the basis of programming and involvement with significant portions of the student body.
- B. The amount approved for such a program shall not exceed \$2.50 per Pitt student attending.

Item 3. Executive Board Retreats

- A. As a result of their affiliation with Student Affairs, SGB recognizes that executive board retreats have an important role in the development of the SAAGs' leadership. SGB may fund for up to \$2000 for an executive board retreat.
- B. In order to be eligible for SGB funding, there must be documented proof that at least one advisor will be attendance.
- C. All costs associated with the attendance of an advisor as well as meal expenses incurred by the organization during the retreat are the responsibility of the student organization or sponsoring department.

Item 4. Governance Group Conferences

- A. SGB may fund for expenses related to a SAAG organization hosting a conference for its governed members and organizations.
- B. SGB may approve for up to one meal at \$2.50 per expected Pitt student in attendance.
- C. An agenda for this conference must be submitted with the request.

Article 4. Policies for Student Organizations who Receive Funding

Section 1. Admissions Fees, Charging for Items, and Donations

Item 1. Admission Fees for SGB Funded Programs

- A. An admissions fee is any charge for any portion of an SGB-funded program, even if the charge occurs before, during, or after the program.
- B. No admission fees may be charged for non-Pitt students to generate funds for any purposes including donations.
- C. An admission fee for non-Pitt students may be approved by SGB only if the organization is contributing its own funds to support the program. The collection of admission fees at the door must be approved by the William Pitt Union Reservations Office and must comply with policy.
- D. Any suggested donation placed at the entrance shall be considered an admissions fee.

Item 2. Charging for Items

- A. Student organizations may not charge Pitt students for any item funded in full or in part by SGB (i.e., an organization publishing an SGB funded magazine could not charge Pitt students to receive a copy).
- B. Student organizations may not charge Pitt students for any item that was created through SGB funding (i.e., an organization publishing a magazine that was using an SGB funded computer could not charge Pitt students to receive a copy).
- C. Any suggested donation shall be considered charging for an item.

Item 3. Solicitation of Donations at SGB Funded Events

- A. Organizations may add a philanthropic dimension to a program funded by SGB by soliciting donations at the event. All donations by attendees must be voluntary. Attendees MUST be informed in advance of the program that a donation will be solicited, the benefactor of the donation and its intended use.
- B. No admission fee will be approved to generate funds for a donation, and the collection of the donation may not be taken at the door when entering so as to avoid any inference that giving a donation is a pre-condition for admittance. The collection of voluntary donations can be taken during or after the event. No funding provided by SGB needs to be reimbursed.
- C. Though this philanthropic dimension may be added, funding for the program itself must be judged on the merit of its primary purpose first and foremost since SGB does not fund for fundraisers.

Section 2. Other Student Organization Rules

Item 1. SORC Officer Certification

- A. Business managers or officers administering the organization budget must attend a certification workshop offered by the Student Organization Resource Center (SORC).
- B. Certification is required to request funds and conduct organization business with the SORC.

Item 2. Organization Private Funds

- A. All certified student organizations that receive activity fee funding may not have a private outside bank account for the organization. All organization funds must be held in the organization's University account administered by the Student Organization Resource Center.
- B. The private funds are kept separate from allocated funds in the account. Expenditures are made through standard University procedures and policies. They remain in the organization's account until expended.
- C. Student organizations that have private bank accounts may not request for funds.

Article 5. Procedures for Violations of Policies

Item 1. Authority of the Allocations Committee

- A. The Allocations Committee holds the responsibility to supervise the expenditure of funds for approved purposes according to established policies and procedures. Accordingly, all activities related to the administration of any approved funds fall under the jurisdiction of the Allocations Committee.
- B. The committee may recall or freeze the funds of an organization for violations of policy or procedure.
- C. Student organizations may appeal in writing the recalling or freezing of any funds of an organization to the Judicial Committee