

SORC Quick Pick

SGB Allocations

What is the Allocations Committee?

- Allocations is a standing committee within **Student Government Board** that manages the funding pool generated by the Student Activities Fee.
- Every student group has an **Allocations Liaison**, or a committee member assigned to assist their group in planning a request. You can also reach out to the Allocations Chair.
- Allocations meets every Thursday night to hear requests and the **weekly submission deadline** is Wednesday at 5pm.
- They are down the hall from SORC in **848 WPU!**

Who can apply?

- All Registered and Active undergrad student organizations can apply for Allocations.
- Groups do not automatically receive funding from Allocations- **you must apply.**
- Groups must have a **specific purpose** when applying and allocations must be used **ONLY** for the purpose that they are approved for.
- Groups **cannot have an outside bank account**- only a SORC account.
- If your group receives Allocations, you then come to SORC to use those funds.

How much can I request?

- There are yearly caps for certain types of events.
- For **club sports**, the cap is determined by length of time the organization has existed, roster size, and fundraising deposits into the club's SORC account.
- For **professional conferences**, the cap is \$2,000 per fiscal year.
- For **non-sport competitions**, the cap is \$5,000 per fiscal year.

General Guidelines

- Allocations **will not** fund requests for:
 - Food for meetings/non-cultural events
 - Deficit spending/expenses that have already been paid
 - Supplies to be given out as prizes or for fundraisers
 - Events that will charge Pitt students to attend
- Allocations will **more favorably** consider requests that show:
 - Shared responsibility of funding
 - Re-usability
 - Strong advertising plan
 - Benefit to Pitt community and not just specific group
- If you will need a **contract**, apply for Allocations **at least three weeks** in advance of event.
- Check with your Liaison for more information!

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How long do I have to use these funds?

- Allocations **will** roll-over from the fall semester to the spring semester.
- Allocations **will not** roll-over from one academic year to the next.
- All unspent Allocations are released at the **end of the fiscal year** on June 30th.

Which form should I use?

- **Budget Submission-**
 - Use when the group has the same expenses each year & cost can be anticipated.
 - Budget hearings occur once per semester.
- **Supplemental Requests-**
 - Use when your group applies for each event individually.
 - Supplemental requests are reviewed weekly during the school year.
- **Budget Modification Request-**
 - Use when your group has been approved for funding, but it isn't all spent.
 - Use this form to **apply** to use left-over funds for a new event or add to an existing event.
- **Funds Release Form-**
 - Use when your group has left-over funds and doesn't want this to effect the yearly cap.
 - This will take the funds out of your group's SORC account.
- **Types of Requests**
 - **Program Expense Itemization (PEI)-** On- or off-campus programming expenses.
 - **Purchase, Rental, and Service (PRS)-** Organization operating expenses, such as equipment, banners, uniforms, etc. Also for dues and insurance.
 - **Travel Request-**
 - **Competition Expense Itemization (CEI)-** For club sport and academic competitions.
 - **Conference Request (CR)-** Any conference relevant to group purpose.
 - **General Travel (GT)-** Weekly club travel for service, club practices, etc.
- All forms can be found on the SGB Allocations website.
- *Documentation of cost must be attached for all request types!*