SGB Allocations

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!**
**SORC Quick Pick**

**SGB Allocations**

**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!**

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