# Application for Student Board Allocation 13-14

## Rules for the Allocation of Funds

1. The Student Board will not loan money to student organizations.
2. The Student Board will allocate money for student organizations to host events open to the entire campus or for non-professional student organizations’ regional or national affiliation (with conditions).
3. An Allocation Request Form must be submitted to Student Board at least 14 days prior to its needed date.
4. The Student Board will allow a $20.00 minimum per allocation for an individual organization recognized by this University, with a $250.00 limit per academic year.
5. The Student Board must have a 2/3 majority vote in order to approve the allocation request. An application for allocation does not automatically mean the Board will approve it. They may choose to fund it fully, partially fund it, or not fund it at all.
6. Receipts for goods purchased with Student Board funds must be turned in to the Student Board Treasurer within three (3) business days of the event.
7. Student Board will not allocate money to any organization on probation.

## Allocation Request Application

Please provide all information and answer questions fully in a Word document. Please submit form electronically at least one full week before presenting your request in person to Student Board. Applications sent less than a week out from your in-person request may not be heard. Events will only be considered if Student Life has approved them.

1. Organization Name
2. Describe what allocation funds will be used for
3. Event Name
4. Date of Event
5. Time
6. Event Location
7. Budget for event including all anticipated expenses and revenue sources
8. Allocation Amount Request
9. If not fully funded, how will that impact your event?
10. What other resources are being used to host event?

If any of these points change significantly after the allocation has been approved, in such a way which alters the event as presented to Student Board, monies may be withheld until the organization amends their request.

(Include the below verbiage with room for signatures on your request.)

Advisor’s Name: ____________________________________________

Advisor’s Signature: __________________________________________

Student Board President Signature: ____________________________

Date of Approval: _____________________