

Application for Student Executive Board Allocation 14-15

Rules of Allocation Request

1. The Student Executive Board will not loan money to student organizations.
2. The Student Executive Board will only allocate money for events that have been approved by Student Life.
3. The Student Executive Board will allocate money for student organizations to host events open to the entire campus.
4. An Allocation Request Form and budget must be submitted to Student Executive Board by at least one full week (seven days) prior to the meeting the organization wishes to make their request. This is submitted to the Allocation Chair for SEB. The requesting organization must answer all of the Chair's questions sufficiently prior to presenting their request to the full SEB.
5. A member of the requesting organization must be present at the assigned meeting in order for the allocation to be approved.
6. The Student Executive 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.
7. The Student Executive Board must have a 2/3 majority vote in order 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.
8. Receipts for goods purchased with Student Executive Board funds must be turned in to the Allocation Chair within three (3) business days of the event. Failure to submit receipts from a completed event will inhibit future allocations.
9. Student Executive Board will not allocate money to any organization on probation.
10. Applications are accepted on a first come first serve basis. The board only has an allotted amount to allocate to student organizations.
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