

Article 1: Applying for Funding

Section 1: Process

- 1.1 Electronic application found on TSG website under allocations
- 1.2 New organizations must apply with committee member or chair

Section 2: Policy

- 2.1 Same application denied more than once, organization must apply with chair
- 2.2 If presence is wanted at allocations committee meeting, confirm 48 hours prior to meeting.
- 2.3 Tabled and denied applications, organizations have the opportunity to come speak on it's behalf on at an allocations meeting, according to the notification policy.

Section 3: Eligibility for funding

- 3.1 New organizations (less than one semester of registration) are allocated up to \$500 during first semester of founding. **Organizations that register in Spring, will be able to apply for allocations in Fall and organizations that register in Fall, will be able to apply for allocations in Spring.**
- 3.2 Organizations (more than one semester of registration) are allocated \$2,500 a semester with a total of \$5,000 per academic year
- 3.3 Have attended an Allocations Guidelines Orientation usually held during Student Organization Week

Section 4: Funding availability

- 4.1 TSG funding is to serve as **supplement** to an organization's contribution in funding respected events/programs/activities
- 4.2 As a priority allocated budget, facilities management, security and housekeeping will be covered.

Article 2: Budget and Requirements

Section 1: Operating Budget

- 1.1 The operating budget will consist of items used in the daily operation of the student organization (i.e., folders, binders, office supplies, etc.) Please refer to the Staples Catalog; located in the TSG office. This budget is separate from the programming budget discussed below. *****Organizations should not purchase items*****
- 1.2. The operating budget is based on things needed for an organization to operate. If these supplies are not sold in the Staples Catalog, please submit request and speak to Allocations

Committee.

1.3 TSG Allocations Board will not fund any item considered to be the responsibility of the student organization or a luxury item. Examples include organizational T-shirts, cameras, beverages for meetings, memorabilia, etc.

1.4 Operating budget requests will be reviewed only during the fall semester of each academic year.

Section 2: Programming Budget Requirements

2.1 When submitting budget requests, organizations **must** abide by the following statements:

A. Consistency with organization's mission statement

B. Must be open and advertised to Temple University's general student body

C. Programs must be designed to contribute to the educational, cultural and/or social needs of various student populations.

D. facilities management, security and house keeping

1. must complete room reservation form before apply for allocations

2. organizations must schedule a planning meeting at least 20 days prior to event

E. Food services

1. The organization must fill out a food information review sheet and hand in a copy of the completed form to Sodexo

2. Food requests for events will only be granted in the case of enhancement of an existing program or the organization's mission is focused around food

F. Advertisements

1. Any promotional materials, advertising services or programs funded by

Temple Student Government **must prominently state "Sponsored by Temple Student Government" or display the Temple Student Government logo at an approved size**

2. Organizations must submit advertisements with application

G. Honorarium

1. An honorarium may not exceed \$2,500 per speaker

H. Two mandatory tickets

1. Organizations must provide two tickets to every Temple Student Government allocated program to allow designated representatives to evaluate the programs

I. Conferences and Competitions

1. Organizations can apply for up to \$500 specifically for registration

2. Allocations will not fund for lodging and/or transportation
3. Organizations must present on conference/competition's experiences at the **next schedule Senate meeting.**

Section 3: Non- funded requests

3.1 Banquets

A. Banquets will not be funded through TSG Allocations. Fundraising, membership dues, and sponsorship are other funding options for organizations interested in holding banquets.

1. As a point of reference a banquet as stipulated by the Allocations Committee:
 - a. Food is not the main focus, but the most expensive item requested
 - b. Charge of entry exceeds allocation's requested, which appears to be a profit for the organization
 - c. Event is closed in the sense; it is targeted only to members of the organization

3.2 Food services

A. Funding requests for food that are over 50% of the entire program budget will be denied

3.3 Off-campus events

A. TSGAB will fund only one off-campus event per semester.

3.4 Transportation

A. Temple Student Government will not fund out of state transportation for any events. Appropriate forms to apply to special authorization will be decided upon by a case by case basis by the Student Activities Office.

3.5 Alcohol

A. funding can not be used to buy alcohol

B. any **event and/or location** where alcohol is present or served, even if the group did not request funding for said alcohol

3.6 Salaries/stipends/scholarships

A. Salaries/stipends/scholarships to advisors, coaches or student officers

3.7 Give-a-ways during events

A. Temple Student Government owns all equipment purchases

3.8 Activities for academic credit

3.9 Direct/indirect donations

A. To political office and religious institutions.

Article 3: Deadlines, modifications, receipts and notifications

Section 1: Application deadline

1.1 deadline will be every Friday, with the exception with two weeks before finals during both semesters.

Section 2: Budget modifications

2.1 The budget modification must be submitted within 3 business day of the approved bill.

A. May not request more funds but may redirect funds appropriately.

Section 3: Cancellations

3.1 Any allocated event that does not take place requires prompt notification to TSGAB.

A. Reasoning for cancellation must submitted within 3 business days of the day the event was supposed to take place

B. If not TSGABC is not notified, the organization will be penalized a minimum of \$500 off of future allocations

Section 4: Receipt Handling procedures

4.1 All receipts must be submitted to the Allocations Processor in the Office of Student Activities **WITHIN 10 BUSINESS DAYS AFTER THE PROGRAM TAKES PLACE. Be aware that generating a check takes 7-10 business days.** If the organization does not comply with this rule their bill will be discarded and the funding will be made available for other organizations.

4.2 Organizations are responsible for picking up their checks from the Office of Student Activities.

Section 5: Breaking TSGAB policies and misuse of appropriations

5.1 Misuse of appropriations granted by TSG, as determined by the TSGAB, will result in the following

- A violation will result in punitive action being taken by TSGAB. Risk sanctions will be up to, but not limited to, a suspension of funding privileges, loss of organizational registration status, re-payment of total money allocated to the organization, or any other punishment seen fit by the TSGAB.