

## **Student Organization Allocation Committee 2012-2013**

### **Student Organization Allocation Committee (SOAC)**

The following individuals will be part of the committee. The advisor for the SOAC Committee shall be the Director of Student Programs or designee. S/he will provide support to the committee and has the right to override decisions of the committee should the committee be inconsistent with the guidelines and mission of the institution.

- Student Senate Vice President of Student Affairs- Chair (non-voting) [Caleb Buscher]
- Student Senate Vice President of Finance [Aaron Thomas]
- Student Senate Inclusivity Chair [Jenna Warner]
- On Campus Senator [Adam Falasz]
- Off Campus Senator [Maddison Harner]
- Transfer Senator [Denny Patterson]
- International Senator [Leon Yu]

### **Meeting Structure**

Senators who are a part of the SOAC Committee are expected to attend the following meetings. Should any be unable to make these commitments, the President of Student Senate shall have the right to replace that particular senator. Additionally, representatives will be trained by the Student Senate Vice President of Finance each semester.

- Yearly Allocation Requests [2 day interview process plus 1 day decision]: 12 hours
- Twice monthly Emergency Allocation Requests: 2 hours per month
- Review of allocation packets: 4 hours

### **Committee Expectations**

1. Attend annual interview and decision day
2. Attend all emergency allocation request meetings
3. Create an annual report to provide to the Student Activity Fee Committee Participate in Student Organization Training for treasurers
4. Members of the committee who may have a conflict of interest regarding a given student organization shall abstain from voting on the funding for said student organization
5. Should there be a tie, the Student Senate Vice President of Student Affairs will have a vote in the decision

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### **Student Organization Eligibility Guidelines**

1. Officially recognized student organizations (RSOs) that are open to and benefit the student body are eligible to receive funding from SOAC.
2. RSOs must attend 80% of student organization workshops throughout the academic year starting when student organization is established; at least two representatives are expected to attend.
3. RSOs must attend the SOAC informational each semester.
4. Returning organizations in good standing may request up to 10% of the total funds Student Organization Allocation Committee receives each semester.
5. New organizations may request a maximum of 5% of the total funds Student Organization Allocation Committee receives each semester.
6. The organization's representative should be prepared to give an oral presentation to the Student Organization Allocation Committee that explains and highlights the allocation request.
7. Allocation requests must include a detailed budget along with a detailed description, and must be submitted using the appropriate forms.
8. RSOs must have one member attend one Student Senate meeting each month.

### **Funding General Guidelines**

1. Total allocations for all groups shall not exceed the total Student Organization Allocation Committee budget for that semester.
2. Any group applying for funds will have the right to appeal the SOAC decision to the Student Senate Executive Board within 2 weeks of the delivery of the decision.
  - a. The appeal board will consist of the President of Student Senate, Vice President of Administration, and Vice President of Academic Affairs. The Associate Director of Student Programs or designee will serve as an advisor to the SOAC appeal board.
  - b. Appeals must be based on either:
    - i. New information not shared during the initial process
    - ii. Breach of established process
3. Allocation requests will not be considered after the fourth week of each semester.
4. Allocated funds will be utilized only for activities benefiting RSO members and/or other members of the Millikin community and pursuing the goals thereof.
5. Student organizations not in good standing at the end of a semester may be subject to forfeiture of the funds granted for the remainder of the year.
6. Event expenses must first be paid from any revenue generated at the event. Expected revenue should be listed in budget requests. Only costs exceeding revenue may be considered for payment from SOAC funds.
7. If a student organization is awarded SOAC funding for a particular event, those funds will be returned to SOAC if it is not fully spent or if the event is canceled.
8. Requests must be detailed and should include the specific speaker or vendor being used, name of event, description, date, time, and detailed budget reflective of actual cost of event.

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**Travel Funding Guidelines**

1. SOAC may fund travel expenses including, but not limited to, transportation, lodging, conference registration fees and competition entrance fees for members of an RSO to attend events including, but not limited to, conferences, conventions and competitions, which directly pertain to the purpose and goals of an RSO. SOAC will allocate funding on a per traveler basis.
2. SOAC may fund travel expenses for individuals who travel to the University to speak or perform for an RSO.
3. SOAC generally the following types of travel:
  - a. Travel by private vehicle (mileage per University rate). SOAC only funds mileage to and from the event. No excess mileage will be funded. Fuel expenses will not be reimbursed.
  - b. Travel by Millikin University owned vehicle (mileage per University rate). SOAC only funds mileage to and from the event. No excess mileage will be funded. Fuel expenses will not be reimbursed.
  - c. Travel by rental vehicle (funding to pay actual invoice/receipt from rental company)
  - d. Travel by charter vehicle (funding to pay actual invoice/receipt from charter company)
  - e. Rail Travel
  - f. Air Travel
4. SOAC will not consider the following items:
  - a. Meals included in travel either to or from the University
  - b. League or association dues, even if required to attend a conference or competition
  - c. Travel costs for an individual or RSO engaged in lobbying, class work requirements or job searching
  - d. Any incidental lodging charges including but not limited to telephone, internet, email, or cable charges
  - e. Incidental travel expenses not listed on original application
5. Students who are interested in traveling for conferences must be able to demonstrate why attendance is relevant and how the particular conference shows contribution to the campus..

**Conference Funding Limit Guidelines**

Funding for conferences will be considered as follows:

- a. Less than 5 people: Up to \$1,000.00
- b. 5-10 people: Up to \$2,000.00
- c. 11-15 people: \$2,500.00
- d. 15+ people: Up to \$3,500.00

**Funds may not be used for the following:**

1. Events related to academic courses found in the academic bulletin
2. Programs in which the majority of planning and execution is handled by university staff, rather than student organization membership.
3. Student organization uniforms for performances.
  - a. SOAC will consider uniforms that will be stored on Millikin University property and are proven to be used beyond two academic years.
4. Food for regularly scheduled meetings.

5. Donations or contributions to persons, organizations or causes.
  - a. Up to \$100.00 funding may be used to help with event expenses, but SOAC funds may not be donated to an outside non-profit agency.
6. Memberships (personal or group) in non-college organizations or associations except as specifically approved by the Office of Student Programs.
7. Items or expenses not included in the original SOAC application.
8. Telephone, electronic facsimile, internet, cable, or communication device charges.
9. Weapons, alcohol, tobacco, or other illegal substances or material such as:
  - a. Firearms or ammunition
  - b. Controlled substances
  - c. Medication of any kind
  - d. Pornography or other products that are demeaning or degrading
10. Projects, activities, travel, or services found in violation of law or of Millikin University rules, regulations, policies and procedures.
11. Salary, stipends or wages to members, volunteers and/or advisors of requesting RSO.

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**General Prioritization (Scale 1= most frequently funded, 4= least frequently funded)**

1. Events open to campus\*
  - a. On campus, free of charge
  - b. On campus with minimal charge
  - c. Off campus, free of charge
  - d. Off campus with minimal charge
2. Events not open to campus and/or travel
  - a. Professional development (Conferences, workshops, etc.)
  - b. Direct business of the college or organization
3. Equipment or supplies relating directly to the organizational purpose

If requests for funding exceed available funding for the period, the SOAC reserves the right to prioritize the request.

\*Co-sponsorship with other student organizations and/or University increases likelihood of funding.

**Outline for Oral Interview for RSO**

**Emergency & Yearly Allocation Requests**

1. Organization's Purpose
  - a. Mission Statement
  - b. How does the RSO organization serve the University?
  - c. Who is the main audience for programs?
  - d. How does the organization connect to the mission of the institution?
2. Reason for funding
  - a. What does the organization plan to do with requested funds (detailed breakdown of events/programs/expenses)?
3. Is there another source of funding available to the organization? Please detail.
4. How will this allocation benefit the RSO members and/or other members of the Millikin community?

