



GUIDELINES FOR ORGANIZATION ALLOCATION COMMITTEE

2014-2015

I. Structure and Duties of the Organizational Allocations Committee hereafter referred to as OAC

A. Membership/Purpose

1. The OAC is made up of a Chairperson (ASWU Vice President of Finance), one co-Chair (ASWU Vice President of Student of Organizations), and the Executive Vice President who records final votes and budgets the day of OAC. Additionally, President and Treasurers of all recognized student organizations.
2. The guidelines are agreed upon by voting during the first semester OAC meeting assigned by ASWU.
3. All OAC members can vote and majority vote wins. One vote per organization.
4. ASWU E-board has procedural authority in agreement with the ASWU Advisor.
5. OAC purpose is to allocate funding each semester to eligible student organizations in Good Standing with ASWU and the Office of Student Development, within the first 3 weeks of classes.
6. Paperwork must be turned in to ASWU by the date assigned by the OAC chairs. **Late paperwork will not be accepted.**

B. The Chairperson shall be responsible for:

1. Developing, distributing and enforcing all OAC guidelines, procedures and forms.
2. Organizing the itinerary and advertisement for OAC Training Meeting and OAC Allocation Meeting.
3. Determining which organizations are eligible for funding.
4. Distributing funds within 5 working days following the OAC allocation meeting.
5. Delegating duties to the Co-Chair and advisory board as needed. Advisory Board refers to ASWU Executive Board.

C. Voting members include:

1. One representative (a full time student) from each eligible organization will get one vote during allocation. This means one vote per organization.
2. The ASWU Executive Board members are non-voting members and may not represent any organization at OAC except ASWU.
3. Representatives must be the current Financial Officer and President of the specified organization.
 - a. Representatives must attend all training sessions and meetings called by the OAC Chairperson to receive funding.
 - b. In the event that a representative is replaced after the initial training meeting, the OAC Chairperson must train a new representative immediately. The new representative must make an appointment with the OAC Chairperson to be properly trained.
4. No person may represent more than one organization during allocations.

- a. If a student is treasure for two organizations, they should find a sub treasurer. This person should have full knowledge and be trained by the OAC Chairperson.

D. **All OAC decisions must be made in compliance with the Constitution and By-Laws of ASWU and all Woodbury University Policies and Procedures.**

E. **End of semester shall be deemed as the last day of scheduled classes on the Woodbury University academic calendar.**

II. Requesting Organization's Responsibilities

A. **Responsibilities:**

1. It is the organization's responsibility to make sure all deadlines are met, all paperwork is complete and all OAC meeting are attended. Neglecting these and other guidelines will result in the penalties (Article II sec H) or the inability to receive funding.
2. It is the organization's responsibility to make sure all numbers are correct before handing in all OAC request and reconciliation forms.
3. Even though organizations are not eligible for funding or do not want to be allocated, they could still attend OAC training.

B. **Organization Eligibility**

1. All requesting organizations must be ASWU recognized student organizations whose principal place of business is Woodbury University, at 7500 Glenoaks Boulevard, Burbank, CA 91504.
2. Must be in good standing with ASWU-OAC and Woodbury University

C. **OAC Training Meeting**

1. The training meeting shall be held within the first two weeks of school to clarify any questions concerning rules and regulations of the allocation process, representative requirements, and duties.
 - a. Paper work will be due by a date prior to the OAC meeting chosen by the OAC chairs.
2. Attendance is mandatory for all representatives, President AND Treasurer. If a representative is unable to attend the scheduled training meeting, he/she should reschedule and appointment with the OAC Chairperson prior to the scheduled meeting.
3. The same representatives that attend the OAC training meetings must attend allocations.

D. **Funding Request:**

1. A requesting organization must **submit one complete OAC Funding Request per event** by the deadline specified by the OAC Chairperson. Late requests will not receive funding for that semester.
 - a. Individual funding request packets must be completed per event date if the event is a series.
2. Every request must reflect that the organization has sought alternative sources of funding prior to applying for OAC allocations. A minimum % of the event budget shall be fundraised and indicated on the Funding Request Form.
 - a. Events that promote ASWU's Sponsorship may be funded 85% of total budget (organization will fund 15%)
 - b. Other events will be funded 50% of total budget. Organization is responsible for 50%.
3. No more than \$1,400 may be requested for any event.
4. Seed money and allocation money is available to organizations that are new or officially inactive for two or more consecutive semesters (excluding summer semesters).
 - a. Seed money shall not exceed \$200 per organization.
 - b. Seed money shall be deducted from ASWU Assembly Account.

- c. Organizations receiving seed money are required to hold at least one event within the semester the seed money was received.
 - d. Seed money shall be distributed within one week after the organization has been recognized by ASWU.
- 5. Requests for summer funding must be submitted to the OAC Chairperson two weeks prior to the conclusion of the spring semester and must meet all eligibility and event requirements. Funding will be made at the discretion of the ASWU Executive Board.
- 6. OAC will fund a \$600 balance for event loans each semester, which must follow OAC guidelines that stipulate organizations to have one-year good standing credibility.
 - a. The \$600 dollars for the loan will be taken out of OAC account before the allocation and presentation of OAC funded events each year.

E. Event Requirements:

- 1. **“No event is guaranteed funding by OAC.”**
- 2. OAC allocations must be used by the organization in strict accordance with their respective funding proposals- no event changes are allowed.
 - a. The only acceptable changes for OAC events are date changes, which must be approved by ASWU Executive Board.
 - b. Other changes, if needed, shall be resolved to the discretion of the ASWU Executive Board.
- 3. Events must be open to all Woodbury University students.
- 4. Entrance fees to any ASWU co-sponsored event may not exceed \$5 for Woodbury University students (on campus and off campus).
- 5. **The following events will not be funded:** Meetings of organizations, fundraising or philanthropy events, conferences, University departmental events or lectures, and equipment.
 - a. Equipment refers to:
 - i. Equipment rental- any organization that chooses to hire a private merchant should pay one fee for service AND equipment.
 - ii. Equipment purchase
 - b. Transportation that may be funded is limited to the following: charter buses, rental vehicles with 7 passengers minimum, and all forms of public transportation, excluding personal vehicles, and gas.
- 6. Events with alcohol
 - a. OAC funds may not be used to pay for the following:
 - i. Alcohol or alcoholic beverages.
 - ii. Bartenders
 - iii. Other alcoholic related expenses like: cups, juice, shot glasses, etc
- 7. Events that have already occurred prior to the OAC Allocations Meeting will not be allocated.
- 8. Events that have the potential to compete with another OAC event or a major Woodbury University event may not be funded, contingent upon rescheduling during the OAC Allocations Meeting.

F. OAC Funding Procedures:

- 1. Round One:
 - a. Organization representatives present Event Funding Request Forms to OAC in an agreed upon order.
 - b. Each event and its budget are open for discussion.
 - c. A tentative amount is decided upon by majority vote.
- 2. Round Two:
 - a. If the total amount allocated in Round One exceeds available funds, organizations will be asked to voluntarily decrease the amounts they have been given.
- 3. Round Three:

- a. If the total amount still exceeds available funds, events may be subject to further reductions by a majority vote.
4. Once the budget has been balanced, a vote of acceptance from each organization is required to finalize the amount (majority vote wins). No appeals may be made after the vote of acceptance has been achieved.
5. Upon funding from the OAC, the funded amount shall be credited to the respective organization's account in the Business Office within five working days by the OAC Chairperson.

G. Reconciliation

1. Reconciliation Packets must include all of the following for completion:
 - a. A reconciliation worksheet with the Financial Officer and President's Signatures.
 - b. Copies of all receipts and an itemized list of expenditures.
 - c. An event evaluation form.
 - d. A copy of the transfer form for unused funds back to ASWU-OAC account, if any exist.
 - e. At least 5 pictures of event, per event. Both hard copies and digital format are required. (Send to ASWU@woodbury.edu)
 - f. Copy of flyer for event with "Sponsored by ASWU" on it.
2. **Each organization is responsible for submitting one complete Reconciliation Packet per co-sponsored event to the Vice President of Student Organizations within 15 days after the event.**
 - a. Every organization is responsible for keeping copies of the Reconciliation Packets in case of misplaced or lost packets.
3. Individual reconciliation packets must be completed per event date if event is a series.
4. If event is sponsored by two organizations, two individual packets must be completed. One per organization.

H. Penalties

1. If organization misses or does not attend OAC Training Meetings, the organization will be assessed a 25% penalty per meeting.
2. **Reconciliation Packets missing any items or submitted after the 15-day deadline, but before the end of the semester, will result in a \$25 fee per packet with an increment increase of \$25 per violation.**
 - a. **In example: 2 violations would be a total of \$75 (first fee: \$25, second fee: \$50)**
 - b. **A maximum of 4 violations (\$100 fee) can be reached before OAC funding and eligibility is put on hold.**
 - c. **Penalty money must be transferred within 30 days from receipt of ASWU notice.**
3. Events not reconciled by the end of the funded semester will deem the organization ineligible for funding the following semester. Once the previously funded amount is returned to ASWU, the organization may return to good standing and is permitted to request funding the following semester with additional penalization.
4. Incorrect or falsified information given to OAC may incur future funding penalization or conduct action.
5. Improper publicity for ASWU sponsored events that do not include the visible phrase **"Co-Sponsored by ASWU"** will be penalized \$25 per event.
6. Failure to submit a flyer two weeks prior to the event day for advertising through ASWU will be penalized \$25.
7. Any OAC funded event that is not held by the end of the semester for which it was allocated, will be assessed a 50% penalty of the allocated amount per event. For example, if your organization was allocated \$400 and you did not have that event, you owe ASWU a refund of \$600.
 - a. Penalization money must be transferred to ASWU before the OAC Training Meeting of the following semester and divided at allocations.

- b. Penalization money shall be distributed amongst those organizations that are in good standing as indicated in Associated Students of Woodbury University OAC Guidelines.
- 8. In case of unprecedented situations, the ASWU VP of Finance may make a committee composed of two ASWU Members that will review the case and make a decision based on the situation.

I. Publicity for Events

- 1. Publicity for ASWU-sponsored events must include the visible phrase **“Co-Sponsored by ASWU”**.
- 2. All events must be publicized to the entire Woodbury University community, including but not limited to all academic majors and organizations.
- 3. **All publicity for ASWU-Sponsored events must be posted two weeks prior to the event date. If the event is not promoted two weeks before the event date it will result in a \$25.00 fine.**
- 4. All publicity must abide by the posting policies of Woodbury University.

Courtesy Policy

- 1. No one organization can request a majority of funds. (Example: One organization requesting \$5,000 when the average is \$2,000)
 - a. If an organization has requested majority funds compared to others, they shall be first in cutting funds on the Allocation Rounds.
- 2. Event Priority
 - a. Large events requesting \$500 or more will not be funded by ASWU if they fall on the same date.
 - i. Funding will be contingent upon the changing of dates by events, so they do not conflict.
 - ii. Large and similar events should be at least two days apart.
 - iii. Funds from an allocated event not held may be used for a similar event sponsored by the same organization with the approval of the VP of Finance and ASWU.
 - b. Similar events held by separate organizations must be distinguished in the Student Organization Activity Form.
 - i. If the event can't be distinguished, then they should be co-sponsored by the organizations hosting them.
 - ii. If the organizations cannot agree to co-sponsor, the organizations that have historically held the event should be ceded to by the other organization.
 - c. 50% of funded events must be on campus.
 - d. If an event has historically shown to be unsuccessful (based on Event Reconciliation Packets), it will not be granted OAC Funding.
- 3. Sign-Up Sheets for Ticketed Events
 - a. **Sign-Up sheets are required for all events with less than 30 people in attendance to record the total attendance of the event.**
 - b. Events exceeding \$300 must occur in the Quad area during lunchtime, between 12 pm and 1 pm and dinnertime, between 5:30 pm-6: 30 pm on the same day for a minimum of TWO days unless sign-ups have been fulfilled.
 - c. Pre-Sign-Ups are not allowed.
 - d. Organization members may use a maximum of 50% of spaces/tickets available.
 - i. The other 50% must be funded by the organization's own funds.
 - ii. If the event is funded by ASWU, a blank sign-up sheet must be made open to all students, and used for the event.

- iii. Sign-up sheets must be included in the reconciliation packets along with a current list of the organization's members.
 - iv. For big-ticket events (e.g. theme parks), a suggested fee of \$10.00 should be collected at sign ups and \$5 dollars will be refunded to attendee on the day of the event.
 - v. If the students do not attend, the organization may keep the \$10 (Not to exceed the organization's event contribution percentage).
 - vi. Receipts must be provided once the money is received from a student.
4. Liability
- a. DJ's cannot be paid in cash. They must issue an invoice/agreement for their fair service and the organization will cut a check.
 - i. Organizations need to look at DJ's average rate (3 quotes minimum), and DJ rate must include equipment with service.
 - b. An organization will not be funded for the service provided by any of its members with allocated funds.
 - c. All organizations must organize their own events. No outsourcing of event planning.