

PROGRAMMING POOL FUND



The programming Pool enables organizations to hold large-scale programming and collaboration between multiple student groups and/or campus programming departments. Groups should submit proposals to the Sergeant-at-Arms at a minimum of four weeks in advance of the event as possible.

The programming pool is open to the following groups:

- SGA Funded Organizations
- Collaborations of student organizations and/or programming departments
 - Non-funded organizations may request money from the programming pool if they are collaborating with an SGA Funded student organization.

Stipulations of Appropriation:

- Must have very detailed outline of what the event is, where it will be held, who is in charge of the event, and how the event will be run (this information will be filled out on the Request Form).
- Must have a detailed budget outlining the funding that the organization is asking for and include any other funding coming from other sources.
- The event must be campus-wide, appeal to the entire student body, and be open to the entire student body.
- The event must take place on-campus or at an approved location.

Fund Requests:

- The request must be for an event that costs approximately \$750 or more.
- Individual, Funded Student Organizations may request up to \$1,500 per event.
- Collaboration of Student Organizations may request up to \$2,500 per group involved (i.e. two organizations may request up to \$5,000, three may request \$7,500, etc).

Programming Pool Meetings:

- The Programming Pool Committee consists of: the SGA Sergeant-at-Arms (non-voting, makes decision in case of a tie), the SGA Comptroller (voting), three SGA Senators (voting), and the SGA Advisor (non-voter).
- Meetings are strictly held every other Tuesday at 4:00pm.
- All organizations that are requesting funds (during a collaborative event), must have a representative present at the Programming Pool Meeting.
 - If a representative is absent, the organization may be exempt from receiving funding.

After the Programming Pool Meeting:

- If a fund request is approved by the Programming Pool Committee, the organizations will have to appear before SGA at their next meeting. The organization will have to meet with the SGA Advisor, John Ginsberg, beforehand.
- The organization must bring a sample flyer ready to show at the SGA meeting for further approval.
 - All flyers or printed advertisements for an event funded/sponsored by the programming pool must include the SGA logo.

After the Event:

- The organization must submit all receipts, business transactions, contracts, etc. to the SGA Sergeant-at-Arms within one week after the event.
- The organization must also submit a completed evaluation form, which will include a report of spending and important information about the event.
- Organizations will also have to meet with the Programming Pool committee again for a final evaluation. This meeting will be scheduled by the SGA Sergeant-at-Arms.
 - Failure to attend the follow-up meeting may result in the inability to use programming pool funds in the future.

PROGRAMMING POOL FUND REQUEST FORM

PART 1: PROGRAMMING INFORMATION

| | | |
|---------------------------------|-----------------|-------------------|
| Name of Program | | |
| Organization(s) | | |
| Program Planners | | |
| Program Date | Program Time | Program Location |
| Target Audience | Attendance Goal | Cost per Attendee |
| Detailed Description of Program | | |
| | | |
| | | |
| | | |
| | | |
| Program Goals | | |

PART 2: ADVERTISING AND PROMOTION

| | | | |
|--|---|--------------------------|------------------------------------|
| Please check all of the ways in which you plan to promote the Program. | | | |
| <input type="checkbox"/> | Flyers/Posters on Bulletin Boards | <input type="checkbox"/> | <i>Journal</i> Ads |
| <input type="checkbox"/> | Facebook | <input type="checkbox"/> | <i>Journal</i> Calendar Item |
| <input type="checkbox"/> | Staked Signs Around Campus | <input type="checkbox"/> | <i>Journal</i> Preview Article |
| <input type="checkbox"/> | On-line Calendar | <input type="checkbox"/> | <i>GTV</i> |
| <input type="checkbox"/> | Sidewalk Chalk | <input type="checkbox"/> | <i>The Galaxy</i> |
| <input type="checkbox"/> | Sandwich Boards | <input type="checkbox"/> | Teaser Program |
| <input type="checkbox"/> | Table Tents | <input type="checkbox"/> | Announcements in Class by Faculty |
| <input type="checkbox"/> | Banners | <input type="checkbox"/> | Press Release (see Public Affairs) |
| <input type="checkbox"/> | Announcements at Club Meetings/Other Programs | <input type="checkbox"/> | Performer Website |
| <input type="checkbox"/> | Website/E-mail Announcements | <input type="checkbox"/> | Off-Campus Newspaper Ads |
| <input type="checkbox"/> | Other (explain): | | |
| <input type="checkbox"/> | Other (explain): | | |

PART 3: FINANCIAL INFORMATION

| Program Component (food, advertising, etc.) | Estimated Cost | Source of Funding (excess, sponsors, etc.) |
|---|----------------|--|
| 1. | \$ | |
| 2. | \$ | |
| 3. | \$ | |
| 4. | \$ | |
| 5. | \$ | |
| 6. | \$ | |
| 7. | \$ | |
| 8. | \$ | |
| 9. | \$ | |
| 10. | \$ | |
| TOTAL (net cost) | \$ | |

PART 4: PROGRAM COORDINATORS

By signing this form, you agree that you understand all of the Programming Pool rules and bylaws and will abide by them. Failure to comply with these rules may result in the prohibition of your organization utilizing funds in the future.

| PROGRAM COORDINATOR 1 | PROGRAM COORDINATOR 2 | PROGRAM COORDINATOR 3 |
|-----------------------|-----------------------|-----------------------|
| Name | Name | Name |
| Organization | Organization | Organization |
| E-mail | E-mail | E-mail |
| Telephone # | Telephone # | Telephone # |
| Signature | Signature | Signature |

SUBMIT THIS TO THE SERGEANT-AT-ARTMS A MINIMUM OF FOUR WEEKS PRIOR TO THE PROGRAM. BE SURE TO ATTACH ADDITIONAL SHEETS IF NECESSARY.

SGA ONLY

Funds Approved

By Whom

Date Approved