Texas Lutheran University

Student Government Association

**Allocation Guidelines**

* Each organization’s total allocation cannot exceed $6,000.00 a year.
* Up to $2,000.00 can be allocated for conventions; minimum of 2 people must attend (this comes from the total $6,000.00 available for allocations).
* Absolutely no money will be granted to an organization for the purchase of alcoholic beverages. Allocations may be granted for the hiring of a vendor.
* Absolutely no money will be given for advertising (the Student Activities Office has supplies available for free).
* Absolutely no money will be given to fund T-shirts that will be sold for profit or charitable donations.
* The senate reserves the right to deny funding for past events.
* The following can be taken into consideration by the Senate:
	+ Attendance at programs (past & present).
	+ Support from an active membership.
	+ Effectiveness of campus programming.
	+ Effective use of past allocations.
	+ Benefit to Texas Lutheran University.
	+ Level of the organization’s activity.
	+ Anticipated support from membership dues and fundraising.
	+ Planned events for the next year.
	+ Previous year’s goals met.
	+ Planning involved in programming.
	+ Commitment to growth and new programming.

***HOW TO GET ALLOCATIONS:***

1. Provide the information on the Funding Request Form on Connect@TLU.
2. You must have your organization’s advisor’s consent on the allocation.
3. Submit the Funding Request to SGA 1 week in advance of the Business Meeting your organization would like to have the allocations request approved at.
4. The Comptroller will then contact you, in order for you to come before the Finance Committee if there are any questions.
5. One representative from each organization may be required to meet with the Finance Committee to discuss their request (if there are questions). If the request is $1,000.00 or less, the Finance Committee can approve the request on behalf of the Senate.
6. The Finance Committee will determine the appropriate amount to grant the organization, based on the SGA Constitutional Guidelines.
7. The Comptroller then takes the Finance Committee’s recommendation before the SGA Senate for approval if the request is over $1,000.00. One representative of your organization must attend this Business Meeting.
8. If the request is granted, all receipts and/or invoices should be submitted to the Comptroller for approval/reimbursement. If the organization would like to seek up to $300.00 maximum ($100.00 per student maximum) in petty cash to use for the event(s) allocated for, the organization must fill out the Petty Cash Request Form found in the Student Activities Office.

**NOTE:** The SGA has the right to rescind its Allocation to any organization that deviates from its proposed budget