

# STUDENT ACTIVITIES ALLOCATION APPLICATION

FY 2014-2015

## I. Instructions

Please save this document in your files and email as an attachment to the Office of Student Affairs at [gilberjs@etsu.edu](mailto:gilberjs@etsu.edu) no later than 4:30 p.m. Eastern Standard Time on **Friday, February 28, 2014**. Please include the name of your organization or department and the name of the person(s) submitting the request in your email. In the subject line of the email please list: SAAC 2014 (Insert Your Organization Name).

## II. Description

A portion of the funds generated from the ETSU General Access Fee will be designated annually for student activities and services. The allocation of these funds to specific groups will be recommended to the President by the Student Activities Allocations Committee with the concurrence of the Vice President for Student Affairs. Allocations will be awarded on a competitive basis to eligible student organizations and university departments which seek to offer activities, services, or programs to the general student population.

## III. Eligibility Requirements

- A. Student organizations must be registered an up to date with officer/advisor listing with the Student Organization Resource Center.
- B. University departments must be so designated in the university's organizational structure and offer a direct activity or service to students.

## IV. Funding Criteria

- A. Organizations and university departments shall be eligible for funds if they meet the following criteria:
  - 1. Funds will be used to support student services, programs, and activities which are primarily educational in nature and consistent with the university's mission and goals.
  - 2. Funds will be used to subsidize those student organizations and university departments which provide a significant service or program for the benefit

and welfare of the entire student body. Activities which benefit only student members of a specific organization or department are not eligible for funding. If benefits accrue only to the group, the group itself is expected to finance them or seek alternative funding.

3. Activities providing significant, widespread benefits to the university community are eligible for funding if there is no feasible way of charging a fee to those who benefit (which reflects the cost of providing them with the activity). The amount of net funding will be based on the amount of benefit accruing to people outside of the organization or department sponsoring the activity. (Where the beneficiaries cannot reasonably be identified and charged, or where the efficient fee is too low to cover programming costs, the Student Allocations Committee will consider a subsidy.)
4. In cases where an activity meets the requirements of the first criterion, the Student Activities Allocations Committee will also make a judgment concerning funding at a level sufficient to maintain that organization's or department's effectiveness in providing the proposed activity. With limited funds available, it will not always be possible to fund every group which requests support, even when that group may meet the requirements of the first criterion.
5. Any registered student organization or Student Affairs department which has a campus-wide scope of activities as defined above, and has not applied for, received, nor intends to apply for BUC Funds (previously known as 606 funding) within the fiscal year, may apply for funding from the Student Activities Allocations Committee. (This provision does not apply to SAAC funded student organizations or Student Affairs departments who may have received additional BUC fund funding for "unforeseeable campus opportunities" or "special emergencies.")
6. No proposals requesting support for projects which violate federal, state, local law or university policy will be considered.
7. Funds will not be allocated for any of the following:
  - a. an organization's or department's deficit
  - b. an organization's or department's off-campus rent or non-university related services
  - c. the duplication of materials, supplies or services whose primary use will be for the classroom instructional program of an academic department

- d. equipment whose primary use will be for the classroom instructional program of an academic department.
8. Funds will not be allocated for food except when it constitutes an itemized per diem expense in conjunction with a sponsored program or travel authorized by the Student Activities Allocation Committee. The only other exception will be banquet meals for a limited number of guests not associated with the sponsoring organization or department.
9. Funds for individual student workers will not exceed the federal minimum hourly wage. Organizations or departments must be able to document that they have recruited and hired workers on the Regular Student Work Program, College Work Study or Work Scholar Program whenever possible.
10. Funds for travel will be limited to student members of the organization or department with the following stipulations:
  - a. the cheapest available transportation for any trip must be used
  - b. no more than three students will be funded for any trip
  - c. rarely will the full amount of travel expenses be granted--students will generally be expected to pay a portion of their expenses
  - d. funding for lodging will be limited to three nights
11. A proposal to fund an organization's or department's project in conjunction with another group must include an itemized request for each group's proposed share of the project (amount and percentage) even if one of those groups in the project is not requesting funds.
12. The following is to be included in the application for funding:
  - a. a line item budget request with reasonable description and justification for each item proposed for funding
  - b. a description of planned activities and objectives for the coming fiscal year
  - c. full disclosure of student involvement in the organization's or department's activities
  - d. a description of the scope of the organization's or department's proposed activities (number of students who will be directly affected by the planned activities of the group)
13. Ten copies of the completed application must be submitted to the Student Affairs Office on or before the annual deadline specified by the

Student Activities Allocation Committee. These budget requests will be considered during the spring semester for the coming fiscal year.

14. Any organization or department that uses funds appropriated contrary to the represented purposes presented to the Student Activities Allocations Committee shall be subject to possible financial sanctions upon the next request for funding.

V. Description of Organization and Scope of Activities (Please use additional pages if descriptive narrative cannot be typed in spaces indicated below.)

A. Give a brief description of the purposes and student benefit of your organization or departmental activity.

B. Give a brief description of the long-term goals of your organization or departmental activities to benefit students.

C. Give a brief description of the specific objectives of your organization or department to benefit students for the year 2014 – 2015.

D. Briefly explain past accomplishments and projects with their related costs.

E. Briefly explain current projects and their expected costs.

- F. Briefly explain future projects and their expected costs.
  
- G. How many students are directly involved with your organization or departmental activity?
  
- H. How many times did your student organization or departmental project planning committee meet this year?
  
- I. What was the average number of students present at your meetings this year?
  
- J. How many students are directly benefited by your organization or departmental activity on a regular basis?
  
- K. What is the realistic maximum number of students that could be benefited by your organization or departmental activity?

**Fiscal Year 13-14**  
 July 1, 2013 – June 30, 2014  
 (Actual Allocations Received)

**Fiscal Year 14-15**  
 July 1, 2014 – June 30, 2015  
 (Actual Allocations Requested)

**INCOME**

1) Student Activities Allocations  
 (If your organization received more than one allocation, include both in actual allocations received)

1) \_\_\_\_\_

2) Dues

2) \_\_\_\_\_

3) Fund Raising

3) \_\_\_\_\_

4) Buc Funding

4) \_\_\_\_\_

5) Other Income

5) \_\_\_\_\_

**TOTAL INCOME**

**EXPENDITURES**

1) Payroll(include benefits if charged to this budget)

1) \_\_\_\_\_

2) Travel

2) \_\_\_\_\_

3) Operating Expenses

3a) Printing/Publications

3a) \_\_\_\_\_

3b) Duplicating

3b) \_\_\_\_\_

3c) Telephone (local & long distance)

3c) \_\_\_\_\_

3d) Postage

3d) \_\_\_\_\_

3e) Data Processing

3e) \_\_\_\_\_

3f) Consulting Services

3f) \_\_\_\_\_

3g) Advertising

3g) \_\_\_\_\_

3h) Association Dues and Subscriptions

3h) \_\_\_\_\_

4) Office Supplies(supplies needed for office)

4) \_\_\_\_\_

5) Equipment

5) \_\_\_\_\_

6) Food

6) \_\_\_\_\_

7) Events or Projects(supplies/services for events)

7) \_\_\_\_\_

8) Other expenditures (please list)

8) \_\_\_\_\_

a)

8a) \_\_\_\_\_

b)

8b) \_\_\_\_\_

c)

8c) \_\_\_\_\_

**TOTAL EXPENDITURES**

\_\_\_\_\_