



The University of Pittsburgh  
**Student Government Board**

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**Allocations**  
**Manual**  
—  
**for Certified Student**  
**Organizations**

Student Organization Resource Center  
Office of Student Life  
Division of Student Affairs  
University of Pittsburgh

## **STUDENT ACTIVITY FEE ADMINISTRATION**

Student activity fees are collected from all University students and administered by the Office of Student Life through the Student Organization Resource Center (SORC) Business Office, located on the eighth floor of the William Pitt Union.

### **THE STUDENT LIFE BUSINESS OFFICE**

1. Establishes budgets for student organizations based on allocations approved by student governments.
2. Receives, deposits and executes expenditures of private funds for student organizations.
3. Provides bookkeeping and reporting services for student organizations.
4. Assists officers of student organizations with the execution of approved expenditures.
5. Approves and executes all business transactions according to University policy and procedure.
6. Maintains working relationships with all University business offices to facilitate efficient and effective execution of all business and accounting functions and to resolve problems.
7. Reconciles all expenditures against University accounting reports.

### **AUTHORITY OF THE STUDENT GOVERNMENT BOARD**

Since the Student Government Board (SGB) is recognized by the Vice Provost and Dean of Students as the governing body for all non-CGS undergraduates, the Office of Student Life shares its responsibility for the administration of activity fee income with the elected members of the Student Government Board.

Commensurate with its responsibility, SGB has been delegated the authority to make decisions regarding the allocations of activity fees to eligible certified undergraduate student organizations according to policies and procedures approved by the Office of Student Life.

**To meet its responsibilities to the undergraduate student body, SGB also has the authority to approve the funds necessary to sustain the operations of SGB, to represent the student body, and to provide programs and services it deems appropriate and necessary.**

### **ELIGIBILITY FOR FUNDING**

All student organizations must be certified by the Student Organization Resource Center (SORC), located on the eighth floor of the William Pitt Union, to officially operate on campus. Certification is a precondition to apply for activity fee funding, and must be maintained to remain eligible to expend allocated funds.

For information on the policy for student organization certification, please visit [http://www.sorc.pitt.edu/pdf/WEB\\_Certification\\_Policy.pdf](http://www.sorc.pitt.edu/pdf/WEB_Certification_Policy.pdf). For relevant information on the recognition of student organizations, please visit [http://www.sorc.pitt.edu/pdf/WEB\\_Recognized\\_Policy.pdf](http://www.sorc.pitt.edu/pdf/WEB_Recognized_Policy.pdf).

Student organizations certified by the University and comprised of 75% of non-CGS undergraduates, except recognized social fraternities and sororities, have the right to apply for funding, but do not have a right to funds. The Student Government Board determines the approval of budget requests of eligible certified student organizations based on the merits of the requests and the policies approved by the Office of Student Life. Certified student organizations may only request funds for expenditures that are consistent with their major purpose as defined in their constitution.

# SUPPLIES REQUISITION, COPY, MAIL AND FAX SERVICES

**Funding of student organizations for supplies, copy, mail and fax services is NOT part of the SGB allocations budgeting process.**

**Supplies Requisition.** Supplies for the general administrative operation of the organization may be requested at any time by submitting a supplies requisition. These supplies include such items as poster board, paper, folders, binders, pens, pencils, markers, staplers, desk calendars, etc. The approval of supply items is granted as the need arises and is not part of the annual allocations process. Supply requisitions are available in the SGB office.

**Copy, Mail, and Fax Services.** SGB provides direct funding for these services, which are delivered through the SORC. **ONLY** student organizations eligible for SGB funding may use these services. Greek fraternity and sorority chapters are not eligible. Governance groups have no special privileges.

## SORC COPY POLICY

The goal of the SORC copy service is to provide the copies needed in a timely, cost-effective manner and to work with each group to meet its realistic needs. The group must be certified in order to make copies at SORC. Greek social organizations are not certified through the SORC and therefore are not eligible for SORC copies. No exceptions to the copy policy are made for governance groups.

1. Your group must be certified in order to make copies at SORC. Greek social organizations are not certified through the SORC and therefore are not eligible for SORC copies. No exceptions to the copy policy are made for governance groups.
2. Groups may request up to 200 copies per event, not 200 copies per day.
3. The name of the sponsoring student organization must appear on all documents being photocopied.
4. One choice of color paper is permitted per copy request.
5. For technical reasons, we are not able to make copies that have white print on a black or gray background.
6. If you need more than 200 copies, discuss your needs with the SORC administrative assistant. He/she will help you to determine the number of copies that are needed and set up a production schedule.
7. Groups may not submit copy requests for other groups. Copy requests will be completed in the order that they are received. Every effort will be made to finish the copies on the day submitted, but this is not always possible.

## ALLOCATIONS COMMITTEE

848 WILLIAM PITT UNION · 412/648.7965 · [sgb.allocations@gmail.com](mailto:sgb.allocations@gmail.com)

**Chairperson: Matt DeAngelis**

**Advisor: Terrence E. Milani, PhD**

**910 William Pitt Union · 412/648.1486**

### **Matt DeAngelis - Chair**

Asian Student Alliance  
Black Action Society  
Engineering Student Council  
Interfraternity Council  
National Pan-Hellenic Council  
Nursing Student's Association  
Pan-Hellenic Association  
Resident Student Association  
Student Government Board

### **Amanda Buono**

4-Square  
Abro's Capoeira  
African Students Organization  
Agape Christian Ministry  
Aish Campus Pittsburgh  
Alpha Epsilon Delta  
Alpha Kappa Psi  
Alpha Omega  
Alpha Phi Omega  
Ambassadors For Christ  
American Advertising Federation  
American Chemical Society  
American Civil Liberties Union - Undergrad  
American Institute of Architecture  
American Institute of Chemical Engineers  
American Institute of Industrial Engineers  
American Marketing Association  
American Medical Student Association  
American Red Cross Club  
American Society of Civil Engineers  
American Society of Mechanical Engineers

### **Michael DeAngelis**

Anointed Steps of Faith  
Anthropology Club  
Architecture Club  
The Archive Club  
Arnold Air Society  
Asian Christian Fellowship  
Athletic Training Students Association  
Bachelor of Arts in Social Work Club  
Badminton Club  
Ballet Club

Beautiful Choice  
Best Buddies  
Biology Club  
Biomedical Engineering Society  
Black Dance Workshop  
Blue and Gold Society  
Brazil Nuts Portuguese Club  
Buscare  
Cadet Group  
Campus Crusade for Christ  
Campus Women's Organization  
Caribbean & Latin American Student Association

### **Bobby Delfgaauw**

Catholic Anchor  
Chabad House  
Chess Club  
Chi Epsilon  
Chinese American Students Association  
Christian Student Fellowship  
Cinema Appreciators' Club  
Circle K International  
Club Tennis Team  
College After School TEAM  
College Democrats  
College Libertarians  
College Republicans  
College Students Offering Pain Education  
Collegiate Eagle Scout Association  
Collegiate YMCA  
Collision Literary Magazine  
Commuter Student Association  
Cornerstone Christian Fellowship  
Cross Seekers /Baptist Campus Ministry  
Curling Club

### **Matt Grau**

Dance Ensemble  
Deaf Awareness Society  
Delta Chi  
Delta Sigma Pi  
Delta Sigma Theta  
Dental Science Club  
Engineers for a Sustainable World  
Engineers Without Borders

Entertainment Business Association  
Entrepreneur Society  
Eta Kappa Nu  
Exercise Physiology Club  
Feel Good  
Fine Tobacco Organization  
Flying Club  
FORGE  
Formula Society of Automotive Engineers  
Free The Planet  
Freedom Honor & Mentoring Society  
Friends & Entertainment

**Kate Healy**

Gaming Club  
Geology Club  
German Language and Literature Club  
Golden Key International Honor Society  
Golf Club  
Health Information Management Student Association  
Heinz Chapel Choir  
Hillel Jewish University Center  
Hindu Student Council  
History of Art and Architecture Club  
Honors Community Health Club  
Hooligan Soccer Club  
IAESTE  
Indian Subcontinent Association  
The Ink Slingers  
Institute of Electrical and Electronic Engineers  
International Student Fellowship  
Intervarsity Christian Fellowship  
Investment Banking Club  
Italian Club  
Japanese Speaking Society  
Jazz Ensemble

**Matt Koller**

Kappa Kappa Psi  
Keep It Real  
Korean Culture Association  
Korean Student Association  
Kuntu Repertory Theatre  
Lady Ice Panthers Ice Hockey  
Lady Panthers Lacrosse  
Lambda Alpha  
Lambda Sigma Honor Society  
League of Young Voters  
Let's RAVE!  
Lutheran Student Fellowship  
Math Club  
Medieval Interest Club

Meditation  
Men's Ice Hockey Club  
Men's Intercollegiate Soccer Club  
Men's Ultimate Frisbee Club  
Men's Water Polo Club  
Minority Pre-Law Association  
Mission: Acceptance

**Phil LaRue**

Mock Trial Organization  
Model United Nations  
Mortar Board Senior Honor Society  
Musicians United, Sounding In Charity  
Muslim Student Association  
National Communication Association Student Club  
National Residence Hall Honorary  
National Society Of Black Engineers  
National Society of Collegiate Scholars  
National Student Partnerships  
National Student Speech Language Association  
Native American Student Organization  
Neuroscience Club  
Newman Oratory Club  
Nriyamala  
Oakland Zoo Club  
Omicron Delta Kappa  
Orthodox Christian Fellowship  
Outdoors Club

**Ben Miller**

Panther Amateur Radio Club  
Panther Cycling Club  
Panther Dance Twirl Club  
Panther Equestrian Club  
Panther Field Hockey  
Panther Grappling Club  
Panther Habitat for Humanity  
Panther Lacrosse  
Panther Pitt  
Panther Rugby Football Club  
Panther Running Club  
Panther Sports Network  
Panther Tango Club  
Panther Wrestling Club  
PantheRaas Team  
Panthers 4 Israel  
Phi Beta Lambda  
Phi Sigma Pi  
Phi Sigma Rho  
Philosophy Club

**Ali Noorbaksh**

Pi Sigma Alpha  
 Pitt African Drum Ensemble  
 Pitt French Club  
 Pitt in Hollywood  
 Pitt Men's Glee Club  
 Pitt Pathfinders  
 Pitt Pendulums  
 Pitt Rowing Club  
 Pitt Students Active in Lutheran Ministry  
 Pittsburgh Capoeira Club  
 Pittsburgh Club Baseball  
 Pittsburgh Fencing Association  
 Pittsburgh Intercollegiate Snowboard Team  
 Pittsburgh Japanese Animation Club  
 Pittsburgh Kajukenbo Club  
 Pittsburgh Men's Volleyball Club  
 Pittsburgh Standard  
 Pittsburgh SteelPANThers  
 Pittsburgh Student Racquetball Club  
 Pittsburgh Women's Volleyball Club  
 Poetry Club

**Jared McClain**

Pre-Law Society  
 Pre-Medical Organization for Minority Students  
 Project Sunshine  
 Psi Chi  
 Puppies!  
 Quo Vadis  
 Rainbow Alliance  
 Redeye Theatre Project  
 The Reel Irish Dance Club  
 Rehabilitation Science Student Association  
 Roberto Clemente Minority Business Association  
 Robotics and Automation Society  
 Roller Hockey Club  
 Rube Goldberg Machine Team  
 Russian Club  
 Rx PREP  
 Semper Fidelis Society  
 Session: Middle East  
 Shotokan Karate Club  
 Sigma Alpha Lambda  
 Sigma Alpha Pi  
 Ski & Snowboard Club  
 Skydiving Club

**Lauren Plavchak**

Society for International Business  
 Society of Advocates  
 Society of Hispanic Professional Engineers  
 Society of Women Engineers  
 Some of God's Children Gospel Choir  
 Spanish Club  
 Sports Business Association  
 Sprocket Guild  
 Squash Club  
 Strong Women Strong Girls  
 Student Auto Racing Team  
 Student Dietetic Association  
 Student Emergency Medical Services Initiative  
 Student Free Thought Alliance  
 Student Global AIDS Project  
 Student Leaders in International Medicine  
 Student National Dental Association  
 Student Slovak Club  
 Student-Athlete Advisory Committee  
 Students Chernobyl Relief Committee  
 Students of the Department of Africana Studies  
 Students Taking Action Now: Darfur  
 Supply Chain, Operations and Logistics

**Julius Reid**

Table Tennis Club  
 Tau Beta Pi  
 Tau Beta Sigma  
 The Tennis Club  
 The VoKols  
 Tri Beta Biological Honor Society  
 Ukrainian Student Organization  
 Undergraduate Economics Society  
 University Christian Outreach  
 University Handbell Ensemble  
 University of Pittsburgh Accounting Association  
 University of Pittsburgh Pre-Veterinary Club  
 UPTV (Creation Station)  
 Urban Studies Association  
 Veterans Student Association  
 Vietnamese Student Association  
 Women in Business  
 Women's Choral Ensemble  
 Women's Club Gymnastics  
 Women's Fast-pitch Softball Club  
 Women's Ultimate Frisbee  
 Women's Water Polo Club  
 Yinzer Association of Pittsburgh: Yinzing  
 Youth Empowerment Project  
 Zeta Sigma Chi Colony  
 Zisha

# **THE ROLE OF THE ALLOCATIONS COMMITTEE**

In addition to the role prescribed for the committee in the following allocations process, the committee holds the responsibility to supervise the expenditure of funds for approved purposes according to established policies and procedures. Accordingly, all activities related to the administration of any approved budget fall under the jurisdiction of the Allocations Committee. The committee may recall or freeze the funds of an organization for violations of policy or procedure.

## **Duties of the Allocations Chair**

1. Serve as a liaison to the Student Government Board, the Student Life Business Office, and the Office of Student Life via the Allocations advisor.
2. Recommend policies and procedures to the SGB.
3. Publicize the allocations process in *The Pitt News*.
4. Write and distribute allocations correspondence.
5. Prepare and chair business manager meetings.
6. Assign liaison responsibilities to committee members.
7. Attend SGB planning sessions.
8. Schedule and chair allocations interviews.
9. Review and approve the rationale for recommendations and coordinate the flow of information according to the prescribed guidelines.
10. Schedule and present allocation recommendations to the SGB.
11. Review budget requests with the allocations advisor prior to budget hearings.
12. Submit all approved budgets, modifications, and supplemental requests to the Student Life Business Office.
13. Coordinate the work of the SGB secretary in relation to the work of the Allocations Committee.
14. Supervise the selection of committee members and chairperson and train, direct and supervise the performance of the committee and its individual members.
15. Serve as a spokesperson for the committee.

## **Duties of the Allocations Members**

1. Contact assigned organizations to ensure participation in the allocations process.
2. Assist assigned organizations in preparation of their budget submissions.
3. Receive and sign annual budget request for assigned groups.
4. Represent the point of view of assigned organizations in allocations deliberations.
5. Maintain the file and contact sheet for assigned organizations.
6. Serve as a communications link with assigned organizations and interpret and enforce policies and procedures.
7. Inform assigned groups of the Allocations Committee's recommendations and decisions.

## **LIMITED DECISION-MAKING AUTHORITY**

The Allocations Committee has been delegated authority by SGB to independently act on requests up to and including \$500.00 and budget modifications up to and including \$500.00. Such requests will be approved, approved with revision or denied by a majority vote of the Committee.

# SGB SPRING AND FALL BUDGETING PROCESS

**1. Attend a business manager meeting.** All eligible certified student organizations that wish to apply for funding from the Student Government Board should attend one of the business manager meetings.

**2. Meet with your Allocations liaison.** All groups should meet with their Allocations liaison PRIOR to the submission of their budget. All liaisons hold five office hours per week in 848 William Pitt Union.

**3. Budget Submission Requirements.** The responsibility for preparation of your budget according to the guidelines rests with each individual organization. Budgets that fail to meet the following conditions will **NOT** be accepted and will be returned to the organization:

1. The budget must be typed, printed and signed on the forms provided and accompanied by proper documentation.
2. All forms and questions must be completed and answered in detail.
3. Budget requests must comply with approved policies.
4. An electronic copy of each request form in the budget must be sent to the Allocations e-mail account ([sgb.allocations@gmail.com](mailto:sgb.allocations@gmail.com)) prior to the deadline.
5. A hard copy of the Request Summary and each of the request forms (with appropriate documentation) must be submitted to the Allocations Committee prior to the deadline in 848 William Pitt Union.
6. The hard-copy budget **MUST** be turned in by the deadline set by the Allocations chair; late budgets will not be accepted.

**Allocations Budget Hearings.** If your group is not represented at the hearing, the Allocations Committee will review the budget solely on the basis of your written submission. Prior to your hearing, the members of the Allocations Committee will review your requests according to the published criteria. The hearing will focus on questions generated by the committee. The committee will then deliberate in private to formulate a recommendation by vote of quorum. A copy of the recommendation will be available in the SGB office within the week following your hearing. If you desire an explanation of the recommendations, you **MUST** make an appointment to meet with your liaison.

**Deferred Requests.** During the budgeting process, the Allocations Committee may recommend the deferral of a budget request instead of denying the request. Requests are deferred primarily due to budget constraints or incomplete information. This simply allows the request to be resubmitted later as a supplemental request. Deferral **DOES NOT** mean that the request is any different from a new supplemental request. There should be no expectation that deferral of a request in any way supports its later approval. Deferral has no bearing on the decision made regarding funding when it is submitted at a later date as a supplemental request.

**Budget Appeal Hearings.** The procedural guidelines for conducting the SGB budget appeal hearings are as follows:

1. Submit a properly completed Budget Appeal attached to copy of the original budget.
2. The representative of the Allocations Committee will present the rationale for the recommendations appealed by the group.
3. Each appellant will be asked to make a brief argument against the recommendations, focusing on specific budget requests that are being appealed.
4. The Student Government Board will ask questions if necessary and will render a decision without further argument from the group.
5. The SGB, by majority vote of a quorum, will accept or revise the recommendations of the Allocations Committee on a line-item basis.

**Approval of the Budgets by SGB.** After finalizing the budgets of the groups that filed an appeal, SGB reviews the recommendations of the Allocations Committee for all groups that did not file an appeal. SGB may then choose to approve or revise the recommendations of the Allocations Committee by a majority vote of quorum.

## **SGB SUPPLEMENTAL REQUEST PROCESS**

**NOTE: The Allocations Committee will not accept requests for previously denied items, or requests for supplemental funds after the fact, that is, after the money has been spent or committed. As a result, your organization will be directly responsible for the expenses.**

All deferred requests, and those received after the completion of the spring and fall budgeting processes, may be re-submitted as supplemental requests. Supplemental requests must be submitted on the appropriate form with any necessary documentation to the Allocations Committee by the weekly deadline, set by the Allocations Chair. The supplemental request process is as follows:

1. Submit two, typed and signed copies of a supplemental request to the SGB office.
2. A representative of the group must attend the weekly meeting of the committee and explain the submitted request, where the Allocations Committee will ask questions as necessary. Attendance stipulations are as follows:
  - a. A student organization representative shall be required to attend the Allocations Committee meeting when the organization's allocations request is being reviewed.
  - b. If a student organization representative fails to attend the Allocations meeting, action on the request shall be postponed and the request will be placed on the agenda for the next meeting.
  - c. If a student organization representative fails to attend the second budget hearing, no action shall be taken on the request, and it shall be considered withdrawn.
  - d. The student organization must resubmit the request to the Allocations Committee to be scheduled for a hearing by the committee.
  - e. When deemed necessary, the Allocations Committee may waive the attendance requirement and act on the request without the presence of an organization representative.
3. The Committee will then render a decision after private deliberations. Requests \$500 or below are subject to the decision of the Allocations Committee. For requests over \$500, the decision of the Allocations Committee is merely a recommendation; a final decision must be made by the SGB. Requests may be tabled for later discussion at the discretion of the Chair.
4. After deliberations, the appropriate Allocations liaison will contact the organization and inform them of the decision or recommendation of the Allocations Committee.
5. At the next public meeting of the SGB, the Allocations chair or member designee will present the recommendations of the Allocations Committee to the Board.
6. A representative of the group is given the opportunity to state its case if the recommendation is to approve with revision or to deny the request, or to respond to questions from the Board.
7. If the Board accepts the recommendation, the matter is closed and the recommendation is implemented. If the Board does not accept the recommendation, it **MAY** send it back to the Allocations Committee for a second recommendation, or engage in discussion on the matter and make its decision according to quorum requirements.
8. If the Board sends the request back for a second recommendation, the Allocations chair or member designee will present the second recommendation at the next public meeting. Again, the

Allocations Committee, Board and representatives of the group participate in discussion, if necessary. If approved, the recommendation is implemented. If the recommendation is denied, the Board will render its decision with or without further discussion.

9. If no decision is rendered by SGB within one week, the recommendation of the Allocations Committee becomes final.

**The two-stage process for approval of supplemental requests decisions is designed to permit groups the opportunity to address their concerns about recommendations of the Allocations Committee directly to the Board, to make fiscal decisions in an informed manner, to open the process to public scrutiny, and to enhance the accountability of the Board for the fiscal decisions it makes.**

## **BUDGET MODIFICATIONS**

Because funds are approved based on merit for specified purposes and often specified times, **any** change in expenditures must be approved. The Budget Modification Request must be completed and submitted to the Allocations Committee, **after being signed by the Business Office located in SORC (833 William Pitt Union)**. Any change over \$500.00 must be approved by SGB. The Allocations committee will then communicate the decision to the Business Office. **Be advised that requests for modification of your approved budget after the fact, that is, after the money has been spent or committed, are always categorically denied - this is known as deficit spending. As a result, your organization will be directly responsible for the expenditure. Furthermore, budget modification requests are not accepted for any request that was previously denied.**

## **IMPORTANT POLICIES**

### **Budget Modifications and Clearing of Budgets**

The budget modification of funds from the fall term to the spring term must be approved by the last day of classes in December. Because funds are approved for a specific purpose and often a specified time period, all unspent or uncommitted funds approved for use by December 31 are returned to the SGB distribution account by December 31. All funds unspent or uncommitted by June 15 are withdrawn from the organization accounts on June 30.

### **Deficits**

Any deficit (that is, money spent without proper approval from the Allocations Committee and/or Board) incurred by an organization is the **sole responsibility of the group**. Neither a supplemental request nor a budget modification will be approved to cover a deficit. Deficits must be covered by non-allocated funds. The Allocations Committee or the Student Life Business Office may freeze an organization's account until the deficit is paid.

### **Fiscal Year**

All budgets are effective on July 1 and are closed on December 31 and June 30.

### **Private Funds/Outside Bank Accounts**

Organizations receiving activity fee funding may not have an outside bank account. All private non-allocated funds generated should be deposited in the group's University account. These funds are not subject to Allocation regulations, with the exception of the purchase of alcohol. They remain in the

organization's account until expended and may be used at the group's discretion according to applicable policies and procedures.

### **Summer Term Operations**

Due to the unavailability of Allocations and Board members during the summer term, the requirement to approve funding of budget requests at public meetings of the Board has been suspended by the Office Student Life for the summer term. Allocations recommendations and Board decisions must be approved by the required number of affirmative votes by a quorum of members as defined in their by-laws. All decisions made by the Board are available for public disclosure. All expenditures made by the Board on behalf of the SGB will be reviewed by the SGB advisor. All other funding approved by SGB will be reviewed by the SGB Allocations advisor and the SORC business office.

## **SGB FUNDING POLICIES**

The Office of Student Life has approved the following SGB policies to guide decision-making. SGB may under no circumstances fund the following:

1. Programs that duplicate or compete with those of the Pitt Program Council.
2. Donations for any individual or organization.
3. Honoraria or any expenses associated with the appearance of any candidate for public office.
4. Salaries, stipends or honoraria to advisors, coaches, officers or members of organizations.
5. Personal presents.
6. The purchase of alcoholic and tobacco products, and any other scheduled substances.
7. Travel expenses for advisors of student organizations.
8. Tour expenses for all groups.
9. Social or recruiting events.
10. Programming events, tournaments, conferences or other travel outside of the continental United States.
11. Expenses judged to be the responsibility of the school, college or department sponsoring a recognized student organization.
12. Expenses judged to be the responsibility of the members of student organizations.
13. Individual membership dues to organizations with which a student organization is affiliated.
14. Off-campus leadership retreats.
15. Alternative Spring Break programming.
16. **STUDENT GOVERNMENT BOARD FUNDING CAPS**

The Student Government Board has established funding caps regarding the use of the student activity fees for conference attendance and competitive activities of sport and recreation clubs. **It should be noted that these funding caps do not guarantee approval of any funding. Funding decisions are made on the merits of the request measured against standard criteria.**

- a. **CONFERENCE CAP.** Certified student organizations may not receive more than \$2000 in funding for conferences in a fiscal year. Student organizations may utilize these funds for multiple conferences and/or delegates.
  - b. **SPORT COMPETITION CAP.** Certified Sport and Recreation clubs may not receive more than \$5000 during the fiscal year for all expenses directly related to the competitive activities of the club. Requests for funding in excess of \$5,000 may only be submitted for extraordinary circumstances.
17. Funding for supplies, copy, mail and fax services are not part of the allocations process:
- a. **Supplies Requisition.** Supplies for the general administrative operation of the organization may be requested at any time by submitting a supplies requisition. These supplies include such items as poster board, paper folders, binders, pens, pencils, markers, staples, desk calendars, etc. The approval of supply items is granted as the need arises and is not part of the annual allocations process. Supply requisitions are available in the Student Government Board office from the office secretary.

- b. **Copy, Mail and Fax Services.** SGB has provided direct funding for these services, which are delivered through the SORC, located in 833 William Pitt Union. ONLY student organizations eligible for SGB funding may use these services. Greek fraternity and sorority chapters are not eligible for use of these services.
- c. **Event and Meeting Announcements.** All certified student organizations should use the Student events Calendar and Pitt TV to publicize their meetings and programs. Register for and use the Student Events Calendar at <http://www.events.pitt.edu>. Submit information about your meetings and events to Pitt TV at the Student Organization Resource Center, located in 833 William Pitt Union.

### **FUNDING FOR RECOGNIZED STUDENT LIFE PROGRAM ORGANIZATIONS**

The funding for recognized Student Life program organizations is administered under separate policies and procedures approved by the Office of Student Life. These organizations are the Pitt Program Council, WPTS-FM Radio, *Panther Prints*, Telefact and the Student Volunteer Outreach. The Student Government Board participates in the budgeting process with the Director of Student Life. All unused funds remaining at the end of the fiscal year are returned to SGB for reallocation.

### **FUNDING FOR RECOGNIZED STUDENT AFFAIRS ORGANIZATIONS**

The budgets for the recognized Student Affairs organizations: Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council, Asian Student Alliance, Black Action Society and Resident Student Association and the recognized school governments: Engineering Student Council and Nursing Student Association are submitted to the Allocations committee for review and recommendations to the Student Government Board which approves their budgets. These organizations receive annual budgets and may not request supplemental funding. They are exempt from the funding policies regarding restrictions for conferences, off-campus leadership retreats and social/recruiting events. All unused funds remaining at the end of the fiscal year are returned to SGB for reallocation.

## **POLICIES RELATING TO ALLOCATIONS FOR PROGRAMS**

**Consistency with organization purpose.** Certified student organizations may only request funds for expenditures that are expressly consistent with their major purpose as defined in their constitution and are outside of the responsibilities of the Pitt Program Council, recognized Student Life program organizations and recognized Student Affairs organizations.

**Use of University facilities.** Reservations for use of University facilities and grounds by certified student organizations must be submitted to the William Pitt Union Reservations Office for review and approval. **ALL** program events must be funded in full in advance of the event. No confirmation for the use of space will be given for events that must rely on income to meet all expenses.

**Required program funding.** SGB does not partially fund programs that must rely on revenue generated from the program to meet all of the program's expenses. Organizations may use private funds in their SORC account and documented financial support from any University unit, external organization or support from individuals to augment SGB allocations to meet total expenses.

**Admission fees to SGB funded events.** The admission fees for programs funded in whole or part by SGB must be approved by the SGB as part of the Allocations process. No admission fees can be charged to generate funds for the sponsoring organization/s or donations to charities, service organizations, non-profit organizations, causes or individuals.

An approved admission fee may **ONLY** be charged to reimburse the sponsoring student organization when private funds are used for an event. Funds provided by University units, external organizations or individuals will not be reimbursed from admission revenue. All revenue in excess of the reimbursement for use of private funds will be returned to the SGB distribution account.

**Donations solicited at funded events.** Organizations may add a philanthropic dimension to a program funded by SGB by soliciting donations at the event. All donations by attendees must be voluntary. Attendees **MUST** be informed in advance of the program that a donation will be solicited, the benefactor of the donation and its intended use. No admission fee will be approved to generate funds for a donation, and the collection of the donation may not be taken at the door when entering so as to avoid any inference that giving a donation is a pre-condition for admittance. The collection of voluntary donations can be taken during or after the event. No funding provided by SGB needs to be reimbursed. Though this philanthropic dimension may be added, the program itself must be judged on the merit of its primary purpose first and foremost.

## ***THE PITT NEWS CLASSIFIED AD CONTRACT***

**PURPOSE:** To place a classified ad in the classified section of *The Pitt News*

### **What you should know:**

1. Classified ads are priced at 1-15, 16-30, or over 30 words.
2. The classified ad contract is used only for classified ads that will be charged to your University Account. If you are paying cash, just submit your ad and pay for it at *The Pitt News* Business Office.
3. Before you complete the contract, check your budget to verify the total amount your organization was allocated. All over expenditures are considered deficits and will not be paid.
4. Submit a separate contract for each ad.
5. **If the same ad is run in different months (e.g., September 27 and 29, October 2 and 3), submit a contract for each month's insertion.**
6. Submit your contract on time for the desired date(s) of publication. All ads must be submitted two business days prior by 3 p.m. (e.g. 3 p.m. Thursday for Monday)

### **Completing the contract:**

1. Provide the date(s) of insertion. Use one line for each date you want your ad to run. **REMEMBER, IF YOUR AD RUNS INTO DIFFERENT MONTHS, SUBMIT SEPARATE CONTRACTS FOR EACH MONTH.**
2. Next to each date, indicate how many times you want the ad to appear.
3. Provide the total number of placements and total costs. Be sure your math is correct.
4. Print your group name and take the contract to the Student Life Business Office for your account number and authorization.

### **Approval and procession procedures:**

1. Pick up a copy of the classified ad contract from the Student Organization Resources Center, 833 William Pitt Union.
2. Complete the contract as per your approved allocation.
3. Present the ad contract for account number and authorization to the Student Life Business Office.
4. Present the approved contract with a completed classification ad insertion form at the *The Pitt News* Business Office, on the fourth floor of the William Pitt Union.

## ***THE PITT NEWS DISPLAY AD CONTRACT***

**PURPOSE:** To place a display ad in *The Pitt News*

### **What you should know:**

1. A display ad is any ad other than a classified ad.
2. The display ad contract is used only for display ads that will be charged to your University Account. If you are paying cash, just submit your ad and pay for it at *The Pitt News* Business Office.
3. Before you complete the contract, check your budget to verify the total amount your organization was allocated. All over expenditures are considered deficits and will not be paid.
4. Prepare the copy and layout exactly as you want it to appear. Provide camera-ready copy of a logo, artwork and pictures whenever possible. Do not incur charges for graphic services..
5. **If the same ad is run in different months (e.g., September 27 and 29, October 2 and 3), submit a contract for each month's insertion.**
6. Submit your contract on time for the desired date(s) of publication. All ads must be submitted two business days prior by 3 p.m. (e.g. 3 p.m. Thursday for Monday)

### **Completing the form:**

1. Describe the ad in a way that corresponds to the purpose approved by the Allocations Committee.
2. Provide the complete name of the organization.
3. Complete the first column for the first insertion of the ad. Refer to the reverse of the contract for sizes and corresponding prices; specify insertion date and size and do not use color.
4. Calculate the total cost for the first insertion.
5. If the ad is to be repeated, complete the appropriate columns. Remember, if the ad runs into different months, submit separate contracts for each month.
6. For total cost, calculate the cost of all insertions. Be sure your math is correct.
7. Provide your name on the contract for the ad, and take this form to the Student Life Business Office for account number before placing the ad.

### **Approval and processing procedures:**

1. Pick up a copy of the display ad contract from the Student Organization Resources Center, 833 William Pitt Union.
2. Complete the contract as per your approved allocation.
3. Present the contract for authorization to the Student Life Business Office.
4. Present the approved contract and copy to *The Pitt News* Business Office, on the fourth floor of the William Pitt Union. If necessary, discuss the ad with the staff to make sure your instructions are understood.