

Student Senate Allocation Proposal

Organization Name: _____

Student Contact Name: _____ Email: _____

Organization Mission: _____

Name of Event/ Proposal Purpose:

Date of Event: _____ Location: _____

How many active members are in the organization? _____

Please provide a list of names for those attending this event:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Are member paying for any portion of this event out of pocket? ☐Yes ☐No

If yes, how much: \$ _____

Is that money going to anything specific? _____

Off campus events require Advisor attendance. Please list the advisors who will be attending this event. Senate will pay for one advisor per 10 students:

Advisor 1: _____

Will this person be using professional development monies to assist with funding for his/her attendance? ☐Yes ☐No

If yes, how much? \$ _____

Advisor 2: _____

Will this person be using professional development monies to assist with funding for his/her attendance? ☐Yes ☐No

If yes, how much? \$ _____

Please use this section to describe the event, its purpose and why you are attending:

How will this event benefit students?

Allocation Request

Student allocation guidelines:

- Students must room four in a hotel of the same gender
- Only regular registration fees will be covered; no late fees
- Transportation:
 - If within a reasonable driving distance, airfare will not be considered
 - Organization should always check into WCC van availability before renting a vehicle or deciding to use personal vehicles
 - Parking will only be covered if using a WCC van
 - Mileage may be reimbursed if students drive themselves

**Senate may vote to approve or deny all or any portion of this request*

Advisor allocation guidelines:

- One advisor per 10 students will be covered
- Same gender advisors are requested to share a hotel room
- Advisor meals are only covered if the conference does not provide a meal. The breakdown per meal is:
 - Breakfast \$5
 - Lunch \$10
 - Dinner \$20

(These numbers can be manipulated but you cannot use all \$35 for dinner if breakfast and lunch are paid for by the conference. There must be an even distribution.)
- Transportation
 - Parking and mileage or
 - Airfare and shuttle/taxi to location
 - No transportation for extra activities will be covered

Total amount being requested: \$ _____

☐ Please attach any quotes, invoices, bills, etc. to support your request.

☐ Please attach an itinerary or schedule of events.

Notes:

- All Allocation Requests are presented at a Senate Meeting. Senate must read the request twice and will vote at the second meeting. **Please allow up to four weeks for a decision.**
- Any request for \$500 or less may be voted on during the Senate meeting in which it is reviewed. Any request for over \$500 must have an RSO representative present to answer questions at the Senate meeting.

- Senate will not cover overnight costs for an event within 60 miles of the Sugar Grove campus; special exceptions can be made.
- Organizations cannot exceed \$2500 in a given academic/ fiscal year.

Reminder: Senate may approve or deny all or any part of the request. Student Senate will check the current account balance for any organization requesting funds and take that amount into consideration.

Breakdown:

Please include cost per person and total cost for each item. Feel free to insert a chart

Registration fee

Students

- Hotel
 - Where are you staying?
 - Cost, including tax?
- Transportation
 - Method of transportation?
 - Cost?

Advisors

- Hotel
 - Where are you staying?
 - Cost, including tax?
- Transportation
 - Method of transportation?
 - Cost?
- Food
 - Outline of meals covered?
 - Cost?

***The pot of available funds is limited. Once all funds have been distributed, Senate will not be able to fund any event/trip regardless of purpose or past use of funds.

***Student Organizations will reimburse Senate for any member(s) who cancels after the allocation has been approved unless they are able to find a replacement. Any costs associated with changes is the responsibility of the organization or the member.

***Any member who benefits from the event/trip is REQUIRED to write a reflection paper, due to Senate within one month of returning. Failure to complete this requirement will impact future funding requests from the organization.

By signing this proposal, you are verifying that all information is accurate and confirming that you have read through all of the requirements notices.

 Student Representative/ Presenter

 Signature

 Date

 Advisor

 Signature

 Date