

Jacksonville State University  
Registered Student Organization  
Allocations Manual

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## Purpose

Jacksonville State University understands that student organizations positively contribute to the mission and the university strategic plan by enabling students to participate in experiential learning and creating opportunities for students to exchange ideas while also engaging with the community. The purpose of the allocations process is for the university and the Student Government Association (SGA) to respond to the needs of organizations in a way that enables them to create a sense of belonging for their fellow students. This manual will serve as a detailed guide for student leaders and approval committees to use in reference to all allocations requests and questions.

## SGA Allocations Oversight Committee

The Allocations Oversight Committee (AOC) is made up of the (four students). The Student Allocation Committee will review and approve funding proposals that are submitted through Jacksonville State University Campus Groups. These individuals will serve on this committee for the full academic year (Fall, Spring, Summer). New members will begin to serve in the Fall. They will meet weekly to review any requests that have been submitted.

## Definitions

RSO – Registered Student Organization. An organization that has fulfilled all requirements to be officially recognized by the university as outlined in the JSU Student Handbook.

AOC – Allocations Oversight Committee. A group of 4 students that meet weekly throughout the academic year to review and either reject or approve RSO allocation requests.

Sponsored Activity – Any activity that an organization either hopes to attend or host and be reimbursed for through the SGA Allocation process.

## Funding Process

There will be two options for funding through the SGA Allocations process. Option 1 will be known as “Pre-payment”. This will allow registered student organizations to follow the guidelines outlined in this manual to receive funding through the SGA and Dean of Students Office prior to their sponsored activity. Option 2 will be known as “Reimbursement”. This will allow organizations the opportunity to apply for funding after their sponsored activity.

### Option 1: Pre-Payment

1. In order to allow the Allocation Oversight Committee (AOC) to review and communicate in a timely manner, proposals must be submitted electronically to the SGA Allocation Oversight Committee Campus Groups by 4:30 p.m. on Fridays, **no later than six weeks in advance of the proposed event/travel date**. Any university break will not count toward the six-week timeframe. Due to the coordination required between the Dean of Students Office and the JSU Offices of Accounts Payable and Disbursements, there will be no exceptions to this deadline
2. Each Registered Student Organization is limited to only **1 request per semester** OR multiple that do not total to be more than the allotted \$400 or \$600 amount, whichever is applicable; any other submitted proposals will be automatically denied.
3. Upload supporting documentation

- a. All receipts and supporting documentation must be submitted with the allocations request on Campus Groups. Requests missing documentation will be denied.
4. Proposals will be reviewed by the Allocation Oversight Committee during their weekly meetings.
5. Proposals must be submitted by allocation-trained RSO leaders utilizing their own JSU Campus Groups/Student Engagement Online accounts. Proposals **may not be submitted by** faculty, staff advisors, or untrained students.
6. Funding Limits:
  - a. \$600 for an organization who has attended 3 OC meetings.
  - b. \$400 for an organization who has not attended 3 OC meetings.
7. Organizations can send up to 2 student representatives to meet with the AOC when the committee is reviewing their organization's proposal. **Those representatives can only sit in on their respective organization's review process.**
8. Once the proposals are reviewed by the committee, you will receive a message to your @jsu.edu email from Campus Groups.
  - a. A "REJECTED" message means the committee reviewed the proposal and found that it was not submitted in accordance with this manual.
  - b. A message stating "your request has been reviewed by the committee" will instruct you to set up an appointment with **Megan Phillips (mphilips19@jsu.edu), the Administrative Associate in the Dean of Students Office within 10 business days to go over the details of the review. Failure to set up this meeting will result in a loss of funding for your request without an opportunity for appeal.**
9. After the event, the RSO must submit an evaluation form, attendance record (printed or through Campus Groups), and provide all itemized receipts Megan Phillips (mphilips19@jsu.edu) within **5 business days** of completion of the event/travel.
  - a. Failure to complete summary forms and turn in receipts will automatically result in a loss of ability to receive allocation funding for the following semester.
10. RSO's may appeal the committee's decision electronically via Campus Groups **within 5 business days** upon receipt of the denied request.
11. Money may not be spent without going through the Dean of Students Office. The university will not be responsible for any funds spent without approval from the Dean of Students Office.
12. When requesting allocations, authorization must be given through the Dean of Students Office to request contracts from speakers, speakers' agencies, and entertainment groups. Authorized University officials must sign the contracts; otherwise, the student organizations will be held responsible for all the contract fees and responsibilities. Student organizations are not authorized to sign contracts on behalf of Jacksonville State University.
13. RSO's may not make any changes to the date of the event/travel without approval from The Dean of Students Office and submission of a new flyer with amended information. In emergencies, event dates or travel may be allowed to be rescheduled to a later date but cannot be moved to an earlier date than what was submitted in the proposal.

## Option 2: Reimbursement

An organization hoping to receive an SGA Allocation through the reimbursement process will need to keep all receipts from it's sponsored activity. The steps to receive funding are below:

1. Host/attend sponsored activity from the option 2 areas available for funding list below.

2. Keep all receipts that the organization is hoping to be reimbursed for.
3. Submit the SGA Allocations Form on Campus Groups by the end of the academic semester in which the sponsored activity occurred.
  - a. Include all receipts in the SGA Allocation form.
  - b. Thoroughly describe the educational value of the sponsored activity.
  - c. Submit an event evaluation form OR an agenda/schedule form the sponsored activity.
4. The SGA Allocation Application will then go to the AOC for review. The AOC will send either a “Rejected” or “Approved” email to the organization leader who submitted the Allocation Application.
  - a. A “Rejected” email means the committee reviewed the proposal and found that it was not submitted in accordance with this manual.
  - b. An “Approved” email means the committee approved the allocation application and that the Dean of Students Office will work with the Office of Procurement and Fixed Assets to issue payment to the organization.

## Eligibility

1. Only RSO’s recognized as official and in current “Good Standing” with the university and Dean of Students Office are eligible for funding.
  - a. This means that the student organization’s portal is updated on Campus Groups and members are listed on the roster.
  - b. For an organization to be recognized as an official registered student organization, the group must follow the criteria as outlined in the SGA Code of Laws and JSU Student Handbook.
  - c. For an organization to remain in good standing, they **must not** be currently under investigation for any allegations that violate the student code of conduct or their organization’s policies.
  - d. A new organization must have at least one individual trained on the allocations process to submit requests. This means that if an organization is created in the middle of the semester, they may not be able to request allocations until the next available training date.
2. **To access the allocations request form, all RSO’s must have a designated member and/or officer attend a Student Allocations funding workshop for training.**
  - a. RSO’s who fail to complete training will not be eligible for funds.
  - b. Faculty, advisors, or untrained students cannot request funding for an organization. **No one should complete funding request paperwork unless they complete the Student Allocations tracks and checklists on Campus Groups.**
  - c. No exceptions will be made to these deadlines, as it is the past leader’s and leader’s responsibility to relay this information.
3. Activities must be open to all students to be considered for funding. The activity must not discriminate based on race, religion, national origin, gender, age, disability, sexual orientation, or any other basis of discrimination prohibited by law or by university policy.

## Appeal Process

Student Organizations may submit an appeal to the Student Government Association based on one or more of the following:

1. The SGA Allocations Oversight Committee deviated from the written policies.

The following are the steps for an appeal process:

1. The requestor appeals to the SGA Senate Organizational Affairs Committee (Senate OAC) using the **Appeals Form via Campus Groups** stating the grounds for the appeal. The appeal must be submitted within five academic days from the date of notification of the outcome of the request.
2. The Senate OAC will determine if the appeal meets any of the previously stated grounds for an appeal.
3. If the appeal meets the previously stated grounds, the Senate OAC will refer the appeal to the AOC to reconsider the proposal and notify the requestor.
4. If the appeal is not granted, the original decision goes unchanged, and the requestor is to be notified that their appeal was denied.
5. The AOC, when reconsidering the proposal, may choose whether to award the original allocation per the guidelines in the allocation manual.
6. This decision must be communicated to the requestor **within five academic** days from the date when the appeal decision was made.

The decisions of the SGA Senate are final. Appeals are not granted solely based on disagreement with the decision of the SGA Allocation Oversight Committee. Appeals are not granted to groups that fail to submit the proper documentation on the original request.

## Areas Available for Funding

### Option 1: Pre-Payment

The following outlines items/events that students can purchase/attend through the SGA allocations process. This option provides RSOs with the ability to work with the Dean of Students Office and the SGA to purchase items in the form of pre-payment instead of reimbursement.

### Program Support

Jacksonville State University offers a wide array of co-curricular programs and activities that promote a better quality of life by assisting students in developing personal leadership skills, community responsibility, and contributing to the overall well-being of the campus community.

Registered student organizations that plan events can receive allocations if those events fall into the following categories:

1. Lecture/speaker programs: Guest speakers and entertainers are required to agree to the terms of the Jacksonville State University **Addendum** in its entirety.
2. Wellness programs
3. Music programs
4. Educational Movie Series

5. Diverse Population and Issues Programming (ex. Multicultural, LGBTQIA+, or gender issues)
6. Leadership and professional development
7. Educational Programs

#### Equipment

All equipment is to be listed under this category.

Organizations may need equipment upgrades to support their purposes. While the University has a responsibility to provide the basics, there are other needs that facilitate the opportunities for student involvement and campus-wide programming.

1. Equipment funded by the Student Allocation Fund becomes property of the University. All equipment allocation requests are conditional on the university's ability to store the requested equipment and the current inventory of the University.
2. Equipment examples:
  - a. Essential Gaming equipment (monitors, systems, controllers, games, keyboard, mouse, power supply support)
  - b. Speakers
  - c. Support equipment
3. The Allocation Oversight Committee reserves the right to deny allocations to purchase equipment based on the Dean of Students Office's ability to store equipment along with the current inventory of the requested type of equipment.

#### Travel

1. Travel is permitted without geographic restriction. Travel is defined as travel expenses for lodging, vehicle rentals, airline tickets, private vehicle transportation and registration fees. Student travel must follow JSU policies.
2. This Travel category **does not** include travel meals, airline baggage fee, parking fee and bus shuttle to and from the airport.
3. The Dean of Students Office and SGA Allocation process cannot directly pay for hotels. If hotel accommodation is requested and pre-approved, a member of the travelling group will be required to pay for the hotel and may submit receipts for reimbursement up to the amount pre-approved. Allocations will only reimburse for room and applicable taxes and the total cannot exceed the amount the RSO is eligible for through the Student Allocations Process (not valet, room service, incidentals, pay-per-view, etc.).
4. All receipts for lodging must be itemized and submitted to the Dean of Students Office within 5 university business days.
5. Gas is reimbursed by itemized receipts only for privately owned vehicles. Documentation for gas for personal vehicles should be submitted in proposal requests. Include Google Map of the mileage from the location you will be departing from to your location to show mileage. The total request. Including gas, cannot exceed the amount the RSO is eligible for through the Student Allocations Process



6. If a student fails to attend a trip that was sponsored by SGA Allocation funding, **the student must pay the money back**. A hold will be placed on the student account until paid. Otherwise, the RSO will be responsible for paying that money back.
7. While traveling as a representative of a JSU RSO, students must comply with the policies outlined in the University's Student Code of Conduct.
8. Hotel receipts must be submitted to The Dean of Students Office for Out of State and In State Travel within 5 business days of your return. Otherwise, the organization or individual will be held responsible for the payment. Students may not make additional charges to the hotel room. If a student chooses to do so, that individual and/or the organization will be held responsible for the payment of that charge.
9. Groups must maximize the number of students per room.
10. Student Conduct Requirements
  - a. If a student is in violation of the University's Student Code of Conduct while on a trip, the individual and/or organization will have to repay the money that was allocated for that trip.
  - b. A hold will be placed on the student's account until paid. Otherwise, the Student Organization will be responsible for paying back that money.
11. Students traveling must be enrolled at JSU during the anticipated time of travel occurring within the fall and spring semesters. Students traveling during the summer semester must be enrolled at JSU for the upcoming fall semester.

#### Event Promotion/Advertising

Every event submission must include a copy of a flyer promoting the event and feature all the below:

1. Program/event name
2. Program/event date, time, and location
3. Sponsoring organization's name
4. The event must be posted in both areas:
  - a. Campus Groups
  - b. The University Event Calendar

If any of the above requirements are missing, the AOC reserves the right to deny allocations.

#### T-Shirts and Apparel

**What is allowed:** Apparel and swag paraphernalia are allowed if it is associated with an event or program the organization is doing. Buying t-shirts, cups, pens, etc. for an educational program/event to give to students who attend the program/event is appropriate. Items must have an educational purpose (ex. Local resources, on-campus resources, Non-profit information etc...)

**What is NOT allowed:** Apparel and swag paraphernalia are not allowed if being bought for an organization to have as an identity and/or to market them. Apparel and swag paraphernalia will not be approved if just the organization or specific college name is on it. We cannot fund paraphernalia that is being used for recruiting and marketing purposes.

**The artwork for the t-shirt design must be attached to the funding request and submitted for review. The SGA Allocation Oversight Committee must approve all t-shirt designs. A request without t-shirt design will be automatically denied.**

## Option 2: Reimbursement

The following outlines items/events that RSOs can use the SGA allocations process to work with the Dean of Students Office and SGA to be reimbursed.

Option 2 of the SGA Allocation Process (Reimbursement) is an alternative track for organizations to utilize to receive funds from the university for contributing to the educational experience of students of Jacksonville State University. The reimbursement process is a retroactive form of funding where the organization sponsors a program, event, travel, or some other form of activity that they would like to receive allocations for, and through the SGA allocation process they ask to be reimbursed. Below is a non-exhaustive list of areas of funding that could be approved.

### Program Support

Jacksonville State University offers a wide array of co-curricular programs and activities that promote a better quality of life by assisting students in developing personal leadership skills, community responsibility, and contributing to the overall well-being of the campus community.

Registered student organizations that plan events can receive allocations if those events fall into the following categories:

1. Lecture/speaker programs
2. Wellness programs
3. Music programs
4. Educational Movie Series
5. Diverse Population and Issues Programming (ex. Multicultural, LGBTQIA+, or gender issues)
6. Leadership and professional development

### Travel

1. Travel is permitted without geographic restriction. Travel is defined as travel expenses for lodging, vehicle rentals, airline tickets, private vehicle transportation and registration fees. Student travel must follow JSU policies.
2. This Travel category **does not** include travel meals, airline baggage fee, parking fee and bus shuttle to and from the airport.
3. The Dean of Students Office and SGA Allocation process cannot directly pay for hotels. If hotel accommodation is requested and pre-approved, a member of the travelling group will be required to pay for the hotel and may submit receipts for reimbursement up to the amount pre-approved. Allocations will only reimburse for room and applicable taxes and the total cannot exceed the amount the RSO is eligible for through the Student Allocations Process (not valet, room service, incidentals, pay-per-view, etc.).
4. All receipts for lodging must be itemized and submitted in the application for allocations.
5. Gas is reimbursed by itemized receipts only for privately owned vehicles. Documentation for gas for personal vehicles should be submitted in proposal requests. Include Google Map of the mileage from the location you will be departing from to your location to show mileage. The total request, including gas, cannot exceed the amount the RSO is eligible for through the Student Allocations Process
6. While traveling as a representative of a JSU RSO, students must comply with the policies outlined in the University's Student Code of Conduct.

7. Groups must maximize the number of students per room.
8. Student Conduct Requirements
  - a. If a student is in violation of the University's Student Code of Conduct while on a trip, the individual and/or organization will not be eligible for allocations.

## Items Not Funded

1. Political activities are defined as activities where votes are solicited or activities directed toward the success or failure of a political party, candidate for office, or partisan political group. RSOs hosting voter drives to encourage students to vote in general, without pushing a particular candidate or group, is acceptable.
2. Legislative lobbying efforts or student organization events, supplies, or travel intended to help create or directly influence the outcome of pending legislation.
3. JSU faculty, staff, and students of sponsoring organizations may not receive any non-contractual personal gain from program or activity.
4. Activities that generate unrestricted funds. This means that events that charge a monetary admission fee will not be considered for funding.
5. Money may not be used to purchase items for the purpose of fundraising or re-sale.
6. Any activity that is illegal.
7. Funding will not be provided for grants-in-aid, scholarships, wages, loans, individual membership dues, or other compensation to members or officers of organizations.
8. Funding cannot be used for donations or charitable contributions. Non-monetary charitable contributions are acceptable (i.e. clothing drive, canned food drive).
9. Retroactive funding will not be eligible to cover prior commitments. Except on a case by case basis.
10. National association group or individual membership dues.
11. Legal services or jail bond funds.
12. Any programs involving alcoholic beverages or other drugs.
13. Non-student generated programming.
14. Library materials.
15. Travel/events used as recruiting efforts.
16. Paraphernalia that is being used for recruiting and marketing purposes.
17. Gift certificates or gift cards.
18. Any items that need to be ordered or shipped from other countries or require payment of import taxes.
19. University courses or organizations whose members are required to register for credit as a condition of membership.
20. Parking or parking passes.
21. Any other items not permitted by University or State policy.
22. Organizations may not request funds to contract event support services with current members of their organization or the advisor(s).

## Purchasing Policies

1. Approval of your request does not authorize you to make any purchase.

2. Anything purchased “out of pocket” with the pre-approval from the Dean of Students Office requires documentation and will not be reimbursed for taxes.
3. Anything purchased without the written approval from the Dean of Students Office **will not be reimbursed**.
4. You must obtain approval from The Dean of Students Office at least 3 weeks prior to the event.
5. Any purchases that are made online need to be coordinated with the Dean of Students Office. We discourage any group/individual from paying for anything out of pocket, however, it is necessary if groups want to use allocations for hotels.

## Contracts

1. Contracts to vendors, entertainers etc. need to be initiated **at least 6 weeks in advance** of the event in addition to not occurring the week right before or after university holidays or breaks. **Failure to meet this will result in automatic denial of the allocation request.**
2. Contracts are to be coordinated with the Dean of Students Office in order to have it processed in a timely manner.
3. Entertainers, speakers, etc. are required to agree to the terms of the Jacksonville State University Addendum in its entirety.
4. Student organizations are advised to communicate to speakers, entertainers, etc. that require a contract at least six weeks in advance of the event in order to ensure that contracts can be completed by a minimum of 2 weeks prior to the event/program. **DO NOT agree to any terms without specific authorization from the university.**

## Coke Products

The University has a contract with Coca-Cola. If groups are planning to buy sodas, the drinks should be Coke Products.

## Security Costs

Should your event be one that requires security, a request needs to be made to the JSU Police Department (256-782-5050) immediately after your allocation request is reviewed. Staffing is first come, first served.

## JSU Dining

1. All food from JSU Dining Services requires a Purchase Order at least 2 weeks before the event. Any event on campus that requires food/refreshments needs to be coordinated with JSU Dining Services.
2. No outside catering/food will be allowed on campus without JSU Dining Services’ permission. JSU Dining Services may be contacted at 256-782-7242
3. If an event has to be rescheduled due to denial, change of date, or university closure there must be a new CaterTrax number on the allocation request. Failure to communicate a date change to JSU Dining Services will result in loss of funding for the semester. If there was no communication that the order was cancelled and JSU Dining Services fulfills it, it is the registered organization’s responsibility to pay for this order out of pocket, no exceptions.

## Campus Movies

ALL movies must be licensed for public viewing. Request to show movies without documentation of license fees will automatically be denied. The following are considerations that the AOC will consider ensuring that movies are accessible for EVERYONE:

- a. Is the location accessible and easy to get to?
- b. Will there be subtitles for people who are hard of hearing?
- c. Accommodation on marketing materials?

## Forms and Step by Step Process

### Option 1: Pre-payment

#### Step 1: SGA Allocations Request Form

1. Student Leaders who have completed the Allocations Training will be able to access the Requestion for SGA Allocations form on the SGA Campus Group.
2. Student leader(s) will need to submit SGA Allocations Request Form. It is due by 4:30 on Friday six weeks prior to the event/travel.
3. The leader who is submitting the form will need to upload supporting documents. Supporting documents are quotes/estimates showing the cost of the particular event/travel that the leader is requesting funding for.

#### Step 2: SGA Allocations Oversight Committee Review

1. Once the AOC receives the request, they will reach out to the RSO leader who submitted to schedule a time for the leader to elect to be in attendance as they review and advocate for approval.
2. After review the AOC will send an email to the student leader's JSU email (@stu.jsu.edu) that will state either of the following:
  - a. A "Rejected" letter means that the committee reviewed the SGA Allocation Request and found that it was not in accordance with this manual.
  - b. An email stating "Your SGA Allocation Request has been reviewed" will instruct you to set up a meeting with the Dean of Students Office Administrative Associate Megan Phillips ([mphillips19@jsu.edu](mailto:mphillips19@jsu.edu)) within 10 business days to review the details of the request.
    - i. This meeting will largely dictate if your SGA Allocation Request will be approved as it will allow the Dean of Students Office to see the full context of your request.
    - ii. Failure to set this meeting up within **10 business days** will result in an automatic denial of the request.

#### Step 3: Event Attendance, Receipts, and Evaluation Form

1. All events and travel of RSOs requesting an SGA **Allocation must have record of attendance** that is tracked via Campus Groups
2. In the case that there is a malfunction and the RSO is not able to track attendance using Campus Groups, they must have a sign-in sheet that includes student names and JSU email addresses.
3. All **receipts** must be kept after the event.

4. A **Student Activities Evaluation Form** must be submitted after the event.
5. The attendance record, any receipts for that pertain to the funding request, and proof of evaluation form submission must be submitted to Megan Phillips ([mphillips19@jsu.edu](mailto:mphillips19@jsu.edu)) within 5 business days of the event.
6. Failure to complete any of the above steps in the post-event allocation process will result in a loss of ability to receive funding in the next semester.

## Option 2: Reimbursement

### Step 1: Host/Attend sponsored activity.

1. The organization leader will need to check this manual to see what areas are available for funding prior to attending any sponsored activity that they are hoping to be reimbursed for.
2. Attend the sponsored activity.
  - a. Items to keep from the activity:
    - i. Receipts
    - ii. Evaluations
    - iii. Agenda/schedules

### Step 2: SGA Allocations Reimbursement Request Form

1. Student Leader(s) who have completed the Allocations Training will be able to access SGA Allocations Reimbursement Request form on the SGA Campus Group.
  - a. Items to include on the Reimbursement Request Form:
    - i. Receipts
    - ii. Evaluations
    - iii. Agenda/Schedule
2. All SGA Allocation Reimbursement Requests must be completed within the same semester that the sponsored activity occurred.

### Step 3: SGA Allocations Oversight Committee Review

1. The SGA Allocations Oversight Committee will review the request and determine if is in accordance with this manual.
2. After review the AOC will send an email to the student leader's JSU email (@stu.jsu.edu) that will state either of the following:
  - a. A "Rejected" email means that the committee reviewed the SGA Allocation Request and found that it was not in accordance with this manual.
  - b. An "Approved" email means the committee approved the allocation application and that the Dean of Students Office will work with the Office of Procurement and Fixed Assets to issue payment to the organization.

## Appeal Form

1. Should an RSO be rejected funding for a request, there is an appeal form that may be submitted
2. The SGA Allocation Appeal Form is located on the SGA Campus Groups page.
3. This must be submitted within 5 business days from the date of the rejection notification.
4. Once the form is submitted, it will be reviewed by the Senate Organizational Affairs Committee who will make a decision as to whether the appeal is granted or rejected.

- a. If an appeal is granted by the Senate OAC must provide reasoning to the AOC. Then the AOC will meet with the student leader to resolve whatever the issue and continue through the allocations process.
- b. If an appeal is rejected, then the RSO will not receive funding for their allocation request and will receive a rejection communication email.

## Dean of Students Office and SGA Contact Information

Dean of Students	Josh Robinson	256-782-8492
Assistant Dean of Students, FSL	Kendal Garrett	256-782-5490
Assistant Dean of Students, SGA	Cody Beck	256-782-5068
Administrative Associate	Megan Phillips	256-782-5491
Graduate Assistant	Madi Wisner	256-782-5495
SGA President	Tierra Thatch	256-782-5905
SGA Vice President of Student Senate	Kaitlyn Letson	256-782-8493
SGA Vice President of Student Activities	TBA	256-782-8491
SGA Vice President of Organizational Affairs	Tanaya Fairbanks	256-782-8450
SGA Vice President of Public Relations	Keyonna Lovett	256-782-8435