

# **Student Governance Council**

**2020-2021**

## **Allocations Handbook**

**VP of Business & Finance,  
Grace Madeya**

**Last revised: 1/24/2020**

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Article I:

Overview of SGC & The Appropriations Committee

- A. SGC Mission Statement
- The Student Governance Council (SGC) is the representative body for the Ithaca College student community. SGC works with the student community to implement change on campus and improve student life. Additionally, SGC is the link between the students and the Senior Leadership Team providing student feedback on campus issues and plans.
- B. SGC Structure

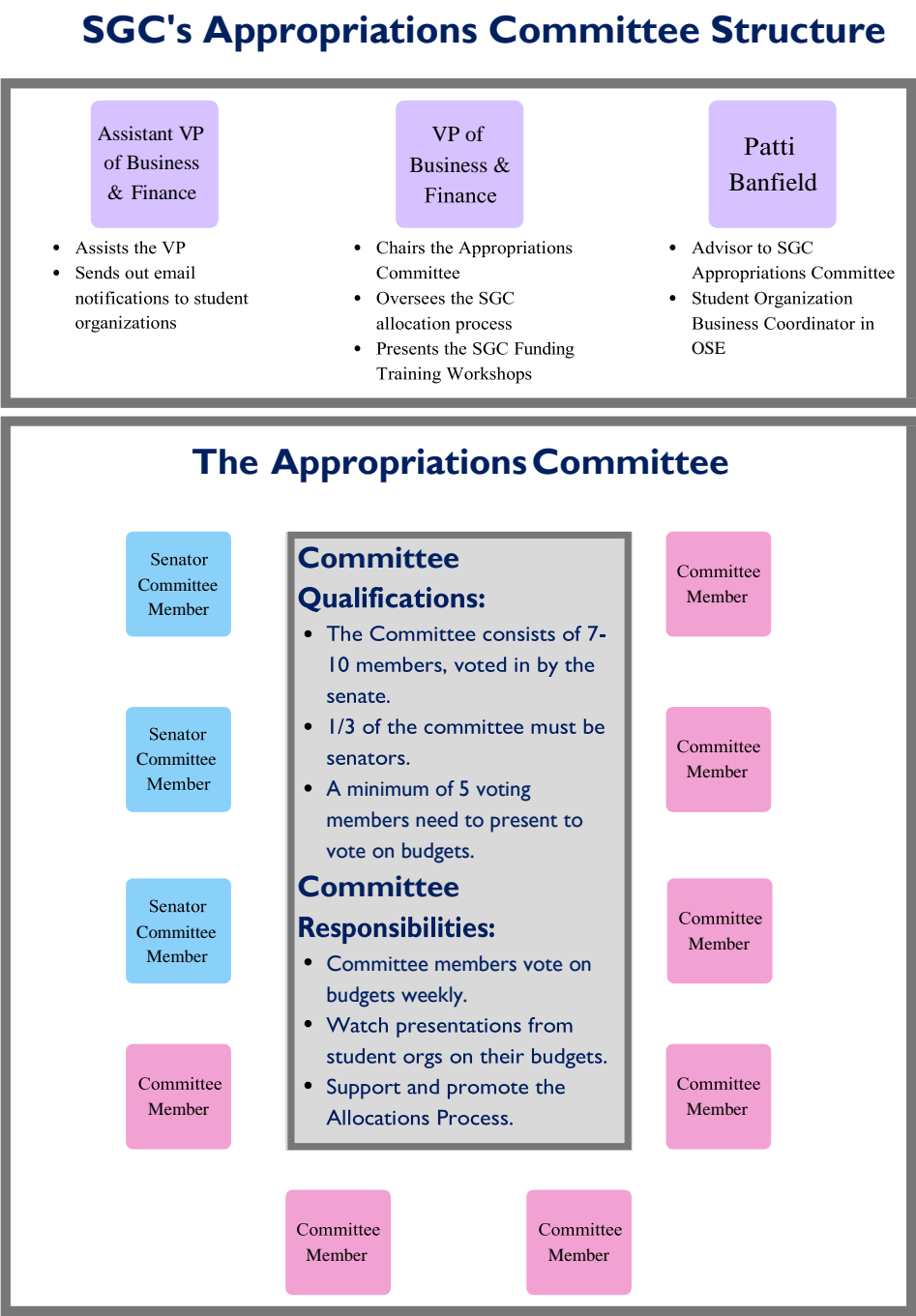


Article I:

Overview of SGC & The Appropriations Committee

C. The Appropriations Committee Mission Statement

The mission of the SGC Appropriations Committee is to fairly and transparently support student organizations with financial resources to successfully pursue their mission and encourage involvement on and off campus.



Article II:

Definitions of Commonly Used “SGC Words”

This section is to define words and phrases that SGC uses frequently in the Allocations Process

A. Different Meetings to Attend

- a. SGC Funding Training Workshops: The required training session presented by the VP of Business & Finance for student organizations to attend. This session will review the Handbook, the funding process, how to submit a budget, and major policies and procedures. It will not cover all of the details of the Allocations Handbook.
- b. Appropriations Committee Meeting: The meeting in which student organizations who have submitted budget requests present their budgets to the Appropriations Committee. This schedule is sent out Monday before the meeting.

B. The Verdict of a Budget

- a. Approved: The SGC Appropriations Committee voted to **approve** your organization’s budget, in which your organization will be allocated the approved amount of funds. Any stipulations with the amount funded will be included in the notification email from the Assistant VP of Business & Finance.
- b. Denied: The SGC Appropriations Committee voted to **deny** your organization’s budget, in which your organization will not be allocated any money for the submitted budget request. The reason for denial will be included in the budget notification email from the Assistant VP of Business and Finance. The organization will not be allowed to re-submit the budget again if it is **denied**.
- c. Tabled: The SGC Appropriations Committee voted to **table** your organization’s budget, in which your organization will not be allocated any money for the submitted budget request. The reason will be included in the budget notification email from the Assistant VP of Business & Finance. The organization will be allowed to re-submit the budget again if it is **tabled**, if it includes the adjustments outlined by the Appropriations Committee.

C. IC Engage

- a. Unapproved: This is the **default** status when a budget is submitted on IC Engage. When the Appropriations Committee votes on the budget it will change the one of the following statuses: Canceled, denied, or completed.
- b. Canceled: This status is either when the Appropriations Committee votes to **table** the budget with instructions on what needs to be changed before re-submitting, or when the **VP reviews** your budget before sending it to the Committee and finds issues with it and sends it back.
- c. Denied: This status is the same as the verdict of the budget. This means that the Appropriations Committee voted to deny the budget and they will not allocate any money to this budget.
- d. Completed: This status correlates with the approved status of the budget. This means that the Appropriations Committee voted to approve your budget and will fund the approved amount of funds

**Article III:**  
**Expectations between student organizations, the VP of Business and Finance & The Appropriations Committee**  
**A. What Student Organizations should expect from the VP of Business & Finance:**

- a. Communication:**
  - i. Email: Response within 48 hours.
  - ii. Website: Up to date information about the process and updates.
  - iii. Newsletter: Bi-weekly updates.
  - iv. Office Hours: Due to this semester being, student organizations can meet one on one with the VP so email them your availability.
- b. Education:**
  - i. SGC Funding Training Workshops every Tuesday 9-10 am ET and Thursdays 3-4 pm ET.
- c. Support:**
  - i. The Allocation Process will be transparent and fair as possible.
  - ii. They will provide personal assistance to help clubs be able to have a successful year.
  - iii. They will listen to feedback from clubs on how they can amend any policies in the handbook to better support student organizations and the IC community.

**What the VP and student organizations expect from the Appropriations Committee:**

- a. Attendance:**
  - i. 100% attendance! It is extremely important to make every week’s meeting because the committee must meet quorum to vote on budgets.
  - ii. If something comes up please email the VP as soon as possible so they can plan accordingly.
- b. Participation:**
  - i. The VP expects you to review the budget submissions and supporting documentation prior to Wednesday night’s meeting.
  - ii. Please keep your camera on during all Appropriations Meetings out of respect for the student organizations presenting.
  - iii. Ask critical questions to the clubs to get a better understanding how what they are requesting for funding relates to their mission.
- c. Additional Support:**
  - i. In addition to the VP’s training sessions and office hours, the committee may be expected to provide additional support to student organizations to understand the allocations process.

**Article III:**  
**Expectations between student organizations, the VP of Business and Finance & The Appropriations Committee**  
**C. What the VP of Business & Finance expects from Student Organizations:**

- a. Communication:**
  - i. Read all communications from VP (emails, newsletters, Instagram, website)
  - ii. Email correspondence should be a last resort after reading all materials.
  - iii. Come to office hours to get help! Face to face is always better than over email to understand the process.
- b. Education:**
  - i. Whomever is submitting the budget request must first attend a SGC Funding Training Session. This should be the treasurer, but other members of your organization may attend and submit budgets as well.
  - ii. Read the Allocations Handbook to fully understand the funding process, the rules, and policies, etc. behind the Appropriations Committee on behalf of SGC.
- c. Management:**
  - i. All student organization treasurers are responsible for monitoring their organization’s finances. If another member of your student organization submits a budget request on behalf of your organization, you are expected to communicate with each other about this financial transaction.
  - ii. As treasurer you are also expected to not spend any allocated money on items/events not originally allocated for.

**D. What the VP expects newly recognized or first-time fund requests to:**

- \*\*In addition to Section C (What the VP of Business & Finance expects from Student Organizations), new student organizations must expect:**
- i. Have a maximum total allocation of \$1,000.
  - ii. To read through the “How to Present to SGC” section to learn what is expected during the budget presentation for the Appropriations Committee.



Article IV:  
The Allocations Process & Timeline

A. Checklist: What to do before completing & submitting a budget request

- ✓ Must be an OSE recognized student organization
- ✓ Complete the “SGC Funding Training Workshop”
- ✓ Download the most up-to-date budget template (from SGC’s IC Engage Portal or SGC Website)
- ✓ Review the Allocations Handbook for all policies & regulations
- ✓ Optionally review the suggested price list (located on the budget)
- ✓ Gather all your “Supporting Documentation”

B. How to Complete A Budget Request

a. Download the most-up-to-date budget template

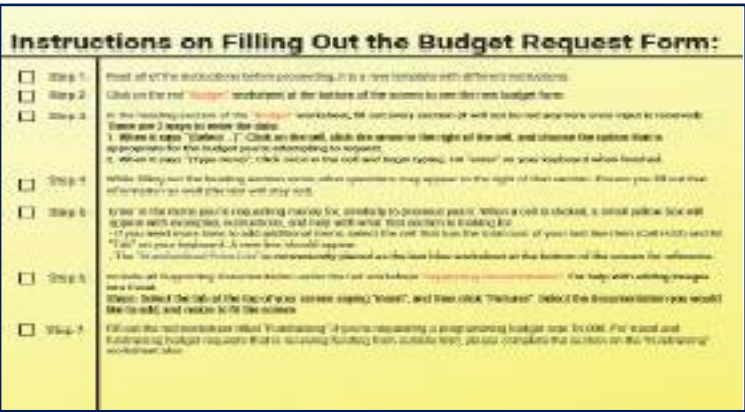
b. Follow the directions of the first sheet of the excel document.

- i. This includes: Filling out the top section of the template, all line items requested, and attach supporting documentation into the budget request.

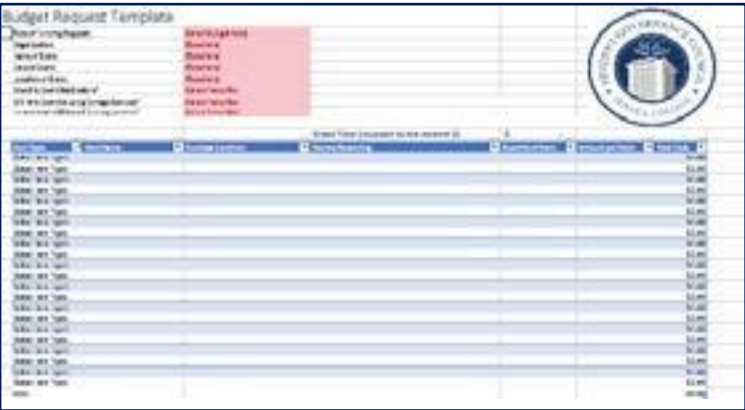
c. Rename the budget request with the organizations name (or acronym) & name of the type of budget.

- i. Example: SGC Fall Operational 2020
- ii. Example: SGC Kick-Off Event 2020
- iii. Example: SGC Boston Conference November 2020

d. Refer to Section C for “How To Submit A Budget Request”.



Directions for how to use "Budget Request Template"



"Budget Request Template"

Article IV:  
The Allocations Process & Timeline

C. How to Submit A Budget Request

a. Once you have completed the Budget Request for your organization, go to your organization’s IC Engage portal.

b. Click on “Manage Organization” in the top right of the organization’s portal.

c. Click the **three horizontal lines** located on the left side of the top bar of the organization’s portal.

d. Click “Finance” on the bar located on the left side, under the three horizontal bars.

e. This is the organization’s finance page. Click “Create Funding Request”.

f. Complete the form with the appropriate information about the organization.

g. Upload the completed Budget Request.

h. Read the instructions for “After Submitting a Budget”.

i. Click “Submit Request”.

\*\*Refer to Appendix for full screen how-to\*\*

D. How to Submit Supporting Documentation

a. It is required to submit supporting documentation with budget requests because it is a justification for the money that is being requested.

b. Supporting documentation is required for every single item that is requested funding for.

c. Supporting documentation is attached to the Budget Request template on the 3rd tab of the excel spreadsheet.

d. Examples of items that need documentation:

- i. Catering from Wegmans: A screenshot of the Wegmans online catering menu.
- ii. Contract for a speaker: A digital copy of the invoice or contract with the speaker.
- iii. Streamers from Party City: A screenshot of an online cart with the supplies itemized out.



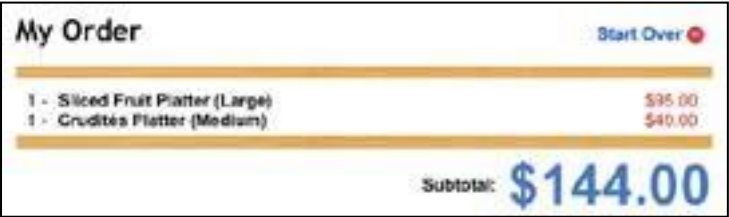
\*Your Organization's Name Here\*

Finance

CREATE NEW REQUEST

SUBMIT REQUEST

Examples of Supporting Documentation:



Wegmans Catering



Streamers from Party City

# Article IV: The Allocations Process & Timeline

## E. The Allocations Process

- a. Complete the Budget Request.
  - b. Submit the Budget Request on IC Engage.
  - c. The Assistant VP of Business & Finance (SGCBusiness\_assist@ithaca.edu) will email the organization member who submitted the budget with the schedule for the following Wednesday’s meeting.
- \*\*Note: Your organization’s time will be listed in the document sent in the email. Attend & present your organization’s budget request at the Wednesday night meeting. Allocation notification will be emailed to organization member by Friday. This notification will be one of three verdicts: approved, denied or tabled.

## F. Important Dates and Times for the Appropriations Committee Meeting

- a. Appropriations Committee Meetings are held every Wednesday. They will start hearing budgets as early as 7:00 pm and will not hear any budgets past 10:00 pm.
- b. The SGC Appropriations Committee will not meet to review and vote on budgets on these specific days: the Wednesday before Fall Break, the week of Thanksgiving Break, the Wednesday after Winter Break, the week during Spring Break, and during any final weeks.

## G. The Allocations Process Timeline

Sunday	Budget Requests deadline: 11:59pm <i>*Student organizations can submit budget requests*</i>
Monday	Assistant VP of Business & Finance emails organization members with schedule for Wednesday’s meeting <i>*Student organizations can submit budget requests*</i>
Tuesday	<i>*Student organizations can submit budget requests*</i>
Wednesday	Appropriations Committee Meeting: 7pm-Student organizations attend during scheduled time frame <i>*Student organizations can submit budget requests*</i>
Thursday	<i>*Student organizations can submit budget requests*</i>
Friday	Assistant VP of Business & Finance emails organization members with budget request notification <i>*Student organizations can submit budget requests*</i>
Saturday	<i>*Student organizations can submit budget requests*</i>
Sunday	Budget Requests deadline: 11:59pm <i>*Student organizations can submit budget requests*</i>

# Article V: Important Dates for the Academic Year

## A. The Allocations Process

- a. It is up to the discretion of the VP of Business and Finance to when the Allocation Process opens each academic year.
  - i. There are many factors that are weighed into the opening date of the Allocation Process including when the Senate starts meeting, recruitment of members, etc. Historically, the first appropriations committee meeting of the Fall Semester is the first Wednesday in October.
  - ii. The committee will meet at least once a week, as specified by the committee at the beginning of each semester. The time of this meeting may change throughout the semester by a majority vote of the committee.

- ### B. During Block I your organization can request funds for:
- |                                       |                           |
|---------------------------------------|---------------------------|
| A. Fall Semester                      | B. Spring Semester        |
| i. Programming                        | i. Programming            |
| ii. Travel                            | ii. Travel                |
| iii. Fundraising & Travel Fundraising | iii. Fundraising & Travel |
| iv. Operational                       | iv. Fundraising           |

- ### C. During Block II your organization can request funds for:
- |                                       |                           |
|---------------------------------------|---------------------------|
| A. Fall Semester                      | B. Spring Semester        |
| i. Programming                        | i. Programming            |
| ii. Travel                            | ii. Travel                |
| iii. Fundraising & Travel Fundraising | iii. Fundraising & Travel |
| iv. Operational                       | iv. Fundraising           |
|                                       | iv. Operational           |

- ### D. During Block III your organization can request funds for:
- A. Spring Semester
- i. Programming
  - ii. Travel
  - iii. Fundraising & Travel Fundraising
  - iv. Operational

- ### E. During Block IV your organization can request funds for:
- |                                       |                                 |
|---------------------------------------|---------------------------------|
| A. Spring Semester                    | B. Block I                      |
| i. Programming                        | i. Programming                  |
| ii. Travel                            | ii. Travel                      |
| iii. Fundraising & Travel Fundraising | iii. Fundraising & Travel       |
| iv. Operational                       | iv. Fundraising                 |
|                                       | iv. Operational (For next year) |



Article VI:  
Budget Definitions, Rules & Policies

There are five different types of budget student organizations can request funding for. There are basic rules for all budgets and each of these types of budgets have their own criteria and rules that need to be followed when requesting funding for them. The five different budget types are: Operational, Programming, Travel, Fundraising, and Travel Fundraising.

A. Rules & Policies that apply to all budget requests

a. General rules and policies:

- i. The amount that any single organization is able to request in total during the course of an academic year is limited to 12.5% of the overall SGC budget.
- ii. SGC will not fund any retroactive purchases. All items requested on the budget must not have been previously purchased.
- iii. Everything requested for on the budget must have supporting documentation to provide the justification for the cost. (This must be current, and not used from previous years or requests).
- iv. New organizations may receive maximum total allocation of \$1,000 for their first active semester requesting funds from SGC. This allows the organization to demonstrate financial responsibility to SGC for future funding requests.
- v. All posters funded by SGC must include the SGC logo to prove sponsorship of the organization.
- vi. Any item over \$500 must provide an alternative source to provide evidence that the organization chose the most fiscally responsible option.
- vii. Co-Sponsorships are highly encouraged by SGC. Organizations are supported to collaborate with other organizations, and academic departments. For this process each student organization must submit a budget requesting money for the part of the event. Each budget will be allocated into the designated student organization account.

B. Operational Budget

a. Definition:

- i. An operational budget is used to request funding for any expenses, materials, products, food, etc. that a student organization needs to function as an organization.
- ii. This budget is NOT used to request money for an event, fundraiser, or travel that your organization is planning.

b. Rules & Policies:

- i. General Rules & Policies
  - a. Each organization can only request one operational budget per semester (one for fall semester, and one for spring semester).
  - b. If an operational budget request totals \$250 or under, or an organization has the same budget that has already been presented during the academic year, which has already been approved by the Appropriation Committee, the organization has the opportunity to “opt-out” of presenting to the Appropriations Committee. Student organizations that are requesting funding for the first time this academic school year must come present to the committee even if it qualifies as an opt-out.
  - c. Fall operational budgets can be requested between Block IV of the previous year, and last day of Block II of the current school year.

Article VI:  
Budget Definitions, Rules & Policies

i. General Rules & Policies (continued)

- d. All funds allocated for a Fall Operational Budget must be spent in the fall semester or they will be taken out of the student organizations account and be returned to SGC.
- e. Spring operational budgets can be requested between Block II of the current academic year, and the last day of Block IV of the academic year.
- f. All funds allocated for the Spring Operational Budget must be spent in the spring semester or they will be taken out of the student organizations account and returned to SGC.

ii. Food purchases:

- a. SGC provides a list of common food items and prices called the “Suggested Price List”. It is not required that this list is referenced when creating a budget, but may be used instead of other supporting information.
- b. Must meet with CES if you are getting catering - must provide a quote for your meeting as supporting documentation for the prices.
- c. SGC will only fund food for up to two meetings per operational allocation.
- d. SGC will fund a minimum of a 15% tip for any food that SGC is already planning to fund.

iii. Material purchases:

- a. Items that will be purchased for use within an organization may be covered in full by SGC funds. Such items include tabling materials, office supplies, and decorations if they are not provided by the Student Activities Center. These items are expected to stay within the organization for future use.
- b. SGC will not fund membership fees associated with membership such purchases include individual membership fees, chapter fees, and membership dues.
- c. SGC will not fund the purchase of items that are intended for personal use. Although these items may be used for the organization, they will be kept by individual members and will not benefit the organization.
- d. SGC will only fund t-shirts if the use of the t-shirts aligns with the organization’s mission statement and serves a purpose that would benefit the greater good of the campus community.
- e. SGC will not fund the purchases equipment due to the availability of various types of equipment here at Ithaca College. The purchase of equipment for internal use within an organization will not be funded by SGC. If an organization wishes to purchase equipment, it must find alternative means to do so.
- f. SGC will not fund the creation, maintenance, or anything else in regard to an organization’s personal website.
- g. SGC will fund merchandise for student organizations if the merchandise aligns with the organization’s mission statement and serves a purpose that would benefit all the members in the organization.

iv. Print Publication Magazine Materials

- a. Print Copy Amount
  - i. SGC will only fund printed copy amounts limited by amount per cycle and amount per semester per year:
    - a. A maximum of 500 copies will be funded per cycle.
    - b. A maximum of 1,500 copies will be funded per semester.

\*\*\*Section iv continued on the next page\*\*\*

Article VI:  
Budget Definitions, Rules & Policies

B. Operational Budget (Continued)

- b. Website
  - i. If a student organization decides to request funding from SGC for the following, this decision must be implemented for a full calendar year.
  - ii. If the website (SquareSpace, WordPress, etc.), and supporting website subscriptions (Issue, etc), aligns with the print publication student organization’s mission and is deemed essential to operate, provided that Ithaca College’s website does not support their needs, we will fund an external website for them if:
    - a. The student organization will print no more than 750 copies per semester for the full academic year (allowing a total of 1500 per academic year)
    - b. Student organizations will not be required to follow a specific cycle cap.
    - c. Websites must be funded for the full year.
- c. Distribution Breakdown
  - i. Before receiving funding for publications, the student organizations must complete a breakdown for the amount of copies and the locations where they distribute them (i.e. Campus Center 2nd floor lobby: 50 copies).

C. Programming Budget

a. Definition:

- i. A programming budget is used to request funding for any on-campus event that an organization would like to host.
- ii. This budget is NOT used to request funds for materials for general body meetings, travel or fundraisers.
- iii. Each organization can request multiple programming budgets per semester.
- iv. Each programming budget must be requesting funds for only ONE event at a time. Multiple budgets can be submitted and presented per week.
- v. Programming budgets must be submitted at least two weeks prior to the date of their event if their program relies on campus resources. This allows time for the organization to perform the necessary tasks leading up to their events including working with campus partners such as the Office of Student Engagement, CES for catering, A/V, etc. Programming budgets that do NOT depend on these services need not comply with the two-week advance deadline.
- vi. Organizations completing a payment with OSE, please note that it will take at least 2-week advance notice to process funding.
- vii. If a programming budget request totals \$150 or under, the organization can “opt-out” of presenting to the Appropriations Committee. Student organizations that are requesting funding for the first time this academic year must come present to the committee even if it qualifies as an opt-out.
- viii. All funds allocated for a programming budget must be spent for the specified items on the budget. If all the funds were not spent from the programming budget they will be taken out of the student organizations account and returned to SGC.
- ix. Total cost of request may not exceed \$30 per person.

Article VI:  
Budget Definitions, Rules & Policies

b. Rules & Policies:

- i. General rules and policies:
  - a. SGC will only fund programs that are open to the entire campus community. Exclusive events will not be funded by SGC.
  - b. SGC will not fund events that occur within the summer months. The first day of programming is the first day of the academic year and the last day of programming is the last day of the academic year.
  - c. It is required that every student organization must post their events on IC Engage. When posting an event on Engage, student organizations must also post to the IC Events Calendar. Student organizations may reach out to studentorgs@ithaca.edu to contact the Office of Student Engagement SLC Online Programming Team if you have any questions or need assistance in anyway putting on your event.
  - d. SGC will fund prizes for events, if all event attendees are eligible to win the prizes. The total amount funded for prizes shall not exceed \$50 times the number of hosting organizations, with a maximum of \$200 to be allocated for prizes.
  - e. It is required that all student organizations have a health & safety officer, and guarantee that their program is compliant with all the health/community guidelines for in-person events as established by the Office of Student Engagement and Ithaca College.
- ii. Food purchases:
  - a. SGC provides a list of common food items and prices called the “Suggested Price List”. This list can be referenced when creating a budget.
  - b. Must meet with CES if you are getting catering - must provide a quote for your meeting as supporting documentation for the prices.
  - c. Total cost of request may not exceed \$30 per person (important for catering)
  - d. SGC will not fund the purchase of alcohol for use at events.
  - e. SGC will fund a minimum of a 15% tip for any food that SGC is already planning to fund.
  - f. SGC will fund delivery fees for any food that SGC is already planning to fund if there is supporting documentation provided and presented before the committee.
- iii. Advertising purchases:
  - a. SGC will fund the purchase of posters for student organizations to promote events.
  - b. All advertising materials funded by SGC must display the SGC logo on them to indicate that SGC sponsored the organization. This is to promote awareness of SGC funding to other organizations across campus.
  - c. All events funded by SGC that occur on/off campus must have an event created on IC Engage as a form of advertising for the event. This will allow the organization to be able to track attendance and save detailed information to their organization’s portal about the event and compile all event happening in one central resource.
- iv. Hosting A Speaker/Entertainers costs:
  - a. SGC will fund no more than two meals per day, with a maximum of \$25 per meal.
  - b. SGC will fund a contract that has been processed through the Office of Student Engagement that is all-inclusive. All-inclusive means all travel, meals, lodging costs, and honorarium fees paid in one payment after the professional services have been provided.
  - c. SGC will not fund a contract that is already signed because is a form of retroactive funding and SGC will not be able to fund the expense.



Article VI:  
Budget Definitions, Rules & Policies

C. Program Budget (Continued)

- v. Vendors:
  - a. Ithaca College has a pre-approved list of companies for student organizations to use. This list is provided under the “Risk Management” section of the college website. There are lists of bus, inflatables and game vendors companies. Only vendors on these lists will receive funding.”
  - b. SGC will fund the payment attached to hiring student only if they are hired through the Office of Student Engagement. This includes, but not limited to,DJs, photographers, and other professional services.
  - c. SGC will not fund non-specific items with no specific association. Such items include overage charge covers, risk management, or miscellaneous items. These items are not specific to one category and are not guaranteed expenses.

D. Travel/Conferences Budget

a. Definition:

- i. A travel budget is used to request funding for off-campus activities for an organization. This could be off-campus programming that is open to the community or travel to another location for only organizational members.
- ii. This budget is NOT used to request funds for materials for general body meetings, on-campus programming, or fundraisers.
- iii. Each travel budget must be requesting funds for only ONE trip at a time.
- iv. The trip supported by the travel budget must connect to the mission of the student organization. This must be communicated with the committee when presenting the budget.
- v. Any student organization that has the goal of raising funds during travel is classified as a “Travel Fundraiser” Budget. Please refer to the fundraising section for more specific details.

b. Rules & Policies:

- i. General Rules:
  - a. Due to the expense of travel, there is a non-negotiable travel allocation maximum of\$4,000 per academic year. Although a student organization’s travel proposal may exceed \$4,000, organization who will receive a single or combination of allocations that will exceed the maximum allowed.
  - b. SGC will fund travel events where every single member of the organization has the opportunity to attend. It is strongly encouraged that travel events include an equal number of general body members and executive board members.
  - c. SGC will not fund travel events that exclude certain members in an organization. This includes executive board member-only travel events, or events where participation is limited by an outstanding factor.

Article VI:  
Budget Definitions, Rules & Policies

- d. SGC will not fund travel events that exclude certain members in an organization. This includes executive board member-only travel events, or events where participation is limited by an outstanding factor.
- e. SGC will fund the registration fees associated with registration for travel events for the 2020-2021 Academic School Year. Such purchases will include admission or registration fees to events and conferences.
- f. SGC will not fund a student that is not currently enrolled at Ithaca College and any students who are not currently members of the respective organization, this includes advisors.
- g. Each organization can request multiple travel budgets per semester.
- h. Travel budgets must be submitted at least 6 weeks before the date of the trip. This allows time for the organization to complete the travel authorization process through the Office of Student Engagement.
- i. The travel budget request CANNOT be opt-ed out. All student organizations requesting funds for travel must present to the committee.
- j. All funds allocated for a travel budget must be spent for the specific items on the budget. If all funds were not spent from the programming budget, they will be taken out of the student organizations account and returned to SGC.
- ii. Food purchases:
  - a. SGC will not fund food during travel events. Food benefits individuals and not the general organization.
- iii. Travel Expense
  - a. SGC will fund the purchase of gas during the travel events. Funds to cover gas may be requested for both Ithaca College vehicles and personal vehicles. The organization must use the “Gas Equation” to support their funding request.
  - b. The gas equation is: (Current NYS Avg. Gas Price \* Number of Miles Traveled \* Number of Vehicles)/25 MPG.
  - c. The current national gasoline average can be found at: [newyorkstategasprice.com](http://newyorkstategasprice.com)
  - d. SGC will fund the purchase of airline tickets for student organizations travel if supporting documentation is provided to support the requested funds. Note that if the price of any airline ticket increases after an allocation has been made, it is the student organization’s responsibility to cover the full amount of the difference.
  - e. SGC will fund the purchases of taxi cabs including tip associated with the ride.
  - f. SGC will fund parking and tolls under the condition that the vehicles have at least four-fifths of its seats filled with members while bringing students to an organization's event
- iv. Lodging Expenses:
  - a. SGC will fund the purchases of hotel accommodations during travel events. It is expected that organizations upload multiple supporting documentation comparing other hotels in the area to provide rationale for the pricing of the hotel accommodations.

Article VI:  
Budget Definitions, Rules & Policies

E. Fundraiser Budget

a. **Definitions:**

- i. Fundraising loans are effectively programming proposals with the goal of raising funds for the student organization. SGC lends funds to student organizations to enable them to run fundraising events.
- ii. All money allocated to a student organization for a fundraising loan must be returned to SGC after the fundraiser is complete. All other funds raised in excess of the loan will be kept by the student organization.
- iii. An organization will not be in debt to SGC if money fundraised is less than the total allocation to the organization.

b. **Rules & Policies:**

- i. General rules:
  - a. SGC will fund the purchase of shirts if they are for the intent of making a profit.
  - b. It is important to note that the state of New York charges a tax rate on all items sold on the Ithaca College campus. The respective rates will be applied to any deposits made into a student organizations accounts, and the applicable tax will be deducted from the full deposit amount. The tax for apparel sales is 4%, and the tax for all other merchandise sales is 8%.
  - c. All rules & policies from programming and travel apply to fundraising budgets.

E. Travel Fundraiser Budget

- i. A travel fundraiser budget is a student organization trip with the goals to raise money for the student organization.
- ii. Similarly to a Fundraiser Loan Budget, all money allocated to a student organization for a travel fundraiser must be returned to SGC after the fundraiser is complete. All other funds raised in excess of the loan will be kept by the student organization.
- iii. An organization will not be in debt to SG if money fundraised is less than the total allocation to the organization.
- iv. All travel rules and policies apply to this type of budget.

Article VII:  
Appropriations How-To's

A. How To Attend An Appropriations Meeting

a. Rules for the Appropriations Committee Meeting

- i. The Committee must consist of these ratios to be able to function as a voting body on budgets:
  - a. At least 5 voting members at the meeting (including or plus VP of Business & Finance).
  - b. No fewer than 7 members & 10 members will be voted to be on the committee.
  - c. At least one third of committee members must be senators.
  - d. If there is a tie, the VP of Business & Finance will vote to break the tie.

b. Before attending the meeting:

- i. Review your budget, know exactly where you found your numbers and supporting documentation.
- ii. Be prepared - the committee might ask you questions about previous events and budgets like the one you are presenting.
- iii. Know the mission of your organization and how it relates to the budget you are requesting.

b. The night of the meeting:

- i. Come to the designated room 10 minutes before your organization's designated time. There will be chairs outside of the room, for you to wait in. A committee member will come get you when the committee is ready for you to come present. Do not go into the room until asked.
- ii. When the committee member retrieves you to come into the room, walk to the front of the room to present. The VP of Business & Finance will have your budget brought up on the screen while you present. If you would like you can control the budget presentation on the screen, you may do so.
- iii. When presenting be sure to talk about the following:
  - a. Your position, organization, and its mission, as well as the budget you are presenting, the date of event/travel (if applicable), and if it has been done before by your organization.
  - b. Each item you are requesting money for, be sure to have supporting documentation for each item you are requesting money for.
  - c. If you have other funding sources, know what they are and for how much.
  - d. Be prepared to answer questions from the committee members if asked.
- iv. Once you finish your presentation and the committee asks questions, you will be dismissed, and you can leave for the night.
- v. The committee will then deliberate the budget request, and vote. This decision will be emailed to your organization member by no later than Friday evening.



Article VII:  
Appropriations How-To's

B. How To Opt-Out of Presenting a Budget

**\*\*All student organizations requesting funds for the first time of the academic school year must present their first budget, even if it is eligible to be an opt-out.\*\***

- a. In certain cases, a student organization may elect to opt-out of presenting at the Appropriations Committee meeting. This privilege was created in an attempt to expedite meetings and save the time of individuals involved in presenting.
  - i. An organization may be eligible to opt-out if:
    - a. The grand total of an Operational Budget request is less than \$250.
    - b. The grand total of a Programming Budget request is less than \$150.
    - c. An organization has the same budget that has already been presented during the academic year
- b. Travel budgets are not eligible to be opted-out of presenting.
- c. The notification of the status of your budget (approved, denied, or tabled) will be sent with the presented budget notifications via email.

C. How To Appeal a Budget Allocation Decision

**\*\*An appeal is submitted when an organization either receives an allocation they do not want or think is justified, or when an organization's budget is denied, and they think it is unjust. This is a required process and timeline to follow to dispute your funding request decision.**

a. **Appeals Process:**

- i. Organization receives email notification about the verdict of the budget request.
- ii. Organization decides whether to submit an appeal to the verdict or not.
- iii. Organization must submit the appeal by the next scheduled Appropriations Committee meeting. (Submit a completed "Funding Appeal Form" on IC Engage).
- iv. Organization emails VP of Business & Finance to notify them of the decision to appeal.
- v. The VP of Business & Finance will alert the rest of the SGC Executive Board of the submitted appeal.
- vi. The VP of Business & Finance will meet with the organization to review the appeal and inform them of how to present their appeal to the SGC Senate.
- vii. The student organization will come to the next SGC Senate meeting and present their budget appeal and give their rationale to why they are appealing. The VP of Business & Finance will then present their allocation and their rationale. During this meeting the Senate will vote on the appeal, and the verdict will be delivered to the student organization that evening about the status of their appeal.
- viii. The VP of Business & Finance will change the budget allocation according to the verdict of the SGC Senate meeting.

b. **General rules for any appeals:**

- i. If an organization wishes to submit an appeal they have from the time they receive the email notification about the status of their budget to the next Appropriations Committee meeting. This will typically only be one week, but if it is before a holiday break it will adjust accordingly.

Article VII  
Appropriations How-To's

C. How to Appeal a Budget Allocation Decision (continued)

- ii. To submit an appeal, the organization must submit a completed "Funding Appeal Form" on IC Engage. (this can be found by searching in forms for "Funding Appeal Form").
- iii. In addition to submitting the complete "Funding Appeal Form" on IC Engage, email the VP of Business & Finance (SGCBusiness@ithaca.edu) and notify them you have submitted an appeal. Mark this email as **\*High Priority\***.

D. How To Return Unused Funds

a. **Why is this required for student organizations?**

- i. After the Appropriations Committee allocates funds to a student organization the student organization uses the funds given. Once they are done with whatever they requested funding for they are required to return unused funds to SGC. If unused funds aren't returned to SGC directly following the end of their use, they will sit in the student organization's account until the end of the semester and other student organizations will not be able to use these funds.

b. **Each type of budget has their own rule for returning unused funds:**

- i. Operational Funds must be returned 30 days after the semester concludes.
- ii. Programming Funds must be returned 30 days after the event concludes. (Or after all campus provided services have been invoiced).
- iii. Fundraising Funds must be returned 30 days after the fundraiser concludes.
- iv. Travel Funds must be returned 30 days after the trip concludes.

c. **How to return funds back to SGC?**

- ii. The Office of Student Engagement (OSE) Student Organization Business Coordinator will return all unused funds back to SGC on behalf of the student organization.

E. How To Be A Recognized Student Organizations

a. **Returning Organizations:**

- i. Complete Registration on IC Engage (formally Orgsync)
- ii. Have 10 active members (including 4 officers, 1 presiding officer, 1 finance manager)
- iii. Have a full time Ithaca College employee agree to be the advisor by completing an online Advisor Agreement (Advisor must submit the completed advisor agreement form)
- iv. Complete the Officer Training
- v. Attend a Re-Recognition Workshop. Students are encouraged to check this Google Document to find details about the upcoming workshops as times/locations/workshops are continually being added.

b. **New Student Organizations:**

- i. To create a recognized student organization through the Office of Student Engagement, you must first meet with a member of the New Student Organization Recognition Team in the Office of Student Engagement. Please e-mail ose@ithaca.edu to set up an appointment.



**Article VIII:**  
**Resources for Student Organizations**

**A. Student Governance Council Resources**

**a. SGC Website**

i. The SGC Website is a resource for student organizations because it has all the information about SGC, including the Appropriations Committee and the funding process.

**b. IC Engage**

- i. SGC’s IC Engage portal has resources for student organizations.
- ii. Under the “Documents” tab student organizations can find:
  - a. The Allocations Handbook
  - b. The Budget Request Template
  - c. Fuel Equation for Travel
  - d. Suggested Price List and Locations
- iii. Under the “Forms” tab student organizations can find:
  - a. The “Funding Appeal” Form
  - b. The “Returning Unused Funds” Form

**c. Office Hours**

- i. For the Academic Year 2020-2021, The VP of Business and Finance will be holding office hours. These office hours are for student organizations to ask questions about the allocations process, their own budget requests, etc.
- ii. These office hours can be found on the SGC Website, and in the bi-weekly newsletter to Treasurers recognized by the Office of Student Engagement.

**d. Email**

i. If student organizations members have any questions about the allocations process after reading through the Allocations Handbook please email the VP of Business & Finance at [SGCBusiness@ithaca.edu](mailto:SGCBusiness@ithaca.edu), or their assistant at [SGCbusiness\\_assist@ithaca.edu](mailto:SGCbusiness_assist@ithaca.edu).

**Article VIII:**  
**Resources for Student Organizations**

**B. Campus Resources**

**a. Academic Schools**

i. Academic schools are a great resource to request funding from. SGC is not the sole resource for student organizations to request funding from. Another resource for student organization are their respective academic schools.

**b. The Office of Student Engagement (OSE)**

- i. Every student organization treasurer is required to maintain a detailed record of their respective organization’s financial records. These records include (but are not limited to) a list of all transactions, all funding requests from SGC, all funding allocated by SGC, and a running account balance.
- ii. If the student organization’s treasurer needs help the OSE staff is able to provide resources and information to assist organization treasurers.
- iii. Patti Banfield is the SGC’s Appropriations Committee Advisor AND the Student Organization Business Coordinator. Due to being involved in both SGC and OSE she is an excellent resource for student organizations. However, if your organization has a question about the funding process or the allocation’s process, please reach out to the VP of Business & Finance and NOT Patti.

Article IX:  
Appendix

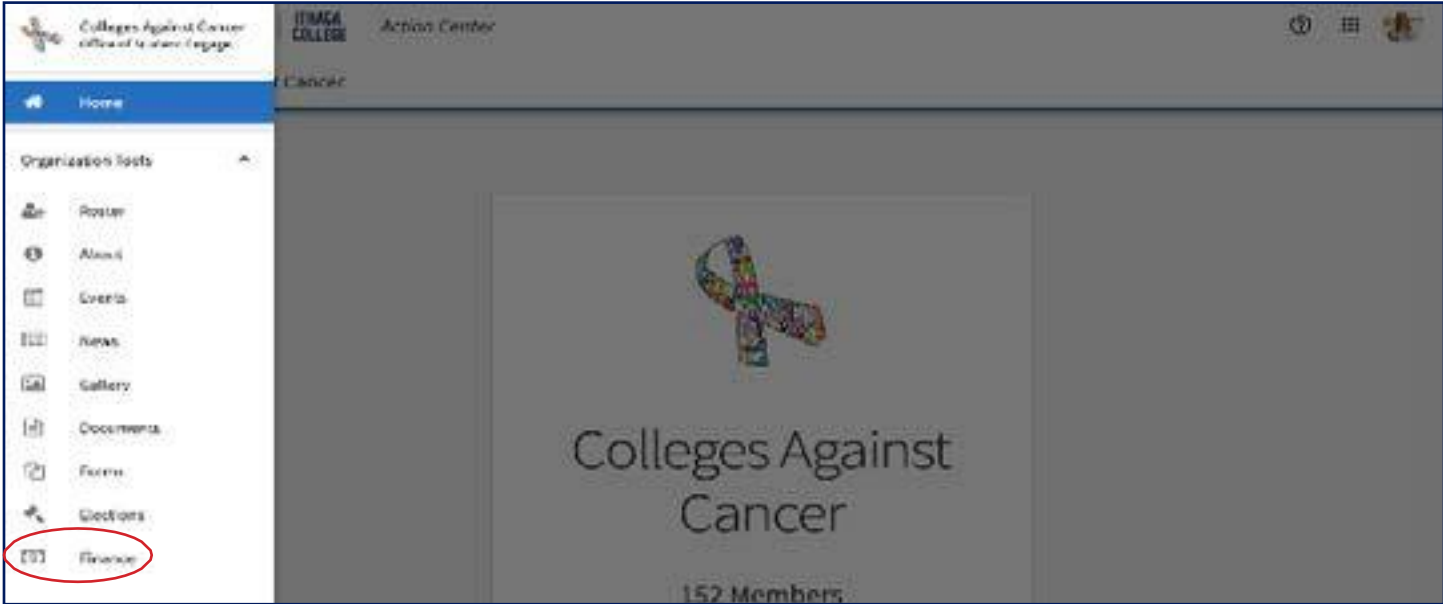
This section includes the full screenshots of pictures used previously in the Handbook.



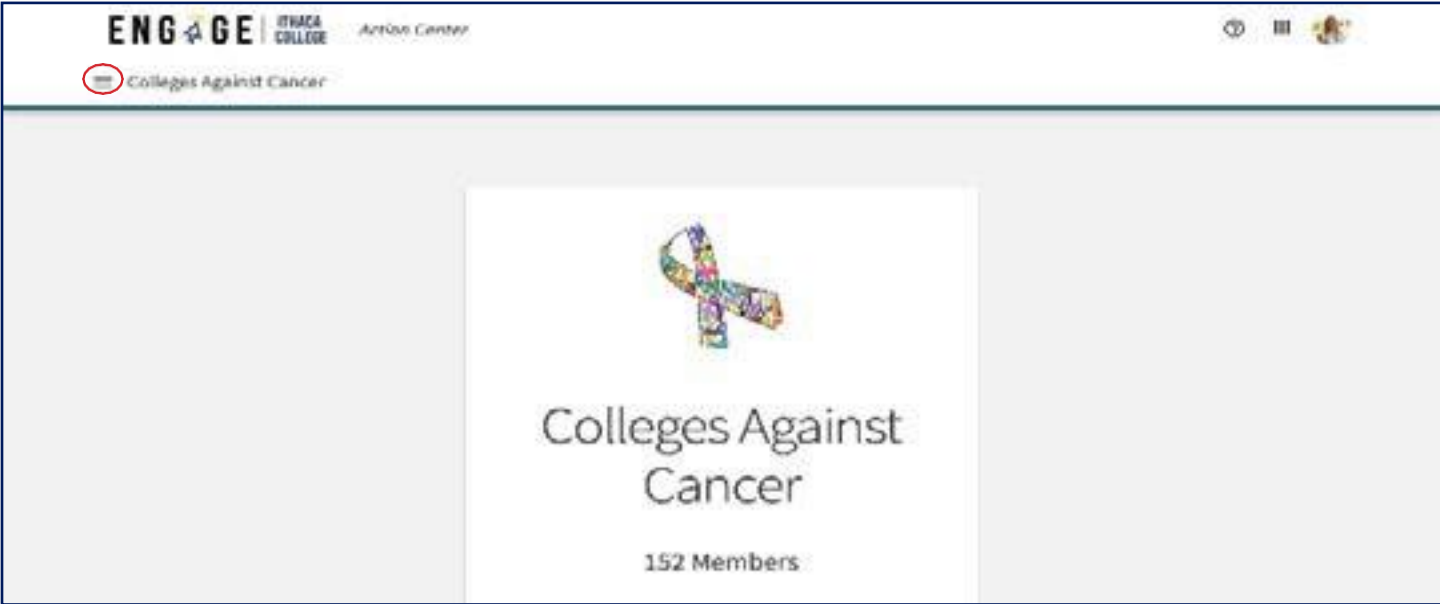
Article IV, Section C: How to Submit A Budget Request

Article IX:  
Appendix

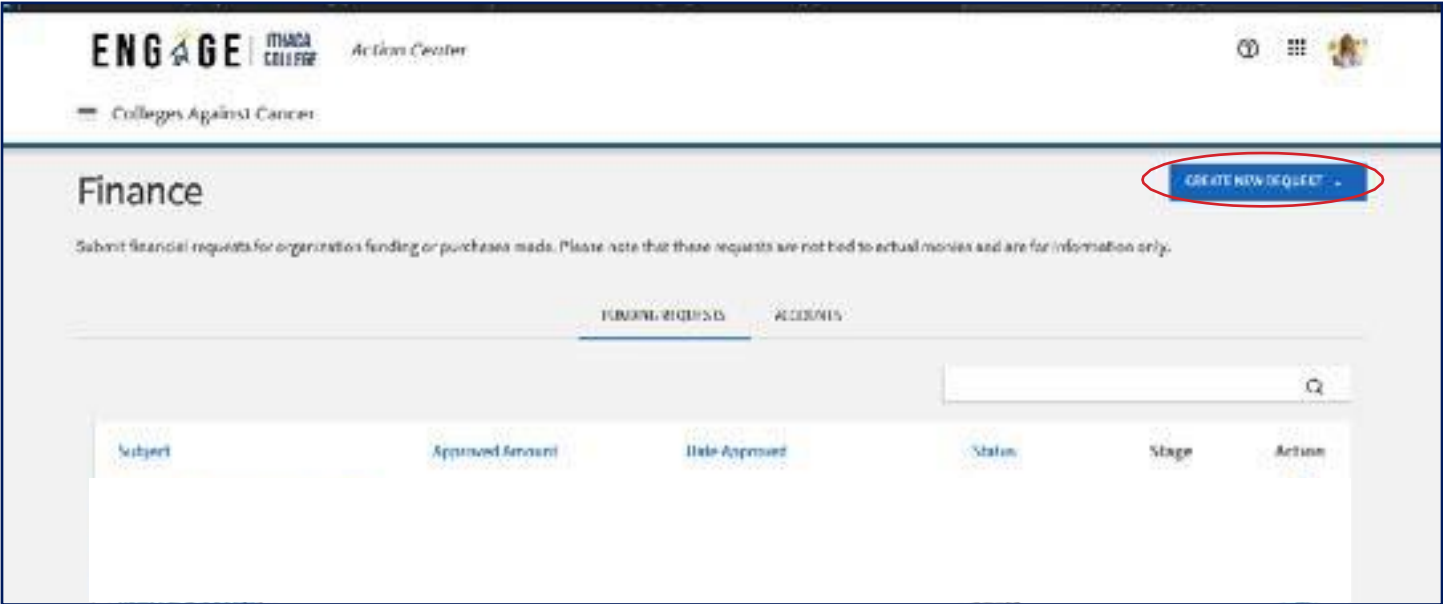
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Article IV, Section C: How to Submit A Budget Request



Article IV, Section C: How to Submit A Budget Request



Article IV, Section C: How to Submit A Budget Request

## Article IX: Appendix

This section includes the full screenshots of pictures used previously in the Handbook.

The screenshot shows the 'Create Funding Request' form in the ENGAGE ITWACA COLLEGE Action Center. The header includes the ENGAGE logo, ITWACA COLLEGE, and Action Center. Below the header is a navigation bar with 'Colleges Against Cancer'. The main content area is titled 'Create Funding Request' and contains a form with the following fields:

- Request Details**
- \*Subject** (text input field)
- Description** (text input field)

Article IV, Section C: How to Submit A Budget Request

The screenshot shows the 'AFTER SUBMITTING THIS REQUEST' section of the form. It includes a timeline of events:

- Timeline:**
- 1. By Monday evening, the SAC/VP of Business and Finance or their assistant will send the requester the weekly allocation meeting schedule, including the time they will present their budget to the committee.
- 2. Wednesday evening, the requester will present the funding request to the Appropriations Committee.
- 3. By Friday evening, the SAC/VP of Business and Finance or their assistant will send notification results to all requesters with the committee's decision on their funding request.

At the bottom of the form, there are two buttons: **SUBMIT REQUEST** (highlighted with a red circle) and **CANCEL**.

Article IV, Section C: How to Submit A Budget Request