Student Senate Allocation Process Guidelines

I. The Allocation form must be turned in by the deadline.
   a. Deadline for Allocations will be given by the Executive Treasurer during regularly scheduled Senate meetings

II. The Class Officer President and Treasurer must be in attendance in the Allocation Hearing
   a. If a Class Officer Treasurer is unable to attend the Allocation Hearing, then a representative (Must be Class Officer) for the Treasurer must attend

III. Be prepared to defend your request for funds and discuss your current budget

IV. If you are late to the Allocation Hearing, your request for funds will not be heard by the committee

V. You may only request funds in advance
   a. You may not request funds to support events that have already occurred
   b. You may not request funds for which you have not already asked to allocate in the proper time period
   c. You may not request for a higher/lower amount of funds during the Allocation Hearing

Class Officer Application for Student Senate Allocation Funds

This form outlines the details for requesting funds for student Class Officer Activities. The form must be submitted as a hardcopy to the Student Senate mailbox in SAB, meeting posted deadlines. The Student Funding Board will review requests for funding and make the final approval.

Student Funding Board Request Form Page 1 of 7
Requesting Class Officer Information

Class (Freshman, Sophomore, Junior, Senior):
___________________________________

Name of person who prepared this form:
___________________________________

Preparer’s e-mail and CMB:
___________________________________

Preparer’s Phone:
___________________________________

Class President:
___________________________________

Class President’s e-mail:
___________________________________

Class Treasurer’s e-mail and CMB:
___________________________________

Funding Purpose *(Programming)*

Name of Event: ____________________________

Location of Event: __________________________

Has this location been reserved by your Class Officer?

☐ Yes  ☐ No

Will this event be co-sponsored? “Co-sponsoring” means that another organization will be actively helping to put the event together.

☐ Yes  ☐ No

If yes, by which organization(s):

___________________________________
Date and Time of Activity: __________________________________________________________________________

Type of Activity (check all that apply):

☐ On Campus      ☐ Free to Attendees
☐ Off Campus      ☐ Charge to Attendees of $__________
☐ Cultural
☐ Educational
☐ Entertainment
☐ Social
☐ Other: ________________________________

Estimated Attendance:

Schreiner University Students ________________________________

Schreiner University Faculty/Staff ________________________________

Non- Schreiner University ________________________________

Marketing Methods (how and where will you promote this event?)

<table>
<thead>
<tr>
<th>Method</th>
<th>Who will see advertisement?</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
**Itemized Budget** *(how the money will be spent?)*

<table>
<thead>
<tr>
<th>Item(s)</th>
<th>Cost</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binders</td>
<td>$5.00</td>
<td>3</td>
<td>$15.00</td>
</tr>
<tr>
<td>Cookies</td>
<td>$9.75</td>
<td>1</td>
<td>$9.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$24.74</td>
</tr>
</tbody>
</table>

*If more space is needed, please continue listing on separate sheet of paper and staple that sheet of paper to the end of this packet*

**Estimated Financial Support** *(what other funds will contribute to the activity?)*

| Contribution from Class Officer’s Treasury/Members | $ |
| Monetary Donations                                  | $ |
| In-kind Donations (value of goods/services)        | $ |
| Co-Programming with _____________________________ organization/department | $ |
| Co-Programming with _____________________________ organization/department | $ |
| Co-Programming with _____________________________ organization/department | $ |
| Other Support from: ______________________________ | $ |
| Total Expected Revenue from activity ticket sales  | $ |

**Total Estimated Support (2) $**
### Total Allocation Request (*itemized budget – estimated financial support*)

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>Total (1)</td>
<td>$</td>
</tr>
<tr>
<td>Total (2)</td>
<td>$ (-)</td>
</tr>
<tr>
<td>Total Allocation Request (1 – 2)</td>
<td>$ (=)</td>
</tr>
</tbody>
</table>

### Rationale for Funding

1.) Briefly describe the event or project you will be using the allocation funds to finance:

2.) Briefly explain why you need support from the Student Funding Board Fund to sponsor this activity:
3.) How will members of your class be involved in the planning and implementation of this event?

4.) Please list any previous fundraising events that your class has had before this Allocation Hearing. Also include any activities that your class has put on for the Schreiner Community in the past year.
5.) If given the money requested, how will it benefit the Schreiner Community? How will it benefit your class?

*We agree that all monies allocated to our class will be used for the items in the budget proposed in this application. We affirm that every Class Officer agrees to this request for funds. We also understand that none of these funds may be used to purchase alcohol, nor anything accompanied with alcohol (Bartenders, Security for alcohol events, etc…), or T-shirts. We further adhere to agree to the Student Senate Allocation Process and Guidelines stated above. If agreed, please sign *

X ____________________________  X ____________________________
Class President                  Class Treasurer

Student Funding Board Request Form Page 7 of 7