

What is the Budget Allocation Process?

We're glad you asked! The SGA starts this process towards the end of each semester. The first step is for you, the wonderful clubs and organizations of Stevenson, to fill out the **Registration and Budget Allocation Form**. This is a requirement to fill out in order to 1) Be considered a "club and organization" on campus and/or 2) Receive funding from SGA.

There are four types of clubs and organizations here at Stevenson:

1. **Active and Funded**
2. **Active and Non-Funded**
3. **Provisional**
4. **Inactive**

Descriptions of each can be found here: [PLEASE READ BEFORE CONTINUING!](#)

The rest of the document pertains to the **Active and Funded** clubs. Once you submit your budget allocation, the President, Vice President, Director of Finance, and Director of Clubs and Organization meet and review all submissions. While in this meeting, several factors come into play when we make our final decision.

What's in Review:

The first thing we look at is the requested total. We review each the cost of each event and determine if it is reasonable or if there are any errors. You would be surprised how many totals don't add up.

The second thing we look at is the types of events you have planned for next semester. We review the submissions in the "Club Event Assessment Form" to see what events you have done this semester, and compare it to what you have planned to make sure you are completing the event requirements.

Along with event requirements, we review your participation in events throughout the semester. These include convocation, the welcome picnic, homecoming, leaderstang, and club forums, accepted students day, and involvement fair.

What Can Negatively Impact Your Allocation Request:

If anything is requested that is against SGA Policy, you will not be allocated those amounts. These include club restricted T-shirts, club-restricted trips, or conferences.

If are not making an effort to meet the event requirements, we will be less inclined to grant you your allocated request. You must be making an effort to meet the four event minimum requirement for the academic year.

If you have missed the involvement fair, accepted students day, club forums, leaderstang, homecoming, the welcome picnic, or convocation, it will negatively effect your

allocation request. Unless there are legitimate reasons such as a doctor's note, you must attend all events.

Carryovers:

At the end of the fall semester, you will be allowed to keep the amount in your account for the spring. This is called a carryover. However, because the end of the spring semester marks the end of the academic year, all of the allocated money in the your account will roll back into the SGA fund, which will be used in the allocation process and special funding for the next academic year. Any amounts that have been fundraised by your club will remain in your account and carryover to the fall semester.

Example of a carryover:

Your club has a total \$100 by the end of the fall semester. Your allocation request for the spring is \$500. The SGA will grant you \$400, to make your total \$500 for the spring.