

**Student Event  
Allocation  
Proposal Packet  
for  
programs occurring  
Spring 2011**

**Deadline: October 29, 2010 (4:30 p.m.)  
Please submit to  
Office of Student Leadership & Involvement  
UC 211  
678-8679**

**Proposal Training Sessions  
Tuesday, Oct. 12 at 2:30 PM [UC Bluff Room]  
- & -  
Wednesday, Oct. 13 at 11:00 AM [UC Senate Chambers]  
(Optional but strongly recommended)**



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## **Student Event Allocation Proposal Packet Checklist**

- Is my organization fully Registered with the Office of Student Activities?
- Has our organization been represented at one of the mandatory RSO Workshops held in Fall 2010?
- Have we reserved the location(s) for event(s) being proposed (i.e. paperwork such as the Room Request and Form A completed and submitted)?
- Have we completed the Proposal packet in its entirety (including event date, time, location and contact information and social security number for artist)?
- Have we obtained all necessary signatures in this proposal packet?
- Have we read and fully understood the policies governing the Student Event Allocation procedures?

## How Do I Prepare and Submit a Proposal?

- **The purpose of Student Event Allocation is to solely fund Registered Student Organizations to host events on campus. SEA will not fund any proposals where the Registered Student Organization does not have the majority control of the event.**
- Pick up a Student Event Allocation (SEA) packet from the Office of Student Activities (UC 211). Call the office at 678-8679 if you need assistance.
- Make sure that your organization is registered with the office and is listed as a Registered Student Organization for this academic year.
- Complete the Student Event Allocation packet and any other necessary forms. The SEA Program Proposal must be signed by the RSO President(s) and Advisor(s) who will present the program.
- Meet with the staff in the University Center to reserve space for your program(s). **The location for all events must be reserved before submitting the proposal to the SEA Committee.**
- Submit the program proposal and other accompanying documents to the Office of Student Activities by the published deadline. The proposals will be reviewed by staff members and the Student Event Allocation Committee. **SEA proposals must be submitted one semester before the program by the published deadline. Late submissions will not be accepted.** After submission of all forms, a mandatory pre-hearing will be arranged with the SEA Advisor and Chair.
- Please complete the SEA Packet in its entirety. **Incomplete packets and TBAs will NOT be accepted (this includes dates, times, locations, artist information, etc.)**

## What Meetings Do I Need to Attend?

- **SEA Proposal Training (Optional but Recommended)**  
This training will provide vital information in making your proposal complete and competitive. This workshop will focus on organizing your budget, negotiating artist fees, how and why you should seek outside funding, and other important issues. The Office of Student Leadership & Involvement will be available to answer any questions you may have regarding your proposal.
- **Meeting 1—The Pre-Hearing**  
RSO officers and Advisors in charge of the program proposals must be available to attend a Pre-Hearing meeting with the SEA Advisor. Ideas to improve and strengthen the program proposal are discussed at this meeting—any questions may be answered at this time.
- **Meeting 2—The Presentation**  
All organizations presenting the program must attend this meeting. Proceedings for this meeting include a five minute presentation on the proposed program and a question and answer period for the Committee. Presentations before the Committee may be audio recorded for our records.

The SEA Chair will give written notice of the committee's decision within seven days (when possible). Programs are approved on the basis of need, quality-planning, and expected campus-wide success.

- **Meeting 3—The Post-Hearing**  
If funding is allocated by the committee and all committee stipulations are agreed upon, a Post-Hearing will be held with the SEA Advisor to discuss contractual matters and legal details between all parties involved in financing, promoting, supporting, and performing the program.

## What Are Some of the Pre-Program Issues?

- **University of Memphis policy**—University of Memphis policies for RSO's must be adhered to when applying for and receiving Student Event Allocation funds. A copy of the SEA policies is available for you in the Office of Student Leadership & Involvement.
- **Keep Contact Information Current**—If the names, addresses, or phone numbers of RSO officers or advisors change, please make the SEA Advisor aware of the changes. If office staff cannot reach within your organization when needed or if you do not receive information sent to you, the program may be cancelled.
- **Retroactive Funding**—Funding is **not** retroactive. All approvals for funding should be obtained before money is promised and the good or service is delivered. The SEA Committee will never approve a contract after services have been performed.
- **Deadlines**—If you do not furnish the SEA Chair and/or Advisor with information needed by set deadlines, the program will be cancelled.
- **Changes in Programming After Approval**—Funding approved by the SEA Committee is based on the details and nature of the specific program. If you have any changes in your program: performer/artist, date, time, artist availability, etc., contact the SEA Advisor to request approval. Changes are not guaranteed approval.
- **Finding/Contacting Performers** – We have many resources available to organizations to find high quality speakers/performers. There are some key things to remember when contacting an artist or agency to inquire about coming to the University of Memphis. Including: who to contact, following up, negotiating prices, riders & requirements, contracting, and much **much** more! Please work with the SEA Advisor or other Student Leadership & Involvement staff to work through this process.
- **Housing and Travel for Performers**—When negotiating the price of a performance with an artist or agency, be sure it is understood that the artist must include their travel and housing by negotiating an all inclusive (or flat fee) contract to determine the total fee.
- **Admission and Ticketing**—RSO's that charge admission to the program must return revenue to SEA, as student activity fees cannot be used to fundraise for an organization.
- **Availability of Space**—You must check with the University Center for space reservations

## What Are the Post-Program Issues?

Complete a Post-Program Evaluation form and submit it to the SEA Chair or SEA Advisor within ten (10) days after the program. The evaluations are used to complete the SEA file for your program(s). This information may be requested by The University of Memphis in various monthly or annual reports, and also by the University Allocations Committee from which SEA funds are appropriated.

## Interpreting the Budget Breakdown Sheet (Referring to Part III of SEA Program Proposal)

Part III of the Student Event Allocation Program Proposal is the Budget Breakdown. This budgetary breakdown is a simple budget sheet to assist you and the SEA committee in determining potential funding. The SEA committee strongly encourages student organizations to contribute or solicit outside funding to help assist SEA in the collective funding of the program.

### Example:

The University of Memphis Archeology Club (UMAC) wants to bring a nationally known speaker on Middle Eastern archeological history to campus to speak about his studies on this topic. This speaker, Indiana Jones, costs \$1000 and will be staying at a local hotel which costs \$100 a night. UMAC has \$200 in their checking account that they would like to contribute to the program. UMAC wants to pay for the hotel and \$100 of the Artist Fee. UMAC wants to request \$30.00 to feed Indiana Jones and one student representative for lunch and dinner. Below is an example of what the Budget Breakdown would look like:

### III. Budget Breakdown for Proposed Program

<b>Honorarium/Artist Fee:</b>	\$ <u>100</u> Organization Contribution	+	\$ <b>900</b> Request from SEA	=	\$ <u>1000</u> Total Artist Fee
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<b>Lodging:</b>	\$ <u>100</u> Organization Contribution	+	\$ <b>0</b> Request from SEA	=	\$ <u>100</u> Total Lodging
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Number of: \_\_\_\_\_

\_\_\_\_\_ 1 Single rooms

\_\_\_\_\_ Double rooms

\_\_\_\_\_ Other (please explain): \_\_\_\_\_

Number of nights' stay: 1 \_\_\_\_\_

Name of Hotel/Facility: \_\_\_\_\_

<b>Meals:</b>	\$ <u>0</u> Organization Contribution	+	\$ <b>30</b> Request from SEA (Maximum \$1,000)	=	\$ <u>30</u> Total Meal costs
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Number of: \_\_\_\_\_

\_\_\_\_\_ Breakfasts @ \$ \_\_\_\_\_/each = \$ \_\_\_\_\_ Reception \$ \_\_\_\_\_

\_\_\_\_\_ Lunches @ \$ \_\_\_\_\_/each = \$ \_\_\_\_\_

\_\_\_\_\_ 2 Dinners @ \$ 15.00/each = \$ 30.00

Number of people eating: 2 \_\_\_\_\_

If feeding more than just performers/speakers, explain who is eating and why: \_\_\_\_\_

Backstage Hospitality:

Type: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

## STUDENT EVENT ALLOCATION PROGRAM PROPOSAL

Please Type or Print in Ink. Make a copy of this application for your reference. If you have any questions while completing these forms, please contact the Office of Student Activities at 678-2035.

### PART I: ORGANIZATION INFORMATION

Registered Student Organization(s) Requesting Allocation: \_\_\_\_\_

Title of Program/Event: \_\_\_\_\_

Primary Student Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### President—Student Organization A

(Attendance required at Pre-hearing, Presentation and Post-Hearing)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Advisor—Student Organization A

(Attendance required at Pre-hearing, Presentation and Post-Hearing)

Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### President—Student Organization B

(Attendance required at Pre-hearing, Presentation and Post-Hearing)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Advisor—Student Organization B

(Attendance required at Pre-hearing, Presentation and Post-Hearing)

Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

***\*If additional sponsoring organizations, please attach contact information for each respective organization's president and advisor.***

If applicable, account name and account number required for possible funding transfer (e.g. if University department intends to share expenses with Student Event Allocation, etc.):

Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Has/Have student organization(s) received SEA funding in the past? Yes/ No When: \_\_\_\_\_

Title of program(s) previously funded: \_\_\_\_\_

\_\_\_\_\_

## II. PROGRAM INFORMATION

NAME OF PRIMARY EVENT: \_\_\_\_\_

DATE OF PRIMARY EVENT: \_\_\_\_\_

TIME OF PRIMARY EVENT: \_\_\_\_\_

LOCATION OF PRIMARY EVENT: \_\_\_\_\_

**PLEASE LIST NAMES, DATES, TIMES AND LOCATIONS OF ANY ADDITIONAL OR SUPPLEMENTAL EVENTS** (include workshops, master classes, dinners, receptions, etc.). Attach itinerary if necessary.

**Description of the Event (Please include "Benefit to the University Community." Attach additional pages if necessary.)**

**Target Audience:** \_\_\_\_\_

\_\_\_\_\_

**Plans for promoting student attendance:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you bringing in an outside speaker or performer?  Yes  No

If yes, what is/are the name(s) of performer(s)? \_\_\_\_\_

\_\_\_\_\_

**Please give a brief background on the speaker/performer and explain what they will do or speak about. Address why you chose this person/group.** (Attach additional bio information if available.)

**II. PROGRAM INFORMATION (continued)**

Is the speaker/performer being represented through an agent?  Yes  No

If yes, what is the name of the agency? \_\_\_\_\_

Contact person for performer/agency: \_\_\_\_\_

Phone of performer/agent: \_\_\_\_\_ Fax of performer/agent: \_\_\_\_\_

E-mail of performer/agent: \_\_\_\_\_

Address of performer/agent: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If this proposal is approved, who should the check for the artist fee/honorarium be made payable to?

\_\_\_\_\_

Federal Tax ID# or Social Security # of agency/individual being paid: \_\_\_\_\_

Is this person a U.S. Citizen?

Yes  No

Is the agency a small business (independently owned; 9 employees or less; \$500,000 or less annual sales)?

Yes  No  Not a business

Is the agency a minority owned business (solely owned or at least 51% of assets owned by individual in racial, religious, ethnic or gender minority)?

Yes  No  Not a business

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Do you have an alternate speaker/performer if the current one is unable to come to the University of Memphis?

Yes  No

If yes, please specify: \_\_\_\_\_

### III. Budget Breakdown for Proposed Program

<b>Honorarium/Artist Fee:</b>	\$ _____ Organization Contribution	+	\$ _____ <b>Request from SEA</b>	=	\$ _____ Total Artist Fee
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<b>Travel costs:</b>	\$ _____ Organization Contribution	+	\$ _____ <b>Request from SEA</b>	=	\$ _____ Total Travel costs
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Number of people traveling: \_\_\_\_\_  
 How Traveling?:  Ground  Air  
 From what city? \_\_\_\_\_

<b>Lodging:</b>	\$ _____ Organization Contribution	+	\$ _____ <b>Request from SEA</b>	=	\$ _____ Total Lodging
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Number of: \_\_\_\_\_ Single rooms \_\_\_\_\_ Double rooms \_\_\_\_\_ Other (please explain): \_\_\_\_\_

Number of nights' stay: \_\_\_\_\_  
 Name of Hotel/Facility: \_\_\_\_\_

<b>Meals:</b>	\$ _____ Organization Contribution	+	\$ _____ <b>Request from SEA (Maximum \$1,000)</b>	=	\$ _____ Total Meal costs
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If you are bringing a speaker/performer you typically will provide one meal, if any at all [check rider requirements]

Number of:  
 \_\_\_\_\_ Breakfasts @ \$ \_\_\_\_\_/each = \$ \_\_\_\_\_ Reception \$ \_\_\_\_\_  
 \_\_\_\_\_ Lunches @ \$ \_\_\_\_\_/each = \$ \_\_\_\_\_  
 \_\_\_\_\_ Dinners @ \$ \_\_\_\_\_/each = \$ \_\_\_\_\_

Number of people eating: \_\_\_\_\_  
 If feeding more than just performers/speakers, explain who is eating, intent for food, where you will be getting the food, and an anticipated menu: \_\_\_\_\_

Backstage Hospitality:  
 Type: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

<b>Promotion &amp; Advertising:</b>	\$ _____ Organization Contribution	+	\$ _____ <b>Request from SEA</b>	=	\$ _____ Total Advertising
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Types of advertising/promotion:	Estimated cost:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

<b>Rentals &amp; Purchases:</b>	\$ _____ Organization Contribution	+	\$ _____ <b>Request from SEA</b>	=	\$ _____ Total Purchases
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Specify Type: Labor Costs	Estimated cost:
_____	\$ _____
_____	\$ _____

<b>Other:</b>	\$ _____ Organization Contribution	+	\$ _____ <b>Request from SEA</b>	=	\$ _____ Total Purchases
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Specify:	Estimated cost:
_____	\$ _____
_____	\$ _____

<b>Totals:</b>	\$ _____ Organization Contribution	+	\$ _____ <b>Request from SEA</b>	=	\$ _____ Total Event Cost
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**IV. AGREEMENT OF PARTICIPATING ORGANIZATIONS**

We, the undersigned, have read, understand, and agree to abide by all Policies and Procedures related to the Student Activities Fee Funds and Student Event Allocation. We fully understand that all advertising and promotional material must include recognition of Student Event Allocation and the University's Wordmark and Affirmative Action Statement.

**The signature(s) below must be obtained by the requesting organization before a proposal is considered to be submitted for action.**

The student organization listed on this request has complied with all regulations and policies set forth by The University of Memphis and the Student Event Allocation Committee.

**Signed:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
Student Org. A President Date Faculty/Staff Advisor Date

**Signed:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
Student Org. B President Date Faculty/Staff Advisor Date

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**For office use only**

*The student organization(s) listed on this request is/are approved and current **Registered Student Organization(s)** at The University of Memphis, thus eligible to receive support for the program being proposed.*

*The student organization(s) listed on this request has correctly completed all forms enabling them to present a program proposal to the Student Event Allocation Committee and has met with the below signed.*

**Signed:** \_\_\_\_\_  
Assistant Coordinator, Student Activities (UC 211) Date

**Signed:** \_\_\_\_\_  
Chair, Student Event Allocation Date

# **Student Event Allocation Guidelines**

## **updated Spring 2009**

### **SECTION 1: EXPLANATION OF GUIDELINES AND PROCEDURES**

- A. These Guidelines and Procedures govern the eligibility of funding requests. Simply meeting them does not ensure funding.
- B. The interpretation of these Guidelines and Procedures is delegated to the Student Event Allocation Committee with final approval by the Vice President for Student Affairs.
- C. These Guidelines and Procedures are for the allocation and use of the Student Event Allocation funds which are reviewed annually by the Student Event Allocation Committee. These Guidelines and Procedures will become effective upon approval by the Vice President for Student Affairs and supersede all previous Procedures, and will remain effective unless further revised by the Student Event Allocation Committee and approved by the Vice President for Student Affairs.
- D. The Vice President for Student Affairs, the President of the University, and the Tennessee Board of Regents reserve the right to review and amend the Guidelines and Procedures for the allocation of the Student Event Allocation funds when necessary to serve the best interest of the student body.

### **SECTION 2: FEDERAL, STATE, and UNIVERSITY POLICY REGARDING STUDENT ACTIVITY AND STUDENT EVENT ALLOCATION FUNDS**

- A. Student Event Allocation Funding is supported by student activity fees. All activity fees collected are state funds and as such, are subject to all procedures, rules, and regulations relative to state funds, including collection, disbursement, and audit. Ultimate authority for the use of the activity fee rests with the President of The University of Memphis pending approval by the Board of Regents. Primary consideration will be given to those programs that are available to all students.
- B. No funds shall be allocated to programs limited to special interest groups, unless such program is open to the entire student body and the Student Event Allocation Committee recommends approval based on a determination that the program will benefit the entire student body. No funds shall be used to finance instructional activities, sectarian religious activities, charitable causes, partisan political activities, or salaries for full or part-time staff.
- C. Use of Student Event Allocation funds must be in accordance with these Guidelines and Procedures, applicable University policies and procedures, and any legal requirements of the State of Tennessee and the Federal Government.
- D. Any change by the courts, legislature, or Attorney General affecting these Guidelines and Procedures will require rewriting of the applicable section
- E. With the exception of designated stipends, no Student Activity Fee funds shall be used for personal gain or profit by any person or student organization, its members or other persons, or to further any private venture.
- F. Student Activity Fee funds shall not be used to establish petty cash funds.
- G. Student Activity Fee funds shall not be used to finance, support, or influence voting on any issues currently on a university, local government, state government, or federal government election ballot. Additionally, such funds shall not be used in any manner to influence public opinion or legislation.
- H. Student Activity Fee funds designated for Student Event Allocation shall not be used to yield profit for a student organization.

### **SECTION 3: STUDENT EVENT ALLOCATION COMMITTEE MEMBERSHIP**

The structure of the committee members will be eight at-large members and two alternate members. Additionally, if at any time an at-large member's position becomes vacant, the alternate will be appointed to fill the vacancy. If any member is not present at a meeting, the alternate will assume that member's voting privileges.

- The selection process for this membership and the Student Event Allocation Chair will be chosen through a written application and an interview process. The selection committee will be comprised of

SAC board members and Office of Student Activities staff. This committee will choose a group of students that is diverse, experienced, and qualified to handle the responsibility of distributing student funds

- A. Members on the Student Event Allocation Committee will be permitted two unexcused absences from scheduled meetings. Any additional unexcused absence will result in the automatic removal of said individual and will be replaced accordingly by the Student Event Allocation Chair.
- B. Student Event Allocation Committee members may not present requests.

#### **SECTION 4: FUNDING ELIGIBILITY REQUIREMENTS**

- A. The Student Event Allocation Committee will only allocate funds to registered student organizations
- B. A registered student organization is defined by the Student Event Allocation Committee as a student organization registered with the University of Memphis, Office of Student Activities.
- C. Student Event Allocation funds can only be used for programs or services that have the potential to directly benefit all students. Therefore, programs must provide for and be representative of a pluralistic student body. Previous program evaluations may be utilized in determining program benefit.
- D. Student Event Allocation funds are necessarily limited and funds will be allocated on the basis of need, quality-planning and expected campus-wide success of the program. Organizations which have funds available will be expected to contribute financially to the Student Event Allocation program and all are urged to seek other alternative sources of funding.

#### **SECTION 5: FUNDING CATEGORY DESCRIPTIONS**

- A. CULTURAL PROGRAM:
  - 1. Emphasizes the manners, arts, customs and conveniences of any given society of people;
  - 2. Enrich the cultural components of the student life
- B. EDUCATIONAL PROGRAM:
  - 1. Enlightens participants on political and social issues; or
  - 2. Informs participants of possible solutions to personal issues; or
  - 3. Enhances overall academic experience of students
- C. SERVICE PROGRAM: Performance of tasks which meet community and/or global needs.
- D. COMMUNITY BUILDING PROGRAM: Provides entertainment or activities that supports an overall theme of campus-wide community building

#### **SECTION 6: REQUEST PROCESS**

- A. Student Event Allocation Requests are heard one semester in advance of the program date. Requests for programs in September through December will be heard the previous spring semester and January through April will be heard the previous fall semester.
- B. Student Event Allocation Requests must be turned in to the Office of Student Activities no later than 4:30pm on the date specified as the deadline. Allocation requests will not be heard unless they are 100% complete. The information on the request is used to complete the contracts used to pay performers/speakers, etc. It is imperative that the information be correct and complete. If there is incorrect information it may hold up an event or cause it to be cancelled.
- C. The proposal must include the following details
  - 1. Name of performer/speaker and agency
  - 2. Address of the agency and/or performer
  - 3. Social security number or Tax ID number
  - 4. Time, date, and location of event(s)
  - 5. Itemized cost of each item requested—including amount paid by organizations and amount being requested by committee

- D. Prior to the submission being heard by the committee, the group must attend a pre-hearing meeting to review proposal and process.
- E. Requests are heard by the Student Event Allocation Committee in the order they are received by the Office of Student Activities. The Student Event Allocation Chair will notify each organization of their hearing time.
- F. To approve or deny a proposal will take a two thirds (2/3) vote of the Student Event Allocation Committee.
- G. Requests submitted after the published deadline will not be heard.
- H. Funds are necessarily limited and will be allocated on the basis of need, quality-planning and expected campus-wide success.
- I. Organizations that have funds will be expected to contribute financially to the event and all are urged to find additional sources of funding.
- J. The proposal must state the program's intended audience.

### **SECTION 7: FUNDING GUIDELINES**

- A. Proposed programs must be open to the entire University community.
- B. No advance payment may be made, including deposits. Please communicate this to speakers, performers, etc. when making arrangements.
- C. Events should have as much broad appeal to the entire student body as possible.
- D. Proposed programs cannot be fund-raising events for student organizations. If money is raised (by ticket sales, donations, etc.) the organization must return the money (up to the amount allocated, and not exceeding it) raised to the Student Event Allocation account.
- E. Student Event Allocation funds will not be used for the purchase of awards, prizes, flowers, gifts or any such item, as determined by the Student Event Allocation Committee.
- F. Student Event Allocation may only be used to purchase food if allocated specifically for food according to the following requirements:
  - It constitutes an essential part of an educational or cultural program or university event, not as part of a regular organizational meeting.
  - It is used as hospitality for speakers and entertainers, including up to two student representatives from the organization sponsoring the event. The amount per student may not exceed the established University per diem.
  - The maximum amount allocated for food for any program will be \$1,000.
- G. Any spending of Student Event Allocation funds, or promises to spend said funds in connection with a program, cannot take place until the Student Event Allocation Committee has approved funding and a post-hearing with the Office of Student Activities has been completed. For example, no advertising for a program may be reserved or implemented and contracts cannot be requested, before funding has been approved
- H. Prior to the submission, the organization must inform the speaker, performer, etc. that he or she will need to sign a University of Memphis contract and that the University is not allowed to sign that of an agency, etc.
- I. No off-campus social activities will be funded by Student Event Allocation.

## **SECTION 8: PROGRAM CHANGES**

- A. If an organization has received funding and makes any changes to the program proposal (including time, date, location, performer, or any other aspect) within six weeks of the date of the program the funding for the program will be rescinded.
- B. If a change in any of the integral elements including dates, exact names of movies, concerts, dates, performers, speakers, venues, etc., occurs after the request has been approved, the organization must submit a Program Change Form for approval by the Student Event Allocation Committee.
- C. If the change alters the general nature of the program or if additional funding is required, a new request will be necessary
- D. If the change of program alters the original request such that the original request would have been in violation of the Procedures, then the change of program must be denied.

## **SECTION 9: BLACK HISTORY MONTH PROGRAMMING**

- 1. The Black History Month Committee of the Black Student Association will be responsible for submitting all Black History Month funding requests to the Student Event Allocation Committee. As a part of this overall request, all groups interested in having Black History Month programming funded by Student Event Allocation shall submit their requests to the Black History Month Committee for presentation to the Student Event Allocation committee.
- 2. This request will be heard the spring semester preceding the next Black History Month.
- 3. Programs should contain all the information that is normally requested within the Student Event Allocation process. It is acknowledged that actual speakers or performers will not be identified at this time, but a list of potential talent should be provided to the committee.
- 4. Committee will approve the total/maximum budget during this semester. No other requests for funding for this program will be heard after this decision is rendered and communicated.
- 5. The Black History Month programming committee will then have sufficient time to program and coordinate the entire calendar.
- 6. The Black History Month programming committee shall then submit its final program expenses, categorized by each event funded by the Student Event Allocation committee, by October 15<sup>th</sup> of the fall semester for final approval.

## **SECTION 10: ALLOCATION FUND EXPENDITURES AND REVENUE**

- A. Each organization must adhere to all stipulations placed on its allocation and the funds must be used for the program for which they are allocated. If the program is not held, the funds will revert to the Student Event Allocation Committee.
- B. Flexibility between line items will be allowed as long as the Student Event Allocation Guidelines and Procedures are adhered to and the said request totals less than the \$100 with the exception of food and is reviewed and approved by the Student Event Allocation Chair. All other changes over \$100 will be referred back to the committee
- C. Allocations will not usually be transferred to the individual organization's account. All expenditures and payments related to allocated funds must be approved through the Assistant Coordinator for Student Activities.
- D. After the Allocations Committee makes decisions, each organization will be notified as to whether or not funding has been allocated.
- E. If an organization has received funding, the student in charge of the event and the advisor of the organization must schedule a post-hearing with the Student Event Allocation Committee Chairperson and the Assistant Coordinator for Student Activities. If a post-hearing is not scheduled, then funding will be rescinded

- F. The post-hearing meeting contains information needed to advertise, plan, contract, and execute the program. Do not pay for anything until after the post-hearing meeting, as reimbursements are not available. Under no circumstances can contracts be requested from the performer or group before this meeting is held.
- G. All advertising must state, “sponsored in part by The Office of Student Activities, Student Event Allocation”
- H. An evaluation and financial review of the activity will be submitted by the co-sponsored group and Student Event Allocation Committee liaison within two (2) weeks after the event.

**SECTION 11: POLICY VIOLATIONS**

- A. Deficit spending will not be tolerated. If an organization incurs a deficit, that organization must meet with the Student Event Allocation Chair and the Assistant Coordinator for Student Activities. The use of that student organization account may be frozen, the organization may be deregistered, and the Assistant Coordinator will notify University departments of this action. Deficits must be cleared using non-student activity Student Event Allocation funds.
- B. The Student Event Allocation Chair will address any alleged violation of these Guidelines and Procedures. The Chair will notify the organization of the alleged violation in writing and arrange a meeting. If the problem is not resolved within two (2) weeks after the question is raised, the Student Event Allocation Chair will hold a hearing, at which any decision will require a 2/3 vote. If the organization is found to be in violation, the Student Event Allocation Committee may levy sanctions including, but not limited to, the rescission of the group’s entire allocation of the affected funds.
- C. The Student Event Allocation Committee will have the authority to rescind funds if:
  - 1. The program as funded has changed;
  - 2. Spending violated these Guidelines and Procedures.
  - 3. An organization has substantially changed its statement of purpose.
- D. Failure to comply with these Guidelines and Procedures and University Policy may result in a “hold” placed on the funding by the Student Event Allocation Chair.