Novel Coronavirus and Allocations: *Currently, international travel is not permitted for fall. University and state mandates supersede this manual. It is still possible that events could require cancellation without warning. Minimize you and your organizations’ financial risks by not committing supplemental funding to any funded activity. We value providing in-person experiences, but ask that you are proactive in minimizing the risk of transmitting illness.*

**Student Allocation Funding**

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Student Leadership Consultants are available in the Student Engagement Office to help with any questions about the funding process.

Phone: 256-765-4248  Email: rso@una.edu

Appointments: [www.una.edu/students](http://www.una.edu/students)
Student Allocation Fund Process

Budget Periods

<table>
<thead>
<tr>
<th>Funding Open (Allocation Review Committee meets)</th>
<th>For Activities/Travel Occurring</th>
<th>Percentage Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1 – November 5</td>
<td>October 1 – December 1</td>
<td>40%</td>
</tr>
<tr>
<td>November 1 – November 23</td>
<td>January 3 - April 27</td>
<td>45%</td>
</tr>
<tr>
<td>January 3 – March 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 1 – April 15</td>
<td>May 5 - September 30</td>
<td>15%</td>
</tr>
</tbody>
</table>

Funding periods end at 4:30pm on the last day. The University is closed these Fridays: Oct. 8, Feb. 18, and April 15. Assistance will not be available if you wait to submit on these days.

Funding Process

1. In order to allow the Budget Oversight Committee to make a decision in a timely manner, proposals must be submitted electronically to the SGA Budget Oversight Committee via UNA Student Engagement Online (Presence) by 4:30 p.m. on Fridays, no later than four Allocation Review Committee meetings in advance of the proposed event/travel date (see example calendar). Due to coordinating funding paperwork within the time-lines set forth by the University Fiscal Affairs Office, there will be no exceptions to this deadline.
2. Each Registered Student Organization is limited to only 2 requests per week. Therefore, any proposal submitted beyond 2 within a 7-day period will be automatically deleted.
3. Upload all supporting documentation. Any screenshots must be compiled in a SINGLE Word or PDF document. Documentation must match dollar amounts requested on the budget request. (No rounding or estimation of amounts will be approved.) Any request without appropriate documentation will not be funded.
4. Proposals are reviewed by the Allocation Review Committee on Tuesdays between 12 p.m. and 4:30 p.m.
5. Proposals must be submitted by students utilizing their own UNA Presence/Student Engagement Online accounts. Proposals submitted by faculty or staff members will be denied.
6. There is a funding limit of $4000 per event1 or equipment request. There is a funding limit of $1500 per travel request.
7. Organizations are allowed to have up to two student representatives appear before the SGA Budget Oversight Committee. This is optional.
8. Once the committee reviews the proposals, a decision will be made on funding. If an event request is denied, an RSO may not resubmit a request for the same event unless they first meet with a Student Leadership Consultant to review the allocations process. Merely changing the name and date of the event does not constitute a different event.
9. Once the proposals are reviewed by the committee, you will receive a message to your @una.edu email from hello@presence.io. A “Denied” message means the committee reviewed the proposal and found that it was not submitted in accordance to this manual. A message stating “your request has been reviewed by the committee” will instruct you to

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1 Event- A planned social occasion that is intended to provide entertainment and education to the students.
meet with Juliette Butler within 7 days to go over the details of the review. Failure to setup this meeting will result in loss of funding for your request without opportunity for appeal.

10. The student organization must submit an Evaluation Form, Attendance record (Printed or through Checkpoint), and all itemized receipts to Juliette Butler within one week of completion of the event/travel. Failure to complete summary and turn in receipts will automatically result in a loss of ability to receive allocation funding until all documentation is submitted.

11. Student organizations may appeal the committee’s decision electronically via UNA Student Engagement Online within five academic days upon receipt of the denied request.

12. Money may not be spent without going through the Office of Student Engagement. The university will not be responsible for any funds spent without approval from the Office of Student Engagement.

13. Authorization must be given through the Office of Student Engagement 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.

14. Groups may not make any changes to the date of the event/travel without approval from Student Engagement 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 on the proposal.

15. Student organizations may conduct approved fundraising activities at Student Activity Fee supported events providing the purpose of the activity being supported by the fee is not fundraising and the event is free and open to the University community.

16. In the event that a student organization is denied funding twice during the same semester due to not adhering to the Student Allocation Manual guidelines, a representative from the organization is required to meet with a Student Leadership Consultant to review the allocations request process before submitting another request.

17. In the event of increased event costs due to changes in university policy or procedure after submission and approval of a budget request, the Budget Oversight Committee Chair and the SGA Advisor may allocate up to 10% over the approved budget to cover unexpected costs.

**Eligibility**

1. **All student organizations requesting funding must have the president and treasurer (or another designee) attend a Student Allocations funding workshop in order for their application to be considered complete.** In addition, any student organization representative completing an allocation-funding request must have gone through the training. Faculty advisors cannot request funding for an organization. No one should complete funding request paperwork unless they attended the Student Allocations funding workshop (Student Organization Leader Workshop). The SGA Budget Oversight Committee will host this workshop at the beginning of the fall and spring semester. Student Leadership Consultants are available in the Student Engagement Office to help with any questions about the funding process. Meetings with Student Leadership Consultants do not replace the workshop attendance requirement.

2. Only those organizations certified by the Office of Student Engagement and in Good Standing will be eligible for funding. This means that the student organization’s portal is
updated on Presence (Student Engagement Online) and members are listed on the roster. For an organization to maintain University certification, the group must follow the criteria as outlined in the Student Handbook and the Student Organization & Student Activities Handbook.

A Student Organization that is newly certified must wait one semester before being eligible to apply for funding.

3. Activities must be open to all students to be considered for funding. The activity must not discriminate on the basis of race, religion, national origin, gender, age, disability, sexual orientation, or any other basis of discrimination prohibited by law or by university policy.

4. Leadership and conference travel are eligible for funding (up to $1500)2. (Student Engagement must have documentation of conference details).

**Appeal Process**

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

1. Procedures were not followed by the SGA Budget Oversight Committee.
2. The SGA Budget Oversight Committee deviated from the written policies.

The following are the steps for an appeal process:

1. The requestor appeals the SGA Budget Oversight Committee using the Appeals Form via Student Engagement Online (Presence) 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 SGA Executive Council will determine if the appeal meets any of the previously stated grounds for an appeal and will complete the Appeal Outcome Report Form to document this review.
3. If the appeal meets the previously stated grounds, the SGA Executive Council will refer the appeal to SGA Senate to reconsider the proposal and notify the SGA Budget Oversight Committee and 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 SGA Senate, when reconsidering the proposal, may choose whether or not to award the original allocation per the guidelines in the allocations 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 on the basis of disagreement with the decision of the SGA Budget Oversight Committee. Appeals are not granted to groups that fail to submit the proper documentation on the original request.

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2 Leadership and Conference travel- a formal meeting hosted by an outside entity that includes opportunities such as workshops, competitions, seminars, etc.
Areas Available for Funding

1. **Program Support**
   The University of North Alabama will have some type of campus wide programming needs that contribute to the well-rounded experience for their students. This helps to build a vibrant community. Campus wide programming boards/committees and organizations that program events fall into this category:

   a. Lecture/Speaker programs
      - All guest speakers/entertainers are required to agree to the terms of the University Master Entertainment Agreement in its entirety.
   b. Healthy Living programs
   c. Music programs
   d. Movie series
   e. Diverse Population & Issues (ex. multicultural, LGBT, or gender issues)

2. **Equipment**
   All equipment is to be listed under this category. Organizations from time to time need upgrades of equipment to support their purposes and activities. 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. The equipment must remain on campus and be available to all recognized student organizations. **Equipment funded by the Student Allocation Fund becomes property of the University.** All equipment must be returned to the Student Engagement office **3 days** after the sponsored event or the RSO will lose equipment funding privileges until the full cost of the equipment is paid or until the equipment is returned.

   Examples:
   a. Equipment for the Student Organization Resource Lab in the Student Engagement Center
   b. Games
   c. Speakers
   d. support/equipment for intramural and open recreation

   A list of available resources such as games and craft materials can be found on **Student Engagement Online** as well as in the Student Engagement Office. Student Organizations may check out equipment for an event, but must be returned after **3 days** unless approved through the Office of Student Engagement. The Budget Oversight Committee reserves the right to deny allocations to purchase equipment or require equipment to be rented on the basis of lack of available storage space.

3. **Travel**
   This category speaks specifically to travel for student groups to go off campus for events where Students Activity Fee funds are used to support this travel. Travel is permitted without geographic restriction. Travel is defined as travel expenses for lodging, vehicle rentals, airline tickets, private vehicle transportation and registration fees that the Student Activity Fee is paying toward a given trip. This Travel category **does not include** travel meals, airline baggage fee, parking fee and bus shuttle to and from the airport. Travel paid to bring speakers and performers to campus does not fall into this category, but can be included as a
Travel Expense line item in the Event category. Funding for travel is limited to $1500 maximum per event.

Each Student Organization is limited to one (1) traveling requests per academic year. This may include 1 conference.

a. Student Engagement cannot directly pay hotels. If hotel accommodations are requested and pre-approved, a member of the traveling 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 (not valet, room service, incidentals, pay-per-view, etc.). All receipts for lodging must be itemized and submitted to the Office of Student Engagement within 5 university business days.

b. 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 and provide a calculation. Example: 400 miles, 20 gallons of gas, $3.35/gallon, $3.35 x 20 gallons = $67 for gas

c. University vans usage is $0.63 per mile or $40 Minimum

d. University Buses may be utilized for travel to destinations under 100 miles from campus. University Buses used to provide a looping route for any student to travel from campus to a campus-wide event at a local off-campus destination are considered program support, not travel and can be listed as travel expense in an Event budget proposal.

Rental is as follows:

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Included Miles</th>
<th>Base Cost</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-24 Hours</td>
<td>50 miles</td>
<td>$100</td>
<td>$1.22 per mile</td>
</tr>
<tr>
<td>8-12 Hours</td>
<td>40 miles</td>
<td>$85</td>
<td>$1.22 per mile</td>
</tr>
<tr>
<td>4-8 Hours</td>
<td>30 miles</td>
<td>$75</td>
<td>$1.22 per mile</td>
</tr>
<tr>
<td>0-4 Hours</td>
<td>10 miles</td>
<td>$22</td>
<td>$1.22 per mile</td>
</tr>
</tbody>
</table>

In addition there is a charge for the bus driver at $15.00/hour (minimum of 4 hours). With trips 6 hours or more, a meal must be provided for the driver and lodging for overnight stays. Cancellations must be made within 48 hours of usage time. The University buses are 22 and 30 passenger capacity.

e. Any bus travel over 100 miles from campus must be charted by an external company.

f. If a rental vehicle or personal vehicle is used, all gas receipts must be itemized and turned in to Student Engagement to receive reimbursement.
g. Hotel receipts must be submitted to Student Engagement for Out of State and In State Travel within 1 week of your return. Otherwise the organization or individual will be held responsible for the payment. Students may not make additional charges for 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.

h. Groups must put four to a hotel room unless there is a gender divide, or not enough students attending to maximize room space.

i. If a student fails to attend a trip that was sponsored by Student 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.

j. While traveling as a UNA student with expenses partially or completely funded by the SGA Budget Oversight Committee, you must comply with the policies outlined in the University's Student Code of Conduct and the Student Organization & Student Activities Handbook. If a student is in violation of the University’s Student Code of Conduct or the Student Organization & Student Activities Handbook, the individual and/or organization will have to repay the money. A hold will be placed on the student’s account until paid. Otherwise, the Student Organization will be responsible for paying back that money.

k. Students traveling must be enrolled at UNA during the anticipated time of travel occurring within the fall and spring semesters. Students traveling during the summer semester must be enrolled at UNA for the upcoming fall semester.

l. Student Engagement will not book allocated flights through third parties (only the airlines).

Event Promotion/Advertising
Every event submission must include a copy of a flyer promoting the event. It must include program/event name, date, time, and location on the flyer. It also must include the statement “Made Possible by the Student Activity Fee”. In addition, the RSO must submit the event information for inclusion in the UNA email digest before the event. Any other promotion must be approved by the office of Student Engagement. It is highly recommended that RSOs use canva.com ™ to create any promotional materials including flyers, posters, t-shirts, etc.

T-shirts and Apparel
Apparel and swag paraphernalia is not allowed if being bought for an organization to have as an identity and/or to market them. Apparel and swag paraphernalia is allowed if it is associated with an event or program the organization is doing. Buying t-shirts, cups, pens, etc. for a program/event to give to students who attend the program/event is appropriate. 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 Budget Oversight Committee must approve all t-shirt designs.
Companies to consider using:
- The Coleman Group – 256-718-4000
- Goodman Sports – 256-766-5760
- North Alabama Screen Print

Websites such as CustomInk cannot be used to order shirts.
**Prizes**

Prizes\(^3\) should be related to a program. No more than 3 prizes are allowed per program. Prize budget should not exceed $250 per event. All prizes must be purchased from the UNA Bookstore and documentation of the prizes should be included in the budget request. Giveaways\(^4\), including T-shirts, for an event should not exceed $750. The SGA Budget Oversight Committee will not approve cash, gift certificates, or gift cards as a prize. Only UNA students may receive prizes.

**Items Not Funded**

1. Political activities 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. UNA faculty, staff, and students of sponsoring organization 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.
10. National association group or individual membership dues.
11. Legal services or jail bond funds.
12. Any programs involving alcoholic beverages or other drugs.
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).

\(^3\) Prizes—an item given as a reward to the winner of a competition or race or in recognition of another outstanding achievement. (generally 1-3 people receive a prize and the amount is more than $21)

\(^4\) Giveaways- an item that is given free, especially for promotional purposes. (several students would receive this and the amount is $20 or less)
**Purchasing Policies:**
Approval of your request does not authorize you to make any purchase. Anything that is purchased “out of pocket” with the pre-approval from the Office of Student Engagement requires documentation and will not be reimbursed for taxes. **Anything purchased without the written approval from the Office of Student Engagement will not be reimbursed.** You must obtain approval from Student Engagement at least 3 weeks prior to the event. Any purchases that are made online need to be coordinated with the Office of Student Engagement. 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:**
Contracts to vendors, entertainers etc. need to be initiated at least 4 weeks in advance of the event. Contracts are to be coordinated with the Office of Student Engagement in order to have it processed in a timely manner. Entertainers, speakers, etc. are required to agree to the terms of the University Master Entertainment Agreement in its entirety. 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 the deadline stated in the University Master Entertainment Agreement. 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.

**Virtual Speakers/Performers:**
Virtual Speakers/Performers shall charge no more than $500/per hour of requested virtual event. No more than $1500 shall be allocated for a virtual event. All other expenses will be considered "Virtual Allocations."

**Security Costs:**
Charges for University police coverage for events are as follows: Officers - $25.00 - $35.00 per hour with 4 hour shift minimum, starting 30 minutes before the event. Request needs to be made to UNA Police Department, Ext 4826, immediately after your allocation request is reviewed. Staffing is first come, first serve.

**Student Media:**
Materials, artwork etc. for publishing in The Flor-Ala campus newspaper, must be submitted to the Student Media office a week before the publishing date. For rates, polices and due dates, please contact the Office of Student Media at 256.765.4427.

**UNA Dining:**
All food from UNA Dining requires a Purchase Order at least 2 weeks before the event. Any event on campus that requires food/refreshments needs to be coordinated with UNA Dining. No outside catering/food will be allowed on campus without UNA Dining’s permission. UNA Dining may be contacted at una.catertrax.com or at 256.765.5662.

**Guillot University Center**
Scheduling of rooms in the GUC, the Performance Center, the Atrium, the Memorial Amphitheatre, and Stone Lodge, needs to be done through GUC Operations and Event Management in Room 107, GUC. Scheduling should happen well in advance depending on the availability of the facility. University Events may be contacted at 256.765.4658. Charges may apply for after hour events or other campus venues. For Flowers Hall, contact Athletics at 256.765.5466. For Kilby Gym, contact 256.765.4303. For the Mane Room, contact Entertainment Industry at 256-765-4342. You may not use glitter in any facilities for your events!

**CAMPUS MOVIES**

Please note that all movies must be licensed for public viewing. Request to show movies without documentation of license fees will automatically be denied.

**PRE-APPROVED VENDORS FOR EVENT REQUESTS**

If you choose to request funding for an event from a vendor not included on this list, you must complete and submit a Vendor Quote form (included in this book) and at una.edu/students.

<table>
<thead>
<tr>
<th>Food On-campus</th>
<th>T-shirts &amp; Apparel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coca Cola</td>
<td>UNA Bookstore</td>
</tr>
<tr>
<td>UNA Dining</td>
<td>Goodman's Sports</td>
</tr>
<tr>
<td></td>
<td>North Alabama Screen Print</td>
</tr>
<tr>
<td>Food Off-campus</td>
<td>Anderson School Spirit</td>
</tr>
<tr>
<td>Chick fil a</td>
<td>Coleman Group</td>
</tr>
<tr>
<td>Domino’s Pizza</td>
<td>Adwear</td>
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<tr>
<td>Papa John's Pizza</td>
<td>Award Excellence</td>
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<td></td>
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<tr>
<td>Event Production &amp; Supply Rental</td>
<td>Printing &amp; Design</td>
</tr>
<tr>
<td>Party Pros USA</td>
<td>UNA Print Shop</td>
</tr>
<tr>
<td>Candid Memories Photo Booth</td>
<td>SAS</td>
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<tr>
<td>Universal Events</td>
<td>Tomlinson Sims</td>
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<tr>
<td>Kaleidoscope Florist</td>
<td>Herald Quickprint</td>
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<tr>
<td>Somethin’ Elegant Florist</td>
<td>Printers &amp; Stationers Inc.</td>
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<tr>
<td>Tjohns</td>
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<tr>
<td>Buses</td>
<td>UNA PD</td>
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<tr>
<td>First Class Charter</td>
<td>University Events</td>
</tr>
<tr>
<td>Anchor Tours</td>
<td>UNA Printshop</td>
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<td></td>
<td>UNA Bookstore</td>
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<tr>
<td>Supplies</td>
<td>Flor-alia</td>
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<tr>
<td>Florence Trophy</td>
<td>Online Orders</td>
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<tr>
<td>Staples</td>
<td>Amazon</td>
</tr>
<tr>
<td></td>
<td>Movie License</td>
</tr>
<tr>
<td>Local Hotels</td>
<td>Swank Motion Pictures</td>
</tr>
<tr>
<td></td>
<td>Vehicle Rental</td>
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<tr>
<td>Doublehead Resort</td>
<td>Long Lewis Ford</td>
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<tr>
<td>Hampton Inn &amp; Suites Midtown</td>
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<tr>
<td>Hampton Inn &amp; Suites Downtown</td>
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<tr>
<td>Stores</td>
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<tr>
<td>Walmart</td>
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<tr>
<td>Target</td>
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<tr>
<td>Lowes</td>
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<tr>
<td>Hobby Lobby</td>
<td></td>
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<tr>
<td>Books-A-Million</td>
<td></td>
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<tr>
<td>UNA Bookstore</td>
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Forms and Step by Step Process

**Step 1: Funding Request Form**

Student groups will be required to complete a Funding Request Form when they submit the budget. Individuals will complete this process through UNA Student Engagement Online/Presence. It is due by 4:30 p.m. on Fridays with at least four Allocations Review Committee meetings prior to the event, travel, etc.

In UNA Student Engagement Online/Presence, Student Organizations will be able to complete the form, submit budget request, and upload all supporting documentation. Documents that are screen shots should all be pasted in a SINGLE Word document or PDF before uploading it.

A “How To” video can be viewed at – una.edu/students

**Step 2: Meet with Student Engagement**

Once the proposals are reviewed by the committee, you will receive a message to your @una.edu email from hello@presence.io. A “Denied” message means the committee reviewed the proposal and found that it was not submitted in accordance to this manual. A message stating “your request has been reviewed by the committee” will instruct you to meet with Juliette Butler within 7 days to go over the details of the review. Failure to setup this meeting will result in loss of funding for your request without opportunity for appeal.

**Step 3: Event Attendance**

All events and travels must track attendance/participation using the Checkpoint App. If unable to record using the app, you must have a sign-in sheet that includes student attendee names and emails. This must be submitted with your evaluation.

**Step 4: Evaluation**

The student organization must submit an Evaluation Form and all itemized receipts to Juliette Butler within one week of completion of the event/travel. Failure to complete summary and turn in receipts will automatically result in loss of ability to receive allocation funding until all documentation is submitted.

**Appeal Form**

Should a student organization be denied funding for a request, there is an appeal form that may be submitted. The appeal must be submitted to the SGA Budget Oversight Committee via UNA Student Engagement Online within five academic days from the date of notification of the outcome of the request. Student groups may obtain the Appeal Form from by going to UNA Student Engagement Online at: una.edu/students.
Additional Information

History and Background
The University Board of Trustees, with the support of the Student Government Association, approved in June 2005 and again in June 2006 an increase in the Student Activity Fee to $10 for fall 2006 semester and to $15 for the spring 2007 semester. The fee increased in increments of $5 per semester until it reached a cap of $25 in Spring 2008 semester. The Student Allocation funding process began in fall of 2007.
The University Board of Trustees, with the support of the Student Government Association, approved in June 2012 that the student activity fee be increased to $27 per semester to allocate $2 per student to the Game Room.

The University Board of Trustees, with the support of the Student Government Association, approved in June 2014 that the student activity fee be increased again and in June 2015 redesigned the fee structure so that students enrolled in Summer courses would not be charged a fee. The new structure was outlined below:

Fall 2014 $35 per student
Spring 2015 $40 per student
Fall 2015 $45 per student
Spring 2016 $50 per student
After Fall 2016 $56 per student

Student Activity Fee and the Student Activity Fund
In the summer of 2019 at the UNA Board of Trustees meeting, student fees were consolidated to the “General Student Fee”. According to the UNA Controller, a portion of the General Student Fee will be deposited to a Student Activity Fund. This number is calculated by taking the total number of students that pay the fee in fall and the number of students that pay the fee in the spring semester and multiplying that by $56. SGA can reach out to the Controller to work on proposals to the Board of Trustees for any increases or decreases in the future.

Online only students do not pay the general student fee.

Allocation of Fees
The money generated from the student activity fee will be allocated as follows:

- $15,000.00 allocated to the maintenance/contract of organization management software

The remaining funds will be distributed as follows based on a 5200 student enrollment budget model. Any overages will remain in the rollover account:

- 47% allocated to the University Program Council
- 30.5% allocated to the Student Allocation Committee (with 4.5% reserved for fine arts events)
- 10% will go to Leadership and Volunteerism
- 2.5% will be allocated to Miss UNA
- 10% will be allocated to the Guillot University Center
**Purpose**
The University understands that organizations and their activities contribute to the educational, cultural, social, and professional development of the University of North Alabama. The Student Allocations funding process was created by SGA to respond to the needs of student organizations and enable these groups to develop programming based on the educational mission of the University as outlined in the University Catalog and Student Handbook.

**Student Government Association**
The Student Government Association Senate will review policies, procedures, and end of the year budget reports to ensure that the student activity funding is being used effectively and efficiently for student programming and development as aligned with the mission of the University. SGA Executive Council will also review appeals and determine if an appeal is warranted. If an appeal is granted, the SGA Senate will make a decision on the funding.

**The Student Allocation Committee**
The Student Allocation Committee is made up of the SGA Budget Oversight Committee (four senators) and a faculty member who serves on the review committee. The Student Allocation Committee will review and approve funding proposals that are submitted through UNA Student Engagement Online/Presence. These individuals will serve on this committee for the full academic year. New members will begin to serve in the Fall.

---

**BUDGET OVERSIGHT COMMITTEE MEMBERS 2020-2021**

<table>
<thead>
<tr>
<th>NAME</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Tyler Thompson (advisor)</td>
<td><a href="mailto:ttthompson@una.edu">ttthompson@una.edu</a></td>
</tr>
<tr>
<td>*Juliette Butler (admin)</td>
<td><a href="mailto:jmbutler@una.edu">jmbutler@una.edu</a></td>
</tr>
<tr>
<td>Betsy Heckert (faculty)</td>
<td><a href="mailto:eheckert@una.edu">eheckert@una.edu</a></td>
</tr>
<tr>
<td>Ansley Brooks (Chair)</td>
<td><a href="mailto:Abrooks9@una.edu">Abrooks9@una.edu</a></td>
</tr>
<tr>
<td>RJ Myers</td>
<td><a href="mailto:Rmyers1@una.edu">Rmyers1@una.edu</a></td>
</tr>
<tr>
<td>Grace Plowman</td>
<td><a href="mailto:Mplowman1@una.edu">Mplowman1@una.edu</a></td>
</tr>
<tr>
<td>Srinidhi Siddi</td>
<td><a href="mailto:ssiddi@una.edu">ssiddi@una.edu</a></td>
</tr>
<tr>
<td>Maddie Reese</td>
<td><a href="mailto:Mreese3@una.edu">Mreese3@una.edu</a></td>
</tr>
</tbody>
</table>

*Non Voting*
# EXAMPLE OF BUDGET DOCUMENTATION

## VENDOR QUOTE

**UNIVERSITY OF NORTH ALABAMA**
**OFFICE OF STUDENT ENGAGEMENT**

You may complete this form to obtain a quote from a vendor. Required information includes:

1. Identify the salesperson or company with whom you spoke with name, phone number, and/or email.
2. Identify whether the business accepts payment terms within 30 days of receipt.
3. Identify if the business will exempt UNA from paying taxes.

### Sponsoring Organization

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>LINE TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. 3 hrs</td>
<td>Sound Equipment Rental 7pm 3/21/2016</td>
<td>$100</td>
<td>$300</td>
</tr>
<tr>
<td>Ex. 100</td>
<td>Purple T-shirts</td>
<td>$5.00</td>
<td>$500</td>
</tr>
</tbody>
</table>

**Subtotal**

Sales Tax:

**Subtotal**

**Date:** July 31, 2015

**Expiration Date:**

**This Section Must Be Completed**

**Salesperson/Contact:**

**Company Name:**

**Street Address:**

**City, ST, ZIP Code:**

**Phone:**

This must be a live person you have talked to or emailed.

**Accepts Net 30 Purchase orders:** (yes) (no)

Note: When quote is accepted, any changes will not be approved.

Quotation prepared by: ____________________________

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

Please identify the type of correspondence you used with the contact from the company:

( ) Email
( ) Telephone
( ) In Person

Date of Correspondence: [_______]
EXAMPLE OF BUDGET DOCUMENTATION

Use a Chain Hotel’s or Airlines Online Booking Site
Example of Flyer Documentation

Made Possible by the Student Activity Fund
### EXAMPLE OF BUDGET DOCUMENTATION

#### Goodman Sports
1116 North Pine Street
Florence, Alabama 35630
256-766-5760

<table>
<thead>
<tr>
<th>QTY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>450</td>
<td>4S</td>
<td>1/2c-back eukan</td>
<td>4.60</td>
<td>2070.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2xl, 3xl</td>
<td>2.60</td>
<td></td>
</tr>
<tr>
<td>480</td>
<td>4S</td>
<td>1c/ 1/2c comfort</td>
<td>9.35</td>
<td>4416.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2xl, 3xl</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

**Thank You!**

Please Pay from this Invoice

Total
# EXAMPLE OF BUDGET DOCUMENTATION

**Use UNA Dining’s CATERTRAX Catering Order System**

**Order # 794**

UNA Dining  
Gulliot University Center - 1 Harrison Plaza, Florence, AL 35632  
(256) 765-5237

<table>
<thead>
<tr>
<th><strong>Customer Information</strong></th>
<th><strong>Delivery Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Brown</td>
<td>Method: GUC Delivery</td>
</tr>
<tr>
<td>Address: Down Town</td>
<td>Name: My UNA</td>
</tr>
<tr>
<td>City: Florence</td>
<td>Building:</td>
</tr>
<tr>
<td>State: AL</td>
<td>Address:</td>
</tr>
<tr>
<td>Zip Code: 35333</td>
<td>City:</td>
</tr>
<tr>
<td>Email: joebrown</td>
<td>State:</td>
</tr>
<tr>
<td>Phone: 123-456-7890</td>
<td>Zip Code:</td>
</tr>
<tr>
<td>Alternate</td>
<td>Room # / Room Name: GUC 200</td>
</tr>
<tr>
<td>Fax:</td>
<td>Serviceware: Disposable (nc)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Payment Information</strong></th>
<th><strong>Event Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Method: Purchase Order</td>
<td>Guest Count: 120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Party Items</strong></th>
<th><strong>Price</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Party Platters - Seasonal fresh fruit platter (serves 10-15) - per platter</td>
<td>$15.50</td>
</tr>
<tr>
<td>Quantity: 8</td>
<td></td>
</tr>
<tr>
<td>Price : $15.50</td>
<td></td>
</tr>
</tbody>
</table>

| Party Platters - Cheese and cracker display (serves 10-15) - per display | $12.00 |
| Quantity: 6          |           |
| Price : $12.00       |           |

| Iced Tea - per person | $1.35 |
| Quantity: 30         |        |
| Price : $1.35        |        |

| Iced Water - per carafe | $0.50 |
| Quantity: 30            |        |
| Price : $0.50           |        |

| Lemonade - per person | $1.35 |
| Quantity: 30          |        |
| Price : $1.35         |        |
The student allocation process is managed by the University of North Alabama Student Government Budget Oversight Committee. Administrative and advisory support for the student allocation process is provided by the student Engagement Center.