

Allocations:

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- The University of North Alabama offer campus-wide programming that contributes to the well-rounded experience for their students and helps build a vibrant community.
 - Campus-wide programming boards/committees and organizations that program events fall into this category:
 - i. Lecture/Speaker programs: All guest speakers/entertainers are to agree to the terms of the University Master Entertainment Agreement in its entirety.
 - ii. Healthy Living programs
 - iii. Music programs
 - iv. Movie series
 - v. Diverse Population & Issues
 - equipment is to be listed under this category.
 - Organizations MAY need equipment upgrades to support their purposes. 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 remain on campus and be available to all recognized student organizations.
 - All equipment be returned to the Center for Student Engagement office within after the sponsored event, the RSO will lose equipment funding privileges until the full cost of the equipment is paid or until the equipment is returned.
 - Equipment Examples:
 - i. Equipment that can be checked out through the Center for Student Engagement
 - ii. Games
 - iii. Sensory Bags/Items
 - iv. Support/equipment for intramural and open recreation
 - A list of available resources, such as games and craft materials, can be found on the Student Engagement website as well as in the Center for Student Engagement.
 - Registered Student Organizations check out equipment for an event, but it be returned within 24 hours following the event unless otherwise approved by the Center for Student Engagement.
 - Failure to check out available equipment before attempting to buy more equipment (the same equipment, the same utility, etc.) will result in your request for that item being unfunded.
 - (Please consider the size of items when purchasing equipment)
 - Funding for travel is to \$1500 maximum per event.
 - This category specifically addresses I for student groups going off campus for events where Student Activity Fee funds are used to support this travel.

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- ii. The committee member WILL INFORM the Budget Oversight Chair of this meeting and grant permission for the RSO leader to resubmit the funding request.
 - iii. Resubmission is only allowed after review by the Budget Oversight Committee. Merely changing the name and date of the event does not constitute a different event!!!
 - iv. RSOs may submit an appeal to the SGA Budget Oversight Committee via the Budget Oversight/Student Allocation group on Campus Groups.
 - v. Appeals be submitted within five (5) academic days from the date of rejection notification.
8. After the event, the RSO submit an Evaluation Form, Attendance record (Printed or through

5.

If information is not on the flyer when the budget is reviewed, changes be resubmitted by Friday at 4:30pm immediately following the budget meeting. Messages through Campus Groups will go out if there needs to be modifications.

In addition, the RSO submit the event information for inclusion in the UNA email digest before the event. Any other promotion must be approved by the Center for Student Engagement.

It is highly recommended that RSOs use [canva.com](https://www.canva.com)TM to create any promotional materials including flyers, posters, t-shirts, etc.

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1. Events may be hosted by more than one RSO, but there should be one budget and allocation request submission.
 2. Co-Hosted event fliers and marketing materials have BOTH organizations' names and "Made Possible by Student Activity Fund" in a minimum of 14-point font. All marketing materials must match or there will be an automatic denial in the second request.
 3. The total budget— — exceed the \$4000 per event or equipment request. Co-hosted events are still limited to the \$4000 maximum.
 4. When submitting the request:
 - The person completing the request include both their and the co-host organizations' names.
 - This ensures the committee is aware there is more than one host for this event and you're requesting simultaneous allocations.
 5. For approval, all documentation follow standard guidelines.

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

Procedures were not followed by the SGA Budget Oversight Committee.

The SGA Budget Oversight Committee deviated from the written policies.

The following are the steps for an appeal process:

- ALL prizes be purchased locally from a location that accepts UNA's tax-exempt form), and documentation of the prizes be included in the budget request. Prizes include but are not limited to air pods, wallets, water bottles, blankets etc.
- ⁴ including t-shirts, for an event not exceed \$750. Giveaways include but are

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.

Charges for University police coverage for events are as follows:

- Officers - \$25.00 - \$45.00 per hour with 4-hour shift minimum, starting 30 minutes before the event.
- A request needs to be made to the UNA Police Department, Ext 4826, immediately after your allocation request is reviewed. Staffing is first come, first serve.

# of attendees	# of officers
1-249	0
250-499	2
Additional 500	Add 1 per additional 500

*Fraternity & Sorority Life have their own guidelines

- All food from UNA Dining requires a Purchase Order at least 2 weeks before the event.

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- movies must be licensed for public viewing. Requests to show movies without documentation of license fees will automatically be rejected.
 - Groups that are approved for an event with a movie should schedule a consultation meeting with the Disability Support Services office within seven (7) days from being approved. Questions asked in the meeting with the DSS Advocate may include:
 - Is the location accessible and easy to get to?
 - Will there be subtitles for people who are hard of hearing?