

# STUDENT GOVERNMENT AND CAMPUS LIFE

## Monetary Allocation Application for Student Organizations

### **NOTICE: ALL APPLICANTS MUST BE UPDATED CAMPUS LIFE REGISTERED STUDENT ORGANIZATIONS**

The Student Organization Allocation for Campus Programs is intended to encourage student organizations to sponsor student entertainment and programming targeted to the entire EMU student population. The purpose of the allocation is to enhance student access to a range of high quality educational and entertainment experiences. Examples of programs eligible for funding include festivals, fairs, concerts, movie nights, recreational programs and lectures. Conferences, dances and fund-raisers are not eligible for funding by Campus Life but are allowable under Student Government regulations. Before completing this form, please review the Allocation Guidelines that are attached. You must adhere to these guidelines to obtain an allocation. Compliance with the guidelines will save your organization any delay in possible funding.

### **CAMPUS LIFE FUNDING**

A maximum of \$500 will be awarded per organization per academic year. Up to \$1,000 can be awarded to organizations that collaborate with different student organizations outside of their purpose and mission (i.e. Greek and Religious collaboration). Programs geared toward the first-year student population will receive greater consideration. A Final Evaluation is required of all approved applications. This evaluation must be received within two weeks after the event and must include all receipts. If the evaluation is not received funding may be revoked and your organization will not be able to receive funding in the future.

### **STUDENT GOVERNMENT FUNDING**

A representative from the applying organization must attend a Student Government Business and Finance Committee meeting to explain their allocation request and answer potential questions. Failure to send a representative may result in a denial of funds. The Student Government Business and Finance Committee can allocate a maximum \$1000. If the amount requested exceeds \$1,000, upon approval from the Business and Finance Committee an organization representative must attend a meeting of the full senate

**Also, the organization must submit all receipts to the Director of Business and Finance within ten (10) business days following the event. By providing sufficient receipts/invoices, AT THE TIME OF REQUEST, you can expedite the allocation process and increase the likelihood of receiving full allocation. Consequences for failing to submit receipts shall include prohibition of the organization from receiving funds for at least one semester or until the receipts are submitted. Submission of this application does not guarantee funding.**

Organization: \_\_\_\_\_

Account #: \_\_\_\_\_ Current Account Balance: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

Name of Program: \_\_\_\_\_ Date of Program: \_\_\_\_\_

Expected Member Attendance: \_\_\_\_\_ Total Expected Attendance: \_\_\_\_\_

Brief Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Purpose / Goal: \_\_\_\_\_

\_\_\_\_\_

**How Will This Program Benefit Non-Members? :** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How Will This Program be Advertised? :** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**(President's Name)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Treasurer's Name)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Faculty Advisor's Name)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Date)**

**RETURN THE COMPLETED APPLICATION TO THE FRONT DESK OF THE CENTER FOR STUDENT INVOLVEMENT**

Once the application is received the information will be reviewed and your organization will be notified. All Campus Life decisions will be communicated through regular mail.

### Student Organization Budget Description

**Instructions:** Fill out the following budget for your event.

**All expenses MUST be included** regardless of whether they are to be funded by Student Government and Campus Life.

**A current Financial Record Statement** (Obtained from University Accounting 212 Hover) **MUST** be attached.

**Any/All advertisements** prepared for the event, if sponsored by Student Government **MUST** include the Student Government (SG) logo or “sponsored by EMU Student Government” and **MUST** be attached with this form. If the event receives Campus Life funding the organization must state “Funded by the General Fee” in all campus publications and announcements regarding the program.

## List Other Sources of Funding

Other Source of Funding	Description of Use of Funding	Amount of Funding
Example: TCF Bank	Example: University Catering	Example: \$500.00

## Program Proposal Complete Budget

[illegible]

**COLUMN TOTALS**    \$                      \$                      \$                      \$

I, the undersigned, do hereby attest to the fact that I have read and familiarized myself with the Student Organizations Guidelines. Furthermore, I understand that my disregarding of the procedures set forth in these guidelines could result in the denial/repeal of funds to/from the organization I represent.

Signature of Organization's Representative	Title	Date
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Title	Date
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Date \_\_\_\_\_

# STUDENT GOVERNMENT AND CAMPUS LIFE

## Monetary Allocation Guideline for Student Organizations

The following are guidelines and procedures by which campus organizations may obtain funds from the Student Government Business & Finance Committee and Campus Life.

### Section I. Procedure

A. In order to apply for allocation requests, student organizations must be recognized by Campus Life in order to receive an allocation. For further information, please contact the Director of Business and Finance or the Campus Life Student Coordinator for Student Organizations.

B. Applications and Guidelines are available at the front desk of the Center for Student Involvement.

C. Applications must be completely filled out (**typed preferred**) and submitted at the front desk of the Center for Student Involvement during normal business hours.

D. All Student Government Requests must be submitted at least **one week** prior to the next Business & Finance committee meeting. Student Government requests for funds **must be submitted no later than four weeks** after the event and **no sooner than eight weeks prior to the event**. All Campus Life requests must be turned in **30 days** before the event. If there is not a 30 day period between the program date and the date turned in, your request will be automatically denied. Funding is limited, so the earlier you get your request in, the more likely your event will be funded.

E. To receive Student Government funding It is required that a representative from the applying organization attend a Student Government Business and Finance Committee meeting to explain the event and answer any questions the committee may have. The Business & Finance committee reserves the right to refuse funds due to lack of presentation and/or representation. Additionally, the committee may vote to amend the amount requested.

F. Once the Business & Finance committee approves an allocation, the request is submitted to the office of the Director of Business & Finance. The Director of Business & Finance will process the allocation and handle the procedures for transferring funds into the organizational account. The Director of Business & Finance may request additional information.

G. Following a Student Government sponsored event, the organization **must submit all receipts within 10 business days** to the Director of Business & Finance. The Director of Business & Finance and/or the Business & Finance committee may take disciplinary action. Such actions may include but are not limited to inability to receive funding from Student Government until the following academic school year and/or until receipts are submitted.

H. For Campus Life-sponsored events, a committee of various campus representatives will convene to determine the appropriateness of funding for submitted allocations. Additionally, the attached evaluation forms must be completed and returned to Campus Life **within 10 business days of the event**.

I. A **Financial Record Statement** (FRS) along with the allocation request **must be submitted** before an allocation can be approved.

I Agree with above statements (signature required): \_\_\_\_\_

### Section II. Allocation

A. Campus Life and Student Government have final say on the type of expenditures it will allocate funds for.

#### B. Student Government and Campus Life will not fund the following

1. Events that are not open to all currently enrolled students of Eastern Michigan University.
2. Events that discriminate against any group or individual.
3. Events that do not take place on campus, **except conferences**.
4. Speaker fees or honorariums.
5. Travel or hotel related expenses.
6. Office equipment or supplies.
7. Any donations.
8. Any avoidable interest of fees.
9. Event where alcohol is being supplied, served, or consumed by participants.
10. Event where the law is being broken.
11. Any damages that occur during an event.
12. Deposit on equipment of facilities.
13. Prizes, gifts, or awards.
14. Any political or ideological activities, events, speech (including publications), or advocacy.
15. Any payment to a member of the organization for services provided

C. The Student Government Business and Finance Committee can allocate a maximum \$1000. If the amount requested exceeds \$1,000, upon approval from the Business and Finance Committee an organization representative must attend a meeting of the full senate. A maximum of \$500 will be awarded per organization per academic year. Up to \$1,000 can be awarded to organizations that collaborate with different student organizations outside of their purpose and mission (i.e. Greek and Religious collaboration).

I Agree with above statements (signature required): \_\_\_\_\_

### Section III. Other Requirements

A. Any/All advertisements prepared for the event, if sponsored by Student Government **MUST** include the Student Government (SG) logo or “co-sponsored by EMU Student Government” and **MUST** be attached with this form. If the event receives Campus Life funding the organization must state “Funded by the General Fee” in all campus publications and announcements regarding the program.

B. All advertisements must be approved by the chairperson, before publication in addition a Draft must be submitted that includes the SG logo or “co-sponsored by Student Government.”

### Section V. Application for funds

A. The request **must** be on the official allocation request application

B. The application **must** be filled out fully.

C. It is the applying organization’s responsibility to make sure their request meets the requirements of the Allocation Guidelines.

D. Failure to comply with any part of the Allocation Guidelines may result in termination of the allocation.

E. The applying organization is responsible for knowing the organization account number.

F. The signature of the organization’s president, treasurer, and faculty advisor must appear on the allocation application.

### Section VI. Other

A. It is the organization’s responsibility to ensure funds have been allocated to their account before spending of any money. Student Government and/or Campus Life are not liable for any debts incurred due to error or management on the part of the organization, the university, or any other entity.

B. No individual member of Student Government, elected or appointed, may alter in any way an allocation that has been passed by the Business & Finance committee. Any allocation changes must be approved first by the Business & Finance committee.

### Guideline Verification

I, the undersigned, do hereby attest to the fact that I have read and familiarized myself with the Monetary Allocation Guidelines. Furthermore, I understand that my disregarding of the procedures set forth in this guideline could result in the denial/repeal of funds to/from the organization I represent.

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

- This document is required to be submitted with the Monetary Allocation Application.

Contact Campus Life  
734.487.3045

Contact Student Government  
734.487.1470

**EASTERN MICHIGAN UNIVERSITY**  
**CAMPUS LIFE**  
**APPLICATION NARRATIVE**

**Review Criteria**

In making decisions, the review committee will use the following in making decisions. The Coordinator of Student Organizations will confirm final decisions on all allocations. To be considered, your application should be consistent with the following criteria:

**Presentation Ability**

- Program should be of highest quality.
- Programs should have the ability to attract a wide array of EMU student audiences.
- Efforts should be made to involve audiences from all areas of the campus community.

**Merit of the Project/Program**

- The program or project should have clear, realistic, and quantifiable objectives.
- A detailed and thorough plan for implementation of the program should be included.
- A realistic and detailed budget should be submitted.

Please type the answers to the following questions on a separate sheet of paper. Attach any supporting materials (flyers, brochures, etc.) if available.

1. State the goal(s) of your project.
2. List two to four measurable objectives by which you intend to successfully achieve the stated goal(s). An example of an objective is presenting a talent show that features 25 performers and has 250 people in attendance.
3. Describe the proposed program. Include detailed information on all activities or components of the event. Include the size of the anticipated audience.
4. How do you intend to market the proposed program? Be specific regarding how, when, and where your message will be distributed.
5. Outline a detailed schedule for program planning and implementation including relevant deadlines.
6. List the key students, faculty or staff involved in the planning/implementation of the program. Include the roles that they play in the organization of the program.

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

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

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

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

7. In order to collect and analyze information to determine if your project goals and objectives have been met, please complete the following forms regarding both participant and organization evaluations.

**EASTERN MICHIGAN UNIVERSITY  
CAMPUS LIFE  
STUDENT ORGANIZATION EVALUATION FORM**

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

Program Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: Email: \_\_\_\_\_

Number of Attendees/Participants: \_\_\_\_\_

Please answer these following questions on a separate piece of paper:

1. How successful was your organization in meeting its goals and objectives?

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2. In what ways did this program benefit your organization? And the EMU community?

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3. Would you repeat this program in the future? Yes      No

4. If yes, what would you do differently next time? If no, why wouldn't you repeat it?

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**RETURN TO THE FRONT DESK OF THE CENTER FOR STUDENT INVOLVEMENT**

Remember to submit this evaluation and all receipts within 10 days of the program or funding can be revoked.

**EASTERN MICHIGAN UNIVERSITY  
CAMPUS LIFE  
PARTICIPANT EVALUATION FORM**

\*\*Must be completed by at least ten participants\*\*

Date: \_\_\_\_\_ Program Title: \_\_\_\_\_

Are you:

\_\_\_\_\_ Student      Undergraduate: Y    N      Graduate: Y    N

\_\_\_\_\_ Faculty      \_\_\_\_\_ Staff      Other: \_\_\_\_\_

*Please rate the following statements by circling the appropriate responses.  
Use the following for rating:*

(SA) Strongly Agree (A) Agree (N) Neutral (D) Disagree (SD) Strongly Disagree (NA) Not Applicable

1. I have a better understanding of the presentation.      SA    A    N    D    SD    NA

2. The program was interesting or inspiring.      SA    A    N    D    SD    NA

3. The presentation/program was well organized.      SA    A    N    D    SD    NA

4. I would recommend this program to others.      SA    A    N    D    SD    NA

5. The length of the program was:

\_\_\_\_\_ Appropriate      \_\_\_\_\_ Too Short      \_\_\_\_\_ Too Long

6. Which days are convenient for you to participate in Student Organization programs? Mark all that apply.

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday

7. How did you hear about the program?

\_\_\_\_\_ Website      \_\_\_\_\_ My.emich      \_\_\_\_\_ Facebook      \_\_\_\_\_ MySpace

\_\_\_\_\_ Friend/Classmate      \_\_\_\_\_ Professor      Other: \_\_\_\_\_

8. Comments (Please use back of form if needed):

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