

The Allocations Manual

Article 1. Purpose

Section 1. Student Activity Fee

1. The Student Activity Fee is collected from all undergraduate students at the University of Pittsburgh not solely enrolled in the College of General Studies (CGS) and is administered by the Division of Student Affairs (Student Affairs).
2. Student Affairs provides programs and services for undergraduate students with student activity fee revenue. The Pitt Program Council (PPC), WPTS-FM Radio, the Student Office of Sustainability, The Pitt News, the Student Organization Resource Center (SORC), the Office of PittServes, the Office of Involvement and Student Unions (ISU), and SGB operating and programming expenses are funded in part or in whole by the Student Activity Fee. Additionally, the Allocations Process is funded in whole by the Student Activity Fee.

Section 2. Allocations

1. SGB is recognized by the Vice Provost for Student Affairs as the governing body for all students. As the governing body, Student Affairs provides SGB with an annual budget to provide financial support to eligible student organizations according to policies and procedures outlined in this Allocations Manual.
2. To be eligible for funding, all student organizations must be currently registered with the SORC with up-to-date officers. Registration is a precondition to apply for SGB funding and must be maintained to remain eligible to expend allocated funds. Additionally, student organizations must meet the below requirements.
 - a. Be comprised of at least 75% undergraduate Pitt students not solely enrolled in CGS
 - b. Not be a recognized social fraternity or sorority
 - c. Abide by all SORC policies
3. Eligible student organizations have the right to apply for SGB funding, but do not have a right to receive funding.

Article 2. Allocations Process

Section 1. Overview

1. There are two ways of requesting funding through the Allocations process: “Supplemental Requests” and “Budgets”. Supplemental Requests are requests for as-needed funding that are evaluated during weekly meetings. Budgets are requests that are submitted optionally up to once per semester and are for long term planning into the next semester.

2. It is the expectation that representatives submitting or defending requests on behalf of a student organization be knowledgeable of all policies and procedures within this Allocations Manual. The Allocations Committee will do its part to help student organizations understand all policies and procedures. Additionally, representatives must meet the below requirements.
 - a. Contact an Allocations Committee Member when clarification is needed for any Allocations policies or procedures.
 - b. Submit all funding requests in a timely manner. A decision's proximity to an event date will not be considered a compelling reason to act on a request. Student organizations are responsible for preparing for any outcome.
 - c. Be undergraduate executive board members of the requesting organization.
 - d. Not be a sitting SGB Executive Board Member or Allocations Committee Member.

Section 2. Authority

1. The Allocations Committee shall have the authority to make the final decision on all requests that requested and were approved for less than \$2,000. The Executive Board shall have the authority to make the final decision on all requests that requested or were recommended to be approved for more than or equal to \$2,000. The Executive Board shall only make a final decision after the Allocations Committee has made a recommendation on a request. The Allocations Committee may choose to give the Executive Board the authority to make the final decision on a request under \$2,000 if they decide by a simple majority vote that it is necessary to share the responsibility of the decision with the Executive Board.
2. As the Committee appointed to manage the Allocations process, the Allocations Committee shall rule reliably and strictly according to the Allocations Manual and according to precedent in the Allocations process. The Allocations Committee shall support the Executive Board in their understanding of the Allocations Manual by providing a recommendation on all requests requiring Executive Board review.
3. As the elected representatives of the student body, the Executive Board shall have a mandate to develop a broader and functional interpretation of the Allocations Manual through thoughtfully establishing new precedent in the Allocations process, but shall still be strictly bound by the policies of the Allocations Manual. The Executive Board shall collaborate with the Allocations Committee in their decision making and shall consider their recommendation on all requests requiring Executive Board review.
4. The Executive Board shall have the authority to introduce a framework for interpreting and implementing the Allocations Manual's standard decision-making criteria to promote consistent decision-making and moderate spending levels within the fiscal year by a simple majority vote. This framework must be ratified by the Allocations Committee by a simple majority vote. Once ratified, this framework shall be binding on the Allocations Committee and the Executive Board. This framework may not conflict with any policy in

the Allocations Manual. Any framework adopted under this policy shall expire with the term of the Executive Board.

Section 3. Submissions

1. Supplemental Requests and Budgets that are not complete or do not adhere to all submission policies and procedures in this Allocations Manual will not be accepted. With the unanimous consent of the Allocations Committee, the Allocations Chair may make exceptions to submission requirements on a case by case basis when such requirements cannot be reasonably met for a reason outside of a student organization's control.
2. Expenses for any project, event, or travel must be submitted within the same request. New costs for any project, event, or travel already represented in a previous request shall be made as a Request Modification to the previous request.
3. Expenses for different projects, events, or travel must be submitted as separate Supplemental Requests for each project, event, or travel.
4. Student organizations collaborating with other student organizations must submit one request with all student organization names listed with the request. All funding will be deposited into the account of the organization submitting the request. The request must be consistent with each of the organization's purposes. Organizations may share funding caps at the discretion of the Allocations Chair, who will determine how the expenses are counted against each organization's cap.
5. Student organizations shall declare a request type with the submission of a Supplemental Request. If a request covers multiple categories, whichever part of the request is most important to the organization shall be considered when determining request type. Budgets may include several different request types. The Allocations Committee and the Executive Board shall have the authority to recategorize a request type as part of their recommendation or decision.
6. Every cost listed as part of a Supplemental Request or Budget must have accurate documentation. Costs without accurate documentation shall be denied. Costs with inaccurate documentation shall be approved to documented costs.
7. Documentation may include any proof of price from the source, including but not limited to an official quote, an email confirmation, a printout, or a picture of a price from a vendor. Whenever possible, documentation must be contemporary. Documentation for mileage must be a printout from a website such as Google Maps detailing the exact mileage requested.
8. Any request for an event or trip must provide their dates and times with the request.

Section 4. Procedure

1. Organizations have the right to withdraw their request at any point before the final decision. Requests may be withdrawn by providing notice to the Allocations Chair. SGB shall not consider withdrawn requests when reviewing future requests.

2. Organizations have the right to amend any part of their request at any point before the request is voted on by the Allocations Committee by notifying the Allocations Chair. After the request is voted on by the Allocations Committee, organizations shall only have the right to amend their documentation, remove expenses, or make an Automatic Modification as defined in the Request Modification section. Requests may be modified by providing notice to the Allocations Chair. The Committee may postpone a request hearing if insufficient time was given to review the amendment.
3. The Executive Board may return a request back to the Allocations Committee after the Committee has provided a recommendation if they decide it is necessary for the Committee to reexamine the request due to changing circumstances or details. Any Substantial Modification as defined in the Request Modification section made to a request after the Allocations Committee has provided a recommendation shall require the request be returned to the Committee.
4. The body with the authority to make the final decision on the request may approve the request in full, approve the request to a certain amount, deny the request in full, or defer the request. Deferring the request shall be used when the request fails to meet requirements at the time of the hearing but is curable if amended and resubmitted and shall be equivalent to a forced withdrawal of the request.

Section 5. Supplemental Process

1. Student organizations may submit Supplemental Requests for as-needed funding to be heard at the Allocations Committee's weekly meetings. The process for the submission and evaluation of these types of requests shall follow all policies in this Allocations Manual.
2. The Allocations Chair shall create an online submission form and set a submission deadline. This form and deadline shall be posted publicly. The Allocations Chair may set additional submission requirements, including limiting the total number of requests to be heard per week. All additional submission requirements shall be posted publicly.
3. The Allocations Committee shall hear any request meeting the publicly posted submission deadlines and requirements during its next regular meeting unless a compelling reason requires the Allocations Chair to delay the hearing of a request. An undergraduate representative of the group must attend the designated meeting. During the hearing, the representative of the group will be asked to explain the submitted request. The Allocations Committee will ask questions as necessary.
 - a. If a student organization representative does not attend the Allocations meeting, action on the request shall be postponed until the next week's hearing.
 - b. If a student organization representative fails to attend the second hearing, no action shall be taken on the request, and it shall be considered withdrawn.
 - c. When deemed appropriate, the Allocations Committee may by unanimous consent waive the attendance requirement and act on the request without the presence of an organization representative.

4. The Committee will render a decision after private deliberations. Requests may be postponed for later discussion by a simple majority vote of the Committee.
 - a. For requests that the Committee has the authority to make a final decision on, the Committee's decision shall be final, unless they decide by a majority vote to yield the authority to make a final decision to the Executive Board.
 - b. For requests the Executive Board has the authority to make a final decision on, the Committee shall make a recommendation to the Executive Board.
5. After deliberations, an Allocations Committee Member will contact the organization and inform them of the decision or recommendation of the Allocations Committee.
6. If the request is subject to Executive Board review, the Allocations Chair will inform the Executive Board of the request and recommendation prior to the next Public Meeting and shall officially present the recommendations of the Allocations Committee to the Executive Board at their next Public Meeting.
7. An undergraduate representative of the group has the right to attend the Public Meeting to speak on behalf of the request. They shall be given the opportunity to state their case and respond to the Board's questions.
 - a. If a student organization representative is not able to attend the Public Meeting, they may notify the Allocations Chair to have their request postponed to the next Public Meeting.
 - b. If a student organization representative chooses not to attend the Public Meeting, they may notify the Allocations Chair to have a statement about their request read on their behalf at the Public Meeting without having their request postponed.
 - c. If a student organization representative does not attend the Public Meeting without notifying the Allocations Chair, action on the request shall be postponed only at the discretion of the Executive Board.
8. The Executive Board will then render a decision after deliberations. Requests may be postponed for later discussion by a simple majority vote of the Executive Board. The Executive Board's decision shall be final.

Section 6. Budgeting Process

1. Budgets for funds to be spent in the fall term are typically submitted in March and are called "Spring Budgets". Budgets for funds to be spent in the spring term are typically submitted in October and are called "Fall Budgets". The process for the submission and evaluation of these types of requests shall follow all policies in this Allocations Manual.
2. The Allocations Chair shall create an online submission form(s) and set a submission deadline. This form(s) and deadline shall be posted publicly. The Allocations Chair may set additional submission requirements. All additional submission requirements shall be posted publicly.
3. The Allocations Committee shall hear any Budget meeting the publicly posted submission deadlines and requirements during its budget hearing meeting(s) unless a compelling reason requires the Allocations Chair to delay the hearing of a Budget. The

budget hearing schedules will be set by the Allocations Chair. An undergraduate representative of the group must attend the designated meeting. During the hearing, the representative of the group will be asked to explain the Budget. The Allocations Committee will ask questions as necessary.

- a. The Allocations Committee may postpone or consider the Budget withdrawn if a representative does not attend their hearing by a simple majority vote.
 - b. When deemed appropriate, the Allocations Committee may by unanimous consent waive the attendance requirement and act on the request without the presence of an organization representative.
4. The Committee will then render a decision on each part of the Budget after private deliberations.
 - a. For Budgets that the Committee has the authority to make a final decision on, the Committee's decision shall be final, unless they decide by a majority vote to yield the authority to make a final decision to the Executive Board.
 - b. For Budgets the Executive Board has the authority to make a final decision on, the Committee shall make a recommendation to the Executive Board.
5. After deliberations, an Allocations Committee Member will contact the organization and inform them of the decision or recommendation of the Allocations Committee.
6. If the Budget is subject to Executive Board review, the Allocations Chair will inform the Executive Board of the Budget and recommendation at the Executive Board's Budget hearing meeting(s).
7. An undergraduate representative of the group has the right to attend the Budget hearing meeting(s) to speak on behalf of the request. They shall be given the opportunity to state their case and respond to the Executive Board's questions.
 - a. The Executive Board may postpone or consider the Budget withdrawn if a representative does not attend their hearing by a simple majority vote.
 - b. When deemed appropriate, the Executive Board may by unanimous consent waive the attendance requirement and act on the request without the presence of an organization representative.
8. The Executive Board will then render a decision after deliberations. The Executive Board's decision shall be final.

Section 7. Funding Release Process

1. Student organizations are encouraged to return unspent allocated funds. Student organizations that release unspent funds will have the returned balance subtracted out of any funds counted towards caps. SGB shall not consider released funds when reviewing future requests.
2. The Allocations Chair shall create an online Funding Release form. For each Funding Release request, the Allocations Chair shall release the funds with the approval of the SORC.

3. All unspent funds at the end of the fiscal year, which occurs on June 30th, shall automatically be considered released.

Section 8. Request Modification Process

1. SGB recognizes that it may not always be desirable for groups to use funds for the exact items requested, and so has established this policy to govern these situations.
2. The Allocations Chair shall create an online Request Modification form. For each Request Modification request, the Allocations Chair shall handle these requests according to the modification category it falls into.
3. Request Modification requests will only be considered if the entire request remains unspent before the Request Modification is approved.
4. If a modification is rejected, the group has the option to utilize the funds as originally allocated or release the funds. Groups may not resubmit any rejected modification requests, but may submit multiple unique modification requests.
5. Automatic Modifications shall be any modifications that meet the below criteria. Automatic Modifications only require certification by the Allocations Chair that the modification meets the below criteria and is consistent with the original request, does not violate any established policies, and does not change the nature of the original request. Capped expenses shall be modified to approve to the capped amounts as appropriate.
 - a. Purchase an item or a similar item that accomplishes the same purpose for the same or a different price than approved by the Committee and from the same or different vendor than approved by the Committee
 - b. Change the date, time, or location of an event in a way that is consistent with the purpose of the original request
 - c. Change the number of students traveling as part of a request and adjust the corresponding travel expenses to match this number
6. Substantial Modifications shall be any modifications that meet the below criteria. Substantial Modifications require the same approval process as the original request, including a final decision by either the Allocations Committee or the Executive Board depending on which body had the authority to make the final decision on the original request. Any modification requiring a final decision from the Executive Board shall have a recommendation rendered by the Allocations Committee. Any modification that, if approved, brings the total cost of the original request over \$2,000, the Allocations Committee shall only make a recommendation and the Executive Board shall have the authority to make the final decision.
 - a. Change honorarium, including but not limited to recipient and cost
 - b. Add new expenses not represented in the original request
 - c. Make any other modifications not defined

Section 9. Summer Operations

1. SGB recognizes that some organizations may need to make requests over the summer, and so has established this policy to balance this need with the logistical constraints of summer operations.
2. The Allocations Chair shall set a deadline(s) specific to the summer for all online forms to be heard during Summer Operations. This deadline(s) shall be posted publicly. The Allocations Chair may set additional submission requirements. All additional submission requirements shall be posted publicly. All requests must be submitted by this deadline(s) to be heard during the summer.
3. The Allocations Chair shall schedule a summer meeting(s) after the deadline(s) for the Allocations Committee to hear all requests submitted by the deadline(s). The appropriate procedure shall be used at this summer meeting(s).
4. If any requests are subject to Executive Board review following a summer meeting of the Allocations Committee, the Allocations Chair shall inform the President, who will schedule a summer meeting of the Executive Board to vote on these requests. The appropriate procedure for the type of requests being heard shall be used at this summer meeting.
5. If quorum cannot be reached for either the Allocations Committee or the Executive Board due to legitimate summer obligations of members, the Allocations Chair or President may waive the quorum requirement of their respective body with the unanimous consent of all members present and without any remote objection from an absent member.
6. The Allocations Committee shall be inactive besides this scheduled Summer meeting(s). Anything submitted after the summer deadline(s) will not be heard until the first meeting of the Fall term.
7. The Allocations Committee and the Executive Board shall be adequately trained in Allocations policy and procedure before any summer meeting(s).

Section 10. Request Disclosure

1. SGB recognizes that Allocations decisions are in the collective interest of the student body, as they are funded entirely by the mandatory Student Activity Fee that each student pays. As such, SGB recognizes an affirmative duty to disclose Allocations funding decisions throughout the year to keep the student body informed on how their Fee is being spent.
2. SGB has the duty to disclose the following information about any Supplemental Request or Budget submitted to the Allocations Committee: organization name, request number, request type, request title, amount requested, Allocations' final decision or recommendation as applicable (both amounts and written justifications approved by the Committee), the Executive Board's final decision as applicable (both amounts and justifications given at Public Meeting), and any approved modifications or funding releases as applicable.

3. In no case will SGB release the name, identifying information, or contact information of any individual student involved in a request except for those who publicly defend a request at a Public Meeting. In no case will SGB release the opinions or votes of individual Allocations Committee Members or the vote breakdowns or private deliberations of the Allocations Committee. SGB shall keep confidential any other information about any Supplemental Request or Budget it does not have a duty to disclose at the request of an organization.
4. The Communications Committee shall oversee the disclosure process and shall develop and implement a process to disclose all information that SGB has a duty to disclose.

Section 11. Violations

1. The Allocations Committee holds the responsibility to supervise the expenditure of funds for approved purposes according to established policies and procedures. Accordingly, all activities related to the administration of any approved funds fall under the jurisdiction of the Allocations Committee.
2. Violations of the manual include but are not limited to falsified submissions or testimony and misuse of funds.
3. In cases of suspected violations of the manual by an organization, the Allocations Chair may initiate an investigation into the organization lasting one week or until the end of the next regular meeting of the Allocations Committee, whichever comes first. During the investigation, the Allocations Chair may freeze any unspent funds related to suspected violations. The Allocations Committee shall proceed according to the options below.
 1. The Committee may, by a simple majority vote, extend the investigation for one week or until the end of the next regular meeting of the Allocations Committee, whichever comes first, if more time is needed to investigate and deliberate on the suspected violations.
 2. The Committee may, by a two thirds vote, sustain the suspected violations if they believe that the violation was more likely to have occurred than not. After sustaining the suspected violations, the Committee may, by a two thirds vote, involuntarily release frozen funds back to the Allocations Committee or sanction the organization or its officers by reducing future funding opportunities or applying other penalties.
 3. If the investigation elapses without the Committee sustaining the suspected violations, the suspected violations shall be considered cleared and any frozen funds shall automatically become unfrozen. The Allocations Chair may not initiate an investigation into the same organization for the same suspected violations more than once.

Section 12. Appeals

1. Funding decisions made by SGB must conform to the policies contained in this Manual. However, the Judicial Committee recognizes that the Allocations Committee and the

Executive Board are owed deference due to their legitimate role in interpreting this Manual. As such, only certain appeals on funding decisions shall be considered by the Judicial Committee. Allocations funding decisions shall only be appealable if one of the below conditions is met.

- a. An obvious, substantial error that unambiguously violates an established policy within this Manual was made in the final decision
 - b. Bias against the requesting organization that clearly affected the final decision
2. Appeals of funding decisions shall be brought against the Committee that made the final decision on the request.
3. All enforcement actions for violations of the manual are appealable.
4. Appeals of enforcement actions shall be brought against the Allocations Committee.

Article 3. Funding Policies

Section 1. Funding Philosophy

1. The goal of the Allocations process is to provide financial support for student organizations so that they can develop a comprehensive array of relevant and diverse activities and programs in the most fair and equitable way possible. To these ends, and to meet its fiduciary responsibility for the administration of the Student Activity Fee, SGB has established a set of policies to order the decision-making of the Allocations process.
2. Funding of student organizations is a “Shared Responsibility” among the student organization as a whole, the individuals within the organization who primarily benefit from participation in that organization, and SGB. SGB does not have the financial resources to fully fund all the activities of student organizations that request funding.
3. Because all undergraduates not solely enrolled in CGS pay the same Student Activity Fee that contributes to the total amount of funding available, and because students are not members of every club and do not benefit from the programming of every club, it is the expectation that each student organization and its members contribute to the funding of their own operations and programs.
4. The more the funding relates solely to the benefit of the organization, or is limited to members, or involves select members, the more the expectation of Shared Responsibility on part of the benefiting members and the organization increases and will affect SGB’s funding decision.
5. Shared Responsibility includes, but is not limited to, fundraising, sponsorships, price negotiations, deliberate efforts to reduce costs, out-of-pocket expenses, and dues collection. Shared Responsibility does not include any funding outside of the Allocations process but also derived from the Student Activity Fee, including funds provided by ISU and partnerships with Formula Groups like PPC. Only efforts that directly support the operations of the organization and its programming shall count as Shared Responsibility.

Section 2. Requests Not Approved for Funding

1. Programs that duplicate or compete with specific PPC events shall not be approved. Programs that are a collaboration with PPC shall not be funded by the Allocations process for more than 50% of the total cost of the program.
2. Donations, giveaways that are primarily promotional or recreational, or personal gifts of any kind shall not be approved.
3. Primarily social, recruiting, or promotional events or materials shall not be approved.
4. On-campus events with admission fees for Pitt students, including paid tickets and other charges that occur before, during, or after a program, shall not be approved. Any donations collected at the event must be explicitly advertised as optional and may not be required for entry.
5. Off-campus events with admissions fees restricted only to club members who pay dues, including paid tickets and other charges that occur before, during, or after a program, shall not be approved.
6. Expenses for any item that Pitt students will be charged to receive shall not be approved. Any donations collected with the item must be explicitly advertised as optional and may not be required to receive the item.
7. The purchase of alcohol, tobacco, and controlled substances shall not be approved.
8. Any expense related to the appearance of any candidate for public office shall not be approved.
9. Salaries, stipends, honoraria, or any form of remuneration to advisors, coaches, officers, or members shall not be approved.
10. Travel expenses related to any person besides a Pitt student shall not be approved, including coaches, advisors, and members who are not undergraduate Pitt students, except when required as part of an honorarium.
11. First-class airfare and other luxury travel expenses, unless required by invited guests, shall not be approved.
12. Expenses for items and services such as supplies, copies, faxes, and mailing that are available via SORC shall not be approved.
13. Off-campus retreats and other programs that fail to justify being held off-campus shall not be approved.
14. Expenses intended to fulfill academic department requirements shall not be approved.
15. Expenses judged to primarily be the responsibility of a school, department, or administrative unit shall not be approved.
16. Capital improvements to any facilities shall not be approved.

17. Expenses previously denied within the same fiscal year shall not be approved.
18. Deficit spending, which occurs at the point when the student organization has already expended funds or has become contractually committed to spending funds, shall not be approved.
19. Refundable deposits shall not be approved.
20. Programs whose primary purpose is to serve as a fundraiser for organizational benefit or charity shall not be approved.
21. Expenses related to activities that are not in compliance with the highest standard of University health or safety guidance shall not be approved.
22. Expenses for food for competitions, conferences, and off-campus events shall not be approved.
23. Individualized membership chapter dues shall not be approved.
24. Expenses judged to be the responsibility of individual members of student organizations shall not be approved.

Section 3. Standard Decision-Making Criteria

1. Requests should demonstrate a commitment to Shared Responsibility. Organizations should fundraise to offset costs. Requests should demonstrate an active attempt to reduce costs.
2. Requests should align with organizational purpose. The request should be consistent with the espoused organizational purpose for which the group has been registered. The request should contribute to the mission of the organization.
3. Requests should meet unsatisfied needs. The need should be documented. The need should be important to undergraduate students.
4. Requests should have a high value and impact. The participants, the organization, and the University should benefit. This benefit should be lasting and stay with the club. Off-campus trips should bring back value to the campus.
5. Requests should be important to the existence and viability of the organization. The organization should rank this program highly in comparison to its other requests.
6. Requests should be timely. The request should be scheduled at an appropriate date and time. There should be enough time for necessary contracts to be processed.
7. Requests should not be redundant. The central purpose of the request should not have already been fulfilled.
8. Requests should be viable. The request should be adequately manageable and within the scope of the sponsor's capability. Adequate on-campus facilities should be available.

9. Requests should be sustainable. The request should include reusable options whenever possible. Disposable items should only be used when no viable alternative is available.
10. Requests should show a strong cost/benefit analysis. The per capita expenditure for participants or attendees should be minimized. The need served and benefit derived from the request should be worth the per capita expenditure.
11. Requests should have a successful history. Recurring events should show a history of event success. New events should show a history of organizational success. New organizations should show a commitment to successful programming.
12. Requests must primarily benefit undergraduate Pitt students. Requests should benefit at least 75% undergraduate Pitt students not solely enrolled in CGS.
13. Requests should be reasonably able to be supported by the Student Activity Fee. The Student Activity Fee should have the reasonable ability to bear the weight of the expense. The request should fit into a stable, consistent pattern of Allocations funding.

Section 4. Conferences

1. A Conference Request is a type of request submitted by a student organization to send students to represent the organization at a conference or convention. Conferences and conventions are usually focused on networking, learning, and sharing knowledge or expertise within a particular field, and usually include keynote speakers, panel discussions, workshops, presentations, and exhibitions.
2. No more than \$5,000 per fiscal year may be allocated to an organization for all conference expenses.
3. Expenses for no more than four members will be funded to represent the organization. These representatives are expected to bring back their experience at the conference to the entire club. Delegates from multiple organizations may be sent to the same conference based on demonstrated need for attendance and the applicability of the conference to organizations' missions.
4. One standard hotel room may be approved for lodging per four students attending. Non-standard lodging shall only be approved if it is the only viable option.
5. For personal vehicles, the IRS Reimbursement Rate valid on the first day of the fall semester for moving purposes may be approved. For rental vehicles, the cost of the rental vehicle may be approved as well as the rate for personal vehicles. Bus, train, plane, or other transportation expenses may also be approved. Student organizations wishing to be reimbursed for tolls must provide additional documentation proving the toll amount at the time of submitting the request.

Section 4. Competitions

1. A Competition Request is a type of request submitted by a student organization to send students to any type of competition. Competitions are usually focused on students

competing against each other to achieve a specific goal or to be recognized as the best, and usually include tasks, performances, or assessments, with judges or a scoring system determining the winners based on established criteria.

2. No more than \$6,000 per fiscal year may be allocated to a Non-Sport Competitive Organization for all competition expenses.
3. No more than \$3,000 per fiscal year may be allocated to a Recreational Sports Organization for all competition expenses.
4. Competitive Sports Organizations shall be capped according to a ratio of the financial contributions the organization made to their SORC account during the prior fiscal year
 - a. No more than one-half of the total financial contributions under \$15,000 and one-third of the total financial contributions over \$15,000 deposited in its SORC account during the prior fiscal year per fiscal year may be allocated to a Competitive Sports Organization for all competition expenses.
 - b. No more than \$12,500 per fiscal year may be allocated to a Competitive Sports Organization with a roster less than or equal to 75 for all competition expenses.
 - c. No more than \$15,000 per fiscal year may be allocated to a Competitive Sports Organization with a roster greater than 75 for all competition expenses.
 - d. Any Competitive Sports Organization that would be eligible for a cap of less than \$3,000, including new organizations, will have its cap set to \$3,000.
 - e. With the approval of a simple majority of the Allocations Committee, a Competitive Sports Organization's maximum cap may be adjusted in the middle of a fiscal year at the clubs' request if their submitted roster size increases to a higher tier of eligibility or if they declare they would like to use their financial contributions up to that point in the current fiscal year instead of the contributions in the previous fiscal year to calculate the funding ratio in their cap.
 - f. When calculating funding eligibility for the next fiscal year for Competitive Sports Organizations that submit a spring budget, the Chair will utilize the club's SORC deposits from the spring of the previous fiscal year, in conjunction with the club's SORC deposits from the fall of the current fiscal year. Prior to the beginning of the following fiscal year, the Chair will recalculate the organization's cap using actual spring deposits from the spring in which the budget was submitted. Groups will not be penalized if the revised cap falls below the amount of funds that they were allocated in the spring.
5. The Allocations Committee shall have the authority to determine if an organization is a Non-Sport Competitive Organization, a Recreational Sports Organization, or a Competitive Sports Organization.
6. One standard hotel room may be approved for lodging per four students attending. Non-standard lodging shall only be approved if it is the only viable option.
7. For personal vehicles, the IRS Reimbursement Rate valid on the first day of the fall semester for moving purposes may be approved. For rental vehicles, the cost of the rental vehicle may be approved as well as the rate for personal vehicles. Bus, train, plane, or

other transportation expenses may also be approved. Student organizations wishing to be reimbursed for tolls must provide additional documentation proving the toll amount at the time of submitting the request.

Section 5. Off-Campus Programs

1. An Off-Campus Program Request is a type of request submitted by a student organization for expenses related to any event that requires travel for non-conference and non-competition purposes.
2. One standard hotel room may be approved for lodging per four students attending. Non-standard lodging shall only be approved if it is the only viable option.
3. For personal vehicles, the IRS Reimbursement Rate valid on the first day of the fall semester for moving purposes may be approved. For rental vehicles, the cost of the rental vehicle may be approved as well as the rate for personal vehicles. Bus, train, plane, or other transportation expenses may also be approved. Student organizations wishing to be reimbursed for tolls must provide additional documentation proving the toll amount at the time of submitting the request.

Section 6. On-Campus Programs

1. An On-Campus Program Request is a type of request submitted by a student organization for funding related to any event taking place on the Oakland campus.
2. No more than \$25,000 per fiscal year may be allocated to an organization for all honoraria including airfare and lodging according to a contract proposed by an invited individual or group. SGB shall heavily scrutinize any event requesting more than \$100 per expected attendant for honoraria, and shall judge the expected attendance by assessing the organization's history of successful programming.
3. For personal vehicles, the IRS Reimbursement Rate valid on the first day of the fall semester for moving purposes may be approved. For rental vehicles, the cost of the rental vehicle may be approved as well as the rate for personal vehicles. Bus, train, plane, or other transportation expenses may also be approved. Student organizations wishing to be reimbursed for tolls must provide additional documentation proving the toll amount at the time of submitting the request.
4. SGB may fund for food for on-campus programs only when the food serves as the primary purpose of the event and has a cultural or educational benefit. SGB may not fund for food in excess of \$4.00 per expected Pitt student attending the open programming event. SGB will under no circumstance provide funding for food for organizational meetings, membership recruitment purposes, or closed events for any organization.

Section 7. General Expenses

1. A General Expense Request is a type of request submitted by a student organization related to some type of operational expense not directly related to any single event.