

*Any items or categories listed in tables can be merged, edited, or deleted by comment, please do not delete information without communicating first.*



## Bill Allocation Outline

Georgia College & State University  
Student Government Association

*last revised February 2025*

### **General Guidelines**

- Any Registered Student Organization (RSO) may request reimbursement by submitting the form on the SGA's page on GC Connect or contacting their designated Senator directly.
- RSOs are encouraged to utilize their funds from the Student Advisory Budget Committee from the meeting held during the previous fiscal year.

### **SGA Bill Process:**

The sponsoring Senator(s) meet with the representative(s) of the RSO requesting reimbursement:

- An understanding is gained about what the RSO is asking for specifically. This includes the specific itemized amounts for what RSO needs reimbursement.
- A full budget shall be presented in this meeting, including any SABC funding, fundraising, and a detailed list of other past expenses.
- The Senator(s) will explain the allocations process further, including the time of the Appropriations Committee meeting and what is to be expected in this process.
- The sponsoring Senator and RSO representative(s) may be present during the Appropriations meeting to discuss any information that the committee requires.
- The sponsoring Senator and RSO representative(s) may also be present during the Senate, where the bill is to be presented as old business, to provide necessary context and information for Senators' inquiries.
- If passed, the RSOs must follow all guidelines listed in Section XXX of the SGA Bylaws:

## I. Prohibited Allocations

- Funding that solely benefits individuals not enrolled at Georgia College
- Any item or resource that is not more cheaply available by rent or reservation through Georgia College.
- Alcoholic beverages or tobacco products
- Travel and lodging expenses for a non-student
- Costs associated with an event in which an RSO has not yet qualified.
- Costs associated with sales tax, as an RSO should utilize the Tax Exempt form provided by the Student Engagement office.
- Employee compensation and student stipends
- Clothing that does not remain with or associated with the RSO
- Any vague or unknown costs
- Food or drinks at individual, private RSO meetings
- Any activities which violate the laws of the United States federal government, state government, the city of Milledgeville, or the regulation of Georgia College & State University
- Any costs associated with the addition of the representation of sponsors of an RSO

## II. Events

- Events must be open and advertised to the best of the RSO's ability to the student body.
- The RSO must provide details of the event being held and the steps on how the event will be publicized.
- For all events, the RSO must present an accurate event-recap form provided by the SGA Secretary on how the event went, how funds were spent, and how many people attended.
- The Student Government Senate may utilize these records to make good decisions on the RSO's future bills.

Item Types	Descriptions
Food and Drinks	
On-Campus Venue	
Off-Campus Venue	
Chalk	
Social Media Ads	
Decorations	

Stickers & Low-Cost publicity items	
Banners and Posters	
Vendors or Service Providers	
Food-related items	Utensils, plates, or similar items

### III. Materials and Equipment

*Restrictions:*

- RSO must ensure the safe storage of items in this category. Records of where inventory is stored must be maintained by the RSO, and SGA or the Student Engagement Office may request information on this at any time.
  - It is recommended that the Student Engagement office storage room be utilized to prevent theft of valuable items.
- RSOs may only request equipment to cover current members. If more members join, RSOs may request equipment for additional members.
- Should SGA request an inventory count for items, the sponsoring Senator shall provide notice to the RSO, in coordination with the Appropriations committee prior to the Bill hearing presented in old business.

Item Types	Descriptions
Performance-Related Clothing	
Durable Goods	
Raw Materials / Parts	
Personal Protective Equipment	
Consumable Goods	
Printing Costs	
Software	

#### IV. Student Travel Fund

*\*perhaps most of these can be solved with RSO respective dues?*

- Funding must only be provided to Georgia College & State University students.
- Students must provide itemized receipts for proof of purchase.
- Venmo, Paypal, Cashapp, Zelle, or any app for payment is not an approved proof of purchase and is not eligible for reimbursement.
- Airbnb is not an approved vendor and is not eligible to be reimbursed.
- Clubs/organisations are not eligible for the Student Travel Fund if they use funds from their club/organisations financial accounts.
- Students are only eligible to be reimbursed once per school year.
- Ineligible expenses include but are not limited to: adult beverages, entertainment, valet services for parking (when self-parking options are available), fees for choosing particular airline seats, travel insurance, and lodging booked through a private residence which includes but is not limited to such online sites as Airbnb, HomeAway, etc.
- STF cannot reimburse any funds spent on taxes for purchases.

Item Types	Descriptions
Air & Vehicle Travel	Must collaborate with GCSU Transportation for vehicle reservation Airfare, baggage fees and Lyft/Uber are accepted. Vehicle rentals Gas
Lodging	Must provide itemized receipt for hotel costs Hotel parking
Registration	
Food and Drinks	Food is eligible for reimbursement as long as there is an itemized receipt.