Phone Script for TakeBack Calls

**Allocations Member: Hi, My name is Sara Rubiano and I am calling from the RUSA Allocations Board. How are you?**

**\*General introductions occur\* (ask what their position on the e-board is as well as maybe a brief summary of what their club does to get a further analysis)**

* Ezenezie Eze: 8562469229

**Allocations Member: As part of a way to better understand clubs’ history with spending and improve on our funding process I am reaching out to learn more about your club’s take back funds history. Does this time work for you?**

**\*Assuming that we are analyzing last Fall 2020 takeback reports proceed to ask:**

**Allocations Member: Can you discuss the reasoning behind the $xyz amount of money your club had in take backs for Fall 2020. We also noticed your club had $xyz take backs on average per semester over the past three semesters. Can you discuss the reasoning behind this as well?**

Reason: Impacted by COVID-19. Many of their events took place in person and the lack of in person interaction took a toll on their programming.

**Questions for most clubs as these are general questions**

Allocations Member: Great! Moving into to specifics can you answer the following:

1) Which categories did your club have take backs in such as room rental and decorations?

* Not a lot of events going on so did not allocate money for room rental or decorations

2) Do you feel that your club tends to overestimate how much money you need in order to prepare for any unexpected costs?

* No
* Said they tend to underestimate because they try to stick to a budget and are very detailed in what amount of money they ask for

3) Do you find that the budget application is concise and straightforward, or do you find that it is confusing and difficult to estimate how much money is needed?

* Can be confusing without proper training
* For a person who has never had experience it may be more difficult or might take longer to fill out

4) Has your club had any last-minute changes in the past leaving your club to then overestimate the budget for future semesters?

* No especially since there was only virtual programming in Fall 2020

5) Are there any categories that you find your club consistently needs more for and vice-versa?

* Vendors for the most part and when in person decorations

**Allocations Member: Wrap up the conversation and ask any last-minute questions to the club member that you think may be helpful**

**Allocations Member: Do you have any questions? If not thank you for your time and stay safe!**