**procedure for requesting Student Organizations allocation funds**

*The student organizations allocation fund is money that ASI gives to student organizations to fund their campus activities, fundraisers, and events. Each student organization can request up to $600 per academic year.*

1. The student organization Treasurer must meet with the ASI/USU Budget Assistant, to discuss the details of the event and to ensure the type of event is allowed to be funded through the student organizations allocation fund.
   * It is mandatory the Treasurer must be present at the meeting and it is optional if any other organization representatives attend.
2. Submit a Student Organization Financial Request Form which is the official form to request student organizations allocation funds.

* All fields must be complete and preferably typed.
* A Line Item Detail Sheet is attached to the form and needs to be filled out with estimated amounts.
* **Only** items placed on the line item sheet may be purchased with student organizations allocation funds (any items purchased that were not approved by the Budget Committee will be at the expense of the organization).

1. Once the Student Organization Financial Request Form has been submitted the organization Treasurer (and if desired, any other organization representatives) must attend a Budget Committee meeting. At the Budget Committee meeting the they will:

* Present event details to the committee.
* Present marketing ideas (flyers, posters, Facebook ads, etc.) to demonstrate how this event is available to the entire campus.

1. Approval Process

* After your presentation the representatives will be dismissed and the committee will then vote on the approval of the funds.
* The President and Treasurer requesting Club Allocation Funds will be contacted after the meeting and given the status of the application.
  + If approved, they will receive the check request procedures, which details the next steps to take to receive the funds.
* If the organization is approved, the funds will automatically be transferred to the student organizations account and a check request must be submitted to withdraw the funds from the student organizations account for the event.
  + NOTE: Any unused student organizations allocation funding must be returned to ASI.
* Check request procedures and guidelines can be requested from the ASI/USU Budget Assistant.