Allocation Process for Recognized Student Organizations

- At the beginning of each semester, organizations that did not submit a no-sweep form will have a flat allocation of $250 automatically deposited in their account. This will replace the all-convener allocation meeting to decide each group's funding.

- For organizations to receive additional funding throughout the semester, they will need to contact the SOC 3 weeks prior to the proposed event (a simple email describing the event and where you're at in planning is sufficient), submit a special request form, and present your request at an SOC meeting. Organizations that submitted no-sweep forms are still eligible for special allocations.

- After the SOC has been contacted it is expected that the next three weeks be spent ensuring that the event will run smoothly by seeking possible co-sponsors, creating a more detailed budget, delegating tasks to members, etc. Events must be well planned and present as detailed a budget as possible to receive SOC approval. Special requests can be submitted to cover multiple events throughout the semester as long as significant planning is evident.

- If you are planning an event for the first three weeks of school that will require more than $250 a special request should be submitted in the previous semester.

- Leftover money in club accounts will now be swept into the SOC operating account at the end of each semester to be used in special allocations. If your organization would like to keep the money in your account to be used for events in the next semester a no-sweep form must be submitted.

The goal of these changes is to improve club events, develop more accurate budgeting, increase SOC contact with student organizations, and make the SOC more aware of how money is being spent by clubs during the semester. It is possible that aspects of this system will need to be revised as we see this system in practice and receive feedback. If this occurs we will inform you ahead of time before making those revisions.

Approved by Earlham Student Senate November 2011