

Jacksonville State University
Registered Student Organization
Allocations Manual



Purpose

Jacksonville State University understands that student organizations positively contribute to the mission and the university strategic plan by enabling students to participate in experiential learning and creating opportunities for students to exchange ideas while also engaging with the community. The allocation process is for the university and the Student Government Association (SGA) to respond to organizations' needs in a way that enables them to create a sense of belonging for their fellow students. This manual will serve as a detailed guide for all allocation requests and questions.

Eligibility

An organization must be a Jacksonville State University Registered Student Organization (RSO), meet all RSO requirements, and obtain a specific amount of allocation points in the semester the allocation request is submitted to apply for an SGA allocation. RSO requirements are outlined in the “Student Groups and Organizations” section of the [student handbook](#). An RSO must obtain at least **15 allocation points to be eligible for a \$400 allocation**, or **at least 25 allocation points to be eligible for a \$600 allocation**. All allocation points must be obtained within the **same semester** that the allocation request is submitted. An RSO may only request one allocation per semester. Allocations can only be applied for and awarded in the fall and spring semesters.

Sport Clubs that are registered through University Recreation (UREC) can request funding through UREC, so they are not eligible for the SGA allocation process. If a sport club is started after UREC’s financial deadline, the new sport club will be eligible for an SGA allocation in its first year.

Additionally, organizations that obtain the majority of their funding through an on campus office are not eligible for the SGA allocation process.

Allocation Points

At least 15 allocation points must be earned before an RSO is eligible to apply for a \$400 allocation. At least 25 allocation points must be earned before and RSO is eligible for a \$600 allocation. Allocation points must be earned in the same semester that the allocation request is submitted. **All workshops/community service events used for allocation points must be listed as an event on your RSO’s Campus Groups page and members must check in in to record attendance.** Allocation points can be earned by completing tasks from the list below:

1. RSO has a designated Organizational Council (OC) Delegate reported to the SGA Vice President of Organizational Affairs (SGA VPOA). (2 points)
2. RSO OC Delegate attends an OC meeting, or another member attends in their place. Attendees must check in at each OC meeting. (1 point per meeting attended)
3. RSO has a current roster of members on their Campus Groups page. (2 points)
4. RSO has all current officers listed on their Campus Groups Page. (2 points)
5. RSO has a current JSU faculty/staff advisor listed on their Campus Groups page. (2 points)
6. RSO hosts a workshop or program facilitated by the Dean of Students Office for its members in which at least 50% of members attend. This workshop must be listed as an event on your RSO's Campus Groups page and members must check in in to record attendance. (5 points)
7. RSO hosts a workshop or program facilitated by another Jax State office (UPD, Counseling Services, Financial Aid, Student Success, etc.) in which at least 50% of members attend. This workshop must be listed as an event on your RSO's Campus Groups page and members must check in in to record attendance. (5 points)
8. RSO lists an organization event on their Campus Groups page and has attendees check in to the event. (1 point per event, capped at 5 points)
9. RSO hosts a community service event in which at least 50% of members attend. This event must be listed as an event on your RSO's Campus Groups page and members must check in in to record attendance. (5 points)
10. Members of an RSO complete leadership training series through the Dean of Students office. (2 points per member, capped at 10 points)

Allocation Application, Approval, and Awarding

RSOs can apply for an allocation once per semester. All tasks completed to obtain allocation points must have been completed in the same semester the allocation request is submitted. Allocations will be awarded on a first come, first serve basis. The Dean of Students Office has allotted \$10,000 to student organization allocations each semester. Allocation requests submitted after this capacity has been reached will be denied. An RSO can request an allocation by completing the Allocation Request Form via Campus Groups. The SGA Vice President of Organizational Affairs and Dean of Students Office Staff will review and approve or deny all allocation requests. RSOs must submit a W9 with an Employer Identification Number (EIN) and have a bank account to receive allocations.

Appeals

RSOs may submit an appeal to the SGA if their allocation request is rejected. RSOs must submit an appeal using the Allocation Appeals Form via Campus Groups stating the grounds for the

appeal. The appeal must be submitted within five academic days from the date the allocation request was rejected. Appeals will be reviewed by the Organizational Council's Advisory Board. The Organizational Advisory Board will determine if the allocation request meets all allocation requirements, and report their findings to the SGA VPOA and Dean of Students Office for final approval. The decision will be communicated to the requestor via the Campus Groups Allocation Appeals Form within five academic days from the date the appeal decision was made.