Student Senate Allocation Proposal

	Allocation Request
Student allocation guidelines:	- Students must room four in a hotel of the same gender - Only regular registration fees will be covered: no late fees - Transportation: - If within a reasonable driving distance, airfare will not be considered - Organization should always check into Waubonsee Community College van availability before renting a vehicle or deciding to use personal vehicles - Parking will only be covered if using a Waubonsee van - Mileage <u>may</u> be reimbursed if students drive themselves - If the college is reimbursing for meals, the suggested breakdown per meal for students is: - Breakfast $5 - Lunch $10 - Dinner $20 (These numbers can be manipulated but you cannot use all $35 for dinner if breakfast and lunch are paid for by the conference. There must be an even distribution.)
Advisor allocation guidelines:	- One advisor per 10 students will be covered - Same gender advisors are requested to share a hotel room - Advisor meals are only covered it the conference does not provide a meal - Please refer to the colleges meal allowance guidelines for staff - Transportation - Parking and mileage or - Airfare and shuttle/taxi to location - No transportation for extra activities will be covered
Notes:	- All Allocation Requests are presented at a Senate Meeting. Senate must read the request twice and will vote at the second meeting. **<u>Please allow up to four weeks for a decision.</u>** **<u>To be on the agenda for Senate, your proposal must be received a week before the official Senate business meeting.</u>** - Any request for $500 or less may be voted on during the Senate meeting in which it is reviewed. Any request for over $500 must have an RSO representative present to answer questions at the Senate meeting. - Senate will not cover overnight costs for an event within 60 miles of the Sugar Grove campus; special exceptions can be made. - Organizations cannot exceed $2500 in a given academic/ fiscal year. - Off campus events require Advisor attendance. - Student Life will assist and/or coordinate travel arrangements, encumbrances, etc., once the event is approved and funds are available. - Student Organizations will reimburse Senate for any member(s) who cancels after the allocation has been approved unless they are able to find a replacement. Any costs associated with changes is the responsibility of the organization or the member. - Any member who benefits from the event/trip is REQUIRED to write a reflection paper, due to Senate within one month of returning. Failure to complete this requirement will impact future funding requests from the organization. Reminder: Senate may approve or deny all or any part of the request. Student Senate will check the current account balance for any organization requesting funds and take that amount into consideration.

WAUBONSEE COMMUNITY COLLEGE
Student Senate

Student Contact Information	
Organization Name:	Student Contact Name:

X Number:	Email:		Cell:

Organization Mission:

Event Details			
Event Name/ Proposal Purpose:		How many active members are in the organization?	
Location:		Date of Event:	

Provide a list of names for those attending this event:	1. _____ 10. _____ 2. _____ 11. _____ 3. _____ 12. _____ 4. _____ 13. _____ 5. _____ 14. _____ 6. _____ 15. _____ 7. _____ 16. _____ 8. _____ 17. _____ 9. _____ 18. _____

Are members paying for any portion of this event out of pocket? ☐Yes ☐No	If yes, how much: $
	Is that money going to anything specific?

The event form was submitted to Student Life on:

Advisor Attendance Information
(Off campus events require Advisor attendance)

Please list the advisors who will be attending this event. Senate will pay for one advisor per 10 students:

Advisor 1: _____

Will this person be using professional development monies to assist with funding his/her attendance?
☐Yes ☐No

If yes, how much? $

Advisor 2: _____

Will this person be using professional development monies to assist with funding his/her attendance?
☐Yes ☐No

If yes, how much? $

Please use this section to describe the event, its purpose and why you are attending:

How will this event benefit students?

Please attached any of the following that may apply:
- ☐ Quotes, invoices, bills, etc. to support your request
- ☐ Conference Itinerary or schedule of events
- ☐ Conference website
- ☐ Any additional handouts related to the conference

Breakdown of Costs

Please include cost per person and total cost for each item.
Possible items to add:
- Registration Fees
- Hotel (including name and address of hotel)
- Transportation (including method of transportation)
- Food (including outline of meals covered)

(Feel free to include a chart displaying breakdown of costs)

Students	Fees	Description of Fees
	$	
	$	
	$	
	$	
	$	
	$	
Advisors	**Fees**	**Description of Fees**
	$	
	$	
	$	
	$	
	$	
	$	
Total amount in Student Organization Account: $	Total amount using from Student Organization Account: $	
Total amount being requested: $		

***The pot of available funds is limited. Once all funds have been distributed, Senate will not be able to fund any event/trip regardless of purpose or past use of funds.
***Submit event form to Student Life.

By signing this proposal, you are verifying that all information is accurate and confirming that you have read through all of the required notices.

_____   _____   _____
Student Representative/Presenter   Signature   Date

_____   _____   _____
Advisor   Signature   Date