

**Student Activities Allocations Application**  
**FY 2022-2023**

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**I. Instructions**

Complete the application form **and** the budget spreadsheet and **return both to the Dean of Student Engagement's office (email [jenkinscp@etsu.edu](mailto:jenkinscp@etsu.edu)) by no later than 4:30 p.m. Eastern Standard Time on Thursday, March 31, 2022.** Applications must be emailed/submitted electronically. If you have questions regarding your submission, please email [jenkinscp@etsu.edu](mailto:jenkinscp@etsu.edu) or call 423-439-6633. Prior to completing this application, organizations and departments are expected to be familiar with the eligibility requirements for Student Activities Allocations.

**II. Description**

A portion of the funds generated from the ETSU General Access Fee will be designated annually for student activities and services. The allocation of these funds to specific groups will be recommended to the President by the Student Activities Allocations Committee with the concurrence of the Vice President for Student Life & Enrollment. Allocations will be awarded on a competitive basis to eligible student organizations and university departments which seek to offer activities, services, or programs to the general student population.

**III. Eligibility Requirements**

- A. Student organizations must be registered and up to date with officer/advisor/membership roster listing with the Office of Student Activities & Organizations ([www.etsu.edu/buc-hub](http://www.etsu.edu/buc-hub)).
- B. University departments must be so designated in the university's organizational structure and offer a direct activity or service to students.

**IV. Funding Criteria**

- A. Organizations and university departments shall be eligible for funds if they meet the following criteria:
  - 1. Funds will be used to support student services, programs, and activities that are primarily educational in nature and consistent with the university's mission and goals.
  - 2. Funds will be used to subsidize those student organizations and university departments that provide a significant service or program for the benefit and welfare of the entire student body. Activities that benefit only student members of a specific organization or department are not eligible for funding. If benefits accrue only to the group, the group itself is expected to finance them or seek alternative funding.
  - 3. Activities providing significant, widespread benefits to the university community are eligible for funding if there is no feasible way of charging a fee to those who benefit (which reflects the cost of providing them with the activity). The amount of net funding will be based on the amount of benefit accruing to people outside of the organization or department sponsoring the activity. (Where the beneficiaries cannot reasonably be identified and charged, or where the efficient fee is too low to cover programming costs, the Student Allocations Committee will consider a subsidy.)
  - 4. In cases where an activity meets the requirements of the first criterion, the Student Activities Allocations Committee will also make a judgment concerning funding at a level sufficient to maintain that organization's or department's effectiveness in providing the proposed activity. With limited funds available, it will not always be possible to fund every group which requests support, even when that group may meet the requirements of the first criterion.
  - 5. Any registered student organization or Student Life & Enrollment department that has a campus-wide scope of activities as defined above, and has not applied for, received, nor intends to apply for BUC Funds within the fiscal year, may apply for funding from the Student Activities Allocations Committee. (This provision does not apply to SAAC funded student organizations or Student Life

& Enrollment departments that may have received additional BUC fund funding for "unforeseeable campus opportunities" or "special emergencies.")

B. Student Activities Allocations funding shall be limited according to the following criteria:

1. Proposals requesting support for projects that violate federal, state, local law or university policy will not be considered.
2. Funds will not be allocated for any of the following:
  - a. an organization's or department's deficit
  - b. an organization's or department's off-campus rent or non-university related services
  - c. the duplication of materials, supplies, or services whose primary use will be for the classroom instructional program of an academic department
  - d. equipment whose primary use will be for the classroom instructional program of an academic department.
3. Funds will not be allocated for food except when it constitutes an itemized per diem expense in conjunction with a sponsored program or travel authorized by the Student Activities Allocation Committee. The only other exception will be banquet meals for a limited number of guests not associated with the sponsoring organization or department.
4. Funds for individual student workers will not exceed the campus minimum hourly wage. Organizations or departments must be able to document that they have recruited and hired workers on the Regular Student Work Program, College Work Study, or Work Scholar Program whenever possible.
5. Funds for travel will be limited to student members of the organization or department with the following stipulations:
  - a. the cheapest available transportation for any trip must be used
  - b. no more than three students will be funded for any trip
  - c. rarely will the full amount of travel expenses be granted--students will generally be expected to pay a portion of their expenses
  - d. funding for lodging will be limited to three nights

C. Procedural requirements for application for Student Activities Allocations funding:

1. A proposal to fund an organization's or department's project in conjunction with another group must include an itemized request for each group's proposed share of the project (amount and percentage) even if one of those groups in the project is not requesting funds.
2. The following is to be included in the application for funding:
  - a. a line item budget request with reasonable description and justification for each item proposed for funding
  - b. a description of planned activities and objectives for the coming fiscal year
  - c. full disclosure of student involvement in the organization's or department's activities
  - d. a description of the scope of the organization's or department's proposed activities (number of students who will be directly affected by the planned activities of the group)
3. The completed application must be submitted to the Dean of Student Engagement's office on or before the annual deadline specified by the Student Activities Allocation Committee. These budget requests will be considered during the spring semester for the coming fiscal year.

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4. Any organization or department that uses appropriated funds contrary to the purposes presented to the Student Activities Allocations Committee may be subject to financial sanctions upon the next request for funding.
- V. Description of Organization and Scope of Activities (Please use additional pages if descriptive narrative responses cannot be typed in space provided)
- A. Give a brief description of the purposes and student benefit of your organization or departmental activity.
- B. How many students are directly involved with your organization or departmental activity(s)?
- C. How many times did your student organization or departmental project planning committee meet this year?
- D. What was the average number of students present at your project planning meetings this year?
- E. Please provide the totals for the following:
1. Number of activities/events hosted by your organization/department in 2021-2022:
  2. Number of participations (total attendance to date) in activities/events hosted by your organization/department in 2021-2022:
  3. Number of activities/events the organization/department is proposing to host in 2022-2023:
  4. Number of participations (total attendance) the organization/department seeks to engage with activities/events in 2022-2023:
- F. If applicable, please list the titles/names of any events/activities that were MOST successful in 2021-2022 that your organization/department will CONTINUE to host in 2022-2023:
- G. If applicable, please list the titles/names of any events/activities that were NOT successful in 2021-2022 that your organization/department will STOP hosting in 2022-2023:
- H. Please list the titles/names of any events/activities that your organization/department will START hosting for the first time in 2022-2023:
- I. What was the total SAAC amount awarded to your organization/department in 2021-2022?
- J. What is the total SAAC amount your organization/department is requesting for 2022-2023?
- K. What items/expenses account for the difference between what you received last year and what you are requesting this year?
- L. Name and contact information for the person completing this application and any additional individuals who will be attending your application hearing:
- M. Name and contact information for the person who will manage purchasing and budget reconciliation for your organization/department should you receive a Student Activities Allocation in 2022-2023: