

North Central Michigan College **Organization Allocations Guidelines**

The Director of Student Outreach and Engagement and Student Senate when recommending allocations to campus organizations & clubs has approved the following guidelines. These guidelines also include necessary restrictions applicable to the use of student activity funds by student groups.

1. Returning organizations that have maintained good standing with the Student Senate allocation requirements may request up to 10% of the total allocation Student Senate receives each semester.
2. New organizations may only request a maximum of 4%.
3. Organizations must have four or more active registered student members to receive funding of \$250.00 or more.
4. Organizations should follow instructions for allocation requests* included in these guidelines.
5. The organization's representative should be prepared to give an oral presentation to the Senate for their allocation request**.
6. When all organizations requesting funds have been given initial funding, the Senate may consider requests for additional funds for special projects and specific purposes.
7. New organizations may be funded from whatever balance remains in the total allocations funds after initial outlays.
8. Total allocations for all groups shall not exceed the allotted amount provided for group allocations as stipulated in the total Student Senate budget for that semester.
9. Any group applying for allocation funds will have the right to appeal allocation committee decisions to the Senate any time after the initial allocation has been funded.
10. Allocation requests will not be considered after the eighth week of each semester.
11. Student Activities funds used by any organization & club will be spent only for activities benefiting their members and/or other members of the college community.

12. Organizations and their members are encouraged to participate, plan or assist in the annual Welcome Back Week, Winterpalooza or Summer Send-off Week activities.
13. Organizations & clubs must have one member of their group attend a student senate meeting at least twice a month. Student Senate meetings are held once a week.
14. Organization & clubs should give an update on club activities twice a month.
15. Any item, perishable or non-perishable that is purchased or expected to be purchased with Student Senate funding must be reported on a list to the Student Senate during the bi-monthly reports to the Senate. Please include any assets from previous years on the asset list
16. Any excess money that is a return on original investment, whether expected or later developed, with student funding, must be reported to the Student Senate in the bi-monthly report to the Senate
17. Organizations & clubs not in good standing at the end of the semester due to non-attendance, non-use of funds, or non-compliance in reporting may be subject to the return of the original Senate allocation or amount remaining
 - A. No activity funds may be used for the following:
 1. Donations or contributions to persons, organizations or causes.
 2. Purchasing intoxicants or controlled substances.
 3. Any activity prohibited by College regulations or State, Federal law.
 4. Memberships (personal or group) in non-college organizations or associations except as specifically approved by Student Senate and the Director of Student Activities
 - B. Organizations requesting and receiving student activity funds, must account for their expenditure before receiving additional (future) allocations.
 - C. To receive an allocation and be recognized as a student organization, a request for official recognition from must be picked up in the student activities office, completed and returned back to the Student Outreach and Engagement office.
 - D. Any organization sponsoring an activity which violates any college regulation, State law, or these guidelines, in part or whole, may be deprived access to future funding.

***Instructions on Allocation Requests**

1. Review North Central Michigan College's Policy on Student Organizations to make sure organization is in compliance with policy.
2. If your organization is in compliance with the policy:
 - a. Print off the allocation request from North Central's website
 - b. Give one copy to the Student Senate or Director of Student Outreach and Engagement and keep one copy for organization's record
 - c. List any assets currently owned by organization or any assets expected to be purchased with allocation
 - d. Prepare for the oral organization allocation request to be given to the Student Senate
 - e. After oral presentation and vote by Senate, a letter stating approval or not of the allocation will be sent by the Director of Student Outreach and Engagement to the organization.
 - f. If allocation is approved, funds will be transferred to organization's account by the business office within one week of approval.

****Outline for Oral Organization Allocation Request**

1. Organization's Purpose
 - a. Mission Statement
 - b. What does your organization do for the college?
 - c. What does your organization do for the community?
2. Reason for funding
 - a. What does your organization plan to do with allocation?
 - b. If planning on asset purchases, please list items
3. Is there another source of funding?
4. What activities will take place with this allocation?
 - a. Is there a return on investments by using this allocation?
 - b. Will the allocation be used for community purposes?
 - c. Will the allocation be used for charity purposes?
 - d. Will the allocation be used for college events?
5. How will this allocation benefit your members and/or other members of the college community?

The guidelines for organization allocations were updated by members of Student Senate and the Director of Student Outreach and Engagement on May 11, 2012