

# Organizational Allocation Guidelines

(Please Read Thoroughly)

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## DEFINITIONS

- Organizational Allocation (OA): Each recognized club/organization is eligible for *reimbursement* of up to \$200.00 per academic year, providing they meet the ASBCP and Allocation Committee guidelines. A majority vote is required by the General Council of ASBCP.
- Extended OA's: The Extended OA is for allocations above the original \$200.00. This cannot exceed \$300.00 per academic year. This must be submitted on the Extended Organizational Allocation request form. A 2/3 vote is required by the General Council of ASBCP.
- Special OA's: Under special circumstances the following may receive an allocation with a 3/4 vote by the General Council of ASBCP:
1. An organization not recognized the previous semester.
  2. An organization needing money for an event/activity that has already occurred.
  3. The amount requested is in excess of \$500.00
- Special OA's are submitted on standard OA form.
- Reimbursement: This occurs when any and all receipts are turned in to the Activities Office (or Business Office) no later than 2 weeks following the event/activity. A check, made payable to the person designated on the OA application form, will then be made and delivered.
- OA Time Line: All Organizational Allocations take at least 10 school days to be approved or denied. Be sure to plan your event/activity accordingly.
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## STUDENT ORGANIZATION ELIGIBILITY REQUIREMENTS

1. Only student clubs/organizations, which are registered and in good standing with Student Council can be eligible for OA's. A club/organization can apply for a total of \$200.00 per academic year.
2. The ASBCP Club Committee must have registered your student club/organization the previous semester to be eligible to receive an OA. Clubs/Organizations that do not meet this requirement are encouraged to apply for a Special OA. (see Definitions)
3. Any newly recognized student club/organization shall not be eligible for an OA until the semester following its recognition. This also applies to previously recognized clubs/organizations that have been inactive or unregistered for two consecutive semesters or more. Clubs/Organizations that fall into this category may apply for a special OA. (see Definitions)

## CRITERIA CONSIDERED WHEN DETERMINING FUNDING:

1. Number of students the project/activity/event will benefit.
2. Quality of student participation.
3. Your club's/organization's previous use of funds.
4. Efforts by the club/organization to perform community service.

BEFORE YOU FILL OUT THE OA APPLICATION, FILL OUT THE FOLLOWING QUESTIONS THAT DEAL WITH THE PROJECT/ACTIVITY THAT YOUR CLUB/ORGANIZATION WANTS FUNDED.

- |   |     |    |
|---|-----|----|
| 1. Does your activity provide a service or program more appropriately and effectively performed by ASBCP or some other Brophy Department?       | YES | NO |
| 2. Does your club/organization need funding for salaries or wages?  | YES | NO |
| 3. Does your club/organization need funding for scholarships, cash awards, or trophies?   | YES | NO |
| 4. Does your club/organization need funding for club uniforms, jerseys, and/or sports equipment that will not be kept by the club/organization? | YES | NO |
| 5. Does your club/organization need funding for computer equipment, office supplies, or bookkeeping equipment?                                  | YES | NO |
| 6. Has your club/organization failed to sponsor at least one community service project within the last six months?                              | YES | NO |
| 7. Is the money your club/organization is requesting being used to reimburse another club's/organization's activity.                            | YES | NO |
| 8. Does your club/organization need funding for repaying old debts?   | YES | NO |
| 9. Does your student club/organization and/or activity discriminate on the basis Of race, creed, religion, national origin, or sex?             | YES | NO |

If you answered **YES** to any of the above questions you will not be eligible for an OA. Please ask a member of the Appropriations Committee or the Student Council Advisor for further information. If you answered **NO** to all of the above questions, you can finish filling out the OA Application.

# ASBCP's Organizational Allocation

ASBCP's OA program is designed to reimburse student clubs/organizations based on receipts or to pay, up to the allocated amount, bills which have been incurred in the spirit by which the request was made. If a student club/organization fails to conform to the spirit by which they obtained the OA, the ASBCP General Council shall have the authority to deny them funds for a period of up to two years.

## HOW TO GET AN ORGANIZATIONAL ALLOCATION:

Step 1: The following must be submitted to the Appropriations Committee:

- A. a completed OA request form.
- B. an event/activity contract (if ASBCP is being asked to endorse or co-sponsor).
- C. any support data deemed necessary or important that will assist in the decision making of the Appropriations Committee.

These items must be submitted at least one week before the ASBCP Appropriations Committee meeting in order for the committee to research and decide upon the request in a sufficient manner.

Step 2: All requests are forwarded to the ASBCP Appropriations Committee for review. All OA's must be approved by the Appropriations Committee first. If the committee rejects your application a written reason will be given and your club/organization can reapply.

Step 3: A representative from your organization must be present at the ASBCP Appropriations Committee Meeting. You will be notified at least 3 school days prior to this meeting. At this meeting the committee will review your request and gather any relevant information from the representative. Failure to attend this meeting nullifies your application and you will have to re-submit with a written explanation.

Step 4: Upon approval from the ASBCP Appropriations Committee (simple majority), the OA will be forwarded to the ASBCP General Council where it will be presented, reviewed and voted upon.

Step 5: A representative from your organization is encouraged to attend the ASBCP General Council meeting to witness the approval or rejection of your request. Attending the ASBCP General Council meeting does not guarantee your OA will be approved. Speaking rights at the ASBCP General Council meeting is not automatic and must be granted by the presiding officer.

## HOW TO RECEIVE YOUR REIMBURSEMENT:

**Within two weeks** of the activity/event, submit the following to the ASBCP Appropriations Committee or the Business Office:

1. Original bills, canceled checks, fees and/or receipts, etc. All items must be attached to a sheet of paper, showing the total. (it is suggested that organizations make copies of these items for their own records)
2. A typed summary of the event/activity for the ASBCP General Council records.

IF RECEIPTS ARE NOT SUBMITTED WITHIN TWO WEEKS OF THE ACTIVITY/EVENT, THE MONIES ALLOCATED MAY BE REVOKED BY A 2/3 VOTE OF THE ASBCP GENERAL COUNCIL.

# Associated Students of Brophy College Preparatory Organizational Allocation Request

(Please Print or Type Clearly)

Organization: \_\_\_\_\_

Advisor(s): \_\_\_\_\_ Phone: \_\_\_\_\_

President: \_\_\_\_\_ Phone: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Phone: \_\_\_\_\_

Is your club/organization currently registered with the Activities Office? YES\_\_ NO\_\_

Amount being requested: \$\_\_\_\_\_ (cannot exceed \$200.00)

Project/Activity/Event requiring financial assistance: (please list only one)

Date of Project/Activity/Event: \_\_\_\_\_

How will the above-mentioned Project/Activity/Event benefit your group, the school, and the community?

Are you receiving funding from any other organization for the above mentioned Project/Activity/Event? YES\_\_ NO\_\_

If YES then list the organization and the amount received

*(continued on the back)*

What community service project has your organization sponsored within the past six months?

Project \_\_\_\_\_ Date \_\_\_\_\_ Number involved \_\_\_\_\_

What community service project does your organization have planned in the future?

Project \_\_\_\_\_ Date \_\_\_\_\_

Please list all expenditures for the Project/Activity/Event requiring financial assistance:

Item \_\_\_\_\_ Approximate Cost \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_

Please attach a copy of your **club's/organizations budget**, if you have one, to this form.

All information that has been provided is correct to the best of my knowledge. I have read and understand the ASBCP Organizational Allocation Guidelines.

\_\_\_\_\_  
President's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

If approved, the check should be made payable to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

\_\_\_\_\_  
Appropriation Committee Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

\_\_\_\_\_  
ASBCP President Signature \_\_\_\_\_ Date \_\_\_\_\_