REVISED: March 18, 2026

UNIVERSITY OF NORTH ALABAMA

STUDENT GOVERNMENT ASSOCIATION (SGA)

STUDENT ALLOCATIONS FUNDING MANUAL

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FUNDING REQUESTS & REVIEW DATES

All funding and budget requests are reviewed by SGA's Budget Oversight Committee, which meets every Tuesday.

Funding Opens: Budget Oversight Committee Meets/Reviews Proposals	**Events & Travel Dates**	**Percentage Allocated**
August 19 – October 16	October 7 – December 2	40%
October 16 – November 13 & January 6 – March 5	January 12 - April 29 *Events may <u>not</u> be scheduled during Finals Weeks.*	45%
March 5 – April 16	June 1 – September 30	15%
Funding submissions close weekly at 11:59 pm on Fridays.		

FUNDING ELIGIBILITY

Before proceeding, please make sure your request complies with the following eligibility requirements.

I. Requests must be made by students <u>on behalf of an RSO</u>. The RSO must be in **GOOD STANDING[1].**

A. Please note that new RSOs **MUST** wait until the start of the semester following their registration before being able to request funds.

II. You, as the requesting student on behalf of your RSO, have personally completed the necessary training.

III. Training must be completed **every** academic year. Training may be completed **<u>online</u>** via Campus Groups, campus based online training may be completed anytime, <u>or</u> by attending the **<u>In-Person</u>** training (Note: the form of this in person training may change at the will of student engagement, and individuals should check with student engagement before assuming their in-person training is sufficient.)

IV. <u>The proposed request is open to all students</u> and **MUST NOT** discriminate based on, race, religion, national origin, gender, age, disability, sexual orientation, or any other basis of discrimination prohibited by law or by university policy.

V. If your RSO's request is an event, a flyer with an accommodation statement and the line "Made possible by the student activity fund " is present and legible.

VI. If your RSO's request is for an event, please ensure the cost does not exceed $4000.

VII. An RSO is **limited** to 5 events per academic year or a total of $10,000 in funding, whichever limit is reached first.

[1] An RSO must be certified by the <u>Center for Student Engagement</u> and in good standing to receive funding from the student activity fund. If you are uncertain about the status of your RSO, you are advised to check the Student Engagements website. A link to the Student Engagement's website can be found here: <u>List Of Groups</u>

RSO REQUIREMENTS EXPOUNDED

I. All RSOs are required to have a minimum of one of their members undergo the Campus Groups Online training or In-Person training. One of these students should be reported as a part of the RSO. RSOs who fail to report any of their members completing the training will not be able to request funding.

A. Faculty, advisors, or untrained students **CANNOT** request funding for an organization. **No one should complete funding request paperwork unless they have completed the allocation training on Campus Groups or In-Person training.**

B. Individuals may submit a request on behalf of no more than two RSOs

C. Additional members of eligible RSOs may complete the online training at any time to submit an allocation request[3].

THE APPELLATE PROCESS

Student Organizations **MAY** submit an appeal to Student Government Association based on one or more of the following:

1. Procedures were not followed by the SGA Budget Oversight Committee.

2. The SGA Budget Oversight Committee deviated from the written policies.

The following are the steps for an appeal process:

1. The requestor appeals to the SGA Budget Oversight Committee using the Campus Groups form stating the grounds for the appeal. The appeal must be submitted within five academic days from the date of notification of the outcome of the request.
2. The SGA Executive Council will determine if the appeal meets any of the previously stated grounds for an appeal and will complete the Appeal Outcome Report Form to document this review.
3. If the appeal meets the previously stated grounds, the SGA Executive Council will refer to the appeal to SGA Senate to reconsider the proposal and notify the SGA Budget Oversight Committee and the requestor.
4. If the appeal is not granted, the original decision goes unchanged, and the requestor is to be notified that their appeal was rejected.
5. The SGA Senate, when reconsidering the proposal, may choose whether to award the original allocation per the guidelines in the allocation manual.
6. This decision must be communicated to the requestor within five academic days from the date when the appeal decision was made.

THE DECISIONS OF THE SGA SENATE ARE FINAL. Appeals are not granted solely based on disagreement with the decision of the SGA Budget Oversight Committee. Appeals are not granted to groups that fail to submit the proper documentation on the original request.

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[3] If you have any questions please contact a Budget Oversight Committee member or send an email to sgaallocations@una.edu.

STEP-BY-STEP GUIDE

Step 1: Funding Request Form

- To request funding for RSO travel or events, student groups are **REQUIRED** to complete and submit a Funding Request Form through Campus Groups.
- Completed forms must be submitted by **11:59 PM on Fridays**, no later than **six (6) TUESDAYS in advance** of the proposed event/travel date (see example calendar).

Step 2: Meet with Student Engagement

- Once the committee has reviewed submissions, RSOs will receive a message to their @una.edu email from Campus Groups.
- A message of approval includes instructions to **meet with Juliette Butler** in person, in the Center for Student Engagement Office, GUC Suite 163 **within 7 days** to discuss details of the review. FAILURE TO SET UP THIS MEETING WILL RESULT IN A LOSS OF FUNDING for your request without an opportunity for appeal.

Step 3: Event Attendance

- All events **SHOULD** track attendance/participation via Campus Groups.
- If RSOs are unable to track using Campus Groups, students **MUST** have a sign-in sheet that includes student attendee names and emails. *This must be submitted with your evaluation.*

Please Note:

- The meeting with **Juliette Butler** is to schedule payments, purchases, and contracts.
- Approval of your request does not authorize you to make any purchase.
- Anything purchased "out of pocket" with the pre-approval from the Center for Student Engagement requires documentation and will not be reimbursed for taxes.
- Anything purchased without written approval from the Center for Student Engagement will not be reimbursed.
- You must obtain approval from the Center for Student Engagement at least 3 weeks prior to the event.
- Any online purchases need to be coordinated with the Center for Student Engagement. We discourage any group or individual from paying out of pocket; however, it is necessary if groups want to use hotel allocations.

WHAT DOESN'T QUALIFY FOR FUNDING

1. Political activities are defined as activities where votes are solicited or activities directed toward the success or failure of a political party, candidate for office, or partisan political group and are not permitted. RSOs hosting voter drives to encourage students to vote in general, without pushing a particular candidate or group, **is acceptable.**
2. Legislative lobbying efforts or student organization events, supplies, or travel intended to help create or directly influence the outcome of pending legislation.
3. UNA faculty, staff, and students of sponsoring organizations **MAY NOT** receive any noncontractual personal gain from program or activity.
4. Activities that generate unrestricted funds. This means that events that charge a monetary admission fee will not be considered for funding.
5. Money may not be used to purchase items for the purpose of fundraising or re-sale.
6. Any activity that is illegal.
7. Funding will not be provided for grants-in-aid, scholarships, wages, loans, individual membership dues, or other compensation to members or officers of organizations.
8. Funding cannot be used for donations or charitable contributions. Non-monetary charitable contributions are acceptable (i.e., clothing drive, canned food drive).
9. Retroactive funding will not be eligible to cover prior commitments.
10. National association group or individual membership dues.
11. Legal services or jail bond funds.
12. Any programs involving alcoholic beverages or other drugs.
13. Non-student generated programming.
14. Library materials
15. Travel/events used as recruiting efforts.
16. Travel events that are not Conference based or deemed not "educational"
17. Paraphernalia that is being used for recruiting and marketing purposes.
18. Gift certificates or gift cards.
19. Any items that need to be ordered or shipped from other countries or require payment of import taxes.
20. University courses or organizations whose members are required to register for credit as a condition of membership.
21. Parking or parking passes.
22. Any other items not permitted by University or State policy.
23. Organizations MAY NOT request funds to contract event support services with current members of their organization or the advisor(s).

Additionally:

1. The University has a contract with Coca-Cola. If groups are planning to buy sodas or water, the drinks **MUST** be Coke Products in packs of regular size 12 or 24 single flavor. (Excludes Minis and 2 Liters)
2. Apparel and swag paraphernalia **are not allowed IF** being bought for an organization to have as an identity and/or to market them. Apparel and swag

paraphernalia will not be approved if just the organization or specific college name is on it. We cannot fund paraphernalia that is being used for recruiting and marketing purposes. However, apparel and swag paraphernalia are allowed if they are associated with an event or program the organization is doing.

3. That said, all attire must show affiliation with UNA at large in some way. Buying t-shirts, cups, pens, etc. for a program/event to give to students who attend the program/event is appropriate. Items with the event name on it and organization name are permitted for approval.

AREAS AVAILABLE FOR FUNDING

1. Program Support

- The University of North Alabama **will** offer campus-wide programming that contributes to a well-rounded student experience and helps build a vibrant community.
- Campus-wide programming boards/committees and organizations that program events fall into this category:
    - i. Lecture/Speaker programs: All guest speakers/entertainers are **REQUIRED** to agree to the terms of the University Master Entertainment Agreement in its entirety.
    - ii. Healthy Living programs
    - iii. Music programs
    - iv. Movie series
    - v. Diverse Population & Issues

2. Equipment

- **ALL** equipment is to be listed under this category.
- Organizations **MAY** need equipment upgrades to support their purposes. While the university has a responsibility to provide the basics, there are other needs that facilitate the opportunities for student involvement and campus-wide programming.
- The equipment **MUST** remain on campus and be available to all recognized student organizations.
- **Equipment funded by the Student Allocation Fund becomes property of the university.** All equipment **MUST** be returned to the Center for Student Engagement office within **3 days** after the sponsored event, **OR** the RSO will lose equipment funding privileges until the full cost of the equipment is paid or until the equipment is returned.
- Equipment Examples:
    - i. Equipment that can be checked out through the Center for Student Engagement
    - ii. Games
    - iii. Sensory Bags/Items
    - iv. Support/equipment for intramural and open recreation
- A list of available resources, such as games and craft materials, can be found on the Student Engagement website as well as in the Center for

Student Engagement. The committee will not allocate resources to purchase equipment that could be obtained from this pool or otherwise on campus without cost.

- Registered Student Organizations **MAY** check out equipment for an event, but it **MUST** be returned within 24 hours following the event unless otherwise approved by the Center for Student Engagement.
- Failure to check out available equipment before attempting to buy more equipment (the same equipment, the same utility, etc.) will result in your request for that item being unfunded.
- **The Budget Oversight Committee reserves the right to deny allocations to purchase equipment or require equipment to be rented based on lack of available storage space.** (Please consider the size of items when purchasing equipment)

3. Travel

- Funding for travel is **LIMITED** to $2000 maximum per event. **Each Registered Student Organization is limited to one (1) travel request per academic year. This may include 1 conference.**
- An email approval is **REQUIRED** from the RSOs advisor for members of the RSO to attend allocations funded travel. Additional email approval is required from a supervisor if an advisor is travelling to the conference as well. Advisor travel will **NOT** be funded by allocations
- This category specifically addresses **travel** for student groups going off campus for events where Student Activity Fee funds are used to support this travel.
- Travel is permitted without geographic restriction. Travel, in this case, is defined as travel expenses for lodging, vehicle rentals, airline tickets, private vehicle transportation, and registration fees, such as those for a conference, that the Student Activity Fee is paying toward a given trip.
- This **Travel** category does not include travel meals, airline baggage fee, parking fees, bus shuttle to and from the airport or for site-seeing.
- Travel paid to bring speakers and performers to campus does not fall into this category but can be included as a Travel Expense line item in the Event category.
- The Center for Student Engagement cannot directly pay for hotels, **HOWEVER** If hotel accommodation is requested and pre-approved, a member of the travelling group will be required to pay for the hotel and may submit receipts for reimbursement up to the amount preapproved. Allocations will only reimburse for room and applicable taxes (not valet, room service, incidentals, pay-per-view, etc.).
- ALL receipts for lodging **MUST** be itemized AND submitted to the Center for Student Engagement within 5 university business days. Any travel receipts turned in after 30 days will be subject to State Income Tax as per federal law.

- Gas is reimbursed by itemized receipts for rented or privately-owned vehicles. **DOCUMENTATION FOR GAS SHOULD BE SUBMITTED IN PROPOSAL REQUESTS**. Include Google Map and provide a calculation. Example: 400 miles, 20 gallons of gas, $3.35/gallon, $3.35 x 20 gallons = $67 for gas
- **ANY** bus travel over 100 miles from campus **MUST** be charted by an external company.
- If a rental vehicle or personal vehicle is used, all gas receipts **MUST** be itemized and turned in to the Center for Student Engagement to receive reimbursement.
- If a student fails to attend a trip that was sponsored by Student Allocation Funding, the student **MUST** pay the money back. A hold will be placed on the student's account until paid. Otherwise, the RSO will be responsible for paying that money back.
- While traveling as a UNA student with expenses partially or completely funded by the SGA Budget Oversight Committee, you must comply with the university's policies outlined in the *University's Student Code of Conduct* and the Registered *Student Organization Handbook.* Hotel receipts **MUST** be submitted to the Center for Student Engagement for **Out of State** and **In State Travel within 5 university business days. Otherwise, the organization or individual will be held responsible for the payment.** Students SHOULD NOT make additional charges for the hotel room. If a student chooses to do so, that individual and/or the organization will be held responsible for the payment of that charge.
- Groups **MUST** put four in a hotel room **UNLESS** there is a gender divide **OR** not enough students attending to maximize room space.
- Faculty and staff **MUST** have their own room; the Student Activity Fund does not cover faculty and staff costs.
- Students traveling **MUST** be enrolled at UNA during the anticipated time of travel.
- The Center for Student Engagement WILL NOT book allocated flights through third parties **(only the airlines).**
- Student Conduct Requirements: Activities Handbook
    i. If a student is in violation of the University's Student Code of Conduct or the *Registered Student Organization Handbook*, the individual and/or organization will have to repay the money.
    ii. A hold will be placed on the student's account until paid. Otherwise, the Registered Student Organization will be responsible for paying back that money.

FUNDING REQUESTS: SUBMISSION & REVIEW PROCESS

1. **PROPOSALS** are due via Campus Groups by **11:59 PM on Fridays.** They will be reviewed at the committee meeting the following Tuesday. Event/Travel dates **MUST** take place no less than 6 weeks from the committee review meeting. (See example calendar).
    - THIS MEANS THERE MUST BE SEVEN (7) TOTAL MEETINGS BEFORE THE EVENT TAKES PLACE.
    - Due to coordinating funding paperwork within the timelines set forth by the University Business Affairs Office, there will be **no exceptions** to this deadline.
    - Proposals are reviewed by the Budget Oversight Committee on Tuesdays at the Budget Oversight Committee meeting.
2. Each Registered Student Organization IS LIMITED to only 2 requests per week; any other submitted proposals within a 7-day period will be held until the following committee meeting.
3. Upload all supporting documentation.
    - Screenshots **MUST** be legible and compiled into a single Word or PDF document. If the documentation cannot be found in a single file, the budget will be rejected, with no exceptions.
    - Documentation **MUST** match dollar amounts requested on the budget request. (No rounding or estimation of amounts will be approved.) **Any requests without appropriate documentation will not be funded.** This means getting proper documentation for vendors, artists, speakers, etc. Documentation must reflect the actual price to be paid (e.g. add items to the shopping cart and submit a screenshot of the cart). No online quotes will be accepted.
4. Proposals **MUST** be submitted by allocation-trained RSO leaders utilizing their own UNA Campus Groups accounts. Proposals **MAY NOY be submitted** by faculty, staff advisors, or untrained students.
5. Funding Limits:
    - **Maximum $4,000 per event[2] or equipment request**
    - **Maximum $2,000 per travel request**
    - **IF** the RSO has an outstanding balance from a previous request, they will need to settle that balance before they can be approved for a future budget request.
6. Organizations **MAY** have up to two student representatives appear before the SGA Budget Oversight Committee. An RSO representative may **only sit in on the meeting when that RSO's request is being reviewed.** This is optional but highly encouraged.
7. Once the proposals are reviewed by the committee, the student who sent in the request will receive a message from Campus Groups in their @una.edu email. These messages come in three different forms.

- A message of approval will instruct you that you **MUST** set up a meeting and meet with Ms. Juliette Butler within seven (7) days of approval to review the submission. This is nonnegotiable as failure to do this will push back all paperwork and make the event impossible therefore **failure to set up this meeting will result in a loss of funding for your request without an opportunity for appeal.**
- A "**Requires Modification**" message means you **MUST** make the specified changes or submissions by Friday at 11:59 pm immediately following the budget meeting.
- A "**Rejected**" message means the committee reviewed the proposal and found it does not meet manual requirements.
    - i. **If rejected**: an RSO MAY NOT resubmit a request for the same event unless they first meet with a budget oversight committee member to review the allocations process.
    - ii. The committee member WILL INFORM the Budget Oversight Chair of this meeting and grant permission for the RSO leader to resubmit the funding request.
    - iii. Resubmission is only allowed after review by the Budget Oversight Committee. Merely changing the name and date of the event does not constitute a different event!!!
    - iv. RSOs may submit an appeal if they are still unsatisfied to the SGA Budget Oversight Committee via the Budget Oversight/Student Allocation group on Campus Groups.
    - v. Appeals **MUST** be submitted within five (5) academic days

8. After the event, the **RSO MUST** submit all **itemized receipts to Juliette Butler** within **one week** of completion of the event/travel. RSOs must also submit the attendance record preferably via campus groups
    - **All must be provided within 1 week following the event.**
    - **Failure to complete the evaluation and turn in receipts will automatically result in a loss of ability to receive allocation funding for the rest of the semester.**
9. Money **CANNOT** be spent without the budget being approved by the Budget Oversight Committee or going through the Center for Student Engagement. The university will not be responsible for any funds spent without approval from the Center for Student Engagement.
10. The Center for Student Engagement **MUST** authorize the request for contracts from speakers, speakers' agencies, and entertainment groups. Authorized university officials must sign the contracts; otherwise, the student organizations will be responsible for all the contract fees.
11. RSOs **may not make any changes to the date of the event/travel** without approval from the Center for Student Engagement and submission of a new flyer with amended information. In emergencies, event dates or travel **MAY** be allowed to be rescheduled to a later date but cannot be moved to an earlier date than what was submitted in the

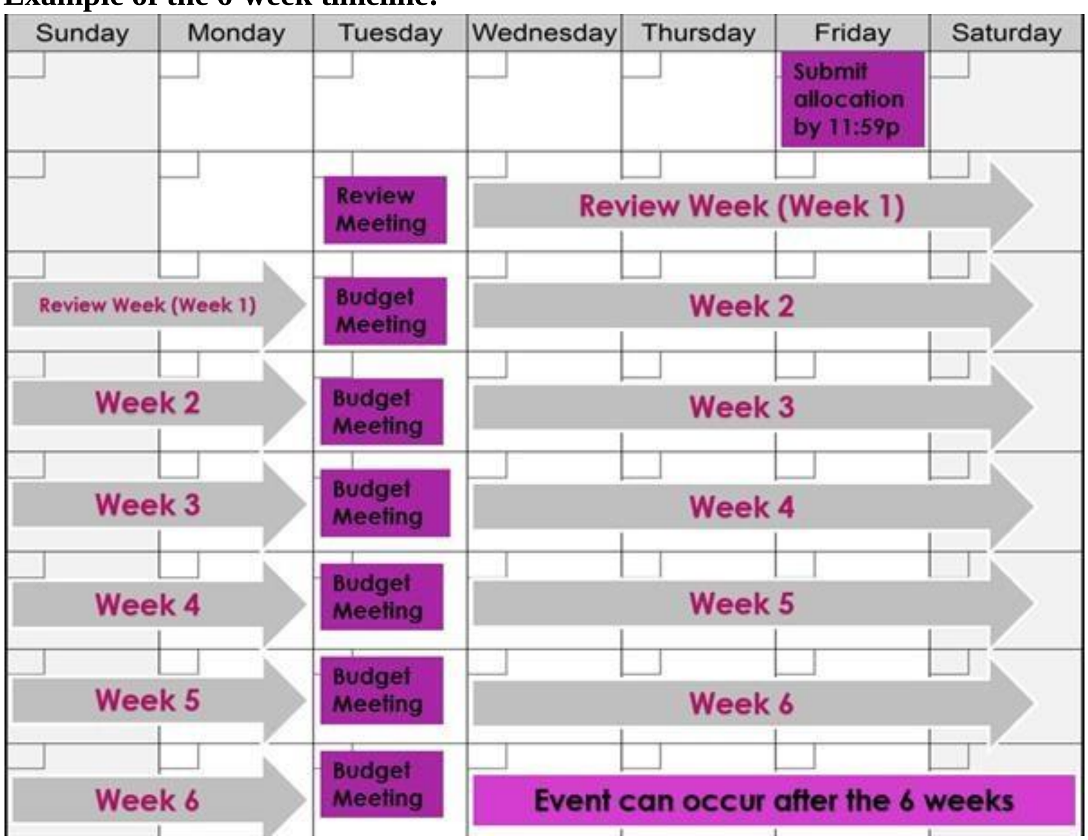
proposal. If an event is canceled or has been rescheduled, it is the responsibility of the RSO, not the university or Center for Student Engagement, to contact all the vendors, speakers, etc., and notify them of the change.

RSOs **MAY** conduct approved fundraising activities at Student Activity Fund supported events **IF** the activity proposed is free, open to the entire student population, and not fundraising.

12. If an RSO is rejected for funding twice during the same semester for not adhering to the Student Allocation Manual guidelines, a representative from the organization is **REQUIRED** to meet with a member of the Budget Oversight Committee to review the allocations request process. They must meet before they can submit another request.

13. After submission/approval, **IF** event costs increase due to changes in university policy or procedure, the Budget Oversight Committee Chair and the SGA Advisor may allocate up to 10% over the approved budget to cover unexpected costs.

Example of the 6-week timeline:



PRIZES & GIVEAWAYS

Prizes are anything offered at an event that costs $21 or more per item. The total prize budget cannot exceed $250. A prize is an item that a student can win (i.e., earbuds, backpacks, etc.) Giveaways cost less than $21 per item and can be given to every participant that shows up to the event. *Total giveaway budget cannot exceed $1000.*

Important Notes: Items cannot be purchased until approval confirmation is received from the Business Office. Items should not be purchased more than 2 weeks prior to event/giveaway. Prizes must be given away within 2 weeks of purchasing. Signed prize forms must be submitted to the Center for Student Engagement within one week of the event.

- Prizes[3] should be related to a program. Prizes **MUST** be submitted for approval by the university at least 4 (four) weeks in advance[4]. (If being purchased, it must be included in the original allocation request with seven committee meetings between submission and the time of the event)

- The prize budget **MUST** not exceed $250 total per event and there may be no more than 3 prizes. (packaged items may not be separated into individual prizes)

- Prizes can be purchased from Amazon, Walmart, UNA Book Store, or any website that Budget Oversight deems acceptable. Documentation of the prizes **MUST** be included in the budget request. Prizes include but are not limited to air pods, wallets, water bottles, blankets etc.

- **Giveaways**[4], including t-shirts, for an event **SHOULD** not exceed $1000. Giveaways should not total more than $21 per person at the allocated event. Giveaways include but are not limited to trophies, pens, t-shirts, mugs etc.

- The SGA Budget Oversight Committee will not approve cash, gift certificates, Gift bags, or gift cards as a prize or giveaway. **Only UNA students may receive prizes**. If there are prizes or giveaways at the allocated event it **MUST** state "Free prizes or giveaways" on the event flyer. Failure to meet this documentation **will result in automatic denial.**

- Prizes and giveaways cannot be given to faculty or staff.

[4] If items are bought for decoration but will eventually be given away, they qualify as "prizes" and "giveaways" and may not exceed those specific cost limitations; otherwise, a prize form will be required.

EVENT CO-HOSTING

1. Events may be hosted by more than one RSO, but there should be **ONLY** one budget and allocation request submission.

2. Co-Hosted event fliers and marketing materials **MUST** have BOTH organizations' names and "Made Possible by Student Activity Fund" in legible font. All marketing materials must match or there will be an automatic denial in the second request.

3. The total budget—**all costs for both hosts**— **MUST NOT** exceed the $4000 per event or equipment request. Co-hosted events are still limited to the $4000 maximum.

4. When submitting the request:
   - The person completing the request **SHOULD** include both their and the co-host organizations' names.
   - This ensures the committee is aware there is more than one host for this event and you're requesting simultaneous allocations.

5. For approval, all documentation **MUST** follow standard guidelines.

CONTRACTS

1. Contracts to vendors, entertainers etc. must be initiated **AT LEAST 6 WEEKS** in advance of the event in addition to not occurring the week right before or after university holidays or breaks. Failure to meet this will result in automatic denial of the budget request.
2. Contracts are to be coordinated with the Center for Student Engagement in order to have it processed in a timely manner.
3. Entertainers, speakers, etc. are required to agree to the terms of the University Master Entertainment Agreement in its entirety.
4. Student organizations **ARE ASKED** to communicate to speakers, entertainers, etc. that require a contract at least six weeks **in advance** of the event in order to ensure that contracts can be completed by the deadline stated in the University Master Entertainment Agreement. **Do not agree to any terms without specific authorization from the university.**

VIRTUAL SPEAKERS & PERFORMERS

Virtual Speakers/Performers shall charge no more than $500/per hour of requested virtual event. No more than $1500 shall be allocated for a virtual event. All other expenses will be considered "Virtual Allocations."

SECURITY COSTS*

Charges for University police coverage for events are as follows:

- Officers - $30.00 -$40.00 per hour with 4-hour shift minimum, starting 30 minutes before the event.
- A request needs to be made to the UNA Police Department, Ext 4826, immediately after your allocation request is reviewed. Staffing is first come, first serve.

# of attendees	# of officers required
1-249	0
250-499	2
Additional 500	Add 1 per additional 500

*Fraternity & Sorority Life have their own guidelines

UNA DINING

- All food from UNA Dining requires a Purchase Order at least 2 weeks before the event. Any event taking place in the GUC or Commons that requires food **MUST** be coordinated through UNA Dining.

- No outside catering/food will be allowed in the GUC or Commons without UNA Dining's permission. UNA Dining may be contacted at una.catertrax.com or at 256.765.5662.

- If an event has to be rescheduled due to denial, change of date, or university closure there must be a new **CaterTrax** number on the budget request. Failure to communicate a date change to UNA dining will result in a loss of funding from allocations for the semester. If there was no communication that the order was canceled and UNA Dining fulfills it, it is the registered organization's responsibility to pay for this order out of pocket, with no exceptions.

FOOD TRUCKS

UNIVERSITY OF NORTH ALABAMA

UNA FOOD TRUCK VENDOR

PROCEDURES CHECKLIST

STEP 1: VENDOR APPROVAL VERIFICATION

- **Contact GUC Operations & Events Management** at (256) 765-4658.
- GUC Ops will verify the vendor's status using the current City of Florence approved list, obtained monthly from Chris Faust, License Inspector (cfaust@florenceal.org).
  - A vendor is considered "approved to operate at UNA" only if they appear on this list. **The vendor must have:**
    - Current Fire Inspection Certificate
    - Current Health Permit
    - Current City of Florence Business License

STEP 2: NOTIFY DINING SERVICES

- GUC Operations will contact Susan Breer (susan.breer@compass-usa.com) at Chartwells to confirm whether the proposed food truck conflicts with Chartwells' exclusivity agreements.
- **Confirmation must be received before scheduling the truck.**

STEP 3: RESERVE PARKING LOT OR SPACES

- Employees must use Mazevo to reserve parking lots or spaces through UNA Police Department: Parking Lot Reservations (video guide)
- **Registered Student Organizations:** Advisors must submit requests in Mazevo.

IMPORTANT INFORMATION

- Early planning is encouraged to avoid scheduling or compliance delays.
- Vendors must use Coke products when serving on campus.
- Coke products must be purchased directly through Coca Cola by contacting Dale Bowling
  - dalebowling@ccbcu.com
  - cell 256-762-7098 / office 256-764-5921 ext 21516
- *Exceptions include freshly made items such as lemonade, coffee, tea, smoothies, etc.*

Revised: October 6, 2025

ON-CAMPUS VENUES

You may not use glitter in any UNA buildings/facilities for your events!

- Scheduling of rooms in the GUC, the Atrium, Marketplace off-campus, Memorial Amphitheatre, and Wesleyan Auditorium needs to be done through GUC Operations and Event Management in Room 107, GUC.
- Scheduling should happen well in advance, depending on the availability of the facility.
- GUC Operations and Event Management may be contacted at 256.765.4658. Charges may apply for after-hour events or other campus venues.
- For Flowers Hall, contact Athletics at 256.765.5138.
- For Kilby Gym, contact 256.765.4303.
- For the Mane Room, contact the Entertainment Industry at 256-765-4342.
- For Norton Auditorium, contact 256-765-4649.
- For the Stone Lodge, contact 256-765-4559 or arts@una.edu.

CAMPUS MOVIES

- ALL movies must be licensed for public viewing. Requests to show movies without documentation of license fees will automatically be rejected.
- Groups that are approved for an event with a movie should schedule a consultation meeting with the Disability Support Services office within seven (7) days from being approved.

Questions asked in the meeting with the DSS Advocate may include:

- Is the location accessible and easy to get to?
- Will there be subtitles for people who are hard of hearing?
- Accommodation on marketing materials?

EVENT PROMOTION & ADVERTISING (Required)

Every event submission **MUST** include a copy of a flyer promoting the event and feature all the below:

1. Program/event name
2. Registered Student Organization name
3. Date, time, and location on the flyer.
4. Accommodation Statement (ex: To request accommodations, please contact [organization contact address])
5. **"*Made Possible by the Student Activity Fund*" in at least 14-point font.**

If information is not on the flyer when the budget is reviewed, changes **MUST** be resubmitted by Friday at 11:59 p.m. immediately following the budget meeting. If modifications are needed, messages will go out through Campus Groups.

No department or college name should be included on the flyer.
In addition, the RSO **MUST** submit the event information for inclusion in the UNA CampusGroups before the event.

It is highly recommended that RSOs use Canva.com™ to create promotional materials such as flyers, posters, T-shirts, etc.

ADDITIONAL INFORMATION

Purpose

The University understands that organizations and their activities contribute to the educational, cultural, social, and professional development of the University of North Alabama. The Student Allocations funding process was created by SGA to respond to the needs of student organizations and enable these groups to develop programming based on the educational mission of the University as outlined in the University Catalog and Student Handbook.

Student Government Association

The Student Government Association Senate will review policies, procedures, and end of the year budget reports to ensure that the student activity funding is being used effectively and efficiently for student programming and development as aligned with the mission of the University. SGA Executive Council will also review appeals and determine if an appeal is warranted. If an appeal is granted, the SGA Senate will decide on the funding.

The Student Allocation Committee

The Student Allocation Committee is made up of the SGA Budget Oversight Committee (four senators) and a faculty member who serves on the review committee. The Student Allocation Committee will review and approve funding proposals that are submitted through Campus Groups. These individuals will serve on this committee for the full academic year. New members will begin to serve in the Fall. Committee members will be in attendance for two events that have been allocated per semester.