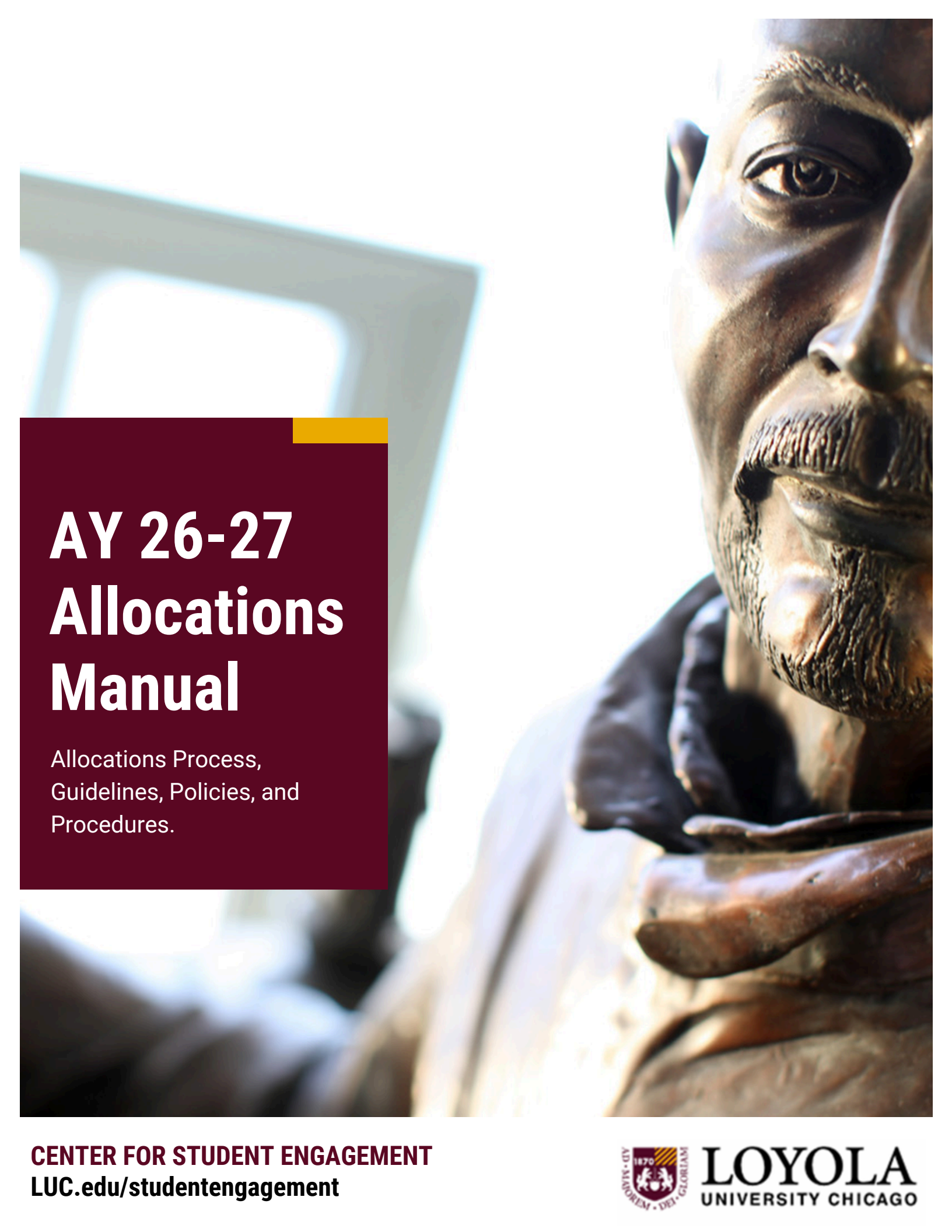




AY 26-27 Allocations Manual

Allocations Process,
Guidelines, Policies, and
Procedures.

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EVENT PLANNING PROCESS

An organization looking to host an event may utilize Student Activities Funds (SAF) to finance the event or program. The Budget Request Process is generally the first step in hosting an event. This manual will include information on how to acquire funding through the SAF.

PLAYERS IN THE PROCESS

**Budget Request
(Allocations)**

Vendor
Communication

Space
Reservation
(25Live)

Event

Purchase
Request

Activity Request
Form (ARF)



Allocations Guidelines

What is the Student Activities Fund (SAF)?

The Student Activities Fund (SAF) comes from a portion of the **student development fee** that all undergraduate students pay at the beginning of the academic year.



Things to note:

- Any funds allocated by the approval to the Allocations Committee belong to the Loyola University student body at large, not individuals or student organizations.
- Any events funded by the SAF must be open and accessible to all Loyola students, must benefit the student body and enhance their experience, and must be with the intent of providing learning opportunities for the student body.
- Use of allocated funds is a privilege, which may be withdrawn or adjusted based on the Allocations Committee, Allocations Advisor, and administration of the Division of Student Development's discretion.
- The SAF will be awarded on a cyclical basis, based on the guidelines shared by the Allocations Committee with a viewpoint-neutral manner within the parameters of the mission of the University.
- Funding decisions are made at the discretion of the Allocations Committee, the Allocations Advisor, and the Center for Student Engagement, based on University policies and guidelines. For additional information on this, please review the Student Organization Handbook.



Allocations Guidelines

Eligibility for Requests:

Organization Eligibility:

- The student organization requesting funding must be a Student Organization registered through the Center for Student Engagement and must remain in good standing with the University.
- The requesting organization must be comprised of undergraduate students, and eligible for SAF funding, as opposed to organizations that exclusively receive funding through a department.

Event/Program Eligibility:

- The event or program must be planned primarily for Loyola University Chicago undergraduate students and be open and accessible to the University community at large.
- The request is appropriate based on the mission and goals of the organization and University.
- The fully completed request is submitted via LUCommunity to the Allocations Committee by applicable deadlines.
- The event must fall within the eligible dates. Between the first day of class and the last day of class during the semester. Not during breaks, holidays, finals, or dates blocked for special events (see University calendar).
- Events must be scheduled in accordance to ARF and Purchasing Deadlines.
- Events should expand the offerings for the whole student body at the University from our student organization community.

Allocations Guidelines

Allocations Process

LUCommunity

- Budget requests will need to be submitted via LUCommunity by the timeline previously determined by the Allocations Committee.
- All required documentation must be submitted with your budget request to be reviewed. Documentation submitted after the deadline or outside of LUCommunity will not be accepted.
- Once an organization request is approved, funds will be allocated to their LUCommunity finance accounts, and they can begin the Purchasing Process.

Allocations Review

- After the submission deadline, the committee will review all requests, and make determinations on funding based on the adherence to the Allocations Guidelines, the mission of the University, and availability of funding.
- The committee may also reach out to an organization via email for questions about the budget request. Please note that these emails must be responded to promptly so the committee can take feedback into account. **Lack of prompt communication may result in denial of items or event.**

Decision Notification

- Groups will receive notification of the committee's decision via email on the dates previously established by the committee and shared at the beginning of the academic semester.
- This notification will share the status of the request fully funded, partially funded, or denied. For more information, each group will need to visit LUCommunity to see the specifics of each area of funding requested.
 - Please note it may take up to 48 hours for this information to be accessible on LUCommunity, and for funding to be Allocated into organizations' LUCommunity accounts.

Allocations Guidelines

General Allocations Guidelines:

- Organizations must request funding during the determined Allocations Cycles.
- With the exception of Start-up Funding (SUF), Budget Requests must be made for an event or program planned by the student organization, and must demonstrate proper planning of an event or program.
- The CSE Vendor List Guidelines must be utilized for an event/line-item to be eligible for funding. **Non-eligible vendor requests will be automatically denied.**
- All requests submitted must be within the pre-established budget deadlines, and must follow the timelines of CSE processes (i.e., ARFs, Purchase Requests).
- Priority for funding will be given to events that:
 - Further education for the student body
 - Include collaborations between student organizations
 - Expand environmental and global consciousness (e.g., educational event)
 - Promote sustainable behaviors on campus (e.g., zero-waste event)
 - Promote sense of belonging and cultural awareness
 - Further the mission of the student organization
 - Further the mission of the University

Allocations Guidelines

General Allocations Guidelines:

- Requests that will not be prioritized for funding or not be considered at all include:
 - Events with a high cost per student
 - Off-campus events
 - General Body Meetings
 - Events with cost of attendance
 - Requests with improper or incomplete documentation
 - Duplicative requests (i.e., requests that have been submitted multiple times by the same organization, or others)
 - High-cost giveaways or items that are not-integral to the mission of the event/group (e.g., JBL speakers, AirPods)
 - Incomplete budget requests
- With the exception of SUF, SAF Funding is distributed on a semester to semester basis. All funds left over at the end of the Fall semester will be reclaimed and reallocated in Spring semester.
- All budget requests must follow the Allocations Guidelines established in this manual, including but not limited to timelines, line-item limits, cycle specific guidelines, etc.



Allocations Guidelines

Allocations Prohibited Requests:

The following types of requests for SAF funding are prohibited, but not limited to:

- Any event or program NOT open to the general LUC undergraduate community, including General Body Meetings.
- Memberships or dues, private lessons, or payment of salaries (i.e., ongoing payments).
- Expenses related to conference attendance (e.g., travel costs, registration, etc.).
- Personal clothing unless it is considered integral to the production of an event (i.e., costumes, but not club t-shirts).
- Any type of straight contribution in any form or manner including political or religious donations.
- The purchase of alcoholic beverages.
- The purchase of weapons or items that may be used as weapons (e.g., scissors).
- The purchase of bottled water.
- The purchase of helium or helium tanks and balloons, sand, floral petals, confetti, stickers, or glitter, as they may cause damage to University facilities.
- Taxes of any kind (except hotel service taxes or other non-sales related tax required by law).



Allocations Guidelines

Allocations Prohibited Requests:

- Activities that are exclusive to the membership of an organization.
- Retreats.
- Rental of off-campus venues unless it is completely necessary for the event mission and goals.
- Newsletters or other subscriptions.
- Ad space in the Loyola Phoenix.
- Any costs related to or in support of raffles, illegal gambling, or other illegal activity.
- Any costs related to monetary gifts (i.e., gift cards).
- Activities and/or programs which advocate a position contrary to the University's Jesuit, Catholic tradition.
- Expedited shipping & handling costs.
- Services or goods provided by international vendors without prior written approval obtained by the Director of the Center for Student Engagement.

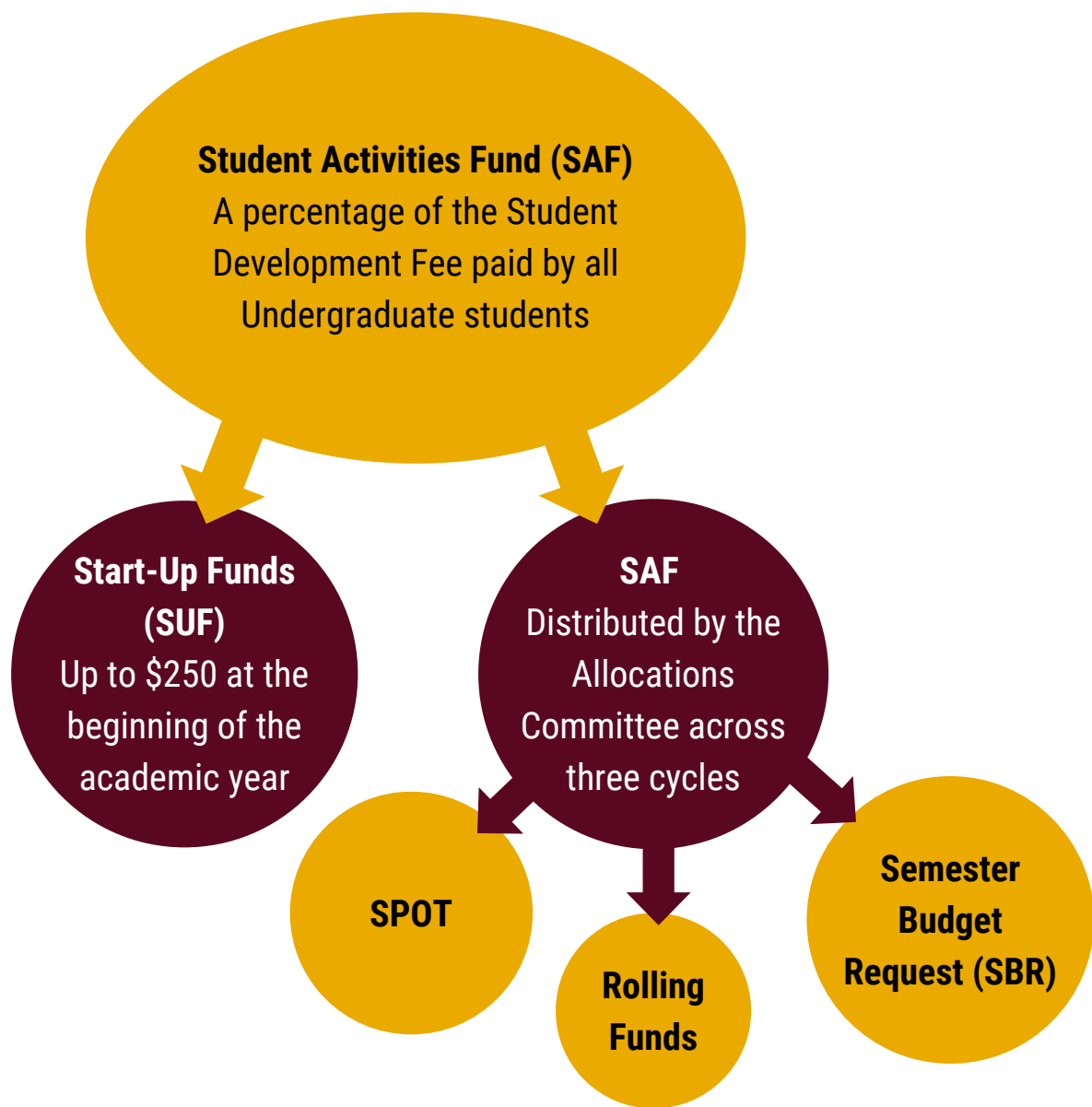
Please note that this is a non-comprehensive list. Any request remains at the discretion of the Allocations Committee, Allocations Advisor, and the Center for Student Engagement, based on University policies and guidelines. A more comprehensive list can be found under our Purchasing Guidelines.

ALLOCATIONS OVERVIEW

Student Organization Funding Sources:

Student organizations have different sources of funding for their events and operations throughout the semester. This manual is specific to Student Activities Fund (SAF) operations.

ORGANIZATION ACCOUNTS & FUNDING SOURCES



Allocations Guidelines

Allocations Cycles – Start-Up Funding (SUF)

Start-Up Funding (SUF):

- Up to \$250 allocated to student organizations.
- Must be requested during the SUF period after completion of training requirements determined by CSE.
- Organizations can submit a request for up to \$250, indicating how they are planning on using and spending their SUF.
- Allocations will be made based on need and expected usage of funding.
- Organizations must utilize this funding throughout the academic year.

Organizations can utilize Start-Up Funding for any organizational needs, including, but not limited to:

- printing for marketing an event
- supplies for Engagement Fair
- tabling and fundraising opportunities
- snacks for General Body Meetings
- parking passes for vendors, etc.

Approval for the use of SUF will remain at the discretion of the Center for Student Engagement and the Allocations advisor.

Organizations that fail to remain in good standing with CSE may lose their SUF or eligibility for further funding.

Allocations Guidelines

Allocations Cycles – Semester Budget Request (SBR)

The Semester Budget Request (SBR) cycle is meant to be for an organizations' larger events and programs, events that require contracts, and events happening early in the next semester (such as a kickoff event). The SBR cycle occurs once near the end of the semester, on the dates previously determined by the Allocations Committee and the Advisor at the start of each academic semester. As with any funding or expenditure request, late or incomplete submissions will not be accepted. All funding decisions remain at the discretion of the Allocations Committee and the advisor.

- Requests must be made for events or programs occurring in the following academic semester.
- Eligible Student Organizations may request up to 2 events, with a maximum allocation across all events of \$10,000 total.
- Events must be submitted in order of priority (High Priority, Low Priority) in order for the committee to make an informed decision. Multiple events cannot be submitted with the same level of priority per cycle.
- SBR requests should include any contracts and large events that an organization is expecting to host, meaning that if an organization is planning on having speakers or contracted events, they must submit these through SBR.

Allocations Guidelines

Allocations Cycles – SPOT Funding

The SPOT Cycle is the first opportunity for organizations to request funding for events or programs planned for the semester, and to supplement programs requested through SBR. The SPOT budget cycle will occur once, at the beginning of the academic semester during the dates previously determined by the Allocations Committee and the advisor. Requests must be made during the same semester as the scheduled event or program. As with any funding or expenditure request, late or incomplete submissions will not be accepted.

- Student Organizations may submit SPOT funding requests for **one event** per SPOT cycle.
- Requests must not exceed \$5,000 per event.
- Events submitted should be considered high priority for the group's mission and goal of building community on campus.
- Requests must be submitted for events happening at least 4 weeks after decision letters are sent.
- Only open contracts can be submitted through SPOT.

Allocations Guidelines

Allocations Cycles – Rolling Funds

Rolling Funds requests are available for organizations **to request additional funding in case of an emergency and/or unanticipated expense associated with a program or event** during the current academic semester. The cycle will occur during the dates previously established by the Allocations Committee and the advisor. Rolling Funds are limited and they are distributed on a first-come, first-served basis. Organizations that have not previously received funding on a given semester will be prioritized for funding. Late or incomplete submissions will not be accepted.

- Requests must be made at least 5 weeks prior to the event or program's date in order to align with ARF and purchasing policies within CSE.
 - Requests that are submitted less than 5 weeks prior to the event will be **automatically denied** but may be resubmitted once the event date is adjusted to fit the cycle timeline.
- Rolling Funds requests will be limited to \$2,000 per request, and to **one request** per Semester.
- Due to funding limitations, the committee is only able to fund a limited amount of requests each week.
 - *If an organization does not receive funding due to depletion of bi-weekly funds, but they meet all of the criteria, they can resubmit the request for the upcoming week with an updated date for the event that follows the Rolling Fund timeline.*
- Organizations may submit multiple Rolling Funds requests throughout the semester, but priority will be given to organizations that have not yet received funding.

Allocations Guidelines

Line-Item Guidelines

When submitting a budget request, a line-item refers to a category of request, and must be vendor specific. If multiple vendors are being submitted for the same category – for example, two supply vendors (Amazon and WarehouseDirect), these should be submitted as two separate line-items. If an organization is requesting multiple items from one vendor, they **MUST** be submitted under a single line-item.

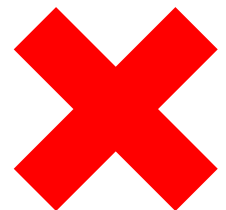
Please see below for proper line-item submission:

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Supplies ▾	\$ 453.45	\$ 0	\$ 453.45	Amazon
Supplies ▾	\$ 120	\$ 0	\$ 120.00	Global Roses
Food & Drink ▾	\$ 1234.80	\$ 0	\$ 1234.80	Aramark



Please see below for improper line-item submission:

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Supplies ▾	\$ 12	\$ 0	\$ 12.00	Tablecloths
Supplies ▾	\$ 6.65	\$ 0	\$ 6.65	Napkins
Supplies ▾	\$ 12.15	\$ 0	\$ 12.15	Plates
Supplies ▾	\$ 17	\$ 0	\$ 17.00	Spoons



Allocations Guidelines

Line-item Guidelines

In addition to cycle limits, each line-item category has a maximum amount that can be requested. Requests that exceed these limits may be automatically denied.

CATEGORY	DESCRIPTION	MAX. AMOUNT
Supplies (Amazon)	Supplemental items to assist with events including, but not limited to decorations, serving supplies, etc. Please submit only one line-item for Amazon requests, including the shopping cart with totals.	\$1,000
Supplies (Other)	Additional supplies not available on Amazon from additional vendors (e.g., WarehouseDirect, Shipt, GlobalRoses, Swank), including movie rights.	\$500
Food Services: Internal LUC Catering	Requests that will be utilizing Aramark for an event. Catering Event Orders are required for the Budget Request. Email catering@luc.edu to request a Catering Event Order.	\$3,500
Food Services: External Food Vendor	Requests that will be utilizing an external food vendor for an event, including in-person contracted vendors (e.g., Nood Coffee). An invoice, quote, or shopping cart image is required for the Budget Request.	\$2,500
Advertisement	Requests that will include printing or marketing materials for an event. This may include large poster printing from the IC on LSC or Warehouse Direct for any size other than large poster printing. For Warehouse Direct an invoice/email documentation will need to be included in the request. Please reach out to Laurie Iacono (liacono@warehousedirect.com) to request a quote.	\$100



Allocations Guidelines

Line-Item Guidelines

CATEGORY	DESCRIPTION	MAX. AMOUNT
Contracts: Speakers/Performers – <i>Local to Chicago and Surrounding Areas</i>	Contracts that will be used for speakers and performers for an event. Speakers/performers local to the Chicagoland area will be based in this category. Budget request must include an estimate or quote from the talent.	\$2,000
Contracts: Speakers/Performers – <i>National</i>	Contracts that will be used for nationally recognized speakers for an event. Speakers outside of the Chicagoland area will be based in this category. Budget request must include an estimate or quote from the talent.	\$4,000
Contracts: Equipment Rental	Contracts that will be used for any equipment rental, decorations/decorator, additional materials etc. required for your event. A an itemized estimate or quote must be included in the budget request to be considered.	\$3,000

Please note: This is a list of maximum amounts per request. This does not guarantee a group will receive the maximum amount, if requested. **If the full amount is not approved, the organization is responsible for updating the vendor and acquiring an updated invoice before submitting a purchase request.**

Allocations Guidelines

Line-Item Transfers

When a vendor is no longer able to fulfill a request (e.g., they are no longer available for the planned date of the event; they are no longer on the vendor list), an organization can transfer line-item funds to a different vendor of the same category (i.e., food for food, supplies for supplies). Organizations hoping to do this must email activities@luc.edu providing reasoning and documentation for the line-item transfer.

- Organizations cannot submit a line-item transfer from one category to another (i.e., food for supplies).
- Organizations cannot transfer funding from one event to another. If funds were requested for a planned event, it is the responsibility of the organization to utilize those funds for the original intended event, even if that means postponing an event.
 - If an organization is no longer able to host a planned event, they must communicate with CSE as soon as possible to ensure that the SAF funding can be redistributed.
 - Please email allocations@luc.edu as soon as possible if you realize that you are no longer able to host an event that you already have funding for.
 - If an organization is unable to spend their funds, and they do not let Allocations/CSE know, their eligibility for funding may be impacted in the future. To learn more, please review the accountability measures on page 24.

Allocations Guidelines

Budget Request Proper Documentation

Please note all documentation must be submitted as a SINGLE COMBINED PDF that includes all of the documentation necessary for the event in accordance with allocations guidelines.

The PDF must include the Event Plan Draft, as well as any necessary documentation in a single PDF. Please see the budget request proper documentation guidelines (pp. 21-22) to determine what documentation is necessary for your request, and follow instructions on the Budget Request to ensure proper documentation is submitted.

Additional resources:

- Merging PDFs
- Event Plan Draft (Example)

Please note that Loyola University Chicago is a tax exempt institution. Any requests submitted must not include tax in the total. If tax is included, it will be subtracted from the total.

Allocations Guidelines

Budget Request Proper Documentation

Please review each description for guidelines on proper documentation for each line-item.

CATEGORY	DOCUMENTATION DESCRIPTION
Supplies (Amazon)	Please submit a PDF of the Amazon Shopping Cart that includes all of the items that you are requesting, the total, and subtotal for the order. Amazon requests should be submitted under one line-item. <i>Please do not submit one line-item per item in your shopping cart. Please do not submit a link to a wishlist, a screenshot of a wishlist, or screenshots of each individual item.</i> Amazon documentation is only required for requests that exceed \$300.
Supplies (Other)	Please submit a PDF with a screenshot of the shopping cart of the supplies you are seeking to purchase. The vendor name should be visible on the screenshot, as well as all of the necessary items, the total, and subtotal for the order. Supply requests should be submitted under one line-item per vendor. If you are utilizing multiple supply vendors, please submit them as separate line-items. Please do not submit each item in the request as an individual line-item. Supplies (other) documentation is required regardless of cost, to ensure that the vendor is approved by the University.
Advertisement	For Digital Media Services (DMS) requests (i.e., large poster printing), please include a PDF of the DMS request with the appropriate information. For Warehouse Direct requests (i.e., printed tickets, programs, flyers), an invoice/email documentation will need to be included in the request. Please reach out to Laurie Iacono (liacono@warehousedirect.com) to request a quote. Advertisement documentation is only required for requests that exceed \$40.

Allocations Guidelines

Proper Documentation

CATEGORY	DESCRIPTION
Contracts: Speakers/Performers	Budget requests for speaker/performer contracts must include an itemized estimate from the talent. Please note that the estimate must be dated for the correct event date, and must not be edited or altered by the student organization. The full contract need only be submitted to CSE for processing, via the Purchase Request process, once the funding has been approved. Documentation is required for any contract submission.
Contracts: Equipment Rental	Budget requests for speaker/performer contracts must include an itemized quote or estimate from the vendor. Please note that the estimate must be dated for the correct event date, and must not be edited or altered by the student organization. The full contract need only be submitted to CSE for processing, via the Purchase Request process, once the funding has been approved. Documentation is required for any contract submission.
Food Services: Internal LUC Catering	Budget requests must include a Catering Event Order from Aramark in order to be considered for funding. The Catering Event Order must include the expected date and time of the event, and can be requested by emailing catering@luc.edu. Please note that these must not be edited or altered by the student organization. A catering request form is not sufficient documentation for an Aramark request to be approved. Documentation is required for any Aramark submission.
Food Services: External Food Vendor	Please submit a quote or screenshot of the shopping cart. The vendor name must be visible in order for the request to be considered, and it must include all the items in the order, as well as the total and subtotal. Please include a tip of 15% (up to \$100), and make sure to include any fees (delivery, labor, etc.) Documentation is only required for requests exceeding \$500.



Allocations Guidelines

Collaborative Requests

When submitting a collaborative request, two student organizations must submit their respective budget requests for the same event. Organizations requesting collaborative funding should have a shared plan for funding, communications, event planning, hosting, and post event logistics.

Please note the following guidelines when submitting these requests:

- Collaborative budget request submissions are limited to 2 eligible student organizations, but collaborations can include more than 2 organizations (i.e., organizations supporting the event planning process that do not request additional funds), and funding sources can come from departments or revenue from other organizations.
- Collaborative requests count as 1 of the 2 events that organizations can submit through SBR and SPOT cycles.
- Requests should be equitably distributed (i.e., organizations should be submitting around the same amount in their respective requests).
 - Please indicate which organizations are collaborating when prompted in the budget request.
- In order for requests to be considered for funding together, the title of the requests should be the same.

Allocations Guidelines

Collaborative Requests

Category limits:

- Request limits remain the same for all categories across both requests, other than food. For example, if one organization requests \$1,000 in Amazon supplies, the other organization may not request additional funding for Amazon supplies.
- Organizations can request multiple vendors or performers to accommodate for collaborative events. For example, one organization can request the funding for a DJ contract, while another organization requests funding for a dance performance.
- Food only: Line-item limits remain the same per individual requests, but organizations can jointly request for the same vendor and the same line-item in their respective requests, to accommodate for increased expected attendees, up to \$3,000.
 - For example, the invoice for the event can be up to \$3,000, but each organization can request \$1,500 utilizing the same invoice. Organizations cannot each submit a different invoice for \$3,000.
 - Alternatively, organizations can each request up to \$1,500 worth of food from different vendors.

If you are planning on hosting a collaborative request, we strongly encourage you to meet with CSE staff to make sure that you are following all guidelines and policies and ensure that your event runs smoothly. Email activities@luc.edu to set up a time to meet.

Allocations Guidelines

Sustainability Criteria

An event must fulfill at least three of the following criteria to be considered for TGIF (The Green Initiative Fund).

Sustainability criteria for events:

1. The content of the event must be educational on the topic of sustainability.
2. Event is a zero-waste event (i.e., the organization is working with the office of sustainability to provide staff and support for the event).
3. Supply items purchased from the event fall under the Climate Pledge designation on Amazon Sustainability Features.
 - a. Supplies can include silverware, plates, snacks, decorations, etc.
 - b. For every 10 items requested, at least one must fall under this designation.
 - c. Supply cart must be under 30 items, and must seek to minimize single-use plastic decorations, and avoid waste.
4. Organization is working with Food Recovery Network (FRN) or Leave No Crumbs to divert food waste from the event.
5. Makes use of items for rent from the Center for Student Engagement.

Please review this sustainability checklist for additional opportunities to host a sustainable event.



Allocations Guidelines

Supply Packing Events

All organizations seeking to host a supply packing event must abide by the following guidelines:

- Must be working with an external, non-profit organization (e.g., Sarah's Circle, Lurie Children's Hospital) directly to ensure donations can be made, items being donated will not cause a burden on the organization.
- **Documentation that the student organization has communicated with the external organization is necessary for this event to be approved.** This must include information about items being requested for donation, capacity for receiving donations, and an established plan for donations to be provided to external organization.
- Must provide an educational component – either directly related to the donating organization, or to the community that is being served.
- Must purchase items that align with the University's mission.
- Must align with the committee's guidelines and line-item limits.
- Event must be in alignment with organizations' mission and purpose.

Duplicative events – events that are similar across organizations and in close proximity if other proposed dates may not be funded, or may be asked to collaborate, at the discretion of the committee and the advisor – as the committee wants to prioritize a variety of offerings for all LUC students that serve an educational purpose.



Allocations Guidelines

Accountability Measures

The Student Activities Fund is limited, and must be equitably distributed across all student organizations. If an organization requests and receives funding, they are responsible for ensuring that the funds are spent according to the original request that was reviewed and approved by the committee. These guidelines are set in place so that organizations are responsibly requesting funds, and realistically planning their programming for the semester, and in accordance with the University and organizations' mission.

- If an organization **overspends** their funding (i.e., spends more than the amount allocated), they will be responsible for fundraising the difference before they are able to apply for additional SAF funding.
- If an organization **underspends** their funding (i.e., does not spend the funds allocated for their events before the end of the semester), their funding for the upcoming semester will be impacted.
 - If an organization does not spend at least 80% of their allocated funding, their budget requests in upcoming cycles will be funded only up to 80% of the requested amount.
 - If an organization is unable to host a planned event, they must reach out to CSE in advance to ensure that the SAF funding can be redistributed. This will not impact an organizations' upcoming cycle requests.
 - **Any funds left unused after an event has been hosted will be reclaimed into the SAF and may not be used for a different event.**

Organization treasurers are responsible for tracking allocations and spending outside of their LUCommunity Financial accounts, as these take time to update, and may not always be the most accurate or up to date. Extraneous circumstances for not spending funds will be considered on a case by case basis and decisions will be made at the discretion of the Allocations Committee and Advisor, and in collaboration with CSE.

Allocations Guidelines

Additional Processes

Appeals

- Appeals will be accepted via the Budget Appeal Form on LUCommunity up to 5 days following the decision letters being sent.
- Appeals will be shared directly with the Speaker of the Senate, who will decide whether an appeal has grounds to move forward to the SGLC Senate based on the request and committee's reasoning.
- Appeals that move forward to the Senate will be heard the following Tuesday from 4-7pm CST at senate. Groups will receive final decision notification from the Speaker of the Senate following this vote.
- There are two grounds for appealing a funding decision:
 - **Procedural Error** – The appealing organization must prove that the Allocations Committee failed to adhere to its guidelines. The SGLC Senate will then decide whether adherence was breached and, subsequently, whether to fund the student organization request in full or to uphold the committee's original decision.
 - **Line-Item appeal** – The appealing organization must prove that a specific line-item was reduced (i.e., the allocated amount is smaller than the requested amount), and that the reduction in funding is prohibitive to hosting the event. The SGLC Senate will then decide whether to fund that particular line item in full, or to uphold the committee's original decision.
- If the organization's appeal does not meet either of these grounds, the appealing organization will be notified.

Allocations Guidelines

Additional Processes

Fundraising

- Start-Up Funding can be used to support fundraising efforts for student organizations.
- If an organization is using SAF funding to fundraise, all proceeds must go directly to an external organization that fits the mission and vision of the student organization and Loyola. Organizations are required to utilize a direct donation link to external organizations.
 - *Please note: QR Codes are not allowed for donation links, as they are not a secure method for payment.*
- If an organization wishes to raise funds for their own internal operations, they must utilize revenue or Start-Up Funding.
- All fundraising must be done through use of cash only. Cash boxes can be reserved through CSE for student organization use.
 - Online money transfer methods (e.g., Venmo, CashApp, etc.) are prohibited for fundraising.
- For additional information on fundraising, please review the Student Organization Handbook.

Allocations Guidelines

Additional Processes

Purchasing

- It is strongly encouraged that once an organization receives a decision from the Allocations Committee, that they continue the steps in the event process by submitting their purchase requests as soon as possible, along with the Activity Request Form (ARF). This allows CSE to plan accordingly for ordering, shipping, and ensure that any communication for ordering and event logistics is completed in a timely manner.
 - Purchase requests must be submitted a minimum of 4 weeks prior to the event.
 - Contracts must be submitted 4 weeks prior to the event.
 - Late requests will be automatically denied.
 - If you miss the submission deadline, you can still have your event, you just need to adjust the date of your event to fit the timeline.
- A timeline for purchase requests can be found [here](#).

Questions?

Thank you for taking the time to review the Allocations Manual. We appreciate all of the work that you do to build an inclusive and engaging campus community!

Additional resources for the Allocations Process can be found [here](#), or you can contact us at allocations@luc.edu.

