

Allocations Commissions General Guidelines

Operating Budgets Maximums

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| <u>Supplies</u> (General office supplies for officers to conduct meetings) | \$50.00 |
| <u>Promotions</u> (Flyers, banners, advertisement, used to promote organization) | \$75.00 |
| <u>Recruitment</u> (Tools used for recruitment purpose. May include a refreshment for meetings Or Recruitment cookout.) | \$75.00 |
| <u>Club Recruitment Day</u> (Expenses for Organization table at Club Recruitment Day) | \$50.00 |
| <u>Member Dues</u> (Amount collected from each Organization member and turned into OSA=minimum of \$5/each) | \$5.00/each min. |
| <u>End of Semester Social</u> (Should match member dues plus \$25.00 to cover adviser expenses) | (Member Dues \$25.00) |

Special Allocations:

Each Special Allocation is different. Focus on the benefit for the campus and the cost per individual attending the event.

Questions to Ask Yourself:

- How many will attend?
- What is the student contribution?
- What time are you leaving and what time will you be returning? (For trips)
- Do you have an Advisor going with you? (For trips)
- Have you done this event before? (If so, how was the outcome?)
- Are any students going (on trips), seniors graduating in the same semester?