



Penn State Berks Campus

STUDENT GOVERNMENT BUDGET COMMITTEE REQUESTOR HANDBOOK

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Adopted

Penn State Berks Student Government Budget Committee

009E Perkins Student Center

Tulpehocken Road, P.O. Box 7009, Reading, PA 19610

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SECTION I: GENERAL INFORMATION

1.1 MISSION STATEMENT

The mission of the Penn State Berks Student Government Budget Committee, hereafter referred to as the SGBC, shall be to objectively and effectively allocate a portion of the Student Activity Fee (SAF) income towards events, travel experiences, equipment, and other items requested by Berks Campus affiliated organizations or individuals that will ultimately enhance student life, add value to the out-of-class experience, and / or improve the educational climate at Penn State Berks Campus.

1.2 CONTACT INFORMATION

The SGBC can be contacted via the following methods

- Telephone: 610-396-6289
- Email: SGBC@psu.edu
- Web Address: <http://clubs.psu.edu/bk/sga/SGBC.html>

1.3 MEETINGS

Meetings of the full committee and any other subcommittees of the SGBC shall be conducted according to *The Modern Rules of Order*.

The SGBC will hold at minimum two meetings during a semester budget review process in which affiliated student organizations may submit proposals for semester funding.

1.4 GENERAL ALLOCATION REVIEW

This is the most common type of review by the allocation committee in which semester budget requests are reviewed. Each meeting will be chaired by the SGA Financial Manager. At least one (1) representative from the requesting organization is responsible for being contacted in the event that further information be requested by the committee.

1.5 MINUTES

All meeting minutes are made available via the Student Government Association and via the committee website, after notification of allocation is provided to the requesting individuals and organizations. In the case of technology failure, you may request meeting minutes in an alternative format. To discuss the minutes, please contact the SGA Financial Manager to make an appointment. If the Financial Manager is not available, an SGA Staff member may be able to assist you.

1.6 TERMINOLOGY

Academic Day: any day classes are in session. This does not include study days, final days, weekends, holidays and / or the days between semesters.

Addendum: request for an addition to an already approved budget request to cover unforeseen expenses not in the original budget. Requests will only be accepted upon the availability of additional funds.

Honoraria: payment for a professional service for which no traditional market price exists. Examples include, but shall not be limited to, speaker fees and performance / DJ fees (riders not included). Honoraria do not include local, non-performing DJ's. This includes coaches and instructors of any sort.

Program: any event (i.e. speaker, concert, conference, theater performance, cultural affair) that enhances the out-of-class experience provided by members of the Penn State community for students at Penn State Berks Campus.

Quote: documentation specifying the details of items(s) or service(s) that is provided by the supplier that at a minimum includes, the price, quantity, and item / service description.

Requestors: student organizations recognized through the Penn State Berks Office of Student Affairs.

Tabled: the decision to delay allocation of funds for a request or portions of a request as the result of, but not limited to, the request being incomplete, lacking pertinent information, or having discrepancies in calculations.

Total Program Costs: the total expenses for execution of the program. Total program costs include, but are not limited to: the amount being requested from the committee, expenses covered by any donations (community and in-kind) and expenses covered by the student organization contributions.

Travel: any activity in which students leave the University to attend or participate in an experience not provided by Penn State students or faculty. All travel must accomplish an organization function and / or improve a service offered to all students by bringing materials and information back to Berks Campus.

SECTION II: FUNDING RESTRICTIONS

2.1 REPERCUSSIONS OF VIOLATING POLICY

The SGBC reserves the right to audit any allocated semester budgets and to impose penalties for non-compliance with committee and SAF policies as stated in the allocation committee handbook. These penalties may include: a warning placed in the requestor's file, reduction of future funding allocations, and / or referral to the Office of Student Affairs. The maximum penalty imposed by the allocation committee will not exceed zero funding on all requests made through the end of the academic year following the infraction. Any imposed penalties will be recorded in the front of the requestor's file.

2.2 LIMITATIONS ON SAF FUND USE

The information in this section is an excerpt from the SAF handbook. The official SAF handbook is the governing document and is available from student affairs via the following website: <http://studentaffairs.psu.edu/hub/activityfeeboard/>.

The purposes outlined in this section and categories to be funded represents the places where the most progress can be made in enriching the out-of-class experience of students in the campus community. The following guidelines should receive special attention:

1. Money may be used for wages, (preferably for students) but not for salaries.
2. The SAF should not be utilized to replace what is currently being funded by University General Funds permanently supporting programs / services / equipment / activities.
3. These funds should not be used for major renovations and / or construction of new buildings.
4. Funding cannot be discriminatory, arbitrary, or capricious.
5. No person or sponsoring organization may make a profit from a SAF sponsored event. With the approval of the sponsoring organization a group may sell a commodity or fund raise at the location that is funding the event.
6. Requestors must use SAF funds in the manner in which they were allocated for.
7. Activities sponsored by the SAF must be open to all University students at the location that is funding the event.
8. The SAF cannot be transferred to any General Funds budget.
9. Clothing is an allowable expenditure but the requestor must show; 1) how the item(s) enhance the out-of-class experience, 2) all students must have equal access to items being offered. The exceptions are items such as uniforms that must be returned to the University at the end of the season of academic year.
10. One registered student organization may conduct approved fund raising activities at SAF supported events providing the main purpose of the activity being supported by the fee is not fund raising and the event is free and open to the University community. A student who attends said event and does not donate must be able to gain the same experience from said event as someone who donates to the fundraiser and attends said event. All proceeds from the fundraiser must go towards a charity or philanthropy as defined by the IRS, and in the case of a US based organization, has 501c3 tax exempt status or a registered student organization of the Pennsylvania State University.

Additional Policies:

-Programs conducted at Berks Campus must be open first to Berks Campus students before any non-Student Activity Fee paying member may be allowed in to the event.

-Transfer of funds is not permitted from one organization to another.

2.3 ITEMS THAT WILL NOT BE FUNDED

The information in this section is an excerpt from the SAF handbook. The official SAF handbook is the governing document and is available from the student affairs at the following web page: <http://studentaffairs.psu.edu/hub/activityfeeboard/>.

1. Appropriations in furtherance of a political campaign or activity by any candidate or candidate's staff for political office.
2. Appropriations to a legislative lobby or to a registered student organization whose primary purpose is to influence legislation.
3. Grants-in-Aid, scholarships, salaries, or stipends.
4. Donations or charitable contributions of money or products.
5. Funding of Philanthropic activities where the primary purpose is fundraising.
6. Retroactive events (events held prior to submitting the request for funding or events where funding has been committed before being notified of approval).
7. National Association memberships on a per person basis. Individual memberships are not permitted; however, group memberships to a national organization are allowed.
8. Membership dues for fraternities or sororities.
9. Hiring of legal services or providing bail-bond funds.
10. Honoraria for Penn State Faculty or Staff speaking about his/ her area of expertise.
11. Expenditures which do not fall explicitly within areas to be funded unless approved by the Office of Student Affairs.
12. Purchase of a special gift for a specific person or items used to fundraise. This means that promotional items for events, door prizes, and participation prizes that are distributed randomly are allowable expenses to purchase with the SAF.
13. Personal, non-contractual gain of any student, faculty member, staff member, or any other person.
14. Purchase of or reimbursement for the purchase of alcoholic beverages.
15. Any religious ceremony or worship service, except when such activity is for educational purposes.
16. Any activity, material, or program whose primary purpose is recruitment or increased membership in the sponsoring group.

2.4 ADDITIONAL FUNDING LIMITATIONS

The following items cannot be funded by SGBC:

- All medications.
- Expenses for advisors, staff, and faculty travel.
- Health insurance, travel insurance, or health provider expenses.

SECTION III: GENERAL ALLOCATION REQUESTS

General Allocation requests consist of the following types of requests: Program, Travel, Equipment, Print Media, Broadcast Media, and Operational Expense.

3.1 GENERAL INFORMATION

All required items within a request form must be complete (all line items applicable to the request form are filled out with all supporting documents attached). Incomplete requests will not be viewed until the requestor completes the form and resubmits in the proper time frame.

All required documentation submitted with the request must be in the form of US dollars and may not be converted from other currencies by the requestor. All quotes must come from the service providers.

3.2 DEADLINES

Spring allocation requests due: Monday of the 11th week of the fall semester by 5pm.

Spring General Allocation Review Meeting: 11th week of the fall semester.

Spring Suggested Allocation Notification: Before the 11th Friday of the fall semester.

Spring Allocation Appeal Meetings: 12th week of the fall semester.

Approval of Suggested Allocations by the SGA General Assembly: 13th week of the fall semester.

Fall allocation requests due: Monday of the 11th week of the spring semester by 5pm.

Fall General Allocation Review Meeting: 11th week of the spring semester.

Fall Suggested Allocation Notification: Before the 11th Friday of the spring semester.

Fall Allocation Appeal Meetings: 12th week of the spring semester.

Approval of Suggested Allocations by the SGA General Assembly: 13th week of the spring semester.

3.3 MISCELLANEOUS EXPENSES

SGBC does not fund miscellaneous expenses (i.e. emergency expenditures, unforeseen expenses, last minute details, etc.). All expenditures being requested must be line-itemed and supported with proper documentation.

3.4 ADDENDA

When additional or unforeseen expenses arise, a requestor may submit an addendum. Requestors must submit a letter to the SGA Financial Manager that explains the costs and the

rationale for the additional request. SGBC will only consider additional allocation for expenses that are necessary for the success of the program.

Addenda requests will only be considered if there is remaining funds the BAC allocation.

BAC requires that any addenda request be submitted within 10 academic days of the event start date.

3.5 TABLING

An entire allocation request or portion of a request may be tabled for a number of reasons including, but not limited to, the request being incomplete, lack of pertinent information, and discrepancies in calculations.

When items are tabled, they are set aside. No money has been allocated towards these tabled expenses. Once the issue for tabling has been remedied, proper documentation must be submitted to the SGA Financial Manager before SGBC sends a suggested allocation to the SGA General Assembly.

3.6 PROGRAMS

Prior to submitting a request for program funding, requestors must reserve event space and complete the Student Organization Request Form located at: <http://www.bk.psu.edu/StudentLife/ClubsAndOrganizations/club-event-registration-form.htm>. This form must be attached to the submitted allocation request.

Program allocation requests must include appropriate materials including a quote for the honoraria, honoraria biography and reviews, venue confirmation, banner space confirmation and bids for items to be purchased or rented. A total budget must be submitted with your program request including documentation and bids for non-requested or non-fundable items for the program.

3.6.1 GUIDELINES

SGBC defines a program as any event (i.e. speaker, concert, conference, theater performance, cultural affair) that enhances the out-of-class experience provided by members of the Penn State community for students at Penn State Berks.

SGBC will not consider funding for events that are not open to the entire Berks Campus student body.

The SAF Board and SGBC limit funding of events sponsored by the Interfraternity Council (IFC), Panhellenic Council (PHC), National Pan-Hellenic Council (NPHC), or Multicultural Greek Council (MGC) to those that are open to the entire student body and are held in locations other than fraternity houses or sorority suites.

The following guidelines and limitations will be used by the SGBC in the event that the requesting organization reaches its semester allocation request limit of \$5,000. If one limit is not used, the limit of other categories may be used towards the allocation (i.e. program expenses covering clothing and costumes).

Requestors with campus programs that require funding past the semester allocation limit may request additional funds through the SAF Committee.

3.6.2 HONORARIA

An organization is eligible to receive up to two (2) honoraria per academic year. No student group may be funded for more than \$5,000 in honoraria during an academic year. Discount towards honorarium will not be considered towards total program cost.

One (1) day events are eligible for a maximum of two (2) honoraria recipients not to exceed \$2,500 per semester, regardless of the number of cosponsoring requestors. SGBC discourages funding for honoraria recipients who have performed at Berks Campus within the last twelve (12) months.

All recognized student organization general allocation requestors may request to utilize up to \$500.00 of their honoraria allotment to cover hospitality riders as stated in the contract for honoraria recipients. Additionally, no support staff is eligible for SGBC funding.

Lodging expenses are considered for honoraria recipients only. Lodging exceptions may be considered based on technical and mechanical personnel required for staging. Lodging expenses for honoraria recipients are capped at \$100/room per night.

When requesting funds for honoraria, the detailed program schedule should include the expected performance time for each honoraria recipient.

3.6.3 CLOTHING / COSTUMES / APPAREL / SET DESIGN / PROPS

The following has been established by the Student Activity Fee Board:

Clothing is an allowable expenditure but the requester must show: 1) how the item(s) enhance the out-of-class experience, 2) all students must have equal access to items being offered, the exception being items such as uniforms, which must be returned to the University at the end of the season or fiscal year.

SGBC may consider requests for costumes only (purchase, rental, and cleaning).

An annual inventory list must be submitted by the last day of classes of the spring semester. SGBC will not consider new requests until an inventory list has been received in the Campus Life office.

3.6.4 FOOD EXPENSES

SGBC will not fund food or food-related expenses for programs over \$500. If SGBC allocates funds for the program of which food is a part and there is a charge for the food, then students should not be charged or should have a lower ticket price to attend.

3.6.5 PROGRAM MATERIALS / PROGRAMS / RECEPTIONS / AWARDS / PRIZES / DECORATIONS

SGBC will consider items that meet all of the following criteria:

- (1) are used for educational purposes,
- (2) include some information essential to program participation, AND
- (3) are integral to the success of the program.

SGBC does not fund gifts that can be considered awards. This can include, but is not limited to: awards, honors, trophies, bouquets, donations, scholarships, or stipends.

The following has been established by the Student Activity Fee Board:

“The fee CANNOT be used to purchase a specific gift for a specific person or items used to fundraise. This means that promotional items for events, door prizes and participation prizes that are distributed randomly are allowable expenses to use the Student Activity Fee.”

3.6.6 TICKET SALES

For all events requiring a fee/ticket for admission, all Berks Campus student fees/tickets must be less expensive than that of all other attendees (including children). Berks Campus students must be given first priority for ticketed events/activities.

3.6.7 TICKET EXPENSES

Ticket expenses at off-campus events may be funded from the SGBC in the amount of \$15.00 per student. If the event or program does not meet the requirements of travel funding, the requestor will be responsible for travel expenses.

3.7 TRAVEL

All requests must be complete to be accepted for review. Travel requests must include a published description and itinerary of the conference (or comparable description and itinerary from a previous year); complete breakdown of costs, a roster of students as well as all required travel related quotes.

3.7.1 GUIDELINES

SGBC will consider funding Educational, Competitive, Performance, and Service experiences as defined further in this handbook. Certain restrictions may be placed on items eligible for funding in regards to these experiences, as defined in this handbook.

SGBC will only consider funding for travel where the students attending will be taking an active role in the travel experience. A student traveling for the purpose of presenting their personal research is not eligible for SGBC funding for the date(s) that they are presenting their own research, as the travel experience would result in personal gain that is essential for academic progress. Ineligibility only applies to the student(s) involved with presenting their own research and may not affect other students attending.

The primary focus of events away from the Berks Campus cannot be entertainment, community building, personal networking, career fairs, proselytizing, group retreats, conducting and/or presenting research, and/or lobbying.

SGBC will consider requests for travel to all destinations not on the US State Department Travel Warning List.

SGBC will consider requests with the following restrictions:

- All travel expenses (transportation, lodging, and registration) will be considered within the United States of America and the District of Columbia.
- Only transportation expenses will be considered outside of the United States of America and the District of Columbia.
- BAC will have full discretion when determining funding for the number of students traveling.

3.7.2 TRAVEL EXPERIENCE CATEGORIES

All travel requests must fall within at least one of the following categories:

- Educational - The primary purpose is for students to gain knowledge or insight that will enhance the out-of-class experience such as a conference, field trip, or other cultural experience.
- Competitive - The primary purpose is for students to apply knowledge or skills in a competitive manner in pursuit of recognition.
- Performance - The primary purpose is for students to demonstrate skills or abilities for an audience in an informative or entertaining manner.
- Service - The primary purpose is for students to volunteer assistance where the primary beneficiary is a community in need. SGBC will not fund trips in which the student organization will be providing a service to its parent organization.

3.7.3 TRAVEL PROCEDURES AND REGULATIONS

3.7.3.1 ACADEMIC YEAR FUNDING CAPS

SGBC may fund up to a total of \$1,000.00 towards travel requests per organization (recognized or non-recognized) as defined by the SGBC Requestor Handbook, per academic year.

Individual students are eligible for SGBC funding for up to two (2) travel experiences per academic year, regardless of the number of student organizations in which they participate. If

organizations choose to take more students than the number for which SGBC allocated funding, the organization must specify which students will be the beneficiaries of the funding.

3.3.3.2 INFORMATION TO BE SUBMITTED WITH REQUEST FORM

- SGBC expects that a requestor provide as much detail as possible regarding the need for the travel allocation.
- Information describing travel experience should be provided as part of the requesting materials. This information should be confirmed by the travel experience provider.
- A roster of all students intending on participating in the experience. All students who request travel funding, must commit to the trip by submitting their name as part of a roster with the original request.
- Written justification for each person wishing to travel. SGBC will take into consideration the necessity to bring back different perspectives from these experiences to the Berks Campus community.
- A published description of the itinerary or comparable itinerary from last year.
- Airline quotes and vehicle rental (unless fleet service) must be obtained from nationally recognized sources or travel agencies. Charter bus quotes must be obtained from the University approved vendor listed at:
<http://www.controller.psu.edu/Divisions/RiskManagement/vendors/buslines/>.
- If requesting funding for fleet vehicle expenses, provide the name(s) of the university approved driver(s) of each vehicle.
- An estimate of the round trip mileage to the location if using fleet or personal vehicles.
- A complete itemized breakdown of all costs.
- Registration quote(s).

3.3.3.3 TRANSPORTATION REGULATIONS

- SGBC will consider funding up to seventy-five (75%) of the total transportation costs.
- All students traveling, regardless of SGBC funding, must be included on the official University Student Travel Registration Form.
- Airline quotes and vehicle rental (unless fleet service) must be obtained from nationally recognized sources or travel agencies.
- Charter bus quotes must be obtained through a university approved carriers. A complete list may be found at:
<http://www.controller.psu.edu/Divisions/RiskManagement/vendors/buslines/>.
- Funding may be provided for both passenger vehicle/truck rental and mileage if mileage is not already included as part of the passenger vehicle/truck rental fee and will be considered at the supplier's current mileage rate. Fleet rental and mileage will be considered at the current Fleet Services rate. Personal mileage reimbursement will be considered at the current University rate.
- The Student Travel Registration Form is required to be submitted to 19 Perkins Student Center no less than one (1) business days prior to your date of departure. The form will be attached to your allocation results email and is also available in 19 Perkins Student Center. In order to be considered complete, refer to the form for the documentation

required for each student traveling, regardless of SGBC funding. Failure to submit the form prior to your date of departure will have an impact on the funds being released as well as the ability to be reimbursed for any travel related expenses, regardless of SGBC funding.

3.3.3.4 TRAVEL DEPOSITS / RESERVATIONS

SGBC will consider allocating funds towards travel or travel-related reservations/deposits so long as the requester can provide proof that the expenditure(s) can be fully refunded to them by the date of funding notification from SGBC. If not fully refundable, SGBC can consider only the refundable or unpaid portions.

3.3.3.5 LODGING EXPENSES

SGBC may consider the funding of lodging expenses up to \$50.00 per student per night when lodging is not included as part of registration.

3.3.3.6 REGISTRATION EXPENSES

Registration fees are capped at \$75.00 per person. SGBC will not consider registration expenses that only include food (refer to 3.3.3.7). However, if a registration fee exceeds the \$75.00/person cap and is inclusive of the cost of lodging, the cap may be adjusted, based on proper documentation, to allow for these inclusions. Any tickets to additional trips, excursions, seminars, events or similar activity may be considered only up to the \$75.00 per person cap.

3.3.3.7 MEAL EXPENSES

SGBC will not allocate per-diem meal expenses. However, SGBC will consider meal costs that are part of the event and included within the registration fee up to the SGBC allowable amount. Any meal costs beyond those included in the registration fee up to the SGBC allowable amount are the responsibility of the individual(s) incurring the costs.

3.3.3.9 CHANGE IN NUMBER OF STUDENTS TRAVELING

If the number of students traveling decreases from the original amount allocated, the organization must submit in writing the change in number to the Campus Life office. The allocation will then be changed to reflect the correct number of students traveling. A failure to do so may result in the student organization reimbursing SGBC. A decrease in students may or may not mean that the organization is no longer entitled to the original allocation.

3.4 EQUIPMENT

SGBC will consider funding expenses that aid an organization in completing their primary purpose. These expenses include costs associated with equipment to aid in this process.

Organizations are eligible for up to \$300.00 per academic year.

If an organization is requesting the purchase of equipment, they must submit a request for equipment purchase form detailing what type of equipment is desired and why this equipment needs to be purchased.

The following documentation is required:

- Two (2) bids for each item must be attached to the request for equipment.
- SGBC requires that all equipment purchased must be secured in a University approved storage space (excludes on campus student housing). Please submit a letter from the department stating that you do have assigned office space with your request.
- A copy of the mission statement must be attached to the request for equipment.

Equipment such as copiers, copier maintenance, faxes, printers, furniture, etc. will not be considered for funding by SGBC.

No student organization may charge a fee for use of SGBC funded equipment.

An annual inventory list must be submitted by the last day of classes in the spring semester. SGBC will not consider new requests until an inventory list has been received in the Office of Campus Life.

Any equipment purchased with SAF funds must be disposed of via the Office of Campus Life. Contact the Campus Life office before disposing of any equipment purchased through this request/allocation.

3.5 MEDIA

SGBC will consider funding media expenses which aid an organization in completing their primary purpose. Media expenses include materials being distributed to Berks Campus students and expenses associated with the production of that content.

Organizations are eligible for a contribution of up to \$250.00 per academic year.

When requesting media expenses, requestors must submit documentation of the costs associated with each expense. A minimum of two (2) independent, official bids must be attached to the request for each media production expense.

All content for public distribution must include the following items. Exceptions may be granted if doing so would add additional costs or would otherwise cause unreasonable hardship.

- A disclaimer of: “The content and opinions of this publication reside solely with the authors and not with the Pennsylvania State University.”
- The SAF logo or the phrase “Funded by SAF! – Your Student Activity Fee at Work” must be prominently displayed.

When funds are allocated for media publications:

- Prior to funds being released, a copy of a proof verifying that a SAF logo and disclaimer are properly included in their entirety must be provided to the Campus Life office for review and approval.

3.6 OPERATIONAL

SGBC provides organizational operational funds to recognized student organizations to aid in their basic operating expenses. Student organizations may only submit one (1) operational request per academic year. When a group exhausts these funds, it is the group's responsibility to cover any remaining organizational expenses for the academic year.

All recognized student organizations are currently eligible to receive a \$50.00 allocation per academic year.

Valid expenditures include:

- Advertising - recruitment, officer elections, member retention, general publicity
- Office Supplies - pens, paper, etc.
- Postage - mailings
- Copying - organization newsletters, minutes, officer elections

Funds cannot be used towards event expenses, travel expenses, or the purchase of equipment, food or beverages. Student organizations must abide by all SGBC policies. For questions or clarification regarding the use of these funds, please contact the Campus Life office.

Funds allocated towards student organizations' operations expenses can be used during the fall and spring semester, and must be expensed no later than the last day of classes of the spring semester. Any remaining funds will be returned to the Berks SAF Committee.

SECTION IV: APPEALING COMMITTEE DECISIONS

The information in the section is an excerpt from the SAF handbook, Section VI. The official SAF handbook is the governing document and is available from student affairs at the following web page: <http://studentaffairs.psu.edu/hub/activityfeeboard/>.

Appeals are not heard solely on the basis of disagreement with the decision of the allocation committee. The Student Activity Fee Board has established the following criteria for appeals.

4.1 GROUNDS OF AN APPEAL

Grounds for an appeal are honored when one of the following is found to have occurred:

- Procedures were not followed.
- Written policies were deviated from.
- Facts were missing based on the policies in place at the time of the initial proposal.

4.2 APPEAL PROCEDURE

In order to appeal, a SGBC Appeal form must be submitted to SGBC providing the rationale as to which of the above mentioned grounds have been violated. The form may be found on the SGBC web space and must be submitted to the Campus Life office within five (3) academic days from the date of notification of the outcome of the request. SGBC must respond to the appeal within five (2) academic days from the receipt of the appeal.

4.3 REVIEW OF GROUNDS

When an appeal is submitted, the SGBC members decide if the appeal meets the previously stated grounds. The Chair only votes in the case of a tie.

SGBC will notify the results of the appeal to the organization within five (2) academic days from the receipt of the appeal.

If it is determined that the appeal does not meet grounds, the original decision goes unchanged and the group or individual is notified that their appeal was denied and that they have the right to further appeal to the Student Activity Fee Board.

4.4 REVIEW OF APPEAL

The Appeals Board will consist of at least four (4) committee members. The committee members will be chosen by the Director of Student Affairs, or his / her appointee.

While reconsidering the proposal the SGBC Appeals Board may choose:

- To stay with the original decision made by the allocation committee
- To award more than the original allocation

SECTION V: APPENDICES

Appendix A – SGBC Semester Allocation Request Form

Appendix B – SGBC Sample Semester Allocation Request

Appendix C – Food Services Dockside Menu for Student Organizations

Appendix A – SGBC Semester Allocation Request Form

Please add more tables or rows as needed.

Program Name:		Program Description:
Program Location:		
Anticipated Number Of Attendees:		
Total Funds Requested For Program:		
Is This Program Open To The Campus?		
Amount Of Funding From Other Sources:		

Please list the materials, prices, and item location for the requested event amount below:

Item Name	Unit Price	Quantity	Item Total	Location

Program Name:		Program Description:
Program Location:		
Anticipated Number Of Attendees:		
Total Funds Requested For Program:		
Is This Program Open To The Campus?		
Amount Of Funding From Other Sources:		

Please list the materials, prices, and item location for the requested event amount below:

Item Name	Unit Price	Quantity	Item Total	Location

Sample Semester Allocation Request

Program Name:	Ice Cream Social	Program Description: Our club’s ice cream social is focused on promoting the club and providing students with a social activity.
Program Location:	Perkins Plaza	
Anticipated Number of Attendees:	200+	
Total Funds Requested for Program:	\$96.00	
Is this program open to the campus?	Yes	
Amount Of Funding From Other Sources:	\$0.00	

Please list the materials, prices, and item location for the requested event amount below:

Item Name	Unit Price	Quantity	Item Total	Location
Vanilla Ice Cream	\$38.00	1	\$38.00	Food Services
Chocolate Ice Cream	\$38.00	1	\$38.00	Food Services
Plastic Spoons	\$1.00	100	\$10.00	Food Services
Foam Bowls	\$1.00	100	\$10.00	Food Services

Program Name:	Sustainability Conference	Program Description: Funds will be used to provide transportation and a hotel room for club members to attend a sustainability conference at University Park to enhance their knowledge of green technologies.
Program Location:	University Park	
Anticipated Number of Attendees:	4	
Total Funds Requested for Program:	\$175.00	
Is this program open to the campus?	Yes	
Amount Of Funding From Other Sources:	Sustainability grant: \$250	

Please list the materials, prices, and item location for the requested event amount below:

Item Name	Unit Price	Quantity	Item Total	Location
Days Inn Hotel	\$100.00	1	\$100.00	Days Inn, UP
Gas Reimbursement	\$0.55	136 miles	\$75.00	N/A

Appendix C – Food Services Dockside Menu for Student Organizations

Dockside Menu

Bagels & Cream Cheese	\$25.00 / dozen
Penn State Bakery Muffins	\$20.00 / dozen
Fruit Display	\$50.00 (serves 25)
Cheese Tray with Crackers & Mustard	\$50.00 (serves 25)
Veggie Tray with Dip	\$50.00 (serves 25)
Meat & Cheese Board with Mustard	\$90.00 (serves 25)
Spinach Artichoke Dip with Tortilla Chips	\$35.00 (serves 25)
Individual Bags of Chips	\$1.15 each
Garden Salad with Dressings	\$25.00 (serves 8)
Hoagie Platter	\$40.00 (24 pieces)
-assorted meats and cheeses with lettuce & tomato	
Wrap Platter	\$55.00 (24 pieces)
-assorted wraps with lettuce and tomato	
Cheese Pizza	\$11.00 (8 pieces)
One-Topping Pizza	\$12.00 (8 pieces)
Supreme Pizza	\$13.00 (8 pieces)
Cookie Platter	\$6.00 (per dozen)
Brownie Platter	\$10.00 (per dozen)
Soda—12 oz. cans	\$4.00 (12 cans)
Water—16.9 oz. bottles	\$5.00 (12 bottles)
Juice—16 oz. bottles	\$15.00 (12 bottles)
Coffee-to-Go with Sugar and Creamer	\$15.00 (serves 10)

Dockside pricing and availability is restricted to student events.



PENNSTATE
Housing and Food Services
Commonwealth Campuses

Dockside Menu



Plates—6"	\$0.95 per 10
Plates—9.5"	\$1.50 per 10
Bowls	\$1.00 per 10
Napkins	\$0.25 per 10
Forks	\$1.00 per 10
Spoons	\$1.00 per 10
Knives	\$1.00 per 10
Forks/Spoons/Knives packs	\$1.50 per 10
Plate/Utensil/Napkin packs	\$5.00 per 10
Coffee cups	\$1.00 per 10
Cold beverage cups	\$1.50 per 10
Mayonnaise packs	\$1.50 per 10
Yellow mustard packs	\$1.00 per 10
Spicy mustard packs	\$1.00 per 10
Ketchup packs	\$0.50 per 10

To get more information or place an order, please contact Housing and Food Services at:

Phone: 610-396-6353

Email: foodserviceBK@psu.edu

All catering arrangements must be made at least two weeks before the event date.

Dockside pricing and availability is restricted to student events.

Food Safety

Ensuring the safety of the foods that we eat and serve is critically important in preventing foodborne illness. It is easiest to think about preventing foodborne illness if you think in terms of four basic rules: Clean, Separate, Chill and Cook.

Clean

- Always wash hands thoroughly with soap and warm water before handling food. Rub hands together vigorously for 20 seconds before rinsing thoroughly.
- Wash work areas and utensils in hot soapy water after preparing each food item and before going on to the next one.
- Use plastic or non-porous cutting boards. Wash in dishwasher or with hot soapy water after each use.
- Use disposable towels or machine wash cloth towels with hot soapy water often.

Separate

- Store raw meat and poultry on the bottom shelf of the refrigerator so juices don't drip onto other foods.
- Use one cutting board for raw meat products and another for salads and other foods which are ready to be eaten.
- Always wash work areas with hot soapy water after they have come in contact with raw meat or poultry.
- Never place cooked food on a plate which has previously held raw meat or poultry.

Chill

- Refrigerate or freeze perishables or prepared food within two hours.
- Never defrost food on the kitchen counters. Use the refrigerator, cold running water or the microwave.
- Divide large amounts into small, shallow containers for quicker cooling. Label and date containers.
- Don't pack the refrigerator. Cool air must circulate to cool food quickly.
- Keep cold foods at or below 40°F.

Cook

- Use a meat thermometer which measures the internal temperature of cooked meat and poultry to make sure that the meat is cooked thoroughly.
- Cook ground beef and ground pork to 160°F, ground turkey and ground chicken to 165°F, chicken and turkey breasts to 170°F, whole poultry, legs, thighs and wings to 180°F.
- Re-heat cooked meats and foods to 165°F, bring sauces, soups and gravy to a boil when reheating.
- Make sure there are not cold spots in food when cooking, stir often. Keep hot foods at or above 140°F before and during serving.