

## ***Student Club/Organization Fee Allocation Process***

At the beginning of each fiscal year, the Student Life Department will send out invitations to all OSUIT student clubs/organizations to participate in the fee allocation process. Within the invitation will be a set of instructions and requirements for completing the fee allocation process and a list of all registered/recognized OSUIT student clubs/organizations.

During the fall semester, the Student Clubs and Organizations must go through the Fee Allocation Process in order to receive club funding for the next school year. This process is contingent upon the requirements listed below. All requirements must be completed before any club or organization is allowed to participate in the Fee Allocation process.

1. Your club/organization must have an approved constitution and by-laws on file in the Student Life Office.
2. Your club/organization must be registered with the Student Life Office for the current fiscal year. Student clubs/organizations that have not registered at the beginning of the fiscal year with the Student Life Office will be considered inactive and lose all privileges entitled to registered student clubs/organizations on the OSUIT campus.
3. An audit of your club/organization must be completed or in the process of being completed by the OSUIT Office of Student Life prior to funding allocation.
4. Your club/organization must have been registered with the Student Life Office during the previous fiscal year.

Student clubs will have the opportunity to receive funding through two opportunities.

1. A baseline funding amount of \$1500 will be granted to each club who meets the minimum requirements. Those requirements are:
  - a. All Club paperwork required to be eligible for the fee allocation process (Referenced above) must be on file and updated with the Student Life Office.
  - b. Club/Organization must have participated in 21 Hours annually of campus/community involvement, and hold 3 events annually of industry/career opportunities. (For clubs inactive during summer, requirements are 14 hours campus/community involvement, and 2 events of industry/career opportunity).
  - c. Each Club/Organization must elect one member to be an active member in the OSUIT Student Government Association. (This must be listed on your club registration form on file in the Student Life Office and updated with any changes)
2. For any club/organization not meeting those minimum requirements OR clubs/organizations wishing to receive additional funding will then proceed through the remainder of the Fee Allocation Process, in which they will prepare and present their budget proposal to the Fee Allocation Committee.

\*\* The Office of Student Life will determine the standard for each club as it pertains to the item 1.b. above based on class instruction or the internship situation for majority of your members.

Students from the various OSUIT student clubs/organizations are selected each year to serve on the Student Life Fee Allocation Committee. The Director of Student Life serves as the chairperson for the committee. The other members of this fee allocation committee will be selected based ONLY on the clubs opting to proceed with the Fee Allocation Process in order to receive additional funding or funding not granted using the baseline amount. Additionally, a member from SGA, and PTK will be present on the fee allocation committee. All committee members are required to abstain from any recommendations that directly relates to a club/organization that they are affiliated with.

The responsibilities of the Student Life Fee Allocation Committee Members are the following:

1. Attend all committee meetings
2. Review all Budget Proposal Summaries that have been submitted to the committee
3. Discuss Budget Proposal requests with the club/organization representative and fellow committee members
4. Make recommendations to fund eligible student clubs/organizations based on the information presented by and received from the student club/organization requesting funding
5. Submit their recommendations to the Director of Student Life

Once the committee members have submitted their recommendations for funding to the Director of Student Life, the Director will establish a common average for each budget proposal request. The Student Life Fee Allocation Committee will then meet to finalize all budget proposals and the various clubs/organizations as to their award.