



## Student Organization Resource Guide 2012-2013

### Office of Student Involvement Mission

We are committed to the holistic development of students by providing meaningful opportunities for leadership development, social interaction, community building, and educational growth. We are guided by the College's commitment to develop future community leaders and enlightened citizens.

### Statement of Community

Allegheeny students and employees are committed to creating an inclusive, respectful and safe residential learning community that will actively confront and challenge racism, sexism, heterosexism, religious bigotry, and other forms of harassment and discrimination. We encourage individual growth by promoting a free exchange of ideas in a setting that values diversity, trust and equality. So that the right of all to participate in a shared learning experience is upheld, Allegheeny affirms its commitment to the principles of freedom of speech and inquiry, while at the same time fostering responsibility and accountability in the exercise of these freedoms.

### Office of Student Involvement Contact Information

**Location:** Campus Center, Room 310  
**Phone:** 814-332-2754  
**Fax:** 814-724-6834

**Hours:** Business Hours: M-F: 8:00AM-5:00PM  
Resource Room: M-Th: 8:00AM-9:00PM, F: 8:00AM-7:00PM

### Staff Members

Gretchen Symons, Director

*Allegheeny Student Government, Fraternity and Sorority Life, Interfraternity Council, Campus Center facilities, Kaldron yearbook, Grounds for Change*

Kate Gullatta, Assistant Director

*Gator Activities Programming, Fraternity and Sorority Life, Panhellenic Council, student organization and advisor outreach initiatives, Chompergram*

Tricha Gregor, Office Manager

*Gameroom, Campus Center facilities, late night programming, OSI website*

Gina Panzetta, Secretary (part-time: 8AM-1PM)

*Campus Center room reservations, building policies, break transportation*

## Useful Contacts for Student Organizations

<b>Allegheny Student Government</b> .....	332-4364; asg@allegheny.edu
Campus Center Room 316	
ASG Finance	finance@allegheny.edu
<b>Audio Visual Requests</b> .....	craig.pardee@allegheny.edu
<b>Outdoor Set-Up Requests</b> .....	Physical Plant: 332-5378
<b>The Campus Newspaper</b> .....	332-5386
Campus Center Room 314	
<b>Check Cashing</b> (\$30 limit).....	Financial Services (Schultz Hall): 332-2360
<b>Computer Assistance</b> .....	Computer User Services: 332-2755
<b>Counseling Center</b> .....	332-4368
<b>Fax Services</b> .....	OSI (\$1 per page to send or receive) Post Office (unlimited pages for \$2.50)
<b>Food Service/Catering</b> .....	Parkhurst: 332-2317
<b>Food Safety/Handling Information</b> .....	<a href="http://www.cityofmeadville.org/healthoffice.htm">http://www.cityofmeadville.org/healthoffice.htm</a>
City of Meadville Health Office	
<b>Game Room</b> .....	332-2373
Campus Center 2 <sup>nd</sup> Floor	
<b>Gator Activities Programming</b> .....	332-2377; gap@allegheny.edu
Campus Center Room 315	
<b>Gator License Classes</b> .....	Security: 332-3357
<b>Housekeeping (St. Moritz)</b> .....	332-4362
<b>Lost and Found</b> .....	Security: 332-3357
<b>Master Calendar of Events</b> .....	<a href="http://mastercalendar.allegheny.edu/">http://mastercalendar.allegheny.edu/</a>
<b>Post Office</b> .....	332-2375
<b>Reservations of Rooms &amp; Facilities</b> ....	<a href="http://scheduler.allegheny.edu">http://scheduler.allegheny.edu</a>
<b>Recreational Equipment (sign out)</b> .....	Athletics: 332-7529
<b>Student Involvement (Office)</b> .....	332-2754; osi@allegheny.edu
Campus Center Room 310	
<b>Supplies/Equipment to borrow</b> .....	<a href="http://scheduler.allegheny.edu/">http://scheduler.allegheny.edu/</a> or OSI: 332-2754
<b>Transportation</b> .....	Motor Pool: <a href="http://scheduler.allegheny.edu/">http://scheduler.allegheny.edu/</a> or Security: 332-3357 ASG Van: asg@allegheny.edu
<b>WARC 90.3 FM Student Radio</b> .....	332-3376; warc@allegheny.edu
Campus Center 1 <sup>st</sup> Floor	

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## Student Organization Responsibilities and Recognition

### Student Conduct Policies related to Student Organizations

(Located in *The Compass* student handbook: *ARTICLE V: Organizational Conduct*)

A. Upon recognition by the College, student organizations become responsible for acting in accordance with College policies and all other applicable College regulations. The College may take action when the behavior of the members of a student organization violates College policy. Both individual and organizational disciplinary action may be pursued for the same conduct.

B. Student organizations may be held responsible for the acts of individual members when some of its members act together or when the members are acting on behalf of the organization. These acts include, but are not limited to, the following categories: When a member is in violation of College policy and other members are present, by failing to discourage such activity, tacitly condone the violation; When the violation is directly related to the organization's activities or an environment created by the organization.

C. Alleged violations will be adjudicated as outlined in Article IV of the judicial process.

D. The following sanctions may be imposed upon student organizations found to have violated College policy: The sanctions of Warning and Probation plus other Educational Sanctions as outlined in Article VI of the judicial process; Deactivation which entails loss of privileges, including College recognition and funding, for a specified period of time.

E. Fraternities and Sororities must follow all provisions of the *Allegheny College Greek Supplement* located on the Student Involvement website. Any violation of these policies may be enforced under College Policy #19, prohibiting the violation of other published College policies.

### Student Organization Directory

The Office of Student Involvement maintains a current list of student organizations and contact information on the Student Organization Directory webpage. Groups are expected to submit information as changes occur.

### Maintaining Student Involvement Recognition

All student groups/organizations must register with the Office of Student Involvement annually. This online registration form should be completed when:

1. A NEW CONTACT (i.e. president) person has been selected for the upcoming semester
2. A CHANGE in the CONTACT person has occurred mid semester OR
3. A CHANGE in ADVISOR has occurred

This form **MUST** be completed in order to reserve space on campus, use funding in a student organization ASG budget, and use OSI resources (Resource Room, copy cards, equipment, etc). This online form is located on the Student Involvement website under Student Organization Resources.

### Maintaining ASG Recognition

ASG recognized organizations must elect their officers prior to the month of April, submit a budget packet during the appointed time (typically in March), and attend budget hearings in April to remain a current ASG organization. If not, organizations must reapply for recognition as a "new student organization." Please note: ASG notifies organizations about budget processes via the information in the Student Organization Directory. ASG is not responsible for organizations that do not maintain current information. (ASG organizations who miss budget hearings should review the ASG Financial Policies to obtain budgets).

## **Advisors**

In order to be a recognized student organization at Allegheny College, each group is required to have an advisor who is employed at least half time at the college. If you need assistance in finding an advisor and/or how to work with them contact a Student Involvement staff member. A *Helpful Tips Guide* is located on the Student Involvement website or on the *Just Do Something Resource Wall* outside the Office of Student Involvement.

## **Services for Student Organizations**

### **Resource Room**

Located in the Office of Student Involvement (Room 310) of the Campus Center, the Resource Room welcomes all students. The room is supplied with equipment to assist student organizations with publicity. Resources include colored paper, banner paper, Ellison die cuts, a button maker, laminator, three-hole punches and an array of other items. Most resources are free and others cost a nominal fee.

### **Equipment to Borrow**

A variety of items are available to check out from the Office of Student Involvement. Most items can be reserved through *Scheduler*. These items include (but are not limited to) blenders, board games, cash boxes, corn hole, ladder golf, bocce, karaoke machine, popcorn machine, sumo wrestling suits, projector, portable screen, etc. Activity kits may also be signed out and include ice breakers, craft, stencil, bingo and Texas hold-em. If you need any equipment/supplies for an upcoming event, email [osi@allegheny](mailto:osi@allegheny) to see if it is available for check-out before you purchase the item.

### **Printing Services (for large quantity copies)**

For copying large quantities, or purchasing cardstock paper for promotions, tickets, etc, Printing Services is available to assist you and can directly bill your organization's account. For more information check out the Printing Services website.

### **Copy Cards (for small quantity copies)**

Student organizations funded through ASG, or an alternate source, are eligible to use universal copy cards located at Pelletier Library's Circulation Desk and the Campus Center's Game Room for each building's public copier. The President of each eligible organization may designate up to two other members of their organization, in addition to themselves, for universal card privileges. Approved members must then take their Allegheny ID card to the Office of Student Involvement to receive a sticker authorizing use of the universal cards for the current semester. The universal copy card allows users a .04 per page charge. The Campus Center public copier is located on the third floor, outside the Office of Student Involvement.

### **Display Cases**

Ten display cases are available for month-long, or semester-long reservations, depending on the number of requests received. If ten requests are received, the display case assignment will be for the entire semester. Assignments may be requested for an individual organization, or a cluster of organizations (ie. religious organizations, political organizations, etc). If your organization hosts events for a month, submit your request for that particular month. This is an excellent way to advertise your organization and to educate the community on an upcoming event. To apply, submit an application which is available on the Student Involvement website.

### **Storage Spaces**

The Campus Center has an organization storage room located on the third floor, Room 309, for accessible storage. This space exists to provide adequate storage and access to historical

papers, current paperwork for the operation of organizations, and supplies related to their functions.

Application Process: Thirty-three organizations receive spaces varying in size. Storage space applications and assignment occurs in the Spring semester each year for the following academic year. Groups who receive space will be evaluated regularly as to how the space is being used and kept including cleanliness and usefulness of items stored. Applications are sent out during the spring semester to student organization presidents.

### **Transportation**

Groups may be eligible to reserve motor pool cars/vans or the ASG van. Check out Student Involvement website or the *Just Do Something Resource Wall* outside the Office of Student Involvement for more information on transportation options.

## **Event Planning Resources**

### **Event Planning Guide**

A comprehensive event planning guide is available on the Student Involvement website. It is also located on the *Just Do Something Resource Wall* outside the Office of Student Involvement.

### **Religious Holidays and Holy Days**

When planning an event, please be mindful of religious holidays and holy days. A list of these days and event guidelines can be found on the Spiritual and Religious Life website or on the *Just Do Something Resource Wall* outside the Office of Student Involvement.

### **Space Reservations for Meetings/Events**

All reservations are made through Allegheny's online scheduling system called *Scheduler*. Individuals can access this website from the *My Allegheny* homepage.

### **Outdoor Space Reservations**

Groups may request use of outdoor space on *Scheduler* by searching for "Outdoor (Non-Athletic)" or "Robertson Field Complex" spaces. Your reservation request for an outdoor space must be approved by Student Involvement and/or Athletics. Once you have requested your space via *Scheduler*, you will be contacted by the appropriate department to have a brief, in-person meeting to review plans. For additional information regarding outdoor event planning, check out the Student Involvement website or the *Just Do Something Resource Wall* outside the Office of Student Involvement.

### **Info Tables in the CC Lobby**

Use *Scheduler* to reserve an info table in the Campus Center Lobby to promote your group, event, etc. Search under the "Campus Center" and you will find Tables 1-6 and Main Street. There are 6 tables in the Lobby and two tables on Main Street. If you are making a banner for your table, please note the tables are 5 feet long and 29 inches high. For the convenience of student organizations, the Student Organization Storage (Room 309) has bins to store banners and tabling information for a short period of time. Organization members can drop off and pick up the information as needed.

**PLEASE NOTE:** Fundraisers or food give-aways including sales of donuts, cookies, candy, etc. may ONLY be held on the second floor of the Campus Center. The space can be reserved through *Scheduler* by selecting "Main Street." Include in the event description the number of tables and chairs needed as well as a description of items being sold. If your group is interested in selling/giving away food items other than the above and your

preference is to hold the sale in the Campus Center Lobby, please contact Scott Steiner in Parkhurst Dining Services at 332-2326 for approval prior to submitting your request through Scheduler.

### **Contracts**

Groups who wish to bring performers/services to campus may need to sign a contract. These contracts are LEGALLY BINDING and therefore groups are STRONGLY encouraged to have an Student Involvement staff member review a contract before it is signed. A comprehensive guide on executing contracts is also available on the Student Involvement website or the *Just Do Something Resource Wall* outside the Office of Student Involvement.

### **Audio/Visual Requests**

Most audio/visual requests are handled by the on-campus AV Technician, Craig Pardee, or a member of his student staff. If you need AV assistance please **e-mail Craig at least two weeks in advance of your event** with the following information: date, location, event time, time you need AV set-up, and equipment you or your contracted service has requested. Craig will let you know if he is able to complete your request and what additional assistance you might need.

### **Retreat Sites**

If your group is planning a retreat off campus, there are several nearby venues. A list of these places is located on the Student Involvement website or the *Just Do Something Resource Wall* outside the Office of Student Involvement.

### **Local T-shirt Vendors**

If your group plans to purchase t-shirts, check out the local vendors that help design and create tshirts. This list is located on the Student Involvement website or the *Just Do Something Resource Wall* outside the Office of Student Involvement.

## **Posting Policies for Campus Center**

All posted materials should be respectful of the Allegheny College Statement of Community. Posting in the Campus Center is reserved for campus events or those sponsored by and with the Allegheny Community. Outside vendors are only permitted to advertise on the "I Love Meadville" display rails located in the entryways to the Campus Center lobby and balcony. All materials may not be taped or tacked on walls, doors, bathroom stalls, or windows. See below for additional policies.

### **Fliers/Posters**

- Fliers must contain the following information: Name of sponsoring organization with a brief description if not recognizable, the date, time and location of the event as well as contact information for the organization or the responsible member. Fliers not adhering to this policy will be removed by the Office of Student Involvement. When possible the organization will be contacted noting the specific posting violation.
- Posted materials must be contained to posting bars throughout the building. Damage done by improperly posted materials on surfaces will be billed to student organizations.
- Fliers **should not** overlap or conceal other items, and posting is on a first come, first served basis. Members in the community may post publicity no more than 10 days prior to the event and limit publicity to one flier per display rail (or set of two) out of respect for other upcoming events.

## Banners

- Banners must contain the following information: Name of sponsoring organization with a brief description if not recognizable, the date, time and location of the event as well as contact information for the organization or the responsible member (this may be handwritten on the back of the banner). Banners not adhering to this policy will be removed by the Office of Student Involvement. The organization's president will be notified and given one week to update the banner. Banners not updated within a week will be discarded.
- Due to environmental and safety concerns, banners hung in the Campus Center Lobby can have a **maximum vertical length of 4 feet and a maximum horizontal length of 6 feet**. Banners up to 7 feet in vertical length may be hung from the third floor balcony of the Campus Center.
- To preserve the building and its materials, publicity hung in the main lobby or 3<sup>rd</sup> floor must be hung with plastic clips. If not found on balconies, these clips can be obtained from the Office of Student Involvement. Banners should be removed when events are completed.
- Banners may be hung on the outside of the building to promote events, above the lobby entrance from North Main Street and/or above the balcony entrance from Highland Avenue. Space is reserved by using *Scheduler* and by further coordination with Physical Plant. Please contact the Office of Student Involvement with questions.

## Chompergram

The Chompergram is a weekly e-calendar that highlights events occurring on Friday, Saturday and Sunday. It is sent via email to all students (and faculty/staff who opt-in) every Wednesday morning. If your event occurs over the weekend, you are encouraged to submit information to be posted in the weekly Chompergram. More information and submissions can be found on the Student Involvement website.

## Other Forms of Publicity

- Info Tables in CC Lobby: Use *Scheduler* to reserve an info table in the Campus Center Lobby to promote your group, event, etc.
- Chalking: Chalking is permitted on the Campus Center sidewalks that are exposed the elements. It is NOT permitted on walls, doors, or building exterior. Please remove chalk following events if rain or snow has not already done so.
- Table Tents: Table tents should only be posted a week prior to an event. No more than two tents may be on a table at a time. Contact Parkhurst to display table tents in Brooks Dining Hall and/or McKinleys.
- Campus Center Window: The front window of the Campus Center can be reserved for painted publicity. Reservations for "Balcony Windows" may be placed using *Scheduler*. Windows may be painted a week prior to the event and must be cleaned within 24 hours after the event to avoid being assessed a cleaning charge. Window paint is available to use in the Office of Student Involvement. (Priority is given to events taking place in the Campus Center).

## Food Policies

### Having Food at Meetings/Events

Allegheny has contractual agreements with companies including Parkhurst and Pepsi. Parkhurst is the on-campus caterer. While outside food may be brought onto campus, there are some restrictions (see below for details). Please note that events held in the Tippie Alumni Center may NOT have outside food brought in. All food must be catered by Parkhurst.

### Pepsi Products

Groups wishing to purchase drinks for their meetings or events from their ASG budgets should

buy Pepsi products. Allegheny CANNOT knowingly purchase or reimburse events that serve anything but Pepsi.

### **Giving Away/Selling Food Items in the Campus Center**

Fundraisers or food give-aways including sales of donuts, cookies, candy, etc. may ONLY be held on the second floor of the Campus Center. The space can be reserved through *Scheduler* by selecting "Main Street." Include in the event description the number of tables and chairs needed as well as a description of items being sold. If your group is interested in selling/giving away food items other than the above and your preference is to hold the sale in the Campus Center Lobby, please contact Parkhurst Dining Services at 332-2326 for approval prior to submitting your request through *Scheduler*.

### **Food Safety and Handling**

**Small fundraisers/food giveaways\*** (Examples include bake sales, candy-grams, prepackaged food giveaways, etc.)

These events need to be registered with the Office of Student Involvement at the time your group reserves their location. Indicate on *Scheduler* that you will be having a small fundraiser/food giveaway and the type of food you will be selling/giving away. The Office of Student Involvement will follow up with the group if there are further questions. All groups are required to be familiar with the *City of Meadville's Health License Applications and Requirements* and specifically the *Regulations for Temporary Food Service*. This information is found on the City of Meadville website.

**Large fundraisers/food giveaways\*** (Examples include dinners, breakfasts, picnics, etc. that are intended to reach a large audience including those in the greater Meadville community.)

These events need to be reserved as usual through *Scheduler* and also coordinated with Parkhurst Dining Services. Student groups may be required to purchase a temporary food license. The City of Meadville's health license application and requirements can be on the City of Meadville website. Groups should also contact Parkhurst Dining Services at 332-2326 for further assistance.

**\*Note** when hosting a fundraiser or food giveaway consider the following culinary and support needs: kitchen or serving location, chef attendant, food ordering support, recipe adaption; equipment, clean up, linen, servers, utensils, compostables, etc.

### **Catering**

Dining services has an array of menus that organizations can utilize for their programming. Please call the Catering Manager (332-4387) during regular business hours to design an event that meets with your budgeting needs. Please note, all catering orders have to be confirmed (meaning final numbers or quantities) more than 48 hours prior to your event.

## **Fundraising**

### **Reporting Profits**

ASG recognized organizations conducting fundraisers must submit their earnings to the ASG treasurer.

### **Safe**

For the safety of your members and profits, please utilize the Student Involvement safe. Access to the drop safe is located outside the Office of Student Involvement in the Campus Center

(Room 310) and works as a mail slot. Deposits can be made anytime. Money can be picked up during Student Involvement business hours.

### **Athletic Events**

Organizations who wish to hold raffles at Allegheny athletic events must contact Mandy Prusia ([mandy.prusia@allegheny.edu](mailto:mandy.prusia@allegheny.edu)) in the Athletic Department to acquire a form and subsequent approval.

### **Movie Showing Policies**

**Want to show a movie? Know the law!** A movie may be shown ONLY for educational purposes stated in a class syllabus that is held in a classroom setting or a separate place devoted to instruction where the attendance is limited to the instructors, students and guest lecturers.

Unlawful "public performance" consists of having a "movie night" in a residence hall lounge or public place without obtaining rights to the movie. THIS IS ILLEGAL (Even for an educational program). Public performances can only be used for "systematic instructional activities." One such clause states: "Companies, organizations and individuals who wish to publicly exhibit copyrighted motion pictures and audiovisual works must secure licenses to do so...Any willful infringement of this right 'for purpose of commercial advantage or private financial gain' is a Federal crime. (*Copyright Law of the United States of America*)

To obtain further information on copyright laws and movie rights, call Swank Motion Pictures, Inc. at 1-800-876-3344 to talk to the Allegheny College representative. Most movie rights run between \$300 & \$1000 and they send you the movie. If you do not obtain movie rights, you risk serious consequences with the law that may lead to jail or payment of up to \$25,000. (Fliers promoting your program can be grounds for charges.)

### **ASG Budget Processes**

Student groups are eligible to request money from ASG. There are a variety of ways to receive funding depending upon the activity, event or supplies that are needed. Below is a short list of ways to find funding and how to use your funds once you receive them. ASG Finance Committee meets every Tuesday at 6pm in Campus Center Room 206. They can be reached at [finance@allegheny.edu](mailto:finance@allegheny.edu).

#### **ASG Funds**

Club Budgets: set at budget hearings in the spring

General Fund: any group or campus need which can be requested throughout the year

Speaker Fund: fees, transportation, lodging for speakers that groups host on campus

Surplus Fund: tangible items or "capital improvements" (items are property of ASG to be used by the requesting group; stored on-campus; must be usable for more than one year)

#### **Your Budget Responsibilities**

- Treasurers must keep records of all transactions. These records are subject to audit by the ASG Finance Department at their own discretion or at a student's request. Treasurers will be responsible for turning in all of an organization's revenue to the ASG Treasury. They will also be responsible for submitting the bills and receipts of their organization.
- Any monies spent on food must be approved by the Finance Committee prior to placing the order.
- Any ASG organization that accumulates a deficit in one year will be responsible for paying the deficit next year.

- The maintenance of private organization accounts at outside institutions is prohibited.
- All equipment purchased with ASG budgeted funds is the property of and managed by ASG.
- Uniforms and equipment cannot be purchased with ASG budgeted funds for athletic teams or groups affiliated with athletic events. ASG will allow pucks and balls to be purchased with budgeted funds.

### **Using Your Budget**

There are a few ways to "spend" your money. Students may choose to spend the money out of pocket then get reimbursed or students may check out an ASG credit card.

#### **ASG Credit Cards**

Using an ASG credit card is a convenient way to pay for most items. Cards are available on a first come, first served basis. Groups can request an ASG credit card by filling out form at [asg.allegheny.edu](http://asg.allegheny.edu). Please note:

- The request must be made 3 DAYS PRIOR to usage
- Use for purchases over \$100 only
- If approved, students may pick up the card from the Office of Student Involvement
- Return credit card no later than 1 day after purchase with receipts
- The student who signs out the card is responsible for the card during that time. If unauthorized purchases are made, the student will be responsible for those purchases.

#### **Payment Request or Reimbursement**

A group may choose to submit a payment request form (usually for checks to companies, speakers, agencies, etc.) or to be reimbursed by ASG for student organization expenses. When completing a payment request/reimbursement form, please note:

- If it is a reimbursement payable to a student/faculty, check for name, box number, Allegheny ID, "Reason for Request," and include your signature
- If it is a payment request to an outside company, check for name, mailing address, "Reason for Request," and include your signature
- Attach all receipts to a blank sheet of paper with tape if you asking for reimbursement. No exceptions!
- Return all paperwork to the ASG Finance Box located in the ASG office. If the office is not open, paperwork may be slid under the door.

### **Finance FAQ's**

1. When will I get my check? Usually takes 1-2 weeks
2. How can I request money at a Finance meeting? Fill out form at [asg.allegheny.edu](http://asg.allegheny.edu)
3. How can I get a credit card? Fill out form at [asg.allegheny.edu](http://asg.allegheny.edu)
4. How much money is left in my budget? E-mail [finance@allegheny.edu](mailto:finance@allegheny.edu)
5. When does Finance meet? Tuesdays at 6pm in Campus Center, Room 206
6. When must I submit my request to Finance? by Mondays at Noon
7. What's my group's account number? ASG account numbers are not given out. The treasurer will attach the appropriate account number(s) to your paperwork.

### **Annual Budget Process for Recognized Student Organization**

- Elect new officers by April of each academic year.
- Attend a budget information session conducted by ASG Controller and ASG Treasurer, held prior to budget hearings.
- Submit your budget packet to ASG office
- Sign up and attend your budget hearing in April (date set by ASG annually).