
Training the Treasurers

Fall 2021

Presented by the RUSA Allocations Board

Agenda

- Overview of RUSA Allocations, SABO and your Advisor
 - Applying for a Semesterly Budget
 - Overview of Funding Guidelines
 - Additional Important Information
 - Q&A
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*Overview of RUSA Allocations,
SABO and your Advisor*

RUSA Allocations, SABO, and Advisors are separate entities with distinct roles

	RUSA Allocations	SABO	Advisor
Think of this like...	Your employer giving you a paycheck	Your bank or checking account	A liaison

The Long Overview

- We promote diversity of programming made available to all Rutgers students through the fair and efficient use of the student activity fee
- Fund \$1M+ annually to over 400 different organizations at Rutgers
- Does not provide funding, only maintains it
- Located in Student Activities Center
- Make sure any purchases that you plan on making are approved by your advisor before making the purchase
- Copy your advisor on any and all emails you send pertaining to your organization, its events, and funding

Relationship between SABO Line Accounts and Allocations:

- Involvement Fair
 - This line is now defunct
- Generated Revenue
 - Money generated by your org, not fundable by Allocations
- Overhead Expenses
 - Funded by Allocations (called Organizational Maintenance)
- Programs
 - Funded by Allocations for the 2 semesterly events
- Special Allocation
 - Funded to Special Events which meet a pre-specified criteria



[Home](#) > [Account Details](#)

Rutgers SABO Ledger System

Line Code	Line Account	Line Balance	Request
077	INVOLVEMENT FAIR ALL	\$0.00	Check / Transfer
137	MISC GENERATED REVNU	\$304.56	Check / Transfer
317	OVERHEAD EXPENSES	\$0.00	Check / Transfer
345	PROGRAMS	\$0.00	Check / Transfer
700	SPECIAL ALLOCATION	\$0.00	Check / Transfer
Total Account Balance:		\$304.56	Statement Report

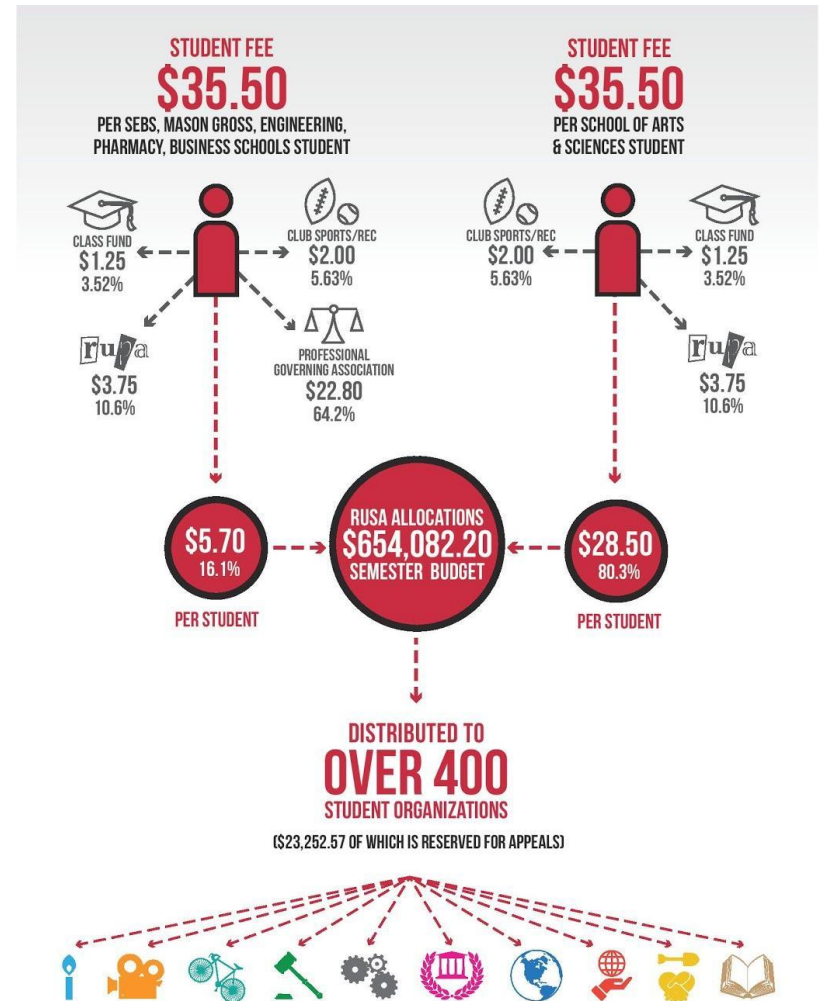
My Pending Requests

None for this account

Applying for a Semesterly Budget

Funding is made possible thanks to the student fee.

For more information on the fee and funding breakdown, visit [here](#)



Each semester, you can apply for funding from RUSA Allocations. You can apply for a combination of two event types:

- Stand Alone Program
 - Ex. Poetry slam for a poetry club that only occurs once
- Series Programming
 - Ex. Speaker series (occurs more than once)
- Stand Alone Trip ***
 - Ex. Trip to Museum that provides related educational component to club
- Series Trip ***
 - Ex. Competitions, Conference, Community Service Trips
- Publication
 - Ex. Magazine, Newsletter, etc.

You may also apply for Organizational Maintenance for semesterly expenses (e.g. pens)

*** Organizational travel has been put on hold ***
Budget applications for a given semester typically open and close the previous semester.

Fill out budget applications as thoroughly as possible!

- Budget applications **must** adhere to Funding Guidelines
- The budget application will be broken down into relevant categories (e.g. food, transportation, room rental and equipment)
 - If you are unsure of the cost of something, use Google, call a Student Center, or **contact your advisor!**
- Fill out budget requests as truthfully and accurately as possible
 - Budget applications will be randomly audited to ensure accuracy
- Please fill out the descriptions to explain where the numbers come from
 - More detailed descriptions ensure more accurate funding

Come to Appeals Meetings if you have any funding-related concerns

Sample reasons to come (not exhaustive):

- You did not receive funding for one or more of your requested events
- Error in budget application
- Did not receive as much funding as you would have hoped
- Recently had a new Treasurer take over
- Did not submit a budget request form and therefore have no funding for the current semester

Appeals meetings are held most Monday nights from 7:00 pm - 9:00 pm. They are:

- An opportunity for organizations that forgot to submit budget requests or need additional funds for programs/events
- Sign-ups are first come, first serve.
- Appeal sign-ups will open between the Tuesday and Friday night before the appeal date.
- **The meeting is informal**, no presentation necessary, but bring a copy of the budget request form your organization submitted

Overview of Funding Guidelines

RUSA Allocations Funding Guidelines

RUSA Allocations and SABO have different guidelines. Generally, the RUSA Allocations Board has more requirements since the funding comes from student fees. Our guidelines are found at <https://rusa.rutgers.edu/allocations/funding>.

Highlights from the RUSA Allocations Funding Guidelines:

- Event admission fees cannot be more than \$10 if you receive funding
- You cannot be funded for events on reading days, finals, and breaks
- Capital equipment funding may be available for large projects
- **Our guidelines explain what we look for in budget applications, and what the different program types are. If you know them, they will help you ensure what your purchase is reimbursable.**

Commonly Requested Unfundable Items

Parties, socials, formals, or banquets without any educational component

Gifts, gift cards, cash, or any “prizes” of any sort. This can be funded through your organization’s GR.

“Just in case” funds. Organizations commonly request an extra \$XXX in “Other” for wiggle room, but Allocations does not fund this.

Alcohol, bail, etc

Additional Important Info

Important Fall 2021 Dates

- Appeals Meetings: 11/8 via Zoom
- Spring 2021 Budget Request Form: Closes 10/29
- Treasurer Trainings:

Wednesday, October 20th
7:00 - 9:00 PM
CASC Atrium Room

Tuesday, October 26th
7:00 - 9:00 PM
LSC Board Room

Formalized dates/times to be uploaded to our website and sent through ListServ

Results of budget applications are found on our website

Organization Name	SABO	Program 1	Program 2	Total Prog.	Org. Maintenance	Fall 2019 Allocations
Project Sunshine	1063	Ronald McDonald Hoose	203 Hospital Visits	197	400	68 468
RU Bachata Club	1672	Kareoke Event	0 Paint Night	0	0	0 0
Organization of Luso-Americans at Rutgers	287	Portugese Around the World	440 Portugese in the Community	224	664	186 850
The Bboy Student Organization	697	Break Mele	1379 Silverback Open Championships	630	2009	298 2307
Scarlet Knights for Israel	1773	Israel and climate change	237 Israeli American council national conference	1440	1677	0 1677
Criminal Justice Organization	1483	Professor Discussion Panel	373	0	373	237 610
Rutgers Rotaract Club	1514	Treats for Tots	542 Homeless Hygiene Drive	271	813	508 1321
Bengali Students Association	63	Bengaloween	949 Tigerfest	1830	2779	498 3277
The Rutgers Creative Writing Club	1819	Open Mic Night	317 Poetry & Prose Walk	295	612	98 710
Douglass DIVAS	1294	Cultural Beauty	237	0	237	68 305
Japanese Conversation Club	1123	NYC Trip	725	0	725	237 962
Rutgers University Society for Human Resources Management Undergraduates	1415	Case Competition	136 Panelist Event	193	329	0 329
RU Drug Aware	1571	RUDA Veteran's Speaker Panel	576	0	576	847 1423

NOTE: In SABO, program funding will appear as a lump sum under “Programs”

- Allocation for the semester, not one event
- Treasurers CANNOT use one program’s funding for the other
- Specific program breakdown (Program 1, Program 2, & Organizational Maintenance) can be found at <https://rusa.rutgers.edu/allocations/funding>

Contact Us!

Visit our website at: rusa.rutgers.edu/funding

If you have urgent questions, comments or concerns regarding the funding process or RUSA Allocations Board, please contact us at rusa.allocations@gmail.com



Follow us on Instagram @RUSAAllocations, and Facebook for our latest updates!

****Personal Advice: Read the Office of Student Involvement's weekly ListServ!!**

Questions
