

STUDENT GOVERNMENT ALLOCATION FUND



The How-To Guide

What is the SGAF?

The Student Government Allocation Fund (SGAF) is a financial resource available to those seeking to create a University-wide impact through campus improvement projects, social events, educational causes and charitable endeavors.

SGAF Vocabulary

- **The Student Government Allocation Fund (SGAF)** is a financial resource available to those seeking to create a University-wide impact through campus improvement projects, social events, educational causes and charitable endeavors.
- Limited Allocation Fund (LAF): **Allocations less than \$2,500.00 that can be voted on and passed within the Finance Committee without seeing the full senate.** Limited Allocation Process shall be used to review legislation, at the request of the legislation's author(s) or sponsor(s), for campus programming or improvement requesting \$2,500 or less. **Applications for allocations will be posted on the Student Government website and due dates will be set by the chair of the Finance Committee.**



Assignments

1. Senators will be assigned allocations based on requests and those will be communicated via email by the Internal Vice President.
2. Upon receiving the email for allocation assignments, senators should set up a meeting within **72 hours** with the primary contact listed in the request.
3. Use the "Allocation for Student Senators" tab on [Connect](#) to submit the request on behalf of the organization. **Download** the spreadsheet, and **re-upload** when complete. **Please fill out the Event Overview and Budget**

tabs. Connect forms should be filled out no later than **1 day** after meeting with the organization.

RULES FOR FUNDING EVENTS

1. The SGAF shall be recognized in a visual manner pursuant to the Student Government Allocation Fund Branding Requirements. This shall be the responsibility of the individual or organization receiving allocated funds.
2. Funds shall be allocated only to student organizations chartered at Baylor University, to a Baylor department, or to campus improvements.
3. The allocation may not solely benefit the sponsoring organization, nor shall the funds be used for an event with the intent of raising money, unless all obtained funds are to be donated to a suitable charitable cause.
4. No part of the allocation may be directly donated to charity.
5. If the allocation request is for an event, all money funded to the event must be used for items chosen by the organization, authors, and finance committee. All money allocated for said items must be used in its entirety by the end of the event. If the organization does not use the entire funded amount, the organization must return the remaining funds to the SGAF.
6. If the allocation request is for an event, an organization may not keep items funded for the event by the SGAF. The SGAF-funded items must be fully used by the completion of the event or rented and returned.
7. Funds may not be used for scholarship money, prize money, or any other award.
8. The entire event must be an all-university event open to attendance by the entire student body.



9. The event must have an expected attendance of over 50 Baylor Students.

CHECKLIST FOR EVENT FUNDING

- The estimated funds **DO NOT** exceed 50%.
- Is the organization existing in Baylor's Financial System (Supplier?)
- The organization is **NOT** keeping any material that is being funded.
- Prize money is **NOT** being donated to charity/students directly.
- T-shirts/ exchanged profitable items are **NOT** directly being funded by the SGAF.

IMPORTANT REMINDERS TO ORGANIZATIONS

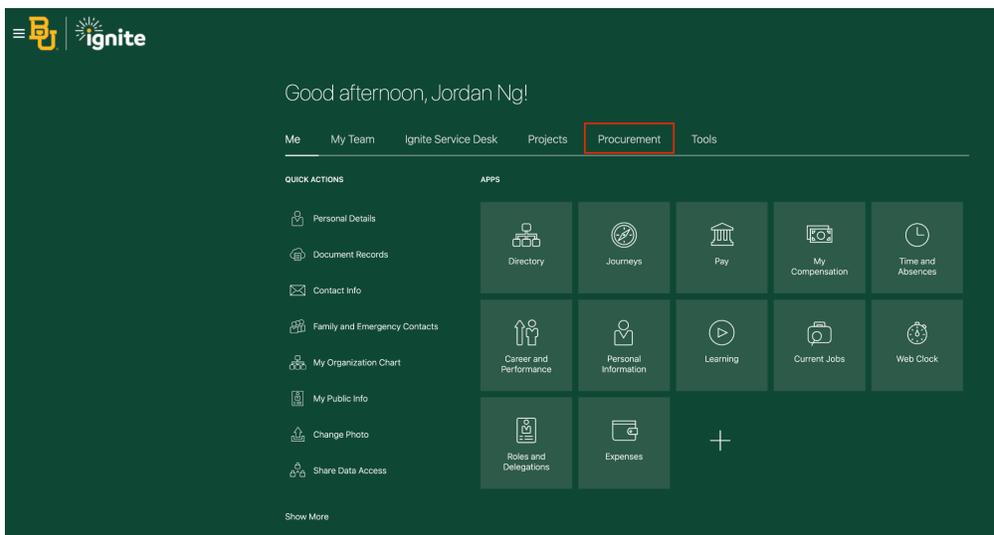
1. **Funding is never guaranteed** to any organization regardless of past funding or connection to Student Government.
2. **Funding can change at any point**, including being amended down from the original allocation request.
3. **Funding can be revoked** if the organization is not proceeding in a timely manner / does not submit their allocation agreement.
4. **Organizations are expected to give all receipts** / proof of purchases to the Office of the Attorney General.
5. **If details about the event change**, the organization is required to inform their assigned senator to update for funding purposes.



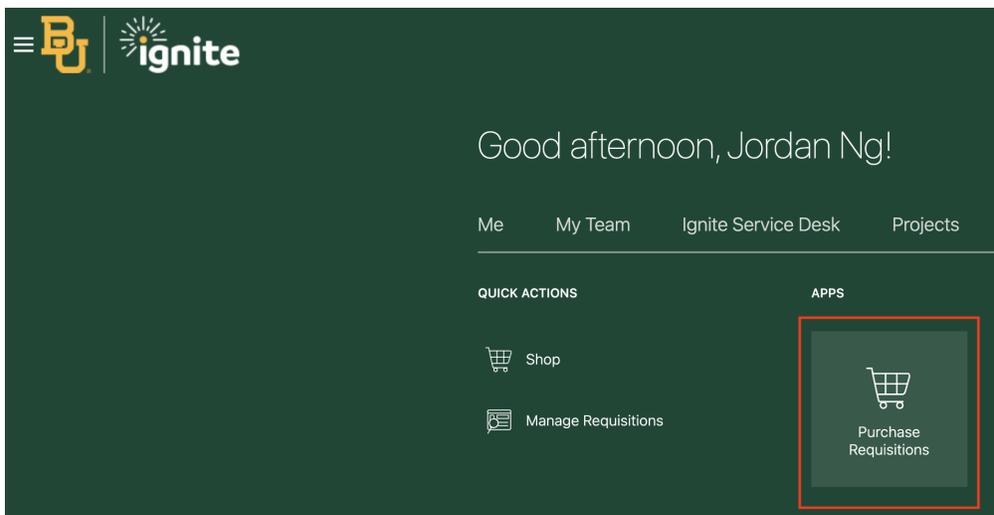
Supplier Information Guide

Is your organization in the Baylor Financial System?

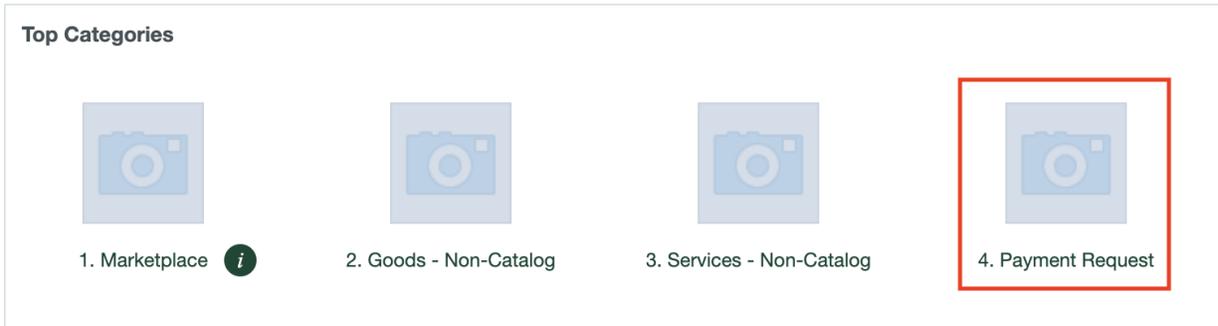
1. Log into [IGNITE](#) and select the tab that is labeled “**Procurement**”



2. Select the tab “**Purchase Requisitions**” after the new screen has appeared.



3. In the “Top Categories” section of the screen, select the option number four, “**Payment Request**”



4. As the new screen appears, scroll down the “**Supplier**” text option, and click the search bar icon.



Agreement

Supplier

Supplier Site

Supplier Contact

Phone

Fax

Email

Supplier Item

5. In the supplier field, **search for the organization's name requesting funding.**

Agreement

Supplier

Supplier Site 10373 Asian Students Association Asian Students Association

Supplier Contact More...

Phone

Fax

Email

Supplier Item



6. If the organization has a mailbox listed in the **Supplier Contact** field, that will be the address in which funding will be processed. **If there is more than one contact listed**, select the “One Bear Place” option. If

there are multiple options listed as “One Bear Place” contact the organization and request which contact address is preferred.

Agreement

Supplier

Supplier Site

Supplier Contact

Phone Attn:_E

Fax Baylor_

OBP_9