

Allocations
Board Workshop
2022



Agenda

- Who are We?
- AB Representatives
- Our Funding Process
- Our Funding Guidelines
- Auditing
- FAQs
- AB Timeline - Spring 2023

Who Are We?

Our Mission

Distribute funding such that we enhance the quality of undergraduate student life at Boston University

Diversity

Total of 12 board members to ensure variety of opinions are represented

Our Vision

Voting and standing by our Funding Guidelines

Here to Help

Working with you to put on the best event for your club and community

AB Representatives



Each club is assigned an AB representative - serves as your point of contact for all things funding

Our Funding Process

Semester
Budget

Special
Initiatives

Appeals

Semester Budget Requests

- Fall/Spring
- Submitted prior to the semester
- Includes expenses for your events that are planned for ONE semester
- Funding capacity determined by SAO Road Designations
- AB funding decision may be appealed

Road	Funding Capacity
Baystate	\$500
Beacon	\$5000
Commonwealth	\$50000

*in order to change your organization's road designation, please refer to [SAO](#)

Special Initiatives

- Unexpected costs/events that come up mid-semester
- Reviewed weekly at AB meetings
- Funding released two weeks after review
- No upper limit based on road designations
- Limit of 2 SI per semester
- Not eligible for appeals

Spreadsheets / Cost Breakdowns

- Submit both Semester Budget and Special Initiatives requests through your BU Engage portal
- Include a spreadsheet or PDF copy for all costs you expect to incur for events
- No need to include Facilities or SPS costs
- Step by step tutorial can be found in our [Funding Guidelines](#)

Potential Board Decisions

Decision	What It Means
Funded (In Full or Partially)	Event(s) meet AB Guidelines and money will be pushed to you club account within 2 weeks
Denied	Failure to meet AB Funding Guidelines
Tabled	Missing or unclear event information – AB rep. will contact for more information

Appeals

Notify of Appeal

Send an email to allocate@bu.edu, requesting an appeal and including new information

Resubmit Request

Re-submit funding request in Engage. Please title this request “[Club name] Appeal”

Reconsideration

The Board will reconsider your request with the new information provided.

Final Decision

The Board will release its final decision on your request. You cannot appeal this second decision.

Note: Special Initiatives Requests cannot be appealed

Our Funding Guidelines



Our Funding Guidelines

Varies semester by semester, and shaped largely by the budget we receive from SABO.
Is need-based. A successful funding request often includes plans for current account balance.
Note the following:

- We do **NOT** normally fund:
 - Events that are exclusive to the members(or eboard) of an organization.
 - General Meeting expenses
 - Lotteries/Items for Donation/Fundraising for any nonprofit organization
 - Recurring costs
 - Direct payment to BU students, faculty, or alumni
- We are open to funding*:
 - Food
 - Registration Fees(up to ~50/person)
 - Decorations/Venue Costs
 - Performance/Speaker Costs

* subject to AB's discretion on extent to which it benefits the community, or overall club, the event's cost per head, and AB's budget for the semester

Auditing

If AB funds/subsidizes any one of your events, AB members must be allowed to **audit** that event

Manage proper usage of funds

Better understanding if more funds are needed to improve event

Minimum of two Board members may attend event

FAQs

Q: Where and when do I check to see how much my group was funded?

A: Funding decisions can be found on Engage under the Finance tab. If you click on Funding under Funding Requests, you will find our funding decisions for the events you requested funds for.

Q: What are some items that are typically not funded by the Allocations Board:

A:

- General meetings
- Frequent payments for guest speakers/instructors
- Events that are exclusive in nature
- International Travel

Q: Who can we speak to if we have any questions during the funding request process?

A: You can contact your AB representatives if you have any questions while going through the funding process. They will be to answer your question the fastest, and they will regularly communicate with you during the academic year. If they can't answer your question, feel free to book [Office Hours](#) or email us at allocate@bu.edu.

Resources






AB Website



Calendly

Follow us on Instagram: @allocatebu

Monthly Newsletter

	October 2022	Boston University Allocations Board	Vol. 03	
<h2>THE BOARD BRIEFING:</h2> <p>YOUR MONTHLY AB NEWSLETTER</p> 				
<p>We hope your semester is off to a great start! This is Boston University Allocations Board's third edition of "The Board Briefing: Your Monthly AB Newsletter". Look out for these emails at the beginning of each month as the academic year continues. This will be your resource for finding upcoming, AB-Funded events, important reminders, and pretty much all things AB.</p>				
<h3>Important Reminders</h3> <ul style="list-style-type: none">Special Initiative Requests opened September 12th and are reviewed on a case-by-case basis with a turnaround time of ~2 weeks. There is no deadline for these requests!If you disagree with our Fall 2022 funding decisions, see AB's appeals process in our bylaws (below).Want to schedule a meeting with us? See below for our Calendly site.		<h3>Upcoming AB-Funded Events!</h3> <p><i>Please fill out our November AB-Funded Events form if you would like your AB-sponsored event to be advertised in our newsletter next month!</i></p> <p><u>Aural Division</u>: Acatober Fest <u>Vietnamese Student Association</u>: Halloween Haunted House <u>Hany Aung Student Association</u>: Halloween Tasa merger <u>Half-Asian People Association</u>: HAPA Halloween Costume Contest <u>Taiwanese American Association</u>: Halloween Running Man (HKSA x TASA Collaboration) <u>Queer Activist Collective</u>: Gays and Ghoulies: A Very Queer Halloween Party <u>Minority Connection Initiative</u>: Halloween Contest <u>Filipino Student Association</u>: Halo-Halloween <u>Hellenic Association</u>: Halloween Party</p>		
<h3>Important Documents</h3> <ul style="list-style-type: none">AB Funding GuidelinesSpecial Initiatives Budget SheetAB BylawsNovember AB-Funded Events FormCalendly site (schedule a meeting with us!)				
<p>Remember to Reach Out to Your AB Representatives with Any Questions</p> 				



Newsletter Sign-up

AB Timeline - Spring 2023

- Last day to submit a SI request for Fall semester is Tuesday, November, 15 at 8pm

Nov / Dec 2022

Put together your budget
semester requests for Spring
2023

Dec 21, 2022

Decisions released on funding
& funding put into accounts

Dec 5, 2022

Submission deadline for
spring semester budget
requests

Jan 2023

Submit Appeals to clarify
requests that may have been
denied

Questions?

