



Tuesday, September 1, 2020

Dear Loyola Community,

My name is Ella Doyle. I am serving as this year's Allocations Committee Chair, and I am so honored to have this opportunity to serve the student body. I and the Allocations Committee have dedicated ourselves this summer to showing up for RSO's this fall in a way that will allow you to host fun, educational, and impactful virtual events. Each student contributes to the Student Activities Fund. Therefore, as benefactors ourselves, we understand the ethicality with which we need to operate in order to efficiently and equitably allocate the SAF, despite the fund coming from different areas of the University this year. As members and e-board members of various RSOs, we also understand the powerful ways student organizations connect to their members, and the unique challenges COVID-19 has presented all of us. Our response to these challenges is multi-faceted, and this email is just the beginning of communications and plans for the next semester. Below are some updates in information, policy, and timelines.

Regarding Fall 2020 SBR Funding:

This March, the Allocations Committee allocated around \$150,000 to RSOs for Fall Events with the intention of hosting in-person events. The Committee has decided that in response to the continued rise in COVID cases and the response of the university, all Fall SBR Funding will be reclaimed to the SAF. We have two main reasons for this decision:

1. Due to the nature of the events that were funded, most will not be able to happen in an in-person format as originally intended and will therefore not meet the proposed mission of the event.
2. By reclaiming these funds, we will have more funds to allocate in the fall and spring semesters as we continue to gain more information on the adjustment in university operations.

However, we want to provide organizations with an option to maintain funds from the Fall 2020 SBR cycle, *if you feel the funded event can be hosted virtually*. If your organization has been approved for funding and you believe you can host your event virtually, please submit the "Fall 20 SBR virtual event appeal form" on LUCommunity. The appeal form provides organizations an opportunity to explain why the previously approved funding is still necessary to host your event and how this event will be executed in a virtual format. ([click here to submit an appeal](#))

Appeal submissions are due on **September 4 at 5pm**. Appeal decisions will be sent out no later than **September 9 by 5pm**. If you have any questions, please email allocations@luc.edu .



Regarding Fall 2020 Funding Deadlines:

Here is a quick rundown of applicable deadlines for the fall semester, Please save them!

- **September 11: Fall SPOT 1 requests DUE by 5pm**
- **September 19: Fall SPOT 1 Virtual Hearings**
- **October 9: Fall SPOT 2 requests DUE by 5pm**
- **October 17: Fall SPOT 2 Virtual Hearings**
- **November 6: Spring 2021 SBR requests DUE by 5pm**
- **November 14 and 15: Spring 2021 SBR Virtual Hearings**

In order to best serve your needs, the Committee has also decided on a number of temporary changes to our policies, effective for the fall 2020 semester. Below is a summary of these changes. Please refer to the RSO Handbook for a full list of up to date SAF policies!

- **Giveaways:** The Committee has decided to allow the purchasing of merchandise and giveaways for this semester. This includes t-shirts. Merchandise must be year, organization, and **event specific**.
 - Please note that the Committee will be prioritizing the funding of small RSOs first in this case, as we understand many of them will need the most help reaching students virtually.
- **Shipping:** The Committee understands that in an event with prizes, giveaways, and/or event supplies, any student/winner living out of commutable distance will need to have their item(s) shipped to them. Therefore, we have partnered with SAGA to offer the purchase of shipping through USPS "Click-N-Ship" service. Please note this service will be reimbursement only, and SAGA can not reimburse tax on this purchase. The following are shipping guidelines to keep in mind:
 - SAF can not fund expedited shipping. therefore, this option will be for ground shipping only
 - Documentation will be required if you are requesting SAF to fund shipping. Please visit the USPS website and select "calculate your price" under "Click-N-Ship" to receive a quote.
- **Virtual Fundraising** - Organizations will still be able to use SAF to fund virtual fundraising activities. As a reminder, All revenue produced by an SAF funded fundraiser **MUST** be donated to a non-profit organization, if this donation does not happen those funds will be pulled and redistributed to SAF.
 - However, please note all organizations that wish to host fundraisers MUST use Marketplace to collect funds virtually. Marketplace, is an option being offered to Organizations through SAGA to use this upcoming semester to collect dues, fundraise and ask for event donations



- If your organization would like to utilize marketplace you must opt-into this service through the SAGA office. Deadline to opt-into this service is August 24th. Please contact Yvette Bahena, ybahena1@luc.edu , SAGA Budget Coordinator for specific questions regarding the use of Marketplace.
- The following link can be used to opt-into this service:
<https://luc.campuslabs.com/engage/forms>

The Committee's stance on exclusivity and in-person events: knowing the risk that each individual student and SAF benefactor is put in during an in-person, on campus event, the Committee does not find in-person, on campus events an ethical use of the SAF. In addition, with the limit being 25 people per event, we recognize the challenge RSOs then face to reach beyond their members to the Loyola Community. Since this outreach is what the SAF is all about, the Committee has decided not to fund in-person, on campus events this semester. In-person, off campus events will also not be funded, out of respect for our neighboring communities.

Please note that these policies are subject to change as the university continues to make decisions regarding the fall semester.

Having spent a year now on the Allocations Committee, I have determinedly set goals for myself as well as our team for this semester and this year. I would like to take this opportunity to publicly commit myself to candid honesty this year as a Senator, a Chairperson, and a representative of the Student Body. I recognize the lack of coherent and timely communication that has caused stress and uncertainty in students and RSOs, because I'm there too. As a leader, I want to do everything in my power to keep myself and my committee from being a stressor for students and RSOs. If you have a suggestion for the Committee or a question, please reach out to allocations@luc.edu . We will be going out of our way this year to make appointments, host workshops, and reach out to make the Allocations process as easy and stress-free as we can.

In Maroon and Gold,

Ella Doyle, *Chair of the Allocations Committee*

SGLC Allocations Committee