

Dear UPJ Club/Organization,

We want you to know that we value your club and will do whatever we can to make sure that each and every organization gets the funding that they deserve. We feel as though some changes need to occur in order for communication to be consistent and this whole process is ran in the smoothest way possible. In order for this to happen, **the Allocations Committee is now asking that a member of your club is able to meet FACE TO FACE with a committee member before we discuss your EA and make a recommendation.** This way, there is more of an understanding of the importance of your request and clarification as to how critical this request is to the functioning of your club.

While creating your emergency allocation, PLEASE keep in mind the following:

- EVERY LINE ITEM NEEDS PROOF. We cannot stress this enough.
Acceptable proof includes (but is not limited to):
 - Receipts,
 - Invoices
 - Price lists (NOT TYPED UP ON WORD)
 - Receipts from prior years
- Emergency allocations should NOT be used in place of budgeting. The word EMERGENCY is there for a reason. Only emergency allocate for items that your club is in dyer need of.
- FUNDRAISE FUNDRAISE FUNDRAISE. We will not allocate you emergency funds if you do not make an effort to raise the money on your own.

If you have ANY QUESTIONS at all, please feel free to reach out to any member of the Allocations Committee. The Committee Chairs' information will be listed down below. Again, we cannot stress enough how much we want to help you. Please reach out if you need anything at all.

Best,

University of Pittsburgh at Johnstown Student Government Association

Committee Chairs

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