



SPO Allocation Guide

Forms:

SINGLE: <https://forms.office.com/r/wr8WZptseG>

JOINT: <https://forms.office.com/r/QtAynLuK46>

Event

Dollar Eligibility

SPO Involvement in Local Community Program/Philanthropy

\$25

- An event that helps the surrounding community or a philanthropic group.
 - If this is a tabling event such as a bake sale, it must be at least 1 hour in length.
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SPO Community Engagement Form

\$50

- For allocations to count SPOs must fill out this community engagement form linked [here](#)
 - This is a Fox SPO requirement
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Annual Report (Due in April)

\$200 (\$100 if late)

- This report is due every April by each SPO. The guidelines can be found on the College Council website.
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Blood Drive Donors

\$10 (per donation)

- For SPOs with members who donate to Fox's Blood Drive.
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Networking Events

\$35

- A professional event where students can make new relationships with other students and industry leaders (ex.: a Career Fair)
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Networking Event with at least ½ Temple Alumni Present

\$50

Speaker at a General Meeting

\$25

- An event where a speaker comes to your SPO's meeting.
-

Speaker is a Temple Alumni

\$50



- An event where the speaker who comes to your SPO's meeting is a Temple Alumni.

Joint Meeting (LIMIT: 8 per year, 4 per semester)**Add \$10**

- A meeting in which your SPO hosts a meeting with ANY other student organization. The other organization does not have to be within Fox.
- There is no limit on the number of Joint Meetings you host. However, you will receive allocation dollars for a max of 8 per year & 4 per semester.

Professional Development Workshop**\$25**

- An event designed to help students improve their professional knowledge, competence, effectiveness, and skill.

Suitable Involvement**\$1**

- € If you post your SPO's event onto Suitable with your SPO's name specified, \$1 per every event will automatically be added to your record.

Off Campus Professional Development Field Trip**\$50**

- € If your SPO conducts an off-campus field trip event for the improvement on professional knowledge, competence, effectiveness, and skill

Please submit allocation Microsoft Forms 7 days to 48 hours prior to the event.

****ONLY MICROSOFT FORMS ARE ACCEPTED****

Note: The above guide lists the values for the most common dollar worthy events. If an SPO creates or sponsors an event that is not listed, they may submit a form for possible allocation dollars. If the event is new or unique, a short description will allow College Council to make an informed decision as to whether or not dollars shall be awarded.

SPO Allocations FAQ

1. What are allocation dollars?



Most events/activities hosted by the SPOs are eligible for a certain amount of dollars. Allocation dollars are involved in the track systems for SPOs. After SPOs submit allocation forms to College Council, we add their dollar amounts to their respective spreadsheets.

2. When do we receive the money?

SPOs will receive their allocation dollars at the end of each semester year. For example, SPOs would receive their money from events held in Spring and Fall 2022 at the end of the Fall 2022 semester and would receive money from events held in Spring 2023 at the end of the Fall 2024 semester.

3. When do forms have to be submitted?

Forms are to be submitted to College Council 48 hours prior to the actual date of the event. Please remember that allocation requests should not be made more than 7 days before the event.

4. What events count for allocation dollars?

*You can find a complete listing of event types applicable for dollars in the **SPO Allocation Guide**, located on the College Council website.*

5. Should we keep track of our own allocation dollars, as well?

YES! Though College Council tracks allocation dollars for each SPO, SPOs are still encouraged to keep track of the money they expect to receive. That way, if there are any discrepancies at the end of the fiscal year, they can be addressed accordingly.

6. Is there a limit to how many dollars we can get?

THE SKY IS THE LIMIT! Some SPOs have received well over \$1,000.