



## SPO Allocation Guide

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### Forms:

**SINGLE:** <https://forms.office.com/r/4x61yk655V>

**JOINT:** <https://forms.office.com/r/s4H0VrgJsG>

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### Event

### Dollar Eligibility

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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.
- This is a Fox SPO requirement.

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#### **Growth Plan** (for SPOs with <50 members)

\$50

- If your student org has less than 50 members, please fill out a [growth plan](#) so that we can work with you.
- If your SPO achieves at least 10% growth from the previous semester based on the growth plan.

Add \$150

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#### **Blood Drive Donors** (max of 5 donations)

\$10 (per donation)

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

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#### **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.

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#### **SPO Involvement in Local Community**

\$25

#### **Program/Philanthropy**

- 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.



<b>Recruitment/Interest Meeting</b>	\$15
<ul style="list-style-type: none"><li>• An event designed to attract new members or generate interest in your SPO.</li></ul>	
<b>Networking Event</b>	\$35
<ul style="list-style-type: none"><li>• A professional event where students can make new relationships with other students and industry leaders (ex.: a Career Fair)</li></ul>	
<b>Networking Event with at least ½ Temple Alumni Present</b>	\$50
<b>Speaker at a General Meeting</b>	\$25
<ul style="list-style-type: none"><li>• An event where a speaker comes to your SPO's meeting.</li></ul>	
<b>Speaker is a Temple Alumni</b>	\$50
<ul style="list-style-type: none"><li>• An event where the speaker who comes to your SPO's meeting is a Temple Alumni.</li></ul>	
<b>Panel Event (for 3+ speakers)</b>	\$35
<ul style="list-style-type: none"><li>• An event featuring a group of speakers or experts discussing a specific topic. These events should provide attendees with insights and knowledge from multiple perspectives.</li></ul>	
<b>Professional Development Workshop</b>	\$25
<ul style="list-style-type: none"><li>• An event designed to help students improve their professional knowledge, competence, effectiveness, and skill.</li></ul>	
<b>Off Campus Professional Development Field Trip</b>	\$50
€ If your SPO conducts an off-campus field trip event for the improvement on professional knowledge, competence, effectiveness, and skill.	
<b>Joint Meeting (LIMIT: 8 per year, 4 per semester)</b>	Add \$10
<ul style="list-style-type: none"><li>• A meeting in which your SPO hosts a meeting with ANY other student organization. The other organization does not have to be within Fox.</li></ul>	



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- 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.

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**Virtual Meeting**

Add \$5

- An online meeting hosted by your SPO to engage members virtually.
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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 the next semester after submission. For example, SPOs would receive their money from events held in Fall during the following Spring semester and would receive money from events held in Spring during the following Fall 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.*