CONTINGENCY FUNDS: All recognized organizations are eligible to request money from the contingency fund, which is administered by the Allocations Committee. Fund are available to assist recognized organizations whose needs were not foreseen, requested or approved during the budget process. Contingency Forms are located on the SGA website or in the SGA office.

The SGA Treasurer will notify organizations of the meeting dates of the Allocations Committee. The process for a contingency request is as follows:

- The organization must submit a contingency request form to the SGA office by 5:00pm of the Tuesday before the next scheduled meeting of the Allocations Committee. Contingency Request Forms are available on the SGA website or in the SGA office. The Allocations Committee meets each Thursday at 4:30pm in the Stern Student Center, Room 409.
- The organization will have the opportunity to present their request. A knowledgeable representative of the organization must be present at the scheduled meeting. If the representative appears to be unfamiliar with their request or fails to appear, the hearing will be postponed and rescheduled by the organization.
- The Allocations Committee will consider contingency requests according to the organization’s prior funding, activity, and intended use of the funds.
- The Allocations Committee will determine appropriate funding and present the request to the Senate for approval. A representative is required to appear before Senate to support the request. If a representative is not present, the Bill will be tabled for up to two weeks.
- Upon Senate approval of the contingency funds, those funds will be available to the organization through the office of the Coordinator for Business Services. If Senate denies the request, the organization may re-submit to the Allocations Committee at the next scheduled Allocations Committee meeting.
- Organizations receiving a budget cannot request Contingency Funds for an event, equipment, travel, food, etc. that was funded in the current budget. Contingency funds could be granted for increases. For example, increase in travel costs, registration fees, etc.
- **No money will be allocated to organizations that have not initiated fundraising activities to support the activity or event brought before the Allocations Committee. Exceptions to this policy are at the sole discretion of the Allocations Committee.**