



ST. JOHN'S UNIVERSITY

Fraternity & Sorority Life

Inter-Greek Committee Budget Committee

Mission: The mission of the Inter-Greek Committee (IGC) at St. John's University is to hear requests for funding from recognized fraternities and sororities in good-standing on the Queens campus. The IGC is to allocate funding based on a fair and unbiased basis for convention requests, special on-campus programs, and initiatives that will add to the enhancement and development of fraternities and sororities that is not covered through the organization's allocated budget.

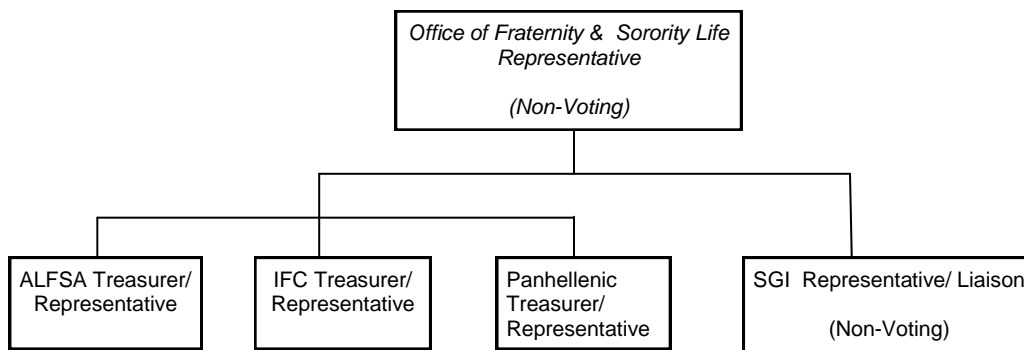
Organization of the IGC:

IGC is a voting board and requires 2/3 vote of all recognized voting members.

Members are:

- o Student Chair (non-voting)
- o Office representative (non-voting)
- o ALFSA Treasurer/Representative
- o IFC Treasurer/Representative
- o Panhellenic Treasurer/Representative
- o SGI Representative/Liaison (non-voting)
 - Student Government Liaison Representative attends meetings and reports to the Executive Board
- o Presidents of each council are encouraged to attend and will not have a vote

Meetings of the IGC are open to members of the St. John's University Queens campus community.



STEP BY STEP PROCESS:

Step 1: A "Special Allocation Form" or "Convention Request Form" must be filled out and submitted with all required documents **four weeks prior to the event/convention (no exceptions)**. Forms are to be submitted to Barbara Duffy in DAC 121.

| Application Deadline | Meeting Date | Location | Time |
|---------------------------------------|--------------------------------------|--------------|-----------------|
| Thursday, September 1 st | Wednesday, September 7 th | D'Angelo 123 | 2:00pm - 3:15pm |
| Tuesday, September 13 th | Monday, September 19 th | D'Angelo 123 | 2:00pm - 3:15pm |
| Wednesday, September 28 th | Thursday, October 6 th | D'Angelo 311 | 2:00pm - 3:15pm |
| Tuesday, October 11 th | Monday, October 17 th | D'Angelo 123 | 2:00pm - 3:15pm |

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|--------------------------------------|-------------------------------------|--------------|-----------------|
| Wednesday, October 26 th | Thursday, November 3 rd | D'Angelo 311 | 2:00pm - 3:15pm |
| Tuesday, November 16 th | Monday, November 21 st | D'Angelo 123 | 2:00pm - 3:15pm |
| Wednesday, November 30 th | Monday, December 5 th | D'Angelo 123 | 2:00pm - 3:15pm |
| Wednesday, January 11 th | Thursday, January 19 th | D'Angelo 312 | 2:00pm - 3:15pm |
| Tuesday, January 30 th | Monday, February 6 th | D'Angelo 123 | 2:00pm - 3:15pm |
| Wednesday, February 15 th | Thursday, February 23 rd | D'Angelo 312 | 2:00pm - 3:15pm |
| Wednesday, March 1 st | Thursday, March 9 th | D'Angelo 210 | 2:00pm - 3:15pm |
| Tuesday, March 14 th | Monday, March 20 th | D'Angelo 123 | 2:00pm - 3:15pm |
| Tuesday, April 5 th | Monday, April 10 th | D'Angelo 123 | 2:00pm - 3:15pm |
| Wednesday, April 19 th | Thursday, April 27 th | D'Angelo 312 | 2:00pm - 3:15pm |

Step 2: Events require the following information:

- Brief statement of the purpose of the event/conference and how it relates to the mission of the organization
- Calendar Clearance Form, when applicable
- Written description of the event
- All pre-bills or invoices
- Detailed event budget breakdown
- Detailed breakdown of how your Student Government Budget and Earned Income accounts will be used for the remainder of the year

Conferences require the following additional information:

- Convention brochures or website information
- Hotel brochures or website information

The request will be declined if the aforementioned documents are not submitted with the request.

Step 3: The organization's representative will be notified by OFSL of the date, time (10 minute block of time), and location for the upcoming IGC Meeting. An organization representative will need to be present, preferably someone from the Executive Board to make a brief, yet informative, presentation to the IGC.

Step 4: The organization will be notified by OFSL via email if the event/convention received full funding, partial funding, potential funding, or was denied funding.

Step 5: A "Requisition of Payment" form must be completed with OFSL representative signature and submitted to Barbara Duffy in DAC room 121. The completed forms will be submitted to SGI by Ms. Duffy. This will be used if your request has been approved.

Step 6: The check can be picked up with Miriam Marshall in DAC room 215 by the organization's representative or the check can be mailed at your request.

Inter-Greek Council Guidelines:

Besides the rules and regulations that are stated on the SGI Special Allocation, Speaker and Convention request forms, below are more guidelines that might assist you in your planning process:

1. Fraternities and sororities in good-standing are eligible to request funding provided their budget has not been frozen by SGI.
2. A representative, preferably the president or treasurer, must be fully prepared to present their Special Allocations requests to the Inter-Greek Committee. This representative must be knowledgeable about the event they are requesting funds for, the amount in their organization's Student Government Budget and Earned Income accounts, and use of budget towards events for the academic year.
3. A Calendar Clearance Form and approval of funds does not mean the event is approved. Legal Counsel, Public Safety, and/or other university administrators may need to grant approval for the initiative.
4. IGC does not pay for past events.

5. There will be **no exceptions** to the “4-week prior to event” deadline. It is mandatory that this request be submitted at least 4 weeks before the Special Allocation is needed as indicated by the date of the event. If an event is taking place during the time of a school break, the requisition must be fully prepared and submitted prior to the break.
6. IGC does not pay New York taxes, travel expenses or late-fee registrations. Tax exempt forms can be faxed upon request.
7. For Anniversary/Special Chapter Dinners and events, IGC will only provide funds for food and refreshments. The maximum will not exceed the total amount of **\$500.00**. IGC will not be providing for decorations, prizes, trophies, invitations, entertainment, etc. in these cases.
8. For speakers or performers, a biography needs to be submitted with an explanation of qualifications and experiences. In addition, a statement from the speaker or performer needs to be submitted stating that *should funding be secured*, they will commit to the lecture or the performance at St. John’s campus with the date, time and price he/she is requesting.
9. IGC cannot fund fundraisers.
10. Organizations can charge for the purpose of event admission. Organizations can not charge for fundraising. Admission prices can be charged in accordance to SGI’s “Budget Range Guide”.
11. No changes can be made to the vendors once IGC approves your request.
12. Fraternities and sororities will only be able to request to send delegates to **one** convention/conference per academic year (Student Government fiscal year is considered July 1st- June 30th). Up to four **active** members are eligible to receive funding. IGC **does not pay** for second-semester seniors to attend conventions or conferences.
13. Requests for conventions that occur while the university is on break need to be submitted before the last IGC meeting of the year.
14. If the conference request is for more than \$1500, IGC may postpone giving a result until the end of the fiscal year.
15. The approval amount is valid for the fiscal year that the request was made. Once the fiscal year is over, the approval is void.
16. All bills and requisition forms must be submitted to Barbara Duffy in DAC 121 **NO LATER THAN SEVEN DAYS AFTER THE EVENT**. Failure to do so may result in your organization not receiving future funding from IGC.
17. If you wish to appeal the decision, you have the right to file an appeal within two weeks of the original decision.
18. All organizations must follow the policies and procedures laid out in the *SGI Operations & Procedures for All Organizations*.

If your organization needs more clarification in regards to these procedures please contact:

Leonard S. Breton

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