

PFA Awards Committee SOP

- 1) The Award Form is submitted to the committee chair. Only requests that directly benefit UNG students will be accepted. The committee will make the decision about whether to accept a request. Any requests that are not accepted will be presented to the council for review as a denied request. The chair or designee ensures that the form is properly completed and gathers any additional information necessary for the committee to review.
- 2) The chair or designee presents the form to the full committee with a preliminary recommendation at the next committee meeting. Meetings will be held monthly in the week preceding the monthly council meeting.
- 3) The full committee will discuss and vote on the award recommendation. A simple majority of those present is necessary to carry out any action.
- 4) The committee must either:
 - a) Approve fully funding the project;
 - b) Approve partial funding of the project;
 - c) Deny any funding of the project; or
 - d) Return the project for information or review.
- 5) The chair or designee will present the committee's recommendation to the PFA council at the next scheduled council meeting.
- 6) The council will discuss and vote on the award recommendation. A simple majority of those present is necessary to carry out any action.
- 7) The council will vote with the same options as presented in #4 above.
- 8) If the project is fully or partially funded, it will be submitted to the treasurer for processing of payment. Per UNG regulations, the treasurer will ensure that appropriate receipts have been received from the organization before the payment is processed.
- 9) If the project is denied or returned for information or review, it will be returned to the committee for the appropriate action. The committee will maintain a copy of award forms.
- 10) The chair or designee is responsible for informing the requesting organization of the committee's and council's decision and of tracking the payment and usage of funds.
- 11) Dues and fund raising projects will be tracked as cadet or non-cadet. Any funds collected from a mixed fund-raising project will be apportioned between cadet and non-cadet based on current active membership ratio. Projects will be funded from the appropriate category of funds. Any mixed projects will be funded on the ratio of cadet participation to non-cadet participation in the requesting group or the current active membership ratio as voted on by the committee and approved by the council. The committee chair and treasurer are duly responsible for tracking and maintaining records as regards these allocations.

Revised: November 6, 2014