**Everything You Need to Know to Survive an Appeals Meeting**

**Part 1: Purpose of an Appeal**

Whether you are a treasurer of an organization, member of a student group, or an involved Rutgers student, it is always good to understand how an “Appeals Meeting” works so that you can prepare in a way that allows for the best possible outcome for your group!”

**Q: So why would you even want to sign up for an appeal?**

Well, two reasons mainly: Additional funding and new funding.

Appeals meetings are a chance to speak with the Allocations Board, to explain how integral your event is to your organization as a whole, as well as to clarify or correct any details from your semesterly submissions. The Allocations Board takes all information about the event - and how it relates to your club - into account as we work on our end to meet the needs of your organization. Many clubs choose to come in for an appeals meeting because they did not receive as much funding as they asked for. Don’t worry, Allocations totally understands and sympathizes! If you feel that your current funding is insufficient to hold your event, please sign up for an appeal. The Allocations Board values your organization, and we are excited to see you lead successful events.

Now, let’s talk about new funding: If your club was ineligible to receive funding because the budgets you submitted did not follow the Allocations guidelines, you may want to try to obtain funding for a different event. Or, if you missed the budget submission deadline last semester or are planning to hold a completely new event, you may also choose to sign up for an appeal to get funded.

**Part 2: Signing Up for an Appeal**

**Q: When are appeals held?**

Appeals meetings are usually held Monday nights, starting around 7:30pm. We will announce exact meeting times a week in advance by posting them on our website and through our social media!

 Allocations Website: <https://sites.google.com/site/rusaallocations/home>

If you don’t remember our site, you can type in “RUSA ALLOCATIONS” on google to find it.

 Facebook: <https://www.facebook.com/rusaallocations/>

 Twitter: <https://twitter.com/rusaallocations?lang=en>

**Q: How do I sign up for an appeal?**

The signup form is on Collegiate Link. It is also accessible through our website and Facebook, they will lead you to the form on Collegiate link. We will post a status once it is up!

If you would rather go to Collegiate Link directly, follow these steps:

Collegiate Link website: <https://rutgers.campuslabs.com/engage/>

* From the home page, search for “RUSA Allocations Board” under organizations.
* Click forms.
* Choose “New Appeals Form”

**Q: How do I fill out the form?**

The form should be filled out for the event you are wishing to appeal for. There are directions at each step in the form to guide you along the way.

First, you’ll enter in your organization’s name, advisor, SABO number, etc.

Please make sure to explain the purpose of your organization - include a mission statement if you have one!

Then, select the type of event you’re appealing for. Is it a program or trip? Be sure to read the form titles carefully, and distinguish whether it is one program or a program series, a one-day trip or a multi-day trip. If the event is a trip, make sure to also distinguish whether it is a competitive or noncompetitive one.

Next, you’ll fill out information regarding the event.

It is important to explain your event as clearly as possible. Be sure to relate it to your organization’s mission, and remember there must be an educational component. For example, if you are a cultural organization, are you showcasing that culture at this event? Also include activities and entertainment you’re organizing for the event! Sticking with the previous example, will you have music and games to enhance the cultural feel?

Next, write down the costs.

If you don’t have exact quotes, try to be as accurate as possible in your estimations. Some clubs use prior years’ numbers as a base point. We ask you to itemize each part - it helps us understand your budget better and how we can help you to put on an awesome event!

Last, click submit!

**Q: When will I find out when my Appeals Meeting is?**

Make sure the email you share with us is the one that you check daily, because we will email you to confirm the date and time. Generally, you will find out when your meeting is within a week of your submission, especially if you have been assigned to the next upcoming appeal. If you have any more questions, send us an email at rusa.allocations@gmaill.com.

**Part 3: The Meeting Itself**

**Q: Where are the meetings located?**

The location of meetings may change each year. This year, they are held in the Cap & Skull Room, which is Room 413 in the College Avenue Student Center.

**Q: Do I need to bring anything?**

You should bring a copy of your budget, as we will go over the costs in the meeting! If not, no worries - we can also lend you a laptop so you can see follow along.

Some organizations like to show a small presentation - it’s helpful for us to further understand your organization and your event, but it is not necessary!

**Q: What should I do when I get there?**

We ask for you to wait outside in the lounge area instead of directly entering the Cap & Skull Room, as we may be in the middle of another meeting. We will come get you when it is time!

**Part 4: Walk Through of an Appeal**

**Q: How long will the meeting last?**

You will have 7 minutes total for your appeals meeting. We will break down these seven minutes further down in this guide.

**Q: Why do the board members use laptops? It looks like they’re not paying attention to me.**

This is for them to take notes and look at budget submissions. Members are more than willing to look at supplemental Google Docs or flash drive files if you’d like to share these materials. In fact, members encourage this in an effort to reduce paper wastage and having easy access to these documents for future reference! Please also bring a copy of your budget for your personal reference.

**Q: What should I do during the appeal?**

In the first 2 minutes, you shouldintroduce and explain:

1. Yourself!
2. The purpose of the organization
3. The event you would like to discuss
4. Its educational component/relation to the organization’s mission

Don’t worry about explaining the budget just yet. We may ask you questions after this introduction to try to understand your event and organization better.

If there aren’t any questions, we’ll move on to the budget. The Allocations Chairperson will run down each line item with you to make sure your figures are up the date. If you would like to make changes, please let us know!

Then, we open it up for more questions.

Note that most questions will revolve around:

* Clarifying budget details
	+ *Ex: We see you requested $\_\_\_ for advertising. How do you advertise?*
* Clarifying event details
	+ *Ex: Could you please share the name of your performer?*
* Asking finer details about the event itself
	+ *Ex: We understand you need money to buy decorations etc. Does your group have a safe storage facility on campus for these items?*
	+ *Ex: Have you entered into a contract with the entertainer you want? Have you started speaking with potential entertainers?*
* Further understanding the connection between the event and your overall mission statement!
	+ *Ex: This is a very creative idea; could you please explain to us if you have had this event before? What do you plan to accomplish with this event?*

**Q: Can I ask questions of the Board as well?**

Yes, definitely ask us any questions you have! Otherwise, you’ve made it through an appeal meeting!

**Q: When will I hear back?**

You can expect to hear back from us by the end of the week. If the status of your funding is time-sensitive, you will hear back earlier.

We hope this guide provided you with more clarity about how an Appeals Meeting works and eased any concerns you might have!