

## **Catering Appeals Process for Recognized Student Organizations (RSOs)**

Signed & Adopted: December 4, 2017

### **1. ANNEX**

This Catering Appeals Process is an addendum to the Recognized Student Organization (RSO) Funding Policy supervised and maintained by the Student Government Association (SGA) of Armstrong State University.

### **2. CATERING APPEAL**

RSOs of Armstrong State University must follow the Catering Appeals Process if they are expecting more than 40 attendees to the event that they are requesting funding, from the SGA.

### **3. APPEAL PROCESS**

- a. Obtain two quotes; one from Sodexo and one from the alternative vendor from which the student organization wish to use. The Sodexo quote can be obtained by emailing [armstrong.catering@armstrong.edu](mailto:armstrong.catering@armstrong.edu)
  - i. Quotes must be itemized, include a final total and be typed and printed for more legible understanding.
  - ii. Both quotes must be signed by the advisor.
- b. Contact the SGA Treasurer ([sga.treasurer@armstrong.edu](mailto:sga.treasurer@armstrong.edu)) and attend a RSO Funding Hearing Meeting and present the two quotes obtained to the SGA Treasurer. A representative from Sodexo will be present at this meeting as a non-voting member.
- c. After confirmation from RSO Funding Hearing Meeting, arrange a meeting with Vice President of Student Affairs or a Designee. At least two representatives from the student organization (Optional: Advisor) must attend the meeting.
- d. If Vice President of Student Affairs or a Designee confirms the appeal, the funding request can be forwarded to the SGA Senate (including the alternative vendor price) for confirmation.
- e. If Vice President of Student Affairs or a Designee rejects the appeal, the funding request can be forwarded to the SGA Senate (including the Sodexo price) for confirmation.

After confirmation from the SGA Senate, coordinate with the SGA Treasurer for the payment details.