



Allocations Board Annual Report

2016-2017 Academic Year



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(1) Executive Summary

The Allocations Board (AB) is an organization tasked with distributing a portion of the Community Service Fee (CSF) to on and off campus events organized by Boston University undergraduate student groups. The AB is composed of undergraduate students who are involved in a diverse array of academic disciplines and on-campus activities. Although AB is both housed in the Student Activities Office and overseen by the Dean of Students Office, AB has a separate set of policies that it follows in addition to SAO's. Allocations Board members attend weekly board meetings and hold at least one office hour in the Student Activities Office. Being a board member is a purely volunteer job, and members receive no monetary compensation, but rather the pleasure of being able to network with student leaders and attend events made possible with AB funds.

The purpose of this report is to provide detailed and transparent information on the internal and external operational changes AB has adopted to improve functionality within the board. AB's primary goal is to make programming easier for student groups while maximizing the benefit obtained from the CSF. Over this past year, AB had to adjust to SAO's new Square program which reorganized how student groups are categorized, and changed which groups are eligible for AB funding. AB also experienced significant changes in the way it funds organizations through the introduction of the semesterly funding policy, Special Initiatives Program and the new project-based requests and need-based funding policies. Due to these changes and several others, AB's operations have changed significantly.

For the 2016-2017 academic year, AB had a total budget of \$511,130.07, which is much less than in previous years due to budget cuts. The total amount of funds requested for the year was much greater, amounting to \$1,185,822.00. Throughout the course of the funding year (September 16, 2016-May 21, 2017), AB reviewed 572 individual event requests. Of the 572 event requests, AB funded 319, which is far fewer than AB has funded in the past. Policy changes have severely impacted who and what AB can fund, and is reflected in the figures in this report. AB's appeals process has been replaced with the Special Initiatives program, which will be discussed in later sections. AB's policy changes have made communication between the Board and student groups very important, and in coming years, AB will make communication a priority so as to reduce confusion and to make AB more accessible.

(2) Policy Changes and Updates

The Allocations Board continuously reexamines its policies to best fit the needs of student organizations. AB strives to utilize the CSF as effectively as possible while making the process of acquiring these funds easy and efficient for student programmers. AB has faced many policy changes this past year that have transformed how AB operates and how student groups are funded. These new policy changes are fully explained below.

(2.1) Semester Funding Policy

For many years, AB reviewed student group funding requests at the weekly Monday night meetings, but this past year, AB switched to a semesterly funding policy. Under this new policy, student groups are required to submit a semester budget request a semester in advance in order to receive funding from AB. Student groups must provide as many details as possible about the events they are planning to host in the upcoming semester and the funds that are needed for these events in this semester budget request. These semester budget requests are due within the last month of the semester; AB advisors notify their student groups of the exact deadline. AB rolls back funds from the fall semester to the spring semester, meaning that if a student group doesn't use all of its funds during the fall semester, these funds will be transferred to AB's spring semester budget so that AB can then allocate these funds again. However, funds do not roll back from the spring semester to the fall semester. By funding a semester in advance, AB has more time at weekly meetings to address concerns from student groups and attend to other operational tasks.

(2.2) The Square

In June 2016, SAO introduced The Square, which is a new way of classifying student organizations that went into effect that fall. The Square creates four roads to accommodate the unique interests, passions, events, and goals of student groups. Each road includes unique benefits, support, and expectations based upon the style of programming and events offered by student groups. The four roads are Bay State, Brookline, Beacon and Commonwealth. Student groups who are Bay State have the smallest number of members and host smaller, more intimate gatherings. SAO allocates \$100 to these groups for the academic year, and they are not eligible for AB funding. The student organizations that fall under the next two roads- Beacon and

Commonwealth- both qualify for AB funding. These groups have larger memberships and need more support from SAO because they host many large-scale events that engage both BU and the larger Boston community. Last year, 50 student organizations were classified as Commonwealth, 139 were categorized as Beacon, and 173 were Bay State. A total of 189 student organizations- those classified as Beacon or Commonwealth- were eligible for AB funds. Both of these groups use Orgsync to apply for AB funding each semester. The fourth road, Brookline, is reserved for student governments and residence hall associations. Brookline groups have their own funds, and are not eligible for AB funding. All student groups qualify for funding of pre-set facilities setups and SPS support as outlined in the Packages Handbook. Student organizations can switch between roads by submitting a request to SAO which are reviewed once a year by the Student Involvement Board and Student Activities.

(2.3) Appeals Process Update

In this past year, BU administration removed AB's appeals process, and replaced it with the Special Initiatives Program, which is discussed in detail below. This new program preserves student groups' ability to acquire funds during the academic year. If student groups are not content with their AB funding decision, they must now appeal directly to the Dean of Students. AB encourages student groups to meet with any AB board member if they are unsatisfied with their funding decision because AB members can clarify why the decision was made and help them with creating a better budget request for future semesters. Crowdfunding is also another option student groups can explore. BU Crowdfunding is a platform where BU students can raise funds for projects hosted by their student groups or other organizations affiliated with BU. AB hopes that student groups communicate with the Board about their concerns regarding the funding decisions so that AB can work with them to get them the funds they need to hold their events.

(2.4) Special Initiatives Program

Since AB no longer has an appeals process, the Special Initiative Program was implemented to give student groups a source of funding throughout the school year. The Special Initiatives Program allows student organizations to submit Special Initiative Requests during the academic year for events that were not foreseeable at the beginning of the semester. The process for submitting these requests is the same as semester budget requests where student groups will fill out the forms used for semester budget requests through Orgsync. However, AB requires that in

Special Initiative Requests, the organization also explains how the opportunity for the event arose and why it could not have been anticipated when making the group's semester budget. Student groups should provide as much detail as possible to present a compelling argument in their request. During the academic year, AB holds a Special Initiative meeting twice a month where the requests that were submitted for the previous week are reviewed. The Special Initiative meeting replaces the usual Monday meeting every other week and decisions about funding are released after the meeting. AB strongly encourages groups who submitted a Special Initiative Request to attend these meetings in order to answer any questions the Board may have. This will ensure that the Board will be fully informed about the group's request when making the funding decision. Student groups can only receive funding for two Special Initiative Requests each year. Other than the additional explanation, all funding policies for Special Initiative Requests are the same as regular Semester Budget Requests. Since the Special Initiatives program debuted this past year, student groups did not utilize this source of funds, which is why AB only received requests totaling \$8,464 but had over \$100,000 in Special Initiative funds that it could have allocated. In the future, AB hopes that the amount of funds set aside for this program more closely aligns with the amount of requests from student groups.

Competitions and fundraisers are two events that could be eligible for a Special Initiative Request. A student group may want to hold a fundraiser to obtain more funds if they did not receive enough from AB. In these instances, these events are unforeseen, and therefore, they can request funds through the Special Initiative Program. Similarly, some groups may find out during the school year that they qualified for a competition, and this would also be eligible for a Special Initiative.

(2.5) Travel Request Update

This past year AB experienced a \$150,000 budget cut, decreasing its funds to about \$500,000. Due to this budget cut, parts of BU administration gathered and found that large portions of AB funds were going toward travel and lodging. However, they determined that travel and lodging did not benefit the whole BU undergraduate community, and consequently, decided that student groups can no longer request AB funds for travel and lodging beginning the 2016-2017 academic year. However, transportation and lodging for guest speakers and performers are still eligible if these expenses are grouped into the speaker/performer fee.

(2.6) Project-Based Requests Policy

Due to the aforementioned \$150,000 budget cut AB experienced, BU administration also determined that project-based funding is ineligible for AB funds because they do not benefit the BU undergraduate community at large. Beginning the 2016-2017 academic year, project-based requests are no longer eligible for AB funding. Projects are defined as events that occur several times during a semester. This could include weekly workshops or biweekly lessons. As long as the event is recurring, it is considered a “project”, and becomes ineligible for AB funding. Student groups can also no longer request funds for capital purchases which are items that are for general use and are not tied to a specific event. For instance, a dance club cannot request funds for costumes if the costumes are not for a specific performance or competition detailed in their request.

(2.7) Need-Based Funding Policy

As of September 2016, AB will now take into consideration a student group’s account balance as well as past allocation decisions when reviewing funding requests. Due to AB’s limited funds, AB gives priority to student groups who are most in need of AB funds. These student groups generally have a smaller account balance. However, AB also considers how successful events have been in previous years, and how much AB allocated groups in the past so that AB can be consistent and fair while effectively utilizing the CSF to create the greatest benefit to the BU undergraduate community.

(3) Internal Operations

AB has undergone significant changes this past year due to budget cuts that have restructured the way AB operates. Many of these changes have increased AB’s efficiency by drastically reducing the amount of time needed for meetings. AB has historically struggled with efficiency in meetings, but with this reorganization, AB’s process of reviewing requests is now streamlined so that student groups receive their funding decisions in a timely manner while affording AB ample time to address concerns and issues that arise. AB hopes this new process of reviewing requests will allow AB members more time to interact with student groups and experience the events made possible by AB funds.

(3.1) Meetings

Due to the new policy changes implemented, AB restructured meetings to be more efficient. This year, AB alternated its Monday night meetings between holding a Special Initiative meeting and an operational meeting since AB now reviews all funding requests at a separate meeting at the end of each semester. Twice a month, AB holds a Special Initiative meeting where Special Initiative requests that had been submitted the previous week are reviewed. AB strongly encourages groups to attend these meetings if they submitted a request because during these meetings, AB reviews the request and discusses whether the request qualifies for a Special Initiative. During these meetings, AB members often have questions about the requests submitted and if one of the group members attends, they can answer these questions and help AB gain more insight into the event and its importance to the BU community. The other meetings AB holds are operational during which AB discusses any issues concerning auditing, recruitment, the Handbook, bylaws, and student groups' concerns. By alternating these meetings each week, AB's meeting time has been reduced to only two hours, which is much shorter than in previous years and still allows AB to be available to student groups.

(3.2) Increased Membership

AB tries to maintain at least 15 Board members so that there are members returning each year who will continue to follow the precedents set by earlier Boards. This ensures that there is consistency from year to year. This past year AB had six seniors who graduated in the spring, and therefore, the Board recruited new and younger board members. Due to the concerns of having an older board, AB made changes to its bylaws that now caps membership at fourteen undergraduate students who will not be graduating at the end of the current semester. However, there is no cap for students graduating in the current semester. Members who go on a leave of absence and who are not graduating in the current semester will count towards this cap. Last year, AB was able to reach out to more prospective members with a diverse array of interests, skills, and opinions by advertising through clubs and by using word of mouth. Many members discussed AB with their friends and acquaintances, and this became one of the most effective strategies at garnering interest in AB. AB's new member process has seen slight changes this past year also. AB now requires new members to attend four weekly meetings as well as one office hour of an executive board member. After attending their fourth meeting, the new member has the option of interviewing for a position on the board. If they decide to interview, they must send in a new member questionnaire to AB. AB hopes to continue increasing awareness and

interest in the Board. AB has a rolling membership and any student interested in applying to AB is welcome to attend a Board member's office hours, reach out via email at allocate@bu.edu , or attend one of AB's weekly meetings to learn more.

(3.3) Member's Roles

The changes in AB's funding process have significantly changed AB's operations and the responsibilities of AB's members. At every other weekly meeting, Board members review Special Initiative requests on Orgsync and make decisions based on the information provided online. Often, additional operational tasks are also completed. During these meetings, the secretary takes notes similar to those taken during semesterly funding hearings so that AB has a record of how much was allocated and why AB allocated that particular amount.

AB has an executive board that consists of the Chair, Vice Chair, Director of Operations, Treasurer, and Secretary. Toward the end of each academic year, AB holds executive board elections. Nominations for executive board positions are made the week before elections. On the day of elections, the presiding individual motions to open elections. Elections for the executive board starts with the most senior position and continues in order of descending seniority: Chair, Vice Chair, Treasurer, Director of Operations, and Secretary. Each nominee has the opportunity to make a brief presentation. Afterwards, Board members can question each nominee. At the end of the question period, the nominee leaves the room, and Board members discuss the nominees and select a candidate for office by majority vote.

Each executive board position has a unique set of responsibilities. The Chair convenes weekly meetings, sets the agenda, and oversees all of AB's operations. The Vice Chair assists the Chair with matters such as audits, budgeting and the day-to-day functions of AB. The Treasurer monitors auditing and the budget by tracking how much was allocated during semesterly hearings and special initiative meetings as well as which student groups have used their allocated funds. The next executive board position is the Director of Operations, and they manage relations with student organizations and BU administration. Finally, the last executive board position is the Secretary and, as mentioned previously, the Secretary's main role is to take minutes during meetings.

All other AB members are considered general board members. General board members are expected to attend all meetings, hold at least one office hour, and attend at least two student group events funded by AB. In office hours, members monitor the AB email, address any questions that clubs have, and update the google calendar with upcoming AB funded events. AB

also now requires members to enter what they have completed during office hours into the office hour tracking spreadsheet which allows the executive board to see what members have completed during office hours. AB hopes to continue streamlining its internal operations so as to minimize the time commitment required of members.

(3.4) AB Advisors

Each year AB assigns a portion of the Beacon and Commonwealth clubs registered with SAO to each member of the board, and throughout the year, each member is the primary contact person for that club. Each board member is assigned a certain type of club that fits their individual strengths. For instance, one member is assigned all the fraternities on campus while another member is responsible for all the professional clubs. At the beginning of the semester, members send an introductory email to their clubs to inform them that they will be their point of contact for any AB-related questions and concerns. Each member becomes an AB advisor to approximately 13-16 clubs, fielding any problems these clubs may have as well as sending reminder emails to these groups about spending their allocated funds or sending them any pertinent information such as AB funding deadlines. Through members assuming this role of “AB advisor,” AB hopes that student groups feel much more connected to the Board and that this facilitates the process of addressing the needs of these student groups, which has and will continue to be one of AB’s top priorities.

(3.5) Auditing

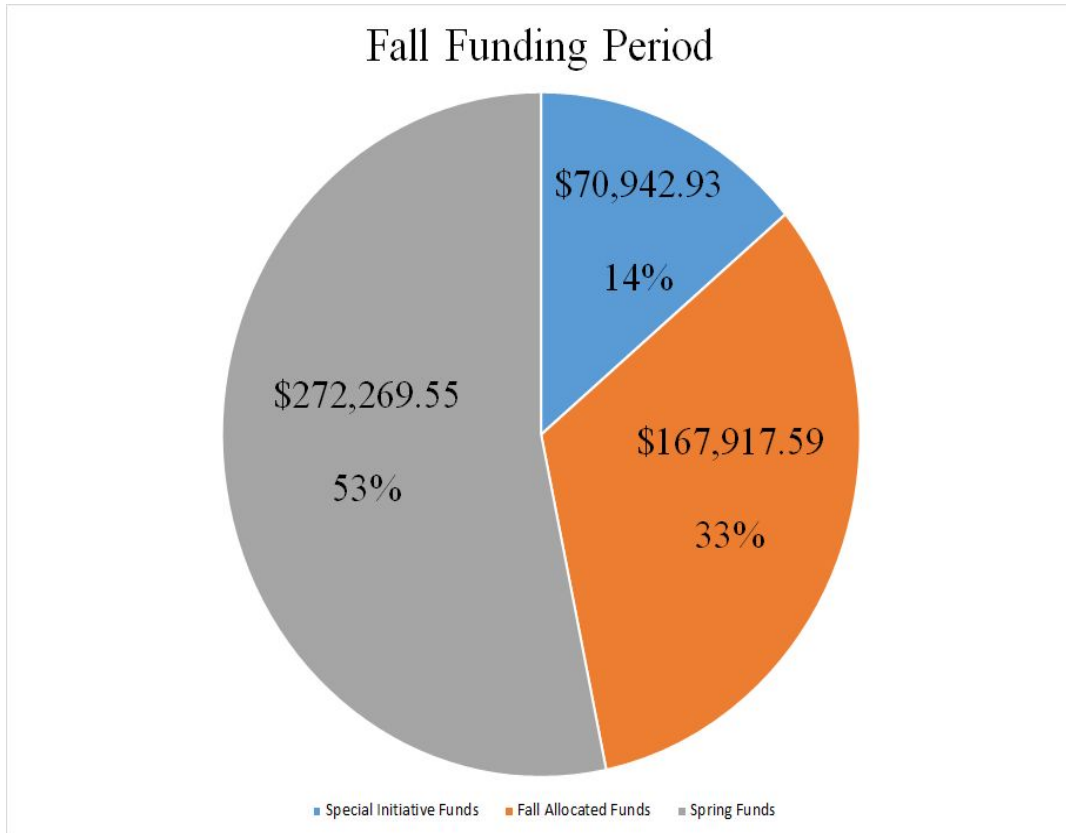
An important part of AB’s process is auditing student groups to ensure that the allocated funds are being spent. This is one of the biggest responsibilities for members because AB’s priority is to utilize all of its funds. Members must send emails to the student organizations they advise two weeks prior to their event date and one week after their event to remind them that they must use the funds allocated to them, otherwise their organization may become ineligible for AB funding in the future. AB also tracks whether these emails were sent to student organizations on a spreadsheet so AB knows which groups were informed. It is imperative that AB successfully completes this task so that AB can prove to SAO that it is capable of handling all of these responsibilities. Student groups must make all their payment requests on OrgSync within two weeks after their event date so that BU can maintain good relations with the vendors. If groups do not submit these payment requests in a timely manner, they may have their AB funds frozen, meaning they can no longer use these funds. Therefore, it is incredibly important that AB

members monitor student groups' usage of allocated funds so AB can maintain the integrity of the Board.

(4) Budget Analysis

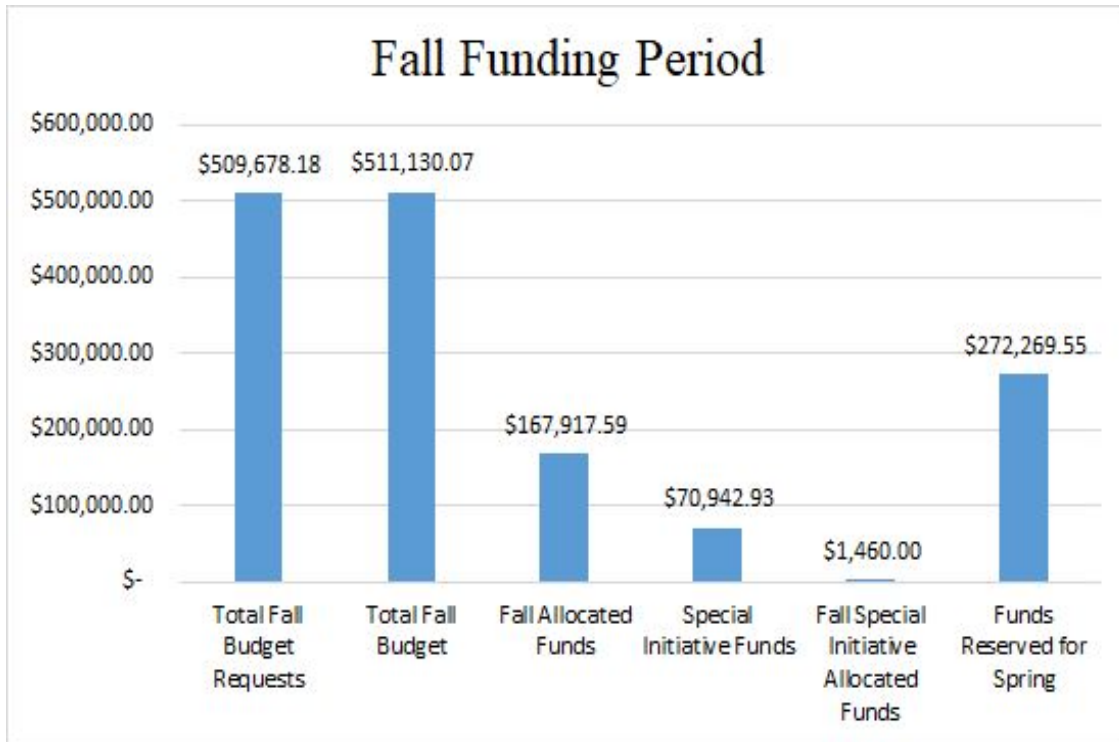
(4.1) Breakdown of Beginning of Year Budget

AB strives to allocate 40% of its budget for events during the fall semester and 60% of its budget during the spring semester. Since the launch of the Special Initiatives Program this past year, AB decided to allocate 14% of its budget to these requests for the fall semester, which equated to \$70,942.93. AB allocated \$167,917.59 to fall semester budget requests which is 33% of the original budget. However, after taking the Special Initiative funds out of the original budget, AB allocated about 41% of the remaining funds to semester budget requests in the fall semester. The pie chart below outlines how much of AB's original budget of \$511,130.07 was allocated to different categories at the beginning of the fall semester. However, since AB is able to roll back funds to the spring semester, the actual amount of funds allocated during the spring semester was dramatically greater, rising from a projected 53% at the beginning of the fall semester as shown in the pie chart to an actual allocation of 72% of the original budget. The total amount of funds allocated to Special Initiatives also increased from \$70,942.93 to \$109,632.75 or 21% of the original budget at the end of the year due to the addition of Special Initiative funds that were set aside for these requests in the spring.



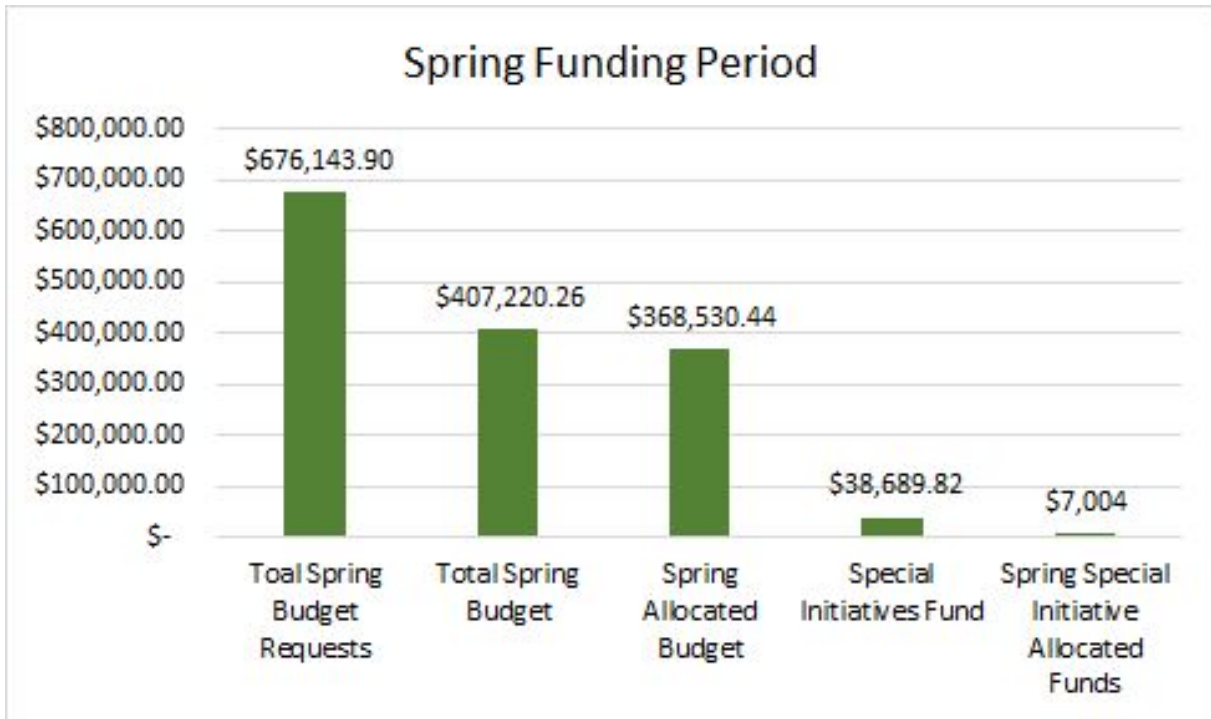
(4.2) Fall Requests Breakdown

In the fall semester, AB had budget requests that totaled \$509,678.18. AB allocated \$167,917.59 of its total budget of \$511,130.07 during this semester. AB usually allocates less funds in the fall so that there are enough funds for the spring semester. AB decided to reserve \$272,269.55 for spring budget requests. AB also set aside \$70,942.93 for Special Initiative Requests but only \$1,460 were allocated to Special Initiative Requests. Since this was the first year AB had Special Initiative Requests, many student organizations were not aware of this additional source of funding and therefore, AB had few Special Initiative Requests. In the future, AB hopes student groups will utilize this program more.



(4.3) Spring Requests Breakdown

The fall semester was a learning experience for AB as it was the first semester that the Special Initiative Program replaced AB’s appeals process. Due to this new program, AB had to rearrange how many funds could be allocated each semester. AB allocated \$70,942.93 or 14% of its original budget to Special Initiatives in the fall but due to the lack of Special Initiative Requests, AB rolled back many of these funds along with the unused fall semester funds to the spring semester. From the original budget, AB had \$272,269.55 to be allocated in the spring semester. But after rolling back \$65,467.78 from the Fall semester and \$69,482.93 from the Special Initiative Program, AB had a total of \$407,220.22 that could be allocated in the spring semester. AB decided to allocate \$368,530.44 which is 72% of the original budget to events in the spring semester from requests that totaled \$676,143.90. AB’s remaining funds amounted to \$38,689.82, which were reserved for Special Initiative Requests. In the spring, AB had Special Initiative Requests that totaled \$7,004 which was much less than the amount of funds set aside for these requests. Moving forward, AB would like Special Initiative Requests to align more with the funds it sets aside for the program.

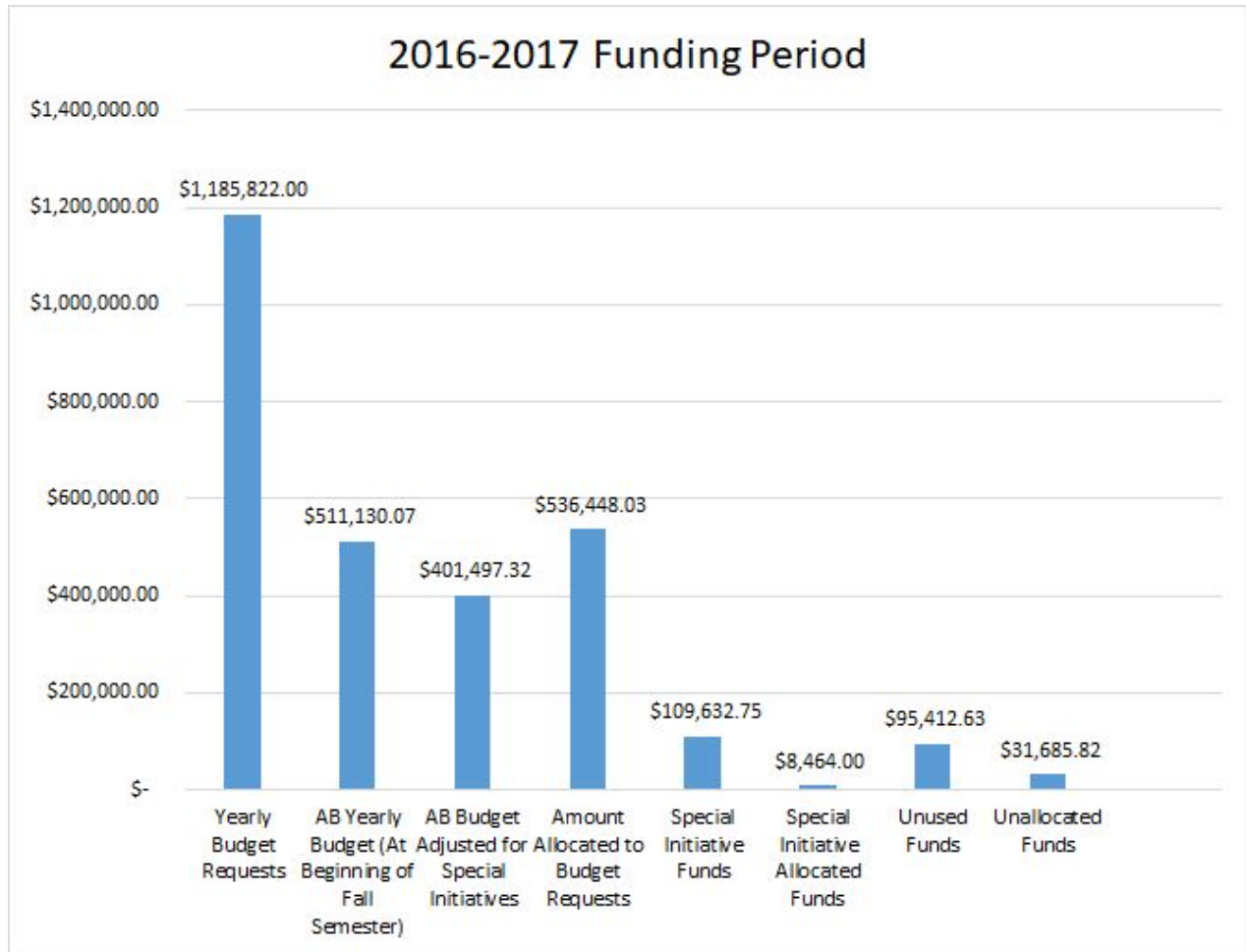


(4.4) Overview of Allocated Funds

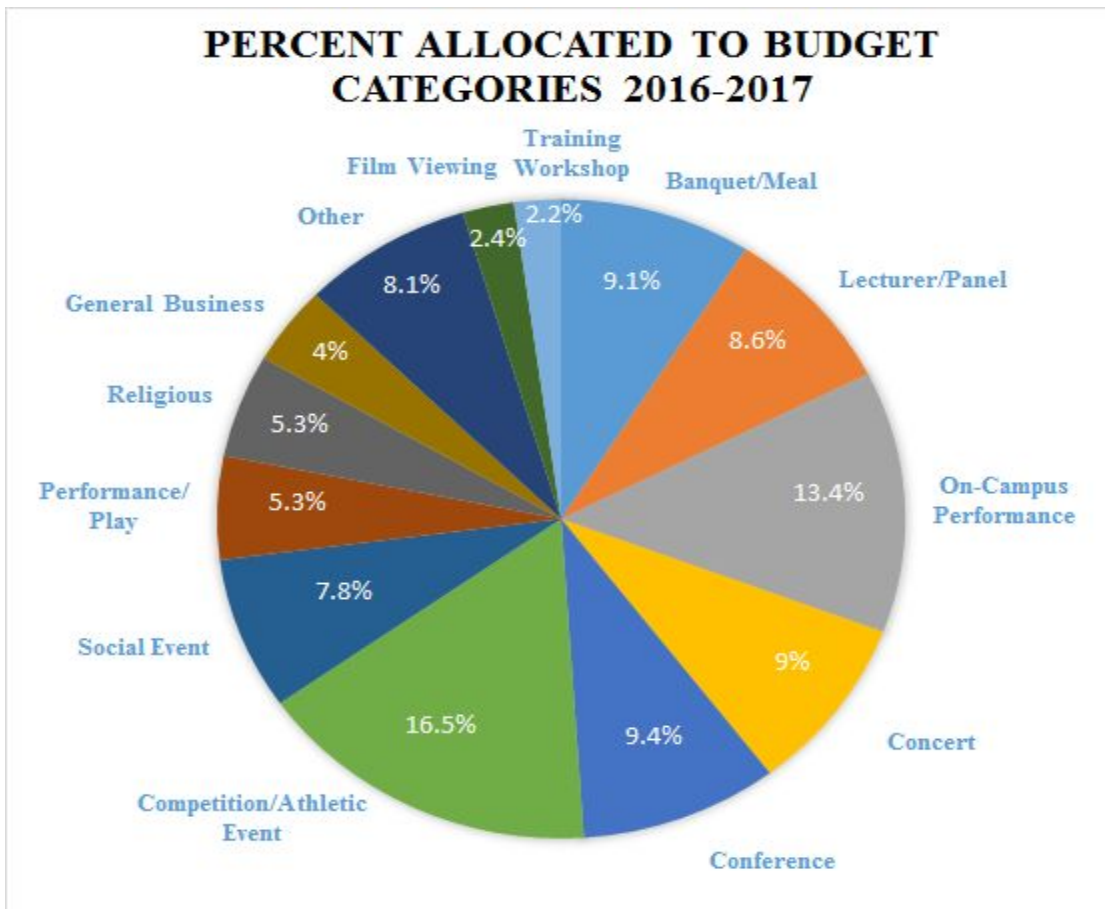
Over the course of the academic year, AB received a total of \$1,185,822 in budget requests. At the beginning of the fall semester, AB had a total budget of \$511,130.07 for the fiscal year. After adjusting for AB's Special Initiative funds, AB had a total budget for fall and spring semester budget requests of \$401,497.32. However, due to AB's ability to roll back funds, the Board was able to allocate \$536,448.03 to semester budget requests, which is 45% of the yearly total requests. For the Special Initiatives program, AB set aside \$109,632.75 for the year, but only allocated \$8,464. In the fall semester, AB allocated \$1,460 to Special Initiative requests while in the spring, AB allocated \$7,004 to Special Initiative requests. These figures are significantly lower than the amount of funds AB set aside for these requests because most student groups were unaware of this change in policy, and therefore, did not make Special Initiative requests. In the coming years, AB hopes student groups will capitalize on this new program

At the end of the year, \$95,412.63 of the allocated funds in the spring semester were not used by student groups. Since all of the unused and unallocated funds from the fall semester rolled over to the spring semester budget, the unused and unallocated funds at the end of the spring semester

represent the total amount of funds that weren't used or allocated for the entire 2016-2017 academic year. As is shown in the graph below, \$31,658.82 of AB's funds were unallocated. These funds were not allocated because they were reserved for the Special Initiative Fund and since AB only had one Special Initiative Request, the rest of these funds were not allocated to any student group.



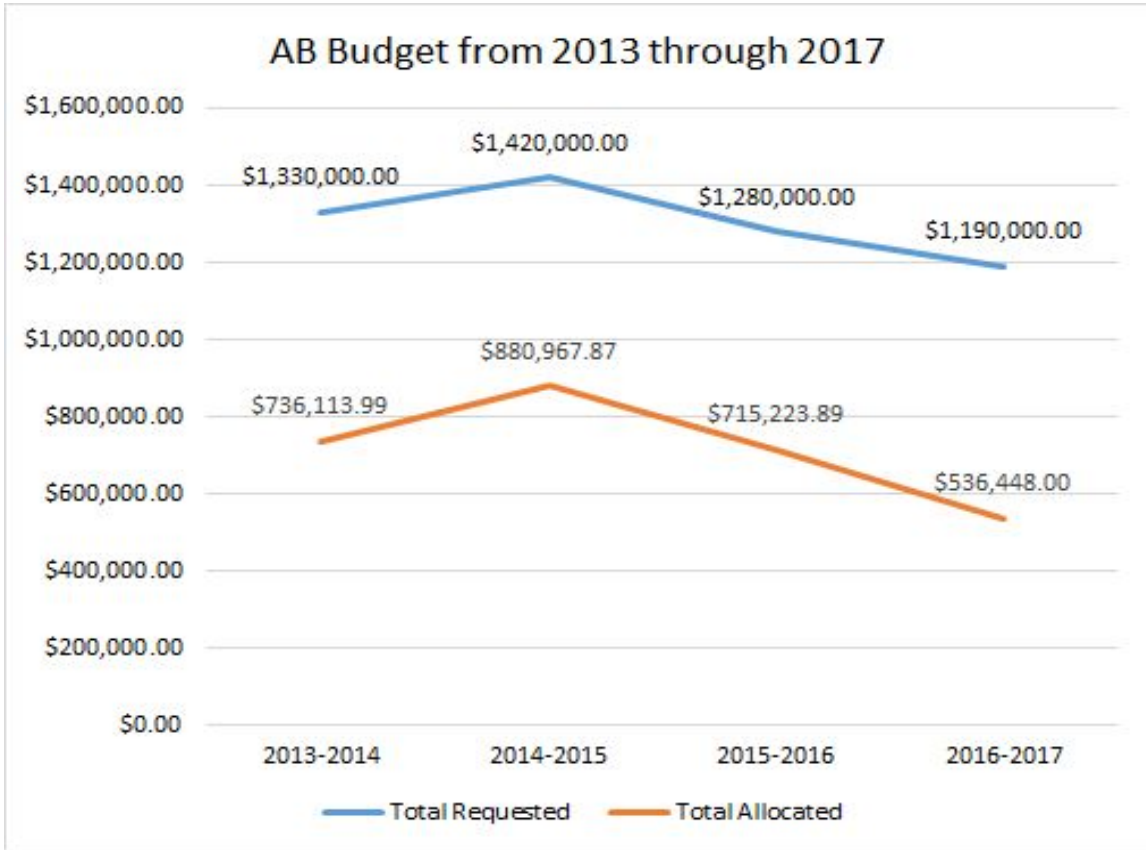
Of the \$536,448.03 AB allocated to student groups, the pie chart below breaks down how much funding various categories received. During the 2016-2017 academic year, the chart shows that AB allocated the most amount of funds to competitions/athletic events, on-campus



performances, conferences and banquet meal events. 8.1% of the funds AB allocated fell into the other category which includes events such as fundraisers, philanthropy, exhibitions, meetings, and promotional/informational tables and events.

(4.3) Trends

Every year, total requests for funds by student groups are much greater than AB's budget. In recent years, AB's budget has decreased, and the amount of funds allocated to student groups by AB has, for the most part, decreased proportional to this decrease in funds. This past year AB allocated even less funds because some of the budget was reserved for the Special Initiative Fund. Since not many student groups were aware of this new program, most of these funds were unallocated.



(5) AB Initiatives

Since AB has seen many changes to its funding process, AB decided this past year to start holding meetings that act as Town Halls where student organizations have the opportunity to give feedback about how well AB is addressing the needs of groups. These meetings also serve as workshops where student groups can ask questions and receive help with AB’s funding process. This past year AB held two such meetings where several groups attended to both give feedback and receive help. The goal of these meetings is to encourage transparency and communication between the Board and student groups while increasing accessibility and visibility among student organizations.

(5.1) Town Halls

Over the course of the year, AB held two Town Halls—one in the fall and one in the spring— that were attended by a diverse array of student groups. In the first Town Hall on November 28th, AB saw a large turnout with 21 students in attendance. During this meeting, AB explained to groups the Special Initiative Program, and emphasized that this Program is only for events that could not have been anticipated when creating the semester budget request. AB also explained its new semesterly budget request process which replaced the old system of submitting requests each week. AB recommended to student groups adding on a 3% increase in budget requests to account for unexpected changes in costs. Other policies that were explained included AB’s new project-based initiatives, need-based approach, the Square program, and AB’s updated travel and lodging policy. AB emphasized to student groups that the Board gives priority to events that are on campus and benefit the whole BU undergraduate population. AB also informed student groups of spring semester deadlines and gave advice on how to craft a successful semester budget request. This meeting focused more on the workshop aspect of these meetings by informing student groups of the spring semester budget deadlines and helping groups create clear budget requests as well as clarifying what is eligible for AB funding. This meeting occurred right before semester budget requests were due which was why it was more focused on creating budget requests rather than receiving feedback.

AB’s second Town Hall meeting occurred in April, the Monday before Fall 2017 budget requests were due. AB saw a much smaller turnout than in the previous Town Hall due to transitions in executive boards. These groups also did not have much feedback about how well AB was addressing student needs. Instead, most of these groups had questions about creating a semester budget request. Although AB didn’t receive much feedback about its performance, Board members did help students better understand policy changes and craft clearer semester budget requests. While it is harder to gather information on AB’s process, these Town Halls have been effective at giving student groups a way to learn more about AB and improve their requests.

(6) Challenges

The changes AB has undergone this past year have become the root of many of the challenges the Board has faced. Many student groups were not aware of the several policy updates that AB implemented, and therefore, funding requests submitted by student groups were often ineligible for AB funding due to this lack of information. AB would like to improve its communication

with student groups so that they are able to submit better requests and make the AB process a much more pleasant and rewarding experience for the student organization and the Board.

(6.1) New Policies and Procedures

One of AB's main focuses in the upcoming year will be ensuring that student organizations are aware of the new policies that AB has adopted this past year. Due to these new policies, AB hosted Town Halls where Board members informed groups about the new policies. However, not many student groups attended these meetings, and therefore, AB was not able to reach many of the student organizations through these meetings. Board members also reached out to student groups through email to answer any questions they may have and to remind them of new policies and deadlines. Despite AB's efforts to inform student groups of its new Special Initiatives Program, this program was drastically underutilized this past year. This can be seen in the fact that AB allocated \$70,942.93 for special initiatives in the fall but only had requests that totaled \$1,040. In the spring, AB allocated \$38,689.82 towards Special Initiatives but only had \$7,004 in requests. Not only were student groups not aware of this program, but they also did not fully understand which events would qualify for the Special Initiatives Program. In future years, AB hopes to make the guidelines for the Special Initiatives Program clearer so that student groups can more fully utilize the program. AB ultimately wants student groups to request funds and then use them for their events because every year AB has funds that aren't allocated or used. With better auditing and more awareness of AB's policies, AB aims to reduce the amount of funds that aren't used so student groups can get the most out of AB.

The switch to a semesterly funding policy also proved to be a difficult transition for student groups who were used to being able to submit funding requests each week. Since groups weren't aware of the new semester funding process, several student organizations missed the deadlines or did not know how to properly submit a semester budget request. Since groups were not aware that AB allocates funds a semester in advance, there was a lot of confusion from student leaders. Groups felt that it was difficult for them to create budgets a semester in advance because they did not know which events they were going to hold. Organizations that attend conferences and competitions were uncertain of if they would qualify for competitions or did not know the details of the expenses associated with these events and felt that it was hard for them to create accurate budget reports so far in advance. However, they did not understand that some of these events would qualify for a Special Initiative. Student groups also had to switch to the new Square program which classifies student groups into three categories and requires each group to attend certain training workshops. However, these workshops do not cover the details of how to request for AB and how the AB process works. Therefore, since groups were not given clarity about the policies of AB during these trainings, many groups did not know how to request funds from AB,

especially groups that became eligible for AB funding that year. For instance, under the Square program, AB does not fund Bay State groups but AB still received requests from these groups, and so AB had to deny these requests. While these challenges significantly impacted AB's ability to allocate funds, AB hopes that these problems will be mitigated in the coming years as student groups adjust to AB's new policies.

(6.2) Auditing and Transparency

Not only has AB struggled with communicating its new policies to groups but AB has also had difficulty receiving event dates from student groups which made properly auditing these events difficult. Fostering a stronger connection with student groups and emphasizing the importance of auditing these events will help to resolve this problem. Holding more Town Halls and being as accessible as possible to student groups will make them more responsive to AB's needs.

Transparency is a top priority for AB and is one of the most important aspects of the Board.

However, over the years, AB has not been very diligent with keeping a social media presence or maintaining updated information on its websites. Keeping a social media presence as well as an accurate website is especially critical now because AB has had so many changes to its process.

By designating a Board member to handle the social media accounts, student groups will have an additional avenue of finding information about AB and communicating with the Board.

Increasing the number of Town Halls as well as advertizing these Town Halls through student groups' emails will also be a very effective strategy in reaching out to groups who may want to contact AB in person. Board members also hold office hours where student groups can ask questions about AB. Ultimately, keeping an accurate website with the most recent information is imperative in eliminating misinformation between AB and student groups. By increasing AB's visibility to student groups, AB hopes its auditing process will be much smoother.

(7) Conclusion

The Allocations Board continually strives to increase visibility on campus while streamlining its funding process so that student groups can take advantage of AB's resources. Ultimately, AB hopes student groups feel comfortable and confident in seeking out financial support from AB because the Board's most important priority is making student programming more financially feasible. The Allocations Board is continually improving its operations to ensure the AB process is as efficient and transparent as possible so that student leaders are encouraged to engage in on-campus programming.

This past year AB increased its efforts to communicate with student groups about its policies because AB experienced several policy updates that drastically changed the funding process. In the future, AB hopes to continue these conversations with student leaders while growing its presence on campus. AB's main obstacles stemmed from the policy changes that were implemented by BU administration, and AB hopes that as student groups become acclimated to the new funding process that they will find AB's process simple and easy.

AB believes these steps will help the Board maximize the funds given to student groups and minimize the number of denied requests. AB knows there is always room for improvement and relies strongly on student and administrative suggestions and feedback. If you have any suggestions, comments, feedback or questions regarding the Allocations Board, please contact AB at allocate@bu.edu.

Thank you for your continued support and best of luck programming in 2017-2018!

Sincerely,

Allocations Board
Boston University

Ethan
Myers

Priya
Gandhi

Terry
Shin

Amos
Peng

Lisa
Sakhnovsky

Chair

Vice Chair

Treasurer

**Director of
Operations**

Secretary