Concession Board:  
Overview and Guidelines

OVERVIEW

The Concessions Board is allocated $100,000.00 annually from the President’s Office. The money is derived through Auxiliary Enterprises such as vending machines on campus for example. The purpose of the money allocated for dispersal by the Concessions Board is to "Make life at Auburn better for faculty, staff, students, and the community."

The Board is typically made up of 2 - 3 faculty members, 2 - 3 staff members, with one from the University bookstore permanent, 2 graduate students, and 2 undergraduate students (specific members are listed on the web at University Administration University Committees). Current Chair is Barbara Bishop, AU Libraries.

The Board typically meets once a semester in the Fall and Spring Semesters and sometimes we will meet during the Summer Semester, to hear the submissions and make recommendations to the President who has official and final authority to approve request. Notification may take several weeks after a group presents to the Board.

Recommendations to the President can range from no funding, to partial funding, to full funding. If possible, the members of the Concessions Board will try to point out alternative or more appropriate sources of funding for those proposals that are not fully funded or are not suitable to this source of funds. Proposals require no matching monies, and are more often allocated to one-time expenses for which there are no stable revenues or alternatives for funding available.

What the Board Can and Cannot Fund

Proposed projects cannot have an obvious link to University NCAA athletics, although student groups that support school spirit (like the Aubie program or the Band) may be supported. The Board cannot fund tuition or construction projects (although we can fund materials). Funds may not be used to provide any form of salary, are not typically used for travel, or for faculty/staff/student improvement opportunities with limited application to the campus at large.

Student groups must be officially recognized by the University. AU Sports Clubs filter their proposals through Campus Recreation.
GUIDELINES

Suggestions for Creating Your Proposal:

1. All proposals must be from officially chartered student organizations or academic/administrative units. In other words, requests from an organization with no official charter, even if represented by a large number of students and having an advisor will not be funded.

2. There is no prescribed format for written proposals but the cover sheet and line item budget must accompany all requests.

3. The proposal should be prepared as if it were going to an unknown panel with no special need to reference individual members. Graphics, posters, photos, or examples may be used to clarify details or explain needs.

4. Remember, only the cover sheet and the budget are required but the inclusion of some (or all) of the following will help support your proposal:
   a. Letters of support from the administrative/academic/advisor next in line above the person(s) making the request. For example, a student club should have a supporting letter (or copy of an email) from the faculty advisor, a Department Head from a Dean, and a staff member from the administrator of the unit or immediate supervisor.
   b. A discussion about the estimated number of people impacted by the activity or request; explain who will benefit from the project, show or explain matching dollars and how the requested amount would put you in a position to do something positive for Auburn that couldn't be done otherwise.
   c. A discussion of additional/alternative funding if applicable. Indicate if there are matching funds.
   d. A line item budget. Discuss complete costs of project even if some of the items cannot be covered utilizing Concessions Board Funding. For example, if a project needs funding for both salaries and equipment, include both although the Concessions Board cannot fund salaries. Note: Sales Tax need not be added in line item budget.
   e. An indication that requests for furnishings or architectural alterations have been approved by the Director of the Department of Design and Construction in the Facilities Division (844-9407).
   f. Quotes from vendors if available.

5. Fill out the “Concessions Board Proposal Cover Sheet”
   a. Make sure to complete the form from Date down the double line. Fill out the applicable sections of the checklist and include a departmental/unit ship to address if necessary.
   b. Print the form out.
c. Obtain all appropriate signatures.

6. Submit original proposal and cover sheet along with two paper copies (three copies total) by stated deadline via campus mail to the Concessions Board chair, currently Barbara Bishop, RBD Library, Auburn University, AL 36849.

7. Submit electronic copy (Microsoft Word or PDF) of proposal to the Concessions Board chair, currently Barbara Bishop bishoba@auburn.edu.

The Next Steps:

Once the proposals are submitted, a date will be set for the Concessions Board to meet and hear oral presentations regarding the proposals. Someone has to come to the Concessions Board meeting to present the proposal and answer questions to be considered for funding. Presentations should be about five minutes with an additional five minutes for questions.

After the presentation the Board will discuss the proposal and make a recommendation to the President. These will then be forwarded to the President who will in turn notify the Chair if he concurs. This process may take several weeks. Once the Chair has been notified of the President’s decision that the proposal has been approved funds will be disbursed by the payment of bills. Special draw-down accounts are not set up. Paperwork and purchasing is handled through the University Bookstore.