DISTRIBUTION OF PEPSI ALLOCATION FUNDS

The Department of Student Involvement is responsible for managing the Rutgers University Pepsi Allocation Funds designated specifically for allocation to registered Rutgers University student organizations and registered organizations at professional schools. Pepsi Allocation Funds may be allocated for beverages. The allocation of actual dollars is not part of this program.

STEPS for Seeking Pepsi Allocations

1. Do you qualify?
   - Must be a registered Rutgers University student organization, registered organization at a professional school, chapter recognized by the Office of Fraternity and Sorority Affairs, or student program/service coordinated by Rutgers University Department of Student Involvement.
   - Event must be open to the entire student body.
   - Pepsi will only be given to an organization for one event per week.
   - Pepsi will not be provided for general body or regularly scheduled meetings.
   - Form must be submitted at least three (3) weeks prior to event.

2. Submit Pepsi Allocation Form online

   Click on: https://rutgers.collegiatelink.net/form/start/79504
   Log into your getINVOLVED account as prompted and complete form

3. Check your E-mail

   If your request was approved, you will receive an email stating the number of cases your student organization is allocated about a week prior to your event date. If the date of your event changes or is cancelled, it is your responsibility to notify the Department of Student Involvement at rupepsiallocations@gmail.com. Failure to notify can result in loss of further allocations.

4. Pick up your PEPSI and other beverages

   You can pick up allocated Pepsi beverages at the Student Involvement Office, located in the Student Activities Center (613 George Street) on the College Avenue Campus. Hours are 8:30 AM – 8 PM Mon – Thurs and 8:30 AM – 6 PM on Fridays.

Revised 09-10-15