



## Student Organizations Fund

All registered student organizations (that do not receive a budget from the University) are eligible to petition the Student Government Association for up to \$500 from the Student Organizations Fund.

Guidelines are as follows:

- No more than \$500 will be given to any organization in one academic year.
- Funds can be requested anytime during the academic year.
- When requesting funds, a proposal explaining why the funds are being requested and how they will be used **MUST** be submitted.
- The proposal must include a line-item budget with the expected date of expenditure. Budget sheets are available in the Student Development Office.
- The activity/event may not violate the university's purpose or mission.
- The activity/event may be exclusive to organization members or it may be open to the entire campus.
- The activity or event must be held on campus, except when travel is necessary to attend a conference or if no appropriate facilities are available on campus.
- Please note that capital expenses, which may not be funded, include but are not limited to: an asset such as equipment or uniforms having an extended life of 3 years or more.
- Requests for travel must include a destination city/state and total mileage.
- Funds may be used for conference fees, lodging, and meals.
- No more than \$50 may be associated with office supplies, Xeroxing, etc unless these activities are central to the event's purpose.
- Food may only be covered in association with a program, unless food is central to an organization's purpose.
- All food-related needs for campus events must be purchased through Sodexo Dining Services.

Organizations have 30 days after expected date of expenditure to turn in all receipts to the Student Organizations Advisor. Requests for extension of the expenditure date must be filed with the SGA within 2 weeks of the date.

Request to use funds for reimbursement of monies already spent is not guaranteed. The guidelines listed above must be followed. In the case that an organization fails to spend or spends in violation of the above guidelines, the university will reclaim the unused funds.

Timeline for submitting request:

- Proposals and budgets must be submitted to the Student Organizations Advisor by Tuesdays at 12PM. Any petitions received after this deadline will be presented at the following week's SGA meeting.
- SGA will vote on petitions on Thursdays at the weekly 1:00PM SGA meeting.
- A representative from the student organization requesting the funds **must** be present at the SGA meeting when the petition is being voted on. (\*\*This representative may not be a current voting member of SGA\*\*)