2018 – 2019 SOC Funding Guidelines

I. Purpose:
The Student Organizations Council (SOC) provides financial assistance to registered student organizations who meet the requirements set forth by the SOC Constitution and By Laws for programming or travel purposes that benefit or engage the university community.

II. Eligibility:
1. To apply for funding from SOC, the student organization must be registered with Student Involvement @LBJSC, complete the mandatory risk management training session, submit verification of presenting risk management training to respective organizations, and be in good standing with Texas State University.
2. A registered student organization must be an active organization, registered for a minimum of one (1) long semester before applying prior to submitting an application for funding assistance from SOC.*
3. Registered student organization must read the funding guidelines and application process in its entirety and have at least one officer sign them.
   *Available funds will be released to all registered student organizations 4 weeks before the last class day of spring semester. Retroactive applications will be considered.

III. Funding Amount per Organization*

<table>
<thead>
<tr>
<th>TIER ONE</th>
<th>TIER TWO</th>
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</thead>
<tbody>
<tr>
<td><strong>AMOUNT</strong></td>
<td><strong>FUNDING</strong></td>
</tr>
<tr>
<td>$1,000.00</td>
<td>University Wide Event Funding</td>
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<tr>
<td>$500.00</td>
<td>Collaboration Funding</td>
</tr>
<tr>
<td>$500.00</td>
<td>Organization Specific Funding</td>
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<tr>
<td>$500.00</td>
<td>Conference Registration Funding</td>
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<tr>
<td>$200.00</td>
<td>New Student Organization Funding</td>
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</tbody>
</table>

**TIER THREE**

| $150.00      | Supply Funding                  | Funding for general meetings: food, beverages, t-shirts, office/art supplies. |

*A maximum of TWO applications from different tiers can be submitted by each student organization to SOC per academic year.*

**The following amount represents the maximum amount allocated per tier.**

### IV. Funding Priorities
- SOC funding is distributed to organizations planning leadership development programs, co-curricular educational events, and campus wide activities.
- Funding for conference registrations must demonstrate having a potential benefit to the organization and university.
- SOC funding is on a first-come, first-serve basis.

### V. Funding Restrictions
The following restrictions apply:
- SOC will **NOT** reimburse for the following expenses:
  - Events/programs not open to the Texas State students, unless otherwise described within the funding guidelines
  - Gas, airfare, rental car expenses for travel
  - Lodging/Hotel expenses
  - **ANY** alcoholic beverages or receipts that include alcoholic beverages
  - Gratuities (tips)
  - State of Texas sales tax
  - Gift cards
  - **ANY** personal expenses
- **A maximum of ONE application from each of the 3 different tiers** can be submitted by each student organization to SOC per academic year.
- All contracts must be reviewed by the Institution at least 30 university days prior to services being rendered
• Programs or events intended for or resulting in a profit for the organization will **NOT** receive funding (i.e., benefits, fundraisers, charity events.)
• SOC **DOES NOT** reimburse university departments or organization advisors per regulations derived from the Texas State University System.

**VII. Notification**
SOC funding approval/denial letters will be sent via email to the student organization’s president, treasurer, and advisors within **10 university days** of the decision. Any further instructions will be provided in the letter.

**VIII. Additional Information Request.**
*SOC may request additional information prior to making a decision. Below are common factors to consider:*
  - Approximate number of Texas State participants?
  - Describe target audience.
  - If there is a selection process for participations; how do applicants qualify to participate?
  - What benefits will accrue to participants as a result of participation in the activity/project?
  - What benefits will accrue to Texas State as a result of the activity/project?
  - If this committee does not grant sufficient funding, how will organization be affected?
  - Are there any other factors you would like the SOC committee to consider?

**IX. Regulations for Conference Registration Funding**
SOC does not reimburse for travel; SOC only reimburses for registration to participate in a conference and meals (not covered by registration). Assistance will not be approved for the cost of traveling to the event or lodging.

When you receive funding for registration expenses, travel paperwork must be conducted according to all Texas State policies and procedures, particularly the Student Travel Policy **UPPS No. 05.06.03**. The following items must be submitted with requests for funds related to travel.

1. Complete the **Student Travel Form** and obtain the appropriate signatures. Each trip participant along with the proposal must submit a signed copy of the Travel Release and Indemnity Form to Student Involvement front desk.
2. The student organization must submit a **Student Group Travel List** of all conference/travel participants along with the request.

**X. Reimbursement**
SOC Funding is on a reimbursement basis. A reimbursement is a repayment for money your organization has already spent. Once the student organization is approved for funding, student officers must meet schedule an one-on-one with LBSJC Business Services to discuss in detail the reimbursement process.

*No reimbursement will be processed after July 31st of each fiscal year. All funds allocated within a fiscal year, must be reimbursed within that fiscal year.*

1. **Itemized invoices with a zero balance or original receipts** must be submitted to the Student Involvement front desk within **10 university days** of the event/program/travel or else funding will be forfeited.
2. Reimbursements will only be issued to the payee on invoice or receipt.
3. Attach supporting documents, such as fliers, for on campus events or programs.
4. If attending a conference, attach the agenda/schedule of events and a copy of the conference registration forms for all participants.
5. All vendors/individuals to be paid for goods and services must have a vendor code assigned by Texas State University. In order to ensure that the vendor has been assigned a code, a Vendor Maintenance Agreement form must be submitted in addition to funding request.

XI. Pre-Payments
Student Organizations may request funding on a pre-payment basis.

If pre-payment is required for an approved expense, the organization must contact and meet with the Assistant Director of Student Involvement, Kimberly Ashley-Duncan at least 30 university days in advance of required payment.

XI. Appeal Process for Funding Decisions
Student Organizations may appeal SOC’s funding decision. The student organization must email the reason for requesting the SOC decision appeal to Assistant Director of Student Involvement, Student Organizations Council, within 5 University business days after the Student Organization Council’s decision.

If a second appeal is requested, the organization will meet with the Associate Director of Student Involvement within 5 University business days after the Assistant Director’s decision.

XII. 2018-2019 Funding Deadlines

Fall 2018
Tuesday, September 4th, 2018: Fall Semester Funding Opens
Monday, November 12th, 2018: Fall Semester Funding closes in order to process all approved fall requests

Spring 2019
Monday, February 4th, 2018: Spring Semester Funding Opens
Monday, April 8th, 2018: Spring Semester Funding closes in order to process all approved spring requests

I acknowledge and agree to abide by the aforementioned steps in order to complete the funding process.

________________________________________________  ____________________
Printed Name                                      Net ID

________________________________________________  ____________________
Signature                                         Date