2015-2016 Funding Guideline

I. Funding Assistance Guidelines

A. Application Qualifications

1. To apply for funding from the Student Organizations Council (SOC), the student organization must be registered with Student Involvement @ LBJSC and be in good standing with Texas State.
2. A registered student organization must be an active organization, registered for a minimum of one (1) long (Fall or Spring) semester before applying prior to submitting an application for funding assistance from the SOC.
3. Student Organization requests for funding should be submitted at minimum of 10 university days prior to the event.
4. The student organization’s president and the faculty/staff advisor must sign the funding assistance approval and have full knowledge of its contents.

B. Funding Amounts per Category. The following represents the maximum amount allocated per category per organization.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$700.00</td>
<td>Travel, Conferences, Off-Campus program/event</td>
</tr>
<tr>
<td>$1,000.00</td>
<td>On-campus, university-wide program/event</td>
</tr>
<tr>
<td>$500.00</td>
<td>Common Experience program/event for individual organization</td>
</tr>
<tr>
<td>$750.00</td>
<td>Common Experience program/event for collaboration of two or more organizations</td>
</tr>
<tr>
<td>$100.00</td>
<td>Supply Funding per organization</td>
</tr>
</tbody>
</table>

C. Funding Priorities. Generally, funds are distributed to organizations planning leadership development programs, co-curricular educational events or campus unity-building activities. Funding for travel and training opportunities must be demonstrated to have a potential benefit to the organization and university community. Funds will be distributed on a first-come, first-serve basis.

1. Highest funding priority will be given to programs and events held on campus and open to the entire university community.
2. The next priority will be given to programs and events held on campus that target a specific audience within the university community.
3. Third priority will be given to programs and events held off-campus.
4. Fourth priority will be given to travel and training opportunities.

D. Restrictions. Each student organization may receive SOC general program/travel funding once per academic year AND SOC common experience funding once per academic year, provided the organization meets the application qualifications.

1. SOC will NOT reimburse for the following expenses:
   a. Meals consumed during off-campus travel/conferences (per diem)
   b. Gas expenses for travel
   c. ANY alcoholic beverages or receipts that include alcoholic beverages
   d. Gratuities (tips)
   e. State of Texas sales tax
   f. Operational items for organizations
   g. ANY personal expenses
2. SOC will require vendor contracts to be reviewed prior to releasing funds.
3. Programs or events intended for or resulting in a profit for the organization will **NOT** receive funding. (i.e., benefits, fundraisers, charity events, operational item expenses, etc.)
4. SOC does not reimburse university departments or organization advisors.

**E. Notification.** SOC funding approval/denial letters will be sent via email to the President within 5 **university days** of the decision. Any further instructions will be provided in the letter.

**F. Additional Information Request.** SOC may request additional information prior to making a decision. Below are common concerns:

- 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 trip/project be affected?
- Are there any other factors you would like the SOC committee to consider when reviewing this proposal?
- Be prepared to answer budget questions and provide other funding sources

**G. Regulations for Travel.** Travel that receives funding assistance from SOC must be conducted according to all Texas State policies and procedures, particularly the Student Travel Policy UPPS No. 05.06.03 ([link](http://www.txstate.edu/effective/upps/upps-05-06-03.html)). The following items must be submitted with request for funds related to travel:

1. Complete the **Student Travel Form** (attachment I) and obtain the appropriate signatures
2. The student organization must submit a **Student Group Travel List** (attachment II) of all conference/travel participants along with the request.
3. A signed copy of the **Travel Release and Indemnity Form** (attachment III) must be submitted to Student Involvement front desk by each trip participant along with the proposal.

**H. Reimbursement and Pre-Payments.** 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 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. **Invoices MUST have proof of purchase.**
2. Attach supporting documents, such as fliers, for on campus events or programs.
3. If attending a conference, attach the agenda/schedule of events and a copy of the conference registration forms for all participants.
4. If **pre-payment** is required for an approved expense, the organization must contact the SOC advisor at least 10 **university days in advance** of required payment.
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, submit a **Vendor Maintenance Agreement** form in addition to funding request.
   a. Each individual student whose name is on the receipt must turn in a Vendor Maintenance form in order to be reimbursed.