STUDENT ORGANIZATIONS COUNCIL (SOC)
Texas State University-San Marcos
Funding Assistance Guidelines

A. Application Qualifications

1. To apply for funding from the Student Organizations Council (SOC), the student organization must be registered with Campus Activities and Student Organizations (CASO) and be in good standing with Texas State.
2. The SOC will seek evidence that the organization has attended all events required by the SOC before granting funds.
3. Student Organization requests for funding must be submitted 7 days prior to the scheduled funding hearing.
4. The student organization's president and the faculty/staff advisor must sign the funding request and have full knowledge of its contents.
5. A registered student organization must be on active status registered for one (1) long semester before applying prior to submitting an application for funding assistance from the SOC.
6. A member of the organization must present its request to the SOC at a funding hearing.

B. 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.

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.

C. Funding Amounts Per Event

The following dollar amounts represent the maximum amount allocated per category.

$ 700.00 Conferences
$ 1,000.00 One or more campus organizations sponsoring a university-wide program or event

D. Restrictions

Each student organization may receive SOC 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
   b. Gas expenses for travel
   c. ANY alcoholic beverages or receipts that include alcoholic beverages
   d. Gratuities (tips)
   e. Texas state sales tax
   f. Capital items for organizations
   g. ANY personal expenses

2. Programs or events intended for or result in a profit for the organization will not receive funding. (i.e., fundraisers, charity events, capital item expenses, etc.)
E. 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 (http://www.txstate.edu/effective/uppss/uppss-05-06-03.html). The following items must be submitted with request for funds related to travel:

1. Complete the Student Travel Form and obtain the appropriate signatures. (http://www.txstate.edu/effective/uppss/uppss-05-06-03-att1.html)
2. A signed copy of the Travel Release and Indemnity Form must be submitted to the Campus Activities and Student Organizations (CASO) by each trip participant along with the proposal. (http://www.txstate.edu/effective/uppss/uppss-05-06-03-att3.html)
3. The student organization must submit a Student Group Travel List of all conference/travel participants along with the request. (http://www.txstate.edu/effective/uppss/uppss-05-06-03-att2.html)

F. 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 CASO front desk within ten (10) working days of the event/program/travel or else funding will be forfeited.
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 ten (10) working 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-San Marcos. In order to ensure that the vendor has been assigned a code, submit a Vendor Maintenance Agreement form in addition to funding request.

G. Necessary Items

[Section under construction]

H. Notification

SOC funding approval/denial letters and reimbursements will be sent via email to the President and Advisor within five (5) business days. Any further instructions will be provided in the letter.

I. Proposal Hearing

The RSO requesting funding will designate at least one member to present a proposal at a hearing to the SOC. Below are common concerns the SOC will expect the RSO to address.

- Approximate number of Texas State participants
- Amount requested for funding
- Describe target audience
- How do applicants qualify to participate? (If request is for travel to an event)
- 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 other funding sources
STUDENT ORGANIZATIONS COUNCIL (SOC)
Texas State University-San Marcos
Funding Assistance Application

Instructions for submitting an application for funding:

1. Requests must be received a minimum of seven (7) days before the hearing. The application must be submitted, in its entirety, to the CASO front desk (LBJ 4-11.1).
2. The SOC will contact you if there are questions about the request prior to the scheduled hearing date.

Any questions should be directed to the SOC via email (soc@txstate.edu) or phone (512-245-1635).

Student Organization Name: ________________________________

Project/Event: ____________________________________________

Date: ____________________________________________________

Time: ____________________________________________________

Location: ________________________________________________

Describe the activity/project/event:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What benefits will accrue to both participants and the Texas State University-San Marcos community as a result of the event?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Amount requested: ________________________________________

LR 07/2011
LBJ Student Center
Office of Campus Activities and Student Organizations
President (print): _______________________________  PLID#: __________________

President Signature: ___________________________  Date: ______________________

Phone: _______________________________  Email: ____________________________

Address: ____________________________________________________________________

Advisor Review:
By signing below, I certify that I have reviewed and I support the following SOC funding request.

Name: ______________________________________________________________________

Phone: _____________________________________________________________________

Email: _____________________________________________________________________

Campus Address: ______________________________________________________________________

Signature: ______________________________________________________________________
## Budget
List all other pending proposals for funding for this event/project (attach additional sources, if necessary):

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Confirmed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Departmental Funds</td>
<td>$300.00</td>
<td>X Yes</td>
</tr>
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</table>

List all sources of income for this event/project (e.g. Admission Fee, collections, donations, etc.):

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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</tbody>
</table>

**Total Revenue**

$...

List all applicable expenses:

- Transportation: __________________________ $__________
- Lodging: __________________________ $__________
- Registration fees: __________________________ $__________
- Advertising: __________________________ $__________
- Speaker fee: __________________________ $__________
- Facility Rental: __________________________ $__________
- Security: __________________________ $__________
- Caterer Expense: __________________________ $__________
- Special Equipment: __________________________ $__________
- Other expenses __________________________ $__________

**Total Expenses** $__________

**Balance (Total Revenue minus Expenses)** $__________

(Attach additional forms, as requested, for travel requests.)