**2020– 2021 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 that benefits or engages the university community.

**II. Eligibility:**

1. To apply for funding from SOC, the student organization must be [registered](http://www.lbjsc.txstate.edu/soc/organization-resources/registration.html) with Student Involvement @LBJSC, complete the mandatory [risk management-training session](http://www.lbjsc.txstate.edu/soc/programs/RiskManagementSessions.html), 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, before applying prior to submitting an application for funding assistance from SOC.
3. Events must adhere to the Texas State University [Roadmap](https://www.txstate.edu/coronavirus/road-map.html) guidelines.
4. Events must adhere to all guidelines found at the Student Involvement [here](https://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Campus-Access-Forms.html).

**III. Funding Amount Available Up to $500\***

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| **Examples for Eligible Funding** |
| On-campus event involving the collaboration of two more organizations while embodying the values of Texas State University. Collaboration is defined that all organizations contribute financially. Student organization that collaborate must submit a separate Collaboration Funding application for the co-sponsored event. |
| Funding that will benefit the progress and quantifiable success for the organization. |
| Attending or presenting at a virtual conference/workshop that will benefit the student organization. Please see bullet VIII. for Conference Registration Funding regulation. |
| Funding for general meetings: t-shirts, office/art supplies, etc. |

*\* A maximum of TWO applications will be considered by each student organization to SOC per academic year.*

**IV. Reimbursement Definition**

* Funding is on a reimbursement basis. A reimbursement is a repayment for money your organization has already spent.

**V. Funding Priorities**

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

**VI. Funding Restrictions**

The following restrictions apply:

* SOC will **NOT** reimburse for the following expenses:
  + Events/programs not open to the Texas State students
  + Meals consumed during off-campus conferences/travel
  + 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
  + **ANY** events that include traveling due to COVID-19
  + **ANY** events that don’t follow COVID guidelines
* 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**

**\*\* DUE TO COVID-19, CONFERENCES IN PERSON ARE NOT AVAILABLE.**

**TO ACCOMMODATE FUNDING WILL BE AVAILABLE FOR VIRTUAL CONFERENCES\*\***

**X. 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. If **pre-payment** is required for an approved expense, the organization must contact the SOC advisor at least **30 university days** **in advance** of required payment.
2. **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.
3. Reimbursements will only be issued to the payee on invoice or receipt.
4. Attach supporting documents, such as fliers, for on campus events or programs.
5. If attending a conference, attach the agenda/schedule of events and a copy of the conference registration forms for all participants.
6. 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. 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 Associate 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. 2020-2021 Funding Deadlines**

Fall 2020

Monday, September 28th, 2020: Fall Semester Funding Opens

Monday, December 7th, 2020: Fall Semester Funding Closes \*\*

\*\***Unless Otherwise Announced**

Spring 2021  
Tuesday, January 19th, 2021: Spring Semester Funding Opens  
Friday, April 16th, 2021: 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.**

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