**Student Organization Funding Request**

**Information Sheet**

Please read all information thoroughly in order to submit successful budget requests.

All forms can be found online at: <http://www.tamuk.edu/studentorganizations/forms.html>

**Deadline**

Requests are submitted to Student Activities – Collegiate Link on the **second Tuesday in April**

**(April 14, 2020) by 11:45 p.m.**  (**Must be uploaded on Collegiate Link**)

**What to submit**

Each organization needs to submit the following:

1. Student Organization **Funding Cover Sheet**
2. Student Organization **General Report**
3. Complete budget for **Current Academic Year** (Sept. 1, 2019 – August 31, 2020)
4. Student organization **Funding Request** - One Funding Request form for e***ach*** activity the organization wants to fund. No more than 5 events for requests
5. **Proposed Budget** for the upcoming Academic Year. (Sept.1, 2020 - Aug.31, 2021)

**A closer look at the paperwork**

The Student Organization **Funding Cover Sheet** provides us with the current organization’s information such as contact person, email, phone number, and agency account number. (Pg.3)

The Student Organization **General Report** gives us more detailed information about the organization’s purpose and activities from 2019-2020 year. It is important to provide any relevant information in this section, such as accomplishments, awards, honors or other distinctions the organization received. (Pg.4)

The 2019-2020 Budget needs to be an accurate representation of all of the organization’s expenses and income for 2019-2020. It is beneficial to the committee to see how the organization functions from a financial standpoint. **Do not change the format of the budget and try to keep it to one page.**

The **2020-2021** **Proposed Budget** needs to be a firm estimate of all expenses for the upcoming year. Please group expenses as much as possible (all supplies together, all travel expenses together, etc.). While we want to know what things cost, we do not need an exact breakdown of everything. For example, if the organization needs office supplies (notebooks, pens, paper, etc.); put it all on one line as ‘office supplies.’ Don’t break down each officer’s budget and list what office supplies each officer needs. Since you will request money for a specific event, conference, etc., the specific details will be in that proposal. As such, it is not necessary to include it in the proposed budget.

The form, Student Organization **Funding Request,** will include **specific** information about the item(s) the organization requests funding for. The form asks you to designate the expense as a high, medium or low priority. We want to know what expenses your organization REALLY needs funded. Organizations will only be able to spend money for that specific request and nothing else. It is extremely important to submit accurate requests and to follow through with those actual expenses. (Pg.5)

**What will be funded?**

The same rules still apply to funding – it can be used for many things, such as travel costs (hotel, transportation), conference registration fees, supplies, event costs (room reservations, promotion, etc.) and more. Funding cannot be used to pay for **dues, alcohol, gratuity at meals, meals for individuals who are not part of the organization, other than honored guest of function or travel or meals for non-University employed advisors. It cannot be used to provide support for academic departments; meaning SOFC funds may not purchase supplies, fund employee or instructor salary/fees or to pay for Advisor’s conference fees, meals any other expenses, including travel expenses.**

The Student Organization Funding Team can decide to not fund certain items such as T-shirts or office supplies, depending on the other types of requests that are submitted. This is where the priority level of requests comes into play; it is possible that purchasing T-shirts is a high priority for an organization and a low priority for another. If it is a high priority, it is possible that the organization will receive funding for T-shirts.

**How is the Student Organization Funding Team selected?**

One representative from the different categories of organizations is elected to the team. Each team member was elected at the Student Organization Leadership Conference in the fall.

**-IMPORTANT -**

**All registered student organizations must have At least two (2) members attend the Student Organization Leadership Conference on September 5, 2020. Organizations who dO not attend automatically will not be eligible for SOFC funding FOR THE FISCAL YEAR 2020-2021.**

**Student Organization Funding Cover Sheet**

**-THIS FORM MUST BE LEGIBLE**

Organization Click here to enter text.

Year established Click here to enter text. # of active member’s #\_\_\_\_\_\_\_\_\_

Agency account number Click here to enter text. Amount in account $\_\_\_\_\_\_\_\_\_\_

Contact person Click here to enter text. Title Click here to enter text.

Email Click here to enter text. Phone Click here to enter text.

**Reminder:** Organizations that receive money from a **University department** or directly from Student Service Fees are not eligible for SOFC funds.

**Reminder**: Any group or student organization receiving funds from student service fees must keep all financial accounts in the TAMUK Business Office. Off-campus accounts in banks or credit unions will be permitted only under special circumstances. Requests for exemptions must be made in writing to the Assistant Vice President for Finance and Administration, MSC 104, College Hall Room 122. In addition, all student organizations must have at least one faculty or staff sponsor **and** one student officer as signature authorities. Any group or organization found to be in violation of these requirements is subject to loss of status as a registered student organization, ineligibility for funding from Student Service Fees, and/or other disciplinary action.

By signing this form, we agree that the information presented in this packet is true and accurate to the best of our knowledge. We certify that this organization does not receive funds from Student Service Fees or a University department.

Signature of advisor Date

Signature of president Date

**Student Organization General Report**

**-THIS FORM MUST BE LEGIBLE -**

***Attach the CURRENT STUDENT ORGANIZATION BUDGET & PROPOSED STUDENT ORGANIZATION BUDGET to this packet. Proposals will not be considered complete unless they are attached.***

1. **Purpose/mission of organization.** Please describe the purpose(s) of the organization. Please list any awards, honors or special recognition the organization has received in the past two years.

Click here to enter text.

1. **Benefit to University.** Describe how the organization’s activities support the mission and purpose of the University.

Click here to enter text.

1. **Evaluation of Organization.** Describe the effectiveness/success/quality of programs that your organization hosted or participated in last year. Be sure to include how the organization, its members, University community or Kingsville area community benefited from the programs/activities listed below. Audience/participation evaluation results may be included or attached.

Click here to enter text.

**Student Organization Funding Request**

Expenses must occur between September 1, 2020 and August 31, 2021  
**-THIS FORM MUST BE LEGIBLE -**

Organization Click here to enter text. Name of event Click here to enter text.

Date(s) of event Click here to enter text. LocationClick here to enter text.

Number of attendees Click here to enter text. Priority Choose an item.

Category Choose an item.

1. **Description of event.** Provide basic information about the event – what it is, what will happen, etc. Remember, the committee probably does not know much about what you do. Be thorough!

Click here to enter text.

1. **Benefit to organization.** Describe why the organization is hosting the event and how it relates to the organization’s purpose.

Click here to enter text.

**3. Benefit to University**. If this will benefit the University, please describe how it will do so.

Click here to enter text.

**4. Describe what will happen if funding is not allocated for this.**

Click here to enter text.

**5. Overall Event Budget (list all expenses associated with this request)**

|  |  |  |  |
| --- | --- | --- | --- |
| Item/Expense | Cost each | Quantity | Total |
| Click here to enter text. | $ | # | $ |
| Click here to enter text. | $ | # | $ |
| Click here to enter text. | $ | # | $ |
| Click here to enter text. | $ | # | $ |
| Click here to enter text. | $ | # | $ |

Total $Click here to enter text.

**6. How much is the organization willing to contribute?** Click here to enter text.