

Texas A&M University-Kingsville

SOFC Guidelines

Updated Fall 2024

Section I – General Provisions

The function of the Student Organization Forum Committee (SOFC) is to review funding requests of recognized student organizations and to decide on the amount of funding to be awarded. The SOFC is lead by the Javelina Leadership Alliance. Reimbursements for expenses incurred can be submitted up to one month after the point of sale. The final deadline for all reimbursements is **July 1, 2025**. Please use the Javelina Central [Reimbursement Form](#) to submit your requests.

The purpose of the SOFC is to provide limited funds to recognized organizations to use for activities including but not limited to the following:

1. Registration fees for conferences
 2. Travel and hotel for student participants
 3. Fundraising supplies (\$150 maximum/school year)
 4. Printing: i.e. brochures, programs, announcements
 5. Speakers: i.e. honorarium, travel expenses, etc.
 6. Workshops sponsored by the organization
 7. Organization award banquets
 8. Activities that have wide appeal on campus, i.e. dances, concerts, etc.
 9. Student meals (meals—not to exceed over \$20.00 per day).
- A. Funds may not be used for the following:
1. Scholarships
 2. Alcohol
 3. Membership fees
 4. Social parties
 5. Advisor's conference fees, travel, and meals
 6. Individual student or students who are not members of an organization
 7. Support for a candidate for public office or to affect the outcome of legislation.
 8. Recruitment
 9. Student (meals—not to exceed over \$20.00 per day)
- B. Use of funds shall constitute an agreement between the student organization and the SOFC. All unused and undocumented funds must be returned to the SOFC and will be reallocated to other organizations.
- C. No funds will be awarded to an organization unless all prior funding requests for that organization are cleared and accounted for.
- D. All expense receipts and reimbursement forms must be completed and turned in to the Office of Student Activities.
- E. All funding requests must occur during the fall and spring semester.
- F. Extensions for the funding request deadline shall be at the discretion of the Senior Coordinator of Leadership and SOA Liaison on a case by case basis.

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Section IV – Requirements and Eligibility for Funding

In order to qualify for funding, recognized organizations must:

1. Complete all renewal paperwork (annual funding requests, registration form, membership list, hazing compliance, constitution as needed, etc.) within 3 weeks from the Leadership Conference via Javelina Central.
2. Conference Attendance: Have at least two active members attend the Leadership Conference in September. Organizations with one representative will be eligible to receive only half of allocated funds, unless otherwise approved by the Senior Coordinator of Leadership of Student Engagement and Campus Life.
3. Have at least one member attend the required Title IX & Risk Management trainings that occur online following the Leadership Conference.
4. Submit funding requests by the deadline as announced by the SOFC in the Spring Semester.
5. Participate in a minimum of one (1) philanthropic service event and one (1) volunteering event per year and documented via Javelina Central.
6. Organizations must submit event approvals via Javelina Central at least 10 business days before the event.
7. Participate in events deemed mandatory by the Senior Coordinator of Leadership.
8. Student Organizations receiving SOFC funds are prohibited from receiving **direct** money from student service fees or substantial funding through a University department.

Section V – Criteria for Funding

1. Priority will be given to: approved activities posted on Javelina Central at least 2 weeks in advance, events predominantly funded by the sponsoring organization, and to organizations that utilized allocated funds in the previous fiscal year.
2. The organization must submit a preliminary budget showing all current account balances and sources of income, i.e. dues, fundraising efforts, donations, etc. This will be submitted through the application portal listed below.

Section VI – Procedures for Receiving Request for Funding

2. The deadline for submission of the Annual Budget Request shall be the **2nd Tuesday of April of the year prior to the year being requested.**
3. **Notification of budget approval/disapproval will be sent to the organization's officers via email to current officers and advisors listed on Javelina Central.**

Section VII – New Organizations Proposed Organizations

1. Must submit paperwork demonstrating minimum requirements have been met by the deadline published by SECL to be approved for the current Academic Year. If not submitted by the deadline, organization documentation will not be reviewed for approval until the next semester.
2. Are eligible only to receive a \$300 award from SOFC once they have activated their organization account with the Business Office. Reimbursement instructions apply. New organizations are not eligible to apply for funding from SOFC for the first year.