

FOC Co-Sponsorship Funding Policy

Purpose: To **aid** Recognized Student Organizations (RSOs), through funding to Co-Sponsor programs/events that are open to the student body of Missouri Western State University.

Objective: The key objective is to **aid** RSOs in the opportunity to host meaningful programs/events throughout the academic year to enhance the involvement and student experience for all MWSU students.

Requirements:

1. RSOs must be in good standing with the SGA and the university (academic & conduct).
2. Co-sponsored programs/events may not charge an admittance fee and must be open to all students
3. SGA logo must be printed on all marketing material
4. Event must not violate any MWSU, RSO or SGA policies.
5. All applications must be turned in to the SGA office no later than 15 business days prior to the event date. No application will be accepted after the deadline.

Funding Guidelines:

- 1.) RSOs may request funding up to, but not exceeding \$2,000 per fiscal year.
- 2.) SGA Co-sponsorship will not fund the following items (not limited to): Clothing, scholarships, book vouchers, study programs, study abroad, and dues associated with an organization.
- 3.) SGA Co-sponsorship of supplies will not cover the cost of branding materials (ie Tablecloths, tents, etc.), but can cover the cost of the good minus the cost of branding it.
- 4.) The FOC/Senate reserves the right to investigate the use of all funds allocated. If the FOC finds that the funds allocated have been misused or misrepresented, individual(s) and/or RSOs may be held liable and all future funding from SGA be denied.
- 5.) Any unused funding at the end of the semester will be retained in the 1.2 Campus Organizations (F.O.C.) line of the SGA Budget.

Application Process:

1. Go to the SGA Webpage and under the "Finances and Funding" tab select the appropriate funding application
2. Completely fill out the application and get proper required signatures
 - a. The RSO must have their Advisor AND Vice President for Student Affairs, or his/her designee, signature of approval on the application.
3. Attached all required documentation to completed application (as applicable)
 - a. Entertainment/Speaker Contract
 - b. Invoices/Orders
 - c. Marketing Plan
 - d. Room Reservations
 - e. Food Orders

- f. Maintenance Request
 - g. Any other material associated to the event
4. Submit completed application with required documentation to MaxEngage and bring any forms you could not turn in digitally to the SGA Office.

Follow-up Process:

1. Submit all marketing materials to the SGA Director of Finance for approval prior to usage. All marketing must have the SGA seal on it and failure to display the SGA seal will result in the reprinting of all marketing materials at the cost of the RSO.
2. The RSO must send updates to the SGA Director of Finance as follows:
 - a. Room Reservations (due 1 week after funding approval)
 - b. Entertainment/Speaker Contract must be approved by Risk Management and Signed by Vice President for Financial Planning and Administration two weeks (10 classroom days) prior to the event.
 - c. Marketing Material
 - d. Invoices/Orders
 - e. Maintenance Request
 - f. Budget changes
 - g. Any other information associated to the event
3. Failure to submit any requested materials 5 classroom days prior to the event will result in loss of SGA funding.
4. RSOs will set a time with the Director of Finance to attend an SGA Senate meeting to give up to a 3 minute speech about their program/event providing details about the event and attendance.
5. FOC and/or SGA Executive Board reserves the right to deny funding if deemed necessary. Any denial shall require a written reason for the denial.
6. Appeals for Co-Sponsorship shall follow the procedures set out in Article V, Section 6A of the SGA Bylaws