FOC RSO Appropriations Funding Policy

<u>Purpose:</u> To **aid** Recognized Student Organizations (RSOs), through funding to *co*-sponsor programs/events to the student body and/or attend *conferences/competitions* that promote leadership and/or the betterment of their RSO.

<u>Objective:</u> The key objective is to <u>aid</u> RSOs at the beginning of each semester, through funding, to host programs/events, travel to conferences/competitions, supplies, and miscellaneous.

<u>Requirements:</u>

1. RSOs must be in good standing with the SGA and the university (academic & conduct).
2. All students requesting funds must have a cumulative GPA of 2.25 (on a 4.00 scale) to request funds.
3. Application must be turned in on MaxEngage no later than 15 days prior to the event occurring.
4. Co-sponsored programs/events may not charge an admittance fee and must be open to all students
5. SGA logo must be printed on all marketing material
6. Programs/events must not violate any MWSU, RSO or SGA policies

<u>Funding Guidelines:</u>

1. RSOs may request funding up to, but not exceeding $2,000 per fiscal year.
2. Funding will be allocated in the following order – events, travel, supplies and miscellaneous, and appropriations will be based upon the discretion of the Committee.
3. Funding cannot be requested for any supplies that are already available for RSO use in the Center for Student Involvement.
4. Programs/events and travel funding will be subject to the same stipulations as the SGA Travel Funding Policy and Co-Sponsorship Funding Policy.
5. Appropriations funding cannot be used for food, unless it is for a specific event – see Co-Sponsorship Policy for details regarding this matter.
6. The FOC shall be cautious when reviewing applications by reviewing applications holistically and looking at prior requests for funding.
7. 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.
8. Any unused funding at the end of the semester will be retained in the 1.2 Campus Organization (F.O.C.) line of the SGA Budget.

<u>Application Process:</u>

1. Go to the SGA Webpage and under the "Finances and Funding" tab select the appropriate funding application
2. Completely fill out the applications and get proper required signatures
   a. One program/event per application
   b. One conference/competition per application
3. Attached all required documentation to completed application (as applicable)

a. The RSO must write out a detailed outline/calendar showing its planned programs/events and/or travel for the entirety of the semester; as well as, a detailed itemized budget for each request.
b. Request for supplies must include a storage plan with the application (if applying for this type of funding).
c. All applications must have three quotes for each item being requested.
4. Submit completed application with required documentation on Max Engage under the .
5. The FOC will hold meetings designated by the Director of Finance and will let applicants know when and where the meetings will be held.

Follow-up Process:

1. Appropriations will be administered throughout the semester on a reimbursement basis.
2. Approved funding for co-sponsorship will follow the "Co-Sponsorship Policy" follow-up process
3. Approved funding for travel will follow the "Travel Policy" follow-up process
4. Approved funding not covered in under the Co-sponsorship or Travel Policies will be handled on a case-by-case basis by meeting with the Administrative Coordinator for SGA.
5. Failure to submit any requested materials 5 classroom days prior to the event will result in loss of SGA funding.
6. 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.
7. Appeals for Appropriations shall follow the procedures set out in Article V, Section 6A of the SGA Bylaws