

I. Intent of Funding

The Student Organization Council has been given the responsibility of allocating funds to support student organization sponsored events. It is the goal of the SOC to allocate funds equitably, promoting diversity in programming. Events should seek to enhance the personal development of students, connect students to campus resources and/or encourage engagement and interaction. Finance committee guidelines, opportunities and deadlines will be posted on the SOC PeayLink page. The SOC will provide training for student organizations in regards to the allocation process. All allocation decisions are made by the finance committee and subject to approval of the SOC Advisor, who has authority over the use of SOC funds.

II. University Policies for SOC Event Funding

- All events approved to be funded by SOC are subject to the rules and regulations that apply to the University.
- Funds are provided through SLE department facilitated purchasing or issued via reimbursement for approved purchases following the conclusion of the approved event, with completed post-event forms submitted following all guidelines, and including original receipts. No tax will be reimbursed.
- Direct payment to vendors and/ or contracted individuals for rendered services are made by the University Business Office, and no payments will be made without required supporting documentation. No cash payments may be made. No advance payments or deposits may be made. No tax will be paid. No payments will be made without prior approval from the SOC Advisor.

III. Eligibility

SOC Event Funding is available to active APSU student organizations only. All student organizations seeking funding from the SOC must be in good standing with the Office of Student Life and Engagement and must have completed the SOC hosted training for the academic year. New organizations and / or restarted organizations previously on inactive status must be registered active for at least two months prior to requesting funds.

IV. Budget Cycle

There will be five finance committee meetings per semester. Applications must be completed and received by the posted deadlines in order to be considered. Deadlines and finance committee meetings are announced on PeayLink. Notification of committee decisions are sent via email by the SOC Vice President of Finance within 24 hours of the decision.

V. Allocation Decisions

The SOC relies on the finance committee, comprised of student representatives and advised by the SOC Advisor, to review allocation requests and determine funding based on these guidelines. Submitting an application does not guarantee funding. Due to budget limitations, not all requests may be funded fully. The following factors may be considered in determining allocation decisions:

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| • Adherence to guidelines and regulations | • Collaborations and co-sponsorships |
| • Nature of the event | • Other possible funding sources |
| • Accessibility of event for APSU Students | • History of successful similar event(s) |
| • Number of students affected by the event | • Planned advertising and promotion for event |
| • Impact and/or service to APSU students | |

VI. Regulations

- To be considered for funding, the event must be predominantly student determined and student directed, with primary audience of APSU students.

- All funded events must be held on the Clarksville campus and follow all applicable national, state, local, and University policies.
- The SOC funds events that benefit the student body as a whole; the event should reasonably enable any interested APSU student to participate.
- SOC funded events must be open and advertised to all currently enrolled, Clarksville campus students.
- Applications for events requiring contracts (professional services, performances, speakers, etc.) must be submitted a minimum of six weeks prior to the event date.
- Student organizations submitting applications totaling or exceeding \$1000.00 must send a representative to the SOC finance committee meeting to present the application and answer questions from the committee.
- Student organizations must submit a separate allocation request for each event, including those planned as an ongoing series.
- Student organizations receiving funding are required to advertise their event on PeayLink.

VII. Exclusions

Student Organization Council funding will not be granted for the following:

- Events intended to fulfill requirements for a class, internship, seminar, for academic credit or a grade
- Events where the sole benefit is for the members of an organization, specific group of volunteers, specific group of students, or an individual
- Events where less than 75% of the intended and expected audience is APSU currently enrolled students. (i.e. Events planned for the community, faculty / staff, or others)
- Partisan political events that support or oppose particular legislation or candidates (Non-partisan activities sponsored by partisan organizations may be eligible to apply for funding. Partisan political organizations are defined as those affiliated with a registered political party or candidate.)
- Religious events such as worship services or activities that have the purpose of conversion (Religious organizations may be eligible to apply for social, philanthropic or educational events.)
- Travel expenses for student organizations. (There is a separate process/ funding source for Student Organization Travel Funding.)
- Direct contributions, defined as charitable gifts to nonprofit organizations
- Honorariums (all speaker/performer services must be paid utilizing a contract)
- Profit making ventures for student organizations
- Membership dues
- Clothing, uniforms, or other attire for use by the organization members
- Giveaways that are not a part of a larger event
- Recruitment Events (those with the explicit purpose of soliciting students to join the organization, signup to be a member, pay dues and/or to fulfill any required activity by the organization.)
- Events occurring when classes are not in session, during the summer months, or during final exams

VIII. Limitations

- Events taking place on *Study Day* will be required to include academic support (study tips, etc.) or wellness education (stress relief education, etc.) to be eligible for funding.
- Student organizations may only apply for three events of the same type during a given semester. (movies, speaker presentations, etc.)
- Prizes at events will be limited to a maximum allocation of \$250.00 and will require students receiving prizes to complete the Gift Prize Form (found on SOC PeayLink documents). The sponsoring organization must submit this form to SLE within 24 hours following the event.
- Events raising philanthropic dollars for non-profit/charitable organizations will be limited to a maximum allocation of \$500.00 and will require the sponsoring student organization to match the requested budget amount with other funding sources.

- Events showing movies, television, or other films requires the student organization to purchase the copyright permissions for these materials. (Showing of materials owned/rented or screening via online services is not permitted by copyright laws.) Organizations will be required to meet with the SOC Advisor to make proper arrangements following notice received of the finance committee decision.
- Non-food items that are “one time use” will only be considered if the Office of Student Life and Engagement deems the item a benefit to other student organizations. If approved, the purchased item(s) must be relinquished to SLE after the event for use by other student organizations.
- Small non-food supplies (decorations, paper goods, plastic tablecloths, etc.) associated with the event will be limited to a maximum of \$300.00.
- Student organizations may only request funding for food and beverages at a cost of \$10.00 per person, based on the reported projected attendance for the event.
- Per the university contract, events taking place in the UC Ballroom, surrounding hallways, and/ or Fortera Club Level require the use of Chartwells for catering services. Given this restriction, the \$10.00 per person limit is lifted for events taking place in these locations.
- Per the university contract, allocated funds may only be used for COKE brand beverage products. No other beverage brand products may be purchased, including bottled water, tea, juice, soft drinks, etc. A complete list of COKE products is available in SLE.

Detailed requests for an exception to any of these limitations may be submitted along with the Allocation Application. The request for exception must outline the campus impact and necessity for exception. The sponsoring organization may be requested to send a representative to the SOC finance committee meeting to present the application in person and answer questions from the committee.

IX. Use of Funds

If an organization is allocated \$1,000 or more, or their event requires a contract or direct payment, they must meet with the SOC Advisor immediately following notification of funding.

All student organizations receiving allocations from SOC are required to create PeayLink Event post, viewable to the entire campus, promoting their funded event.

If for some reason there is a change of date, time or location of an event, organizations must notify the SOC VP of Finance at least one business day prior to the scheduled event.

If the event is cancelled and the organization does not notify the SOC within one business day prior to the event date, the organization forfeits their eligibility to request additional funding for 16 active weeks (active weeks defined by classes being in session).

In order to process the use of funds allocated, post-event forms must be received via PeayLink within seven business days of the event. Original receipts for reimbursement must be dropped off to the SLE office within seven business days of the event.

Student organizations utilizing direct vendor payment by SLE must submit invoices and/ or receipts within 24 hours of receiving them.

Student organizations that fail to submit the appropriate receipts and post-event forms will forfeit their allocation and are liable for all expenses. The student organization will lose eligibility to request funds from SOC for 16 active weeks (active weeks defined by classes being in session).

The funds allocated to an organization may be used only for the purposes outlined in the application and designated by the finance committee.

It is recognized that it may be difficult to accurately estimate all costs for all items. For this reason, the student organization will submit a written explanation with the post-event form that explains any discrepancies.

If an organization is found to have misrepresented their event in their allocation request, or the allotted funds are deemed misused by Student Life and Engagement, the organization will be designated as “not in good standing,” and ineligible to apply for funds for 12 months.

Any organization officer who submitted an allocation request and misuses funds may face judicial action under the Code of Student Conduct. This will be reviewed on a case-by-case basis.

X. Appeal Process

Student organizations have the right to appeal a decision of the SOC Finance Committee.

First Appeal

The first level of appeal is to the SOC Executive Board. A written letter of appeal must be submitted to the SOC VP of Finance within five (5) business days after allocation decision notifications are sent out and before the scheduled event. Appeals should include the presentation of new or additional information, which was unavailable at the time of the original request, some alteration of the amount requested, or the argument indicating the decision was not within the SOC guidelines. The SOC Vice President of Finance will present the appeal to the SOC Executive Board. The decision made by the executive board will be issued in writing via email to the organization president and advisor.

Final Appeal

The second and final level of appeal is to the Coordinator of Leadership and Student Organizations. The organization must schedule a meeting with the coordinator and present their case in person. The decision made by the coordinator will be issued in writing to the organization president and advisor. This decision is final.

All questions regarding the Student Organization Council Budget Allocation process may be directed to the SOC Vice President of Finance or SOC Advisor.