



Texas State University
Student Organization Funding
Guidelines

I. Funding Principles:

To receive funding from the Department of Student Involvement, student organizations must be fully registered and in good standing. Organization membership and programs must be open to all Texas State University students.

The goal is to remain equitable, annually consistent, and accessible. As such, while normally working within the operational framework delineated herein, the Department of Student Involvement reserves the right to make exceptions to funding guidelines in the best interest of the student organization community to minimize potentially adverse future consequences.

Department of Student Involvement may set the maximum funding limitations for RSO programs and conferences. The maximum funding limitations shall be evaluated by Department of Student Involvement staff prior to the end of the budget fiscal year and reviewed during the annual budget allocation. The Associate Director for Student Involvement approves all funding decisions.

Priority in Student Organization funding is given to registered student organizations that enhance student life, enrich the extracurricular experience, and/or improve the educational climate of the University. Funding shall be based on the merits of programs designed for and open to the entire university community.

Student Organization funding precedents and composition change from year to year. Submission of a funding application does not guarantee that the items requested will be funded, even if the same items were funded in previous years. The Department of Student Involvement only allocates funds for one fiscal year.

The Department of Student Involvement role is to subsidize organizations' expenditures. It is not responsible for fully funding the totality of student organizations' operations. Student organizations are encouraged to seek outside sources of income (i.e. dues, sponsorships).

Student Organization funding will be based on the demonstrated necessity of expenditures for the successful existence of the organization or completion of a program. The Department of Student Involvement will take the individual needs of each student organization and the merits of each individual program into consideration when making its decisions. Additionally, The Department of Student Involvement may deny outrageous requests if a similar, less expensive option is readily available. The Department of Student Involvement reserves the right to add guidelines throughout the academic year. The Department of Student Involvement shall annually review policies specifying funding limitations.

Organization treasurers must complete the treasurer training module on the RSO Officers: Student Organization Leader Development Canvas site every year in order to be eligible to request funding.

To be considered an organization in good standing with The Department of Student Involvement, registered student organizations must adhere to all Texas State University policies and regulations, as well as meet the requirements established by Student Involvement, and the Code of Student Conduct. Failure to adhere to The Department of Student Involvement policies and procedures outlined in this document and on the website may result in lack of funding for your student organization. Any misuse or misrepresentation may result in referral to Student Conduct through the Dean of Students office for individual cases, Organization Conduct through Student Involvement for organization cases, or impact the organization's registration status.

II. Guidelines:

The Department of Student Involvement shall approve a maximum of \$1,000 per organization per year, with no more than \$500 of this allocation to fund off campus conference expenditures.

Expenditures shall be consistent with established policies and procedures of the university and with local, state, or federal Law.

The Department of Student Involvement **DOES NOT** reimburse university departments or organization advisors per regulations derived from the [Texas State University System](#).

Expenditures shall be consistent with general university policy regarding use of physical facilities or use of services.

Student Organization funding cannot be used as a gift, an award, or be loaned to an individual or group.

Student Organization funding may not be used to support a candidate for public office, the outcome of legislation, or any group acting as a "front" for either (groups or individuals participating in information exchange, presentations, or forums are not considered "fronts").

Donations, both monetary and non-monetary, cannot be accepted at any The Department of Student Involvement sponsored, partial, or fully funded event.

A. Programs

1. Programs funded in part or in whole must be free and open to all Texas State University students i.e. organizations may not charge Texas State students for admission to said events.

2. Programs funded must occur on Texas State University's campus and property (i.e. University Camp). Property independently operated on Texas State University's campus will not be considered for Student Organization funding purposes.
3. ADA accommodations are considered a program expense.
4. Student organizations may request funding for items such as face masks, hand sanitizer, cleaning wipes, gloves, wristbands/ signs for crowd control, etc. that are needed to help keep meeting and event attendees safe. These items are considered protective equipment.
5. The Department of Student Involvement does not fund personal items; these protective equipment requests will be approved based on the assumption that they will be used for the well-being of meeting and event attendees. Requests such as sunscreen, shoes, hats, etc. will not be funded.

B. Venue Rentals

1. The Department of Student Involvement will provide an inter-departmental transfer of funds for all on-campus venues.
2. On-campus venues include the LBJ Student Center, Campus Recreation, Outdoor Recreation, Meadows Center, Evans Auditorium, Performing Arts Center, University Events Center, and Bobcat Stadium.
3. The Department of Student Involvement will approve a maximum of \$250 per funding application towards venue rentals.

C. Conferences/Competitions

1. A maximum of 2 conferences/competitions will be funded per organization, per year.
2. Conference/competition funding cannot be applied to the same person twice in the same year or for the same organization.
3. The Department of Student Involvement will fund up to \$100 per person for individual registration/ admission/ program fees for events.
4. For group/team registrations, The Department of Student Involvement will divide the total registration cost among all attendees and fund up to \$100 per person.
5. Funding must be for current Texas State students attending a conference representing a RSO in order to develop leadership and management skills and to improve their organization.
6. Funding can also be applied to a current Texas State student representing an RSO that is presenting a program at a conference.
7. The Department of Student Involvement will approve a maximum of \$1,000 per funding application towards conferences

D. Funding Restrictions:

1. The Department of Student Involvement will **NOT** reimburse or approve for

the following expenses:

- Events/programs not open to Texas State students
- **ANY** alcoholic beverages or receipts that include alcoholic beverages
- Gratuities (tips)
- State of Texas sales tax
- Gift cards
- Legal Fees/ Fines
- Insurance costs
- Late fees
- First-aid kits
- Graduation items
- Individual/personal certifications or licenses
- Live animals
- Motorized vehicles
- Parking
- Personal items such as hair products, makeup, name tags, etc.
- Postage stamps
- Prescription medications
- Ride-sharing services (Uber, Lyft etc.)
- Sashes, stoles, pins, and other personal decorative items
- Services provided free of charge to student organizations by Texas State University
- Services rendered by Texas State faculty, staff, or current students
- General purpose social outings such as movie nights, bowling, group pedicures, etc.
- Sponsorships toward the initiatives/operations/events of other organizations, and/ or departments
- Website hosting or design fees
- Meals consumed during off-campus conferences/travel
- Gas, tolls, airfare, rental car expenses for travel
- Lodging/Hotel expenses
- International conference expenditures outside of the U.S, Canada, or Mexico
- Travel to competitions, tournaments, or any conference that gives the organizations a significant monetary award, which is defined as greater than the registration fee for one team or individual of competing students
- Purchase requests towards tailgating, informational and/or outreach tabling
- General organizational promotional items and materials
- The purchase of office supplies, stationery, office telephones, personalized gifts, equipment, or off-campus advertising.
- Funds for charities, scholarships, awards, or philanthropic

efforts, or any form of personal or organizational gain. Gain is defined as income generated in excess of program expenses

- Organizational banquets, or end-of-the-year award gatherings
- **ANY** personal expenses

III. Funding Types:

Current funding options are reimbursement to an individual, reimbursement to a registered student organization, and Sponsored Payments.

Sponsored Payments are currently defined as payments made through an interdepartmental transfer of funds or a purchase order.

Additional funding options may be provided on a case-by case circumstance by approval of the Associate Director for Student Involvement.

A. Reimbursement

1. A reimbursement is a repayment for money your organization has already spent
2. The Department of Student Involvement may reimburse expenses such as: event advertising/marketing*, event promotional items**, equipment rental, performance fees, supplies, decorations, and/or food. Items outside of those listed are subject to the approval.
3. Event advertising/marketing must include the following:
 - The Department of Student Involvement logo
 - Event Name, as advertised in the Funding Request
 - Event Date, as advertised in the Funding Request
4. Photos of all event advertising/marketing and promotional items must be submitted with the receipts for reimbursement.
5. No reimbursement will be processed after July 31st of each fiscal year. All funds allocated within a fiscal year, must be reimbursed within that fiscal year.
6. An authorized member of the registered student organization must sign the notice of award in order to be reimbursed. The Notice of Award must be signed and returned within two (2) business days of being received and before the approved event is held.
7. 1. The Department of Student Involvement reserves the right to cancel funding requests if the Notice of Award is not signed within the given period.
8. Reimbursement requests must include proper documentation in the form of receipts showing payment. Reimbursement will be based on the allocation request that was presented at the hearing and any changes before the receipt deadline must be presented in writing to adjust line items.
9. Recipients will be reimbursed for the approved costs only after the program has taken place.
10. Reimbursement to an individual will be through the form of payment

selected by the individual through their vendor profile.

11. All RSOs requesting a reimbursement must have a bank account in the organization's name. 1. The Department of Student Involvement shall only reimburse the actual RSO, there will be no third-party reimbursements whatsoever.
12. Receipts must be turned in by the deadline specified on the signed notice of award. If all receipts are not turned in by the deadline stated on the Notice of Award, 1. The Department of Student Involvement has the right to not reimburse the organization.

*All event marketing must include The Department of Student Involvement logo. Failure to include may result in funding cancellation.

**Artwork Proofs must be submitted to The Department of Student Involvement for approval at least 3 business days prior to purchase. Purchases made without this approval may be subject to funding cancellation.

B. Sponsored Payment

IV. Funding Process:

Only student organizations registered with the university through Student Involvement may apply for funding.

Funding requests must be submitted three (3) weeks before the day of the program or conference for reimbursement or sponsored payment.

The Department of Student Involvement has the right to deny the organization's request if turned in less than three weeks before the program or conference.

The Department of Student Involvement has the right to review funding applications for reimbursement after the program/travel expenses have occurred.

Funding requests must be submitted online through the Student Involvement Website. You can access the website <https://soc.studentinvolvement.txst.edu/organization-resources/Organization-Funding.html>.

The Department of Student Involvement will not accept funding requests via email.

A. Org Funding Presentation (If needed)

1. After completing the application process, organizations who are approved may be asked for a presentation meeting and will be notified regarding the meeting at least two (2) business days before the meeting.
2. Organizations will only be able to present at a meeting if they have been approved and received an email from The Department of Student Involvement.
 - a) Presentations should express the following information :
 - Approximate number of Texas State participants?

- Target audience description
- If there is a selection process for participations; how do applicants qualify to participate?
- What benefits will accrue to participants as a result of participation in the activity/project?
- What benefits will accrue to Texas State as a result of the activity/project?
- If not granted sufficient funding, how will the organization be affected?
- Are there any other factors you would like The Department of Student Involvement to consider?

B. Presentation Meeting Deliberation

1. Deliberations are to be closed meetings with only The Department of Student Involvement staff.
2. In its deliberations, The Department of Student Involvement shall take into consideration the positive impact on the University based on value, target audience, event preparation, the organization's past programming success, scope of event, ability to carry out the program, and timing.
3. The Department of Student Involvement should consider funding programs and conferences that are aspiring to create interactivity, not for particular members or the organization itself, but for the university community as a whole.
4. To approve a funding request, a simple majority vote (50% +1) out of the (4) Student Involvement staff members shall be required.
5. The Department of Student Involvement has the discretion to deny the funding for certain items requested and then propose funding transfer to an item request that shows a clearer link to program success. The Associate Director shall only vote on an allocation request in the instance of a tie where they will serve as the tiebreaker

C. Summer Allocations

1. In certain instances where the budget remains after the close of class for the spring semester, The Department of Student Involvement may approve funding requests without formal approval.

V. Notification

The Department of Student Involvement funding approval/denial letters will be sent via email to the student organization's president, treasurer, and advisors within **10 university days** of the decision. Any further instructions will be provided in the letter. The Notice of Award will outline both sponsored payment funds and funds that will be reimbursed upon the submission of receipts. This document must be signed and returned to The Department of Student Involvement within 3 business days of being

received and before the approved event is held.

VI. Additional Information Request.

The Department of Student Involvement may request additional information prior to making a decision. If necessary, additional information will be requested via email.

VII. Appeal Process for Funding Decisions

Student Organizations may appeal the funding decision. The student organization must email the reason for requesting the decision appeal to Associate Director of Student Involvement within **5 University business days** after the decision.

If a second appeal is requested, the organization will meet with the Director of Student Involvement within **5 University business days** after the Associate Director's decision.

VIII. 2022-2023 Key Dates for Org Funding

- **Friday, May 19, 2023:** Last day to submit proper documentation for reimbursements and sponsored funding.
- **Summer Allocation opportunities may be available beyond the April 15, 2023, deadline.** Additional details will be shared as they are made available.
- **Friday, July 31, 2023:** Last day to submit proper documentation for reimbursements and sponsored funding, if summer funding is available.