



**Student Organization  
Funding Handbook  
Spring 2016**

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# What is SOF?

- Student Organization Funding
- Each semester students pay \$30 through the Student Activity Fee (SAF)
- 30% of the SAF is used for Student Organization Funding
- All Good Standing recognized student organizations may apply for SOF
- Applications are available online at Marquette Involvement link

The SOF committee consists of 7 members, six student representatives and one advisor. There are 3 senators, one program board member, the financial vice president, and the executive-vice president.

## How to Apply:

Each student organization that would like to apply for SOF Funding must go to MANDATORY training in order to apply. Only recognized student orgs who have gone through the training will be able to apply.

After attending training student organizations can access the application online at Marquette Involvement Link.

Trainings will be held on Wednesday, March 2nd at 5:30 and Thursday, March 3rd 7:00.



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# What can SOF Fund?

## What we can fund:

- Capitol Goods related to organizations purpose and/mission
- Service trip and tournament travel expenses
- Events that are FREE and OPEN to all students
- Food for ON-CAMPUS events
- University Expenses
- Conference Registration and Tournament Entry Fees.
- Publicity

## What we can't fund:

- Operating expenses that only relate to your organization (national dues, website fees)
- Recurring events (weekly meetings)
- Charitable Events
- Fundraising Events
- Conference Travel Expenses
- Events that charge a fee to any full-time undergraduate student
- Miscellaneous expenses

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# Types of funding

## Bulk Funding

Bulk funding can be used for events that are planned well in advance, events that you do annually, and expenses that are on large scale.

Two Primary Funding Periods;

1. Applications for **SPRING 2016** are due on *October 10th, 2015*
2. Applications for **FALL 2016** are due in *April 3, 2016*

## Spot Funding

Spot funding is a rolling funding process that will occur over both semesters. Spot Funding can be used for small scale unforeseen expenses, tournaments or conferences that you recently placed in, or other events that you were not ready to apply for in the bulk funding period. Spot funding CANNOT be used for events that were previously denied funding. Spot funding applications still require all proper documentation such as invoices, receipts, contracts, etc.

Spot Funding Applications will be due every Tuesday at 7PM, and the SOF committee will meet weekly to review them. Organizations will be notified of their funding decision within 10 days.

Last Date: Tuesday, May 3rd, 2016

Organizations applying for spot funding for TRAVEL must do so four weeks in advance in order to properly coordinate with the Office of Student Development.

Per MUSG constitution, there is a minimum of \$5,000 available for allocation and any remaining funds from bulk funding period will be put towards spot funding for the next semester. Spot funding is on a first come first served basis.

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# Reimbursement

Funds that are allocated to student organizations are returned through a reimbursement process. The funds allocated are paid by your student organization, and then reimbursed by MUSG. Reimbursement Forms are due within 30 days of your event to the MUSG Finance Office. An example of a reimbursement form is attached to this handbook. An exception to this reimbursement process would be any upfront costs.

## *What are upfront costs?*

Upfront costs are costs payable DIRECTLY by MUSG. These costs include Sodexo/Catering, AMU Tech, MPD Security, Linen/Event Management, Publicity or University Approved Vendors. Invoices are necessary in applications for upfront costs.

## University Approved Vendors

If you use a University approved vendor, you will be able to bill MUSG directly. This is specified as an “upfront cost”. You will not need to go through the reimbursement process; however, you will need to make sure you coordinate this purchase with the Financial Vice-President. Using a University vendor is highly recommended but not required, but usage of a vendor does not guarantee funding. Even if you use a University Approved Vendor, you MUST still attach a quote/invoice to your application.

A list of University Approved Vendors can be found at this link: This link can only be accessed on a Marquette server.  
<http://marquette.edu/purchasing/agreements.shtml>

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# Appeals Process

Appeals will only occur for BULK funding. There will not be an appeals process for spot funding.

The Appeals Application is located on Marquette Involvement Link.

Appeals applications are due ONE WEEK after receiving notification of funding.

## Final Notes

You can never put down too little on the application! Please remember to include all relevant documents such as invoices, agreements, contracts, etc. If you need any help or guidance on the application, please email [musg.execvp@Marquette.edu](mailto:musg.execvp@Marquette.edu). Be on the look out for SOF workshops the week of application due dates in the MUSG office if you need additional support.

The funding committee can choose to allocate full, partial or no funding to an organization based upon the application, funding criteria and discussion. **Submitting an application does not guarantee funding from MUSG.**

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# Important Spring SOF Dates

Spot funding applications open every Wednesday at 10 a.m. and close the following Tuesday at 7 p.m.

*Subsequent funding dates will follow every Tuesday following*

First Bulk Funding Application Date:  
Sunday, April 3 at Midnight

## Questions?

As you're planning your event and getting ready to apply for funding, feel free to reach out to the MUSG Executive Vice President and Financial Vice President with questions.

Aliya Manjee  
MUSG Executive Vice President  
[musg.execvp@marquette.edu](mailto:musg.execvp@marquette.edu)

Cameron Vrana  
MUSG Financial Vice President  
[musg.finance@marquette.edu](mailto:musg.finance@marquette.edu)

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