

Student Organization Grant (SOG) Funding Guidelines

Purpose

The purpose of the Student Organization Grant (SOG) is to enrich student life and increase student engagement through events and programming sponsored by IUPUI registered student organizations. Allocated funds should benefit the IUPUI student experience and further the endeavors of intellectual development, cultural competence, and critical thinking.

Student Development Funding Committee

The Student Development Funding Committee (SDFC) will ensure all allocations meet the established guidelines, and will ensure that any allocation abides to the purpose of this fund.

The Committee is comprised of: Tina Samuel Powellson (advisor); three undergraduate students and three graduate students. Students are selected through an application and interview process and will serve a one-year term.

The Committee will review proposals weekly, and student organizations will receive notification of their proposal status within a week of review.

Funding Guidelines

Proposals will be reviewed weekly and you will receive a response within a week of review. Any questions regarding this process may be forwarded to Campus and Community Life at 274-3931.

1. Eligible organizations must be registered and in good standing with the office of Campus & Community Life as a student organization.
2. The proposed event/purchase must be open to all IUPUI students.
Registered student organizations must abide by the non-discrimination policy: Events and programs must be open to students without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.
3. The SDFC encourages marketing your event campus-wide. For example:
 - A. Flyers
 - B. Banners
 - C. JagNews message
 - D. Listservs
 - E. Social networking sites

Proposed marketing plan should be included with the completed proposal through the submission process. Marketing materials must indicate the event was funded fully or partially with student fees. For example: This event is partially funded by Student Activity Fees.

4. Complete proposals must be submitted to the Student Development Funding Process, 21 days prior to the event. If you need pre-payment (i.e., contracts signed, checks sent to non-IUPUI vendors (Chartwells not included), payment made to a speakers bureau), you will need to submit a completed proposal at least 30 days in advance to guarantee the completion of this process before your

event date. *Please note, for large purchases and rentals, refer to the reimbursement and receiving payment section for additional time guidelines.*
**Events prior to the third Friday of the fall semester do not adhere to the 21 day stipulation and should be submitted as soon as possible.

5. All proposals must have vendor information submitted for prepayment/reimbursement. Invoices priced over \$2,500 will require quotes from three (3) separate vendors (subject to guidelines #7 and #8).
6. Allocations cannot be:
 - A. Honoraria to University staff or students for presenting programs for student activities or athletics
 - B. Salaries or wages to University staff or students for participating in student activities, organizations, or athletics (excluding campus security)
 - C. Cash awards, or awards that can be easily converted to cash.
 - D. Gift cards
 - E. Personal subscriptions, personal memberships, or group memberships
 - F. Donations
 - G. Fundraising events, unless the event adheres to Line (vii) of Receiving Payments.
 - H. For events that have alcoholic beverages, bar equipment, bartender fees, or any illegal substances/paraphernalia
 - I. Gifts of any kind, to an individual, whether or not they are faculty, staff, or students. Gifts, as referenced in these guidelines, are items for personal use for which the recipient does not exchange something of equivalent value. This definition of gift is not meant to include non-cash items of nominal value (less than \$25) given under other allowable provisions of these guidelines. For example, it is allowable to give a guest speaker an IUPUI mug as a gift for speaking to a student group.
 - J. Contributions or expenditures in connection with any political campaign (including primaries) on behalf of any candidate for public office, or financial support of any kind to organizations whose activities consist substantially of lobbying or other activities designed to influence legislation
 - K. Direct or indirect support of litigation against the University
 - L. In violation of the SOG Use Guidelines.
7. The SDFC has the discretion to subject proposals to partial funding or if the cost per IUPUI student is deemed excessive.
8. No organization may receive more than \$2000 in a given fiscal year.
9. Club sports may receive funding for equipment, practice fees (i.e., field time), or other sports related costs.
10. Food purchase will be limited to \$8.00 per IUPUI student per day; formal events, conferences, and cultural dining experiences may exceed this guideline in accordance to Student Development Funding Committee discretion. Chartwells is the exclusive caterer on campus, so you must use their services unless you meet an [exception to the exclusivity policy](#) or other arrangements have been made with them. Documentation must be provided from Chartwells stating this waiver.

11. New organizations are only eligible for a first semester allowance (\$500) until their second consecutive semester of operation. The \$500 allowance will be deducted from the total annual allocation allowance for the registered student organization, and is not in addition.
12. This fund is for events and programs, not for regular organizational meetings. Call-out meetings are considered events.
13. Registered student organizations may apply for needed office supplies (i.e., stapler, three hole punch, etc.). This amount cannot exceed \$100 per year and will be deducted from the total annual allocation allowance for the registered student organization, and is not in addition.
14. If any major changes are made (i.e., vendor, location, time), please notify the Student Development Funding Committee immediately. If there is an increase in cost related to your event prior to or after the review, a new proposal must be submitted and the 21-day guideline restarts at the new date of receipt.
15. If your event takes place abroad, it must be approved through the Office of International Affairs. Once the event has been approved, please send confirmation to the Student Development Funding Committee.
16. After event completion, an evaluation needs to be submitted for the event. No new proposals will be reviewed until an evaluation has been completed.

Student Organization Levels of Development

Level I

Organizations that adhere to the above guidelines and would like to submit an **annual budget proposal**. During online submission, the organization will need to submit an overall budget along with detailed event budgets.

Level II

Organizations that adhere to the above guidelines and would like to submit a **semester budget proposal**. During online submission, the organization will need to submit an overall budget along with detailed event budgets.

Level III

Organizations that adhere to the above guidelines and would like to submit a single **event budget proposal**. During online submission, the organization will need to submit a detailed budget for the entire event.

Level IV

Organizations that adhere to the above guidelines and would like to submit a **first semester allowance proposal**. New organizations that have been in existence one semester or less, are only eligible for \$500 until their second consecutive semester of operation.

Reimbursement and Receiving Payment

- Payments will not be made until after all documents have been submitted.

- A ***Request for Payment*** form and an attendance check-in list must be submitted to CCL. If food is served a ***Hospitality form*** must be submitted to CCL as well.
- An event evaluation form must be submitted with reimbursement materials.
- All receipts for reimbursement must be submitted to CCL with a **W-9** form (IU employees; student hourly, staff, faculty; are not required to complete a w-9 form) **NO LATER THAN 30 DAYS** after the event or the end of the semester, whichever is sooner.
- Itemized receipts for reimbursement must have the purchaser's signature and proof of payment.
- Some receipts cannot be paid by reimbursement, (e.g., large purchases and rentals), an invoice is necessary for these items to create a Purchase Order from the University. It is the student organization's responsibility to obtain signed vendor set-up forms from the company/performer along with the invoice in order for payment to be processed. These forms can be downloaded from **Studentlink** under CCL Organization » Document » General Document. In these cases, it may take up to 30 days to process these payments after the invoice has been submitted to CCL. It is advisable to have proposals with these types of expenses submitted 2 months prior to the event to ensure payments are timely.
- All expenditures must comply with existing university policies and procedures.
- **For fundraisers:** If money earned by the event (e.g., ticket sales) is less than the allocated amount, then all revenue must be returned to the SDFC account fund. However, if revenue earned by the event is greater than the allocated amount, then only the allocated amount must be returned to the SDFC. *The purpose of this guideline is to avoid double charging a student by paying at the event and with their student activity fee. *Student activity fees cannot go towards a donation.*

All financial forms can be downloaded at **Studentlink** or search for Campus Community Life Organization in **Studentlink**, under Document » General Document » Forms.

Appeals

Any appeals to a decision made regarding a proposal will be reviewed by the Assistant Vice Chancellor for Student Life and Learning.

Breach of Policies

A funding proposal is a written contract between the student organization and IUPUI; as such, if an organization does not adhere to the Student Development Funding Committee guidelines, this will be deemed a breach of contract. Therefore,

the event will not be funded and funding to the organization will be suspended for the remainder of the academic semester or at least ten (10) academic weeks (summer session not included). An organization may not submit a proposal for an event occurring during the suspension period.