

# Student Organization Leadership Fund Guidelines

The Student Organization Leadership Fund (SOLF) provides Angelo State University registered student organizations access to financial resources so that they can provide programs and activities for the campus community. SOLF is primarily intended for those organizations that do not have access to funding from other campus departments or programs. SOLF provides funding for activities that are over and above the routine needs of student organizations as it is reasonable to expect organizations to pay for their basic expenses through dues, donations, fund-raisers, and other methods of self-support.

The SOLF program is designed to assist student organizations in the following areas:

1. Sponsoring programs that enhance the social, recreational, and/or academic aspects of campus life, and
2. Participating in endeavors that contribute to the leadership or professional development of organization members.

Primary responsibility for the administration of the SOLF program and resides with the Coordinator for Student Organizations (CSO) in the Center for Student Involvement under the general direction of the Director of Student Involvement. This office establishes procedural guidelines and requirements for the proper use of these funds to assure compliance with University policies and procedures and to assure that the funds are being used prudently in accordance with the intent of the SOLF program and the policies and procedures of Angelo State University. The Coordinator for Student Organizations provides on-going training to all registered student organizations on how to properly apply for and utilize SOLF money.

The Student Organization Advisory Council (SOAC) reviews and makes recommendations to the Coordinator for Student Organizations concerning requests for SOLF funding received from registered student organizations. In addition, SOAC make recommendations for changes to SOLF operating procedures and the SOLF budget. SOAC is comprised of representatives from student organizations, advisors to student organizations, and is chaired by the Coordinator for Student Organizations.

## Base Funding of Student Organizations

Each registered student organization is eligible to receive an allocation of \$150 each Fall and Spring semester (\$75 for summer), provided that the organization is in full compliance with all renewal deadlines, has participated in all required student organization training programs established by the Coordinator for Student Organizations, and provided that the organization is in good standing. The payment will be in the form of a check made payable to the student organization that must be deposited to the organization's local bank or credit union account. The officers of the organization will be accountable to the organization's members on how this money is spent. An organization may decline to receive funding in a given semester, but a declined allocation may not be added to a subsequent semester's award. Organizations that form after the initial allocation in a semester must wait until the next semester to receive their funding and funding will not be retroactive. The amount of the semester allocation will be reviewed annually and may be adjusted based on the projected amount available in the SOLF account.

## Specific Guidelines for Applying for SOLF Funding

1. Organizations wishing to apply for SOLF funding may do so by completing a SOLF Proposal Form. SOLF proposals must be submitted in accordance with the requirements established through the Coordinator of Student Organizations. Typically, the procedures are established to assure compliance with university policies and procedures, and to assure that there is reasonable time to process the application prior to the event. Items which involve the execution of a contract may require a longer lead time.
2. The proposal must include the date of the program, the location, the intended audience, an itemized listing of costs (with as much specificity as possible), and a full explanation of how the proposed activity meets one or more of the criteria listed above. SOLF proposals will be reviewed by the SOAC at their regular meetings and SOAC may (1) approve the proposal as presented, (2) reduce the funding or approve partial funding, (3) reject funding for the proposal, or (4) send the proposal back for further information.
3. In evaluating a program proposal, the SOAC will consider such factors as: (1) intended audience, (2) appropriateness of the SOLF account to fund the activity, (3) enhancement of campus life or service, (4) educational aspects to the planners and/or the audience, and (5) likely positive benefit to ASU.
4. Approved expenditures which have a fixed and known price will be processed through a University purchase requisition.
5. Expenditures for items to be purchased locally where there is variability in the prices, where there is some uncertainty about the exact quantity of items needs, and/or where items will be purchased from multiple local vendors will be processed through a check made payable to the student organization. The organization will be responsible for making these local purchases and for fully accounting for the money spent. The Coordinator for Student Organizations will establish a tracking system to aid the organization in documenting their purchases. Any unused funds from the check must be returned to the SOLF account in accordance with a timeline established by the Coordinator for Student Organizations. Any organization which fails to fully account for the purchases will be restricted from further SOLF funding until the reconciliation is complete.
6. SOLF funding proposals will not be considered for the following types of expenditures:
  - a. To purchase items deemed to be personal in nature, such as any items of wearing apparel.
  - b. To make a donation of money or goods to a charitable organization or cause.
  - c. To pay for damages or other liabilities incurred as a result of the organization's activity.
  - d. To purchase alcoholic beverages, and may not be used to fund any activity where alcohol is to be made available to any of the attendees.
  - e. To pay for membership dues or other fees for individual members or for the organization to be a part of a State, regional, or national organization.
  - f. To purchase items for re-sale.

- g. Off-campus banquets, formals, induction ceremonies, etc. ASU Campus is defined as main campus, Le Grand Alumni Center and the ASU Lake house.
7. An organization that has not acted in good faith with regard to their SOLF request or if an organization has been fraudulent in the use of SOLF money may be required to make restitution and will be barred from further SOLF funding for a period of time and the organization and/or the organization's officers may be subject to University disciplinary action as provided in the Angelo State University Student Handbook. The length of time an organization will be barred from funding will be determined on a case-by-case basis based on the nature of the situation.

### **SOLF Funding of Student Travel**

Angelo State University recognizes the positive learning experience that can come from student travel and wants to support those opportunities. However, the opportunity for student organization members to use SOLF money to travel to conferences or special activities is a privilege that comes with certain conditions and limitations.

As a condition of receiving SOLF money for travel, an organization must commit to sponsoring two programs per travel request before the end of the academic year. Programs completed prior to the application for travel funding may be counted toward this condition. There are three categories of programs that will satisfy this programming requirement: (1) campus programs or activities open to the entire student body, (2) campus service projects, and (3) community service projects. Subsequent SOLF funding requests for any purpose may be withheld until these conditions are fulfilled and organizations that received travel money but failed to complete their programming requirements before the end of the academic year may be required to repay the full amount of the travel money received.

Organizations may apply for SOLF funding for travel on a matching basis up to a maximum of \$1500 per trip. Mileage will be funded at a maximum of \$0.25 per mile. In reviewing the application for travel, SOAC will consider such factors benefit to the campus and/or persons attending, the number of people traveling, the mode of transportation, the location of the event, registration costs, and other factors deemed appropriate and relevant by SOAC. If multiple organizations are proposing to send members to the same event, SOAC may place limits on the total number of people funded by SOLF.

Any travel using SOLF funds must be done in accordance with all University policies and procedures regarding student travel and all monies must be properly and promptly reconciled following the trip.

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