

Student Organization Leadership Fund Guidelines

2013 - 2014

The Student Organization Leadership Fund (SOLF) provides Angelo State University registered student organizations (RSO) 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.

The Student Life Department administers the SOLF program via the Assistant Director of Student Life for Orientation Programs and Student Organizations under the general direction of the Director of Student Life. The Student Life Department 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 used prudently in accordance with the intent of the SOLF program. The Assistant Director of Student Life 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 Assistant Director of Student Life concerning requests for SOLF funding received from registered student organizations. SOAC is comprised of representatives from student organizations and is chaired by the Assistant Director of Student Life.

Specific Guidelines for Applying for SOLF Funding

RSOs applying for SOLF funding may do so by completing a SOLF Application. SOLF applications must be submitted in accordance with the requirements listed below. 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.

SOLF Requirements:

1. SOLF applications must be submitted 30 days prior to the event to give reasonable time for the Center of Student Involvement to arrange all paperwork needed.
2. The application 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 applications 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 SOLF application, 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 Assistant Director of Student Life will establish a tracking system to aid the organization in documenting their purchases.
6. All Registered Student Organizations receiving funding must submit a Student Organization Check Report with itemized receipts to the Center of Student Involvement. If funding is not used, the student organization should return unused funds to the Student Accounts Office and attach a receipt to the Student Organizations Check Report. If a Student Organization Check Report and/or receipts for unused funds are not returned to the CSI within two weeks, the student organization will be asked to pay back the full amount of any advance. Any organization which fails to fully account for the purchases will be restricted from further SOLF funding until the reconciliation is complete.
7. 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. Including those to be given away as an event promotional item.
 - b. To purchase catering/food items for organization meetings or events that are geared toward organization members only.
 - c. To make a donation of money or goods to a charitable organization or cause.
 - d. To pay for damages or other liabilities incurred as a result of the organization's activity.
 - e. 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.
 - f. 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.
 - g. To pay for registration dues or other fees for individual members or for the organization to be a part of a State, regional, or national conference/convention.
 - h. To purchase items for re-sale.
 - i. Banquets, formals, induction ceremonies, etc.
8. 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 Organization 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.

Any Academic/Professional organizations or Honor Societies requesting funds for travel must first seek financial support and approval of the appropriate Dean before SOLF Applications will be reviewed by the Student Organization Advisory Council. Approval will be noted on the SOLF Application.

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.

SOLF Appeals Process

If a registered student organization is unhappy with a decision made regarding a funding request, they may appeal the decision to the Director of Student Life. After appealing to the Director of Student Life, if the organization is still unhappy with the outcome, the organization may appeal directly to the Executive Director for Student Affairs and from there the Vice President of Student Affairs and Enrollment Management.

Revised: September 9, 2013