Please read the following information before submitting an Organizations Fund Request Form to ensure that your organization qualifies to receive support from the Organizations Fund.

WHO MAY REQUEST FUNDS?
Any permanent student organization on Active and Registered Status with the Student Organizations Board may request funds. Funding requests will not be retroactively dispensed for any expenses that occurred while not on permanent status.

HOW MUCH MAY I REQUEST?
Organizations are able to request funding for operating, programming, and travel/registration expenses. Organizations may request monies multiple times throughout the academic year, but may only request up to the following in each category: Programming ($7,500), Operating ($300), Travel/Registration ($2,200).

WHAT MUST I DO TO REQUEST FUNDS FROM ORGANIZATIONS BOARD?
You must first fill out the form through AUinvolve. The form can be accessed here (must be logged in): https://auburn.collegiatelink.net/form/start/17258. Please be sure to attach copies of any receipts, budgets, programs from conferences, etc. with your request. You may scan copies of receipts and attach them to your online form or you may turn them in to the Office of Student Involvement in the Office of Student Involvement (Student Center Suite 3130).

In order to complete the paperwork attached, you must also submit your Tax ID Number. You may obtain a Tax ID Number by visiting the IRS Website and filing a SS-4. You will be notified of your tax ID number by mail. You must have this number before submitting your request to Organizations Board. If you need assistance applying for a Tax ID Number, please email involve@auburn.edu. The process of payment is a direct deposit so you must also make sure to register with the Office of Procurement &
Payment Services for a Vendor Number at this link:
http://www.auburnuniversity.net/vendor/

All organizations submitting a request must send a representative to the Student Organizations Board meeting. Request will be reviewed by members of the Student Organizations Board at that time and allocation of funds will be granted to those organizations who qualify.

QUESTIONS
If you have any questions, please contact the Office of Student Involvement at 844-4788.

SPRING 2016 DATES
January 19
February 2
February 16
March 1
March 22
April 5
April 19
**OPERATING FUNDS**

The Office of Student Involvement makes available a limited amount of funds to each Permanent Status student organization to cover some of their operating expenses. Student Organizations may apply for up to $300/year for their annual operating expenses beginning in **August** on a first come, first serve basis. **Organizations must prepare a sample budget for what they would like to receive funding for at the time of their request.** All organizations are responsible for providing an Operating Funds Audit to the Office of Student Involvement.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Fundable</th>
<th>Non-Fundable</th>
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<tbody>
<tr>
<td><strong>Advertising/ Promotion/Printing</strong></td>
<td>Materials and events to recruit members, announce meetings and organizational activities; including but not limited to t-shirts, banners, posters, flyers, newsletters, newspapers, and website hosting.</td>
<td>Any advertisements, promotions, or printings that are not general organizational activities located within the Auburn area. Glomerata pages</td>
</tr>
<tr>
<td><strong>Bank Charges/ Fees/ Legal Fees</strong></td>
<td>Charges associated with maintaining checking and savings accounts, costs of purchasing checks; fees associated with inquiries into 501(c)3 status and other official matters.</td>
<td>Insufficient funds penalties, interest on loans, or costs associated with use and maintenance of a PayPal account; Intramural/club sports team registrations; legal fees associated with issues of misconduct</td>
</tr>
<tr>
<td><strong>Books/ Subscriptions</strong>&lt;br&gt;Limited to 1 subscription per magazine or book.</td>
<td>Literature central to the organization’s purpose and available to all members of the organization. Must be mailed to Organization Mailing address.</td>
<td></td>
</tr>
<tr>
<td><strong>Facility Rental</strong></td>
<td>Charges associated with Auburn University facility rentals for general organizational meeting purposes.</td>
<td>Charges for facilities not owned by Auburn University or for non-general organizational meeting purposes.</td>
</tr>
<tr>
<td><strong>Food</strong>&lt;br&gt;Limited to 50% of approved Operating Funds</td>
<td>Food for recruitment or marketing events</td>
<td>General meetings, special or recognition dinners for members of the organization, meals while traveling</td>
</tr>
<tr>
<td><strong>Office Supplies</strong></td>
<td>Stationery, pens/pencils, paperclips, stamps for general organizational use, and other consumable items needed to conduct business. Office equipment must be stored on Auburn University property and in non-residential areas.</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Organizations may request funds for operating expenses that do not appear on this chart if they are not</td>
<td>Expenditures designed for the financial gain or profit of the organization or individual</td>
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prohibited. Any other expense may need approval by the Student Senate Budget & Finance Committee.

**OPERATING FUNDS AUDIT**

Operating funds audits are due to the Office of Student Involvement by May 1, or when all operating expenditures are complete. The audit should include all original, itemized receipts. Failure to complete Operating Funds audit by May 1 will result in ineligibility of Organizations Funding for the upcoming academic year and may face university sanctions.

Improper use of Operating Funds will result in a hearing with the Organizations Board. Any expenses that an organization would like to ensure are proper use of Operating funds may be submitted as an inquiry to the Organizations Board by e-mailing involve@auburn.edu.

Audits should include justification and proof of all expenses.

**FUNDABLE PROGRAMS**

A fundable program, for the purpose of student activity fee funding, is defined as an educational or service activity held on campus or a service/outreach activity held off-campus. Fundable programs should: be open to all fee-paying students beyond the membership of the sponsoring student organization(s), provide developmental and educational outcomes for all participants, be broadly marketed, and abide by all guidelines and policies set forth by Auburn University. Fundable programs shall not be used for partisan political activities, denominational/religious activities, and/or organizations whose constituents explicitly discriminate (SGA Code of Laws 806.3.3). Organizations may apply for up to $7,500 per fiscal year.

**Additional Considerations:** Requests for funding **may** be evaluated based on any number of factors including but not limited to (in no particular order):

- Clarity of request. Incomplete or vaguely worded requests will not be approved;
- Program contributes to the broad educational or service mission of the University;
- Indication of the program’s ability to attract broad student interest;
- Degree of interaction amongst participants in a predominantly social program;
- Anticipated number of student participants and the anticipated total number of participants; events with non-students attending should charge non-students an entrance fee to assist in covering costs.
- Cost per student participant and cost per total number of participants;
- For programs with admission fees, such charges should be minimal and not cost-prohibitive to attendees;
- Indication of the student organization’s ability to implement the program within its stated timeline and available resources;
- Student organization’s history of successful and responsible programming and budgeting;
- Comparison with similarly classified programs in the same funding window;
- Program content is unique in contrast to concurrent requests.
Instances of prior funding for a program are not a guarantee of future funding. All allocations are subject to the availability of funds.

**NON-FUNDABLE PROGRAMS**

Non-fundable programs include, but are not limited to:

- **Receptions/Banquets**: An end-of-the-year or award banquet, or a reception that is not part of a larger program
- **Organization Recruitment**: Programs in which the primary purpose is recruitment of new members
- **Organization Recognition**: Programs designed for the recognition of the organization or its individuals
- **Department-run Programs**: Programs in which the majority of planning and executing is handled by university staff, rather than student organization membership.
- **Meetings**: Organization meeting or any program during a meeting; Programs held during an organization’s meeting time, when marketed as open programs, are fundable
- **Greater Community Programs**: Programs in which the intended participant audience has the potential to be of a majority of non-Auburn University Students
  - In the case of expenses associated with such a program, those items which are tangible and available to a limited number of participants (e.g. food, takeaways, apparel), are not fundable
  - Expenses for items available to all participants (e.g. AU facility rental, speaker fees) are fundable
- **Religious or worship services**: Any official or unofficial student organization sponsored activity in which the primary purpose is religious/spiritual.
- **Political and lobbying activities**: E.g. partisan political activities, political campaigns, or political lobbying
- **Gambling**: Any program that involves a paid game of chance where participant exchanges anything of value for the opportunity to play. These programs include but are not limited to card tournaments and raffles.

The program, as executed, must not deviate significantly from the program described in the original request. The Organizations Board reserves the right to restrict funding for such programs.

In order for funding consideration, organizations must submit the entire program budget along with their request. This budget should include itemized costs and each requested item should be placed in a fundable category. If supporting documentation is not provided at the time of hearing, the requesting organization should gather missing information and will be scheduled to reappear before the Organizations Board at the next scheduled hearing.

**PROGRAMMING EXPENSES**

<table>
<thead>
<tr>
<th>Budget Category</th>
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<th>Non-Fundable*</th>
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<tr>
<td>Category</td>
<td>Description</td>
<td>Example</td>
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| Speaker Costs/Professional Services | External speaker/presenter travel & accommodation costs  
Speaking fee | An Auburn University faculty, staff, or student may not be considered.                                                                                                                                   |
| Entertainment                  | DJ, artist, band, rental of licensed copy of film or other entertainment media.                                                                                                                             | Rental costs for non-licensed copies of film, music, etc.                                   |
| Facility Charges               | Charges associated with Auburn University owned facility rentals (room charge, set up, A/V, etc).  
Charges associated for facility rentals that are not available on Auburn University campus.                                                   |                                                                                             |
| Personnel                      | Costs associated with providing uniformed or security officers, EMS/Fire prevention officers, catering/event staff, or referees/officials as programming/activity may demand. |                                                                                             |
| Equipment                      | Purchase or rental of equipment, linens, costumes, etc. necessary for the success of a program or organization. Purchased equipment must be able to be re-used. | Purchased equipment that will not be securely stored or be used in the future.              |
| Consumable Supplies            | Costs associated with consumable supplies not limited to decorations, flowers, building materials needed for temporary set construction, printing of tickets for a program. |                                                                                             |
| Food & Beverage Limited to 50% of total program budget | Costs associated with providing food at a program. In accordance with the Coca-Cola contract, competitive products may not be purchased or distributed.  
Alcoholic beverages may not be purchased or served at any organization program.  
Food sold for profit (bake sales, philanthropies) |                                                                                             |
| Publicity                      | Costs for publicizing a program with flyers, giveaway items prior to the program, posters, advertising in the local media, etc.                                                                           |                                                                                             |
**Take-Aways**
25% of each gift, up to $100

Costs associated with supplies for an item produced at a program, or received during or at the conclusion of a program.

*Non-fundable costs should still be included in your program budget towards the total cost of the program.*

**TRAVEL/REGISTRATION EXPENSES**

Some travel expenses may be approved for organizations attending conferences, activities, or other events directly related to the purpose of the organization. Organizations must submit a roster of all students traveling. Organizations may apply for up to $2,200 per fiscal year ($440 per student maximum).

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<tr>
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<tbody>
<tr>
<td>Travel/Accommodations</td>
<td>Hotel accommodations, travel, gasoline</td>
<td>Meals, alcohol, or any other expense not directly related to travel or</td>
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<td>reimbursement</td>
<td>accommodations.</td>
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<tr>
<td>Registration Fees</td>
<td>Registration fees for conferences, workshops,</td>
<td>Club Sports competition registration fees.</td>
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<td>seminars, or events directly related to the</td>
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<td>purpose of the organization.</td>
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