

SOF TRAINING

2024-2025



What is SOF?

Student organizations and club sports can request for **finacial** support for events or merchandise through **MUSG's** Student Organization Funding (SOF) process. Every academic semester, ~~this cash~~ **these funds** are made accessible and **are** provided by the Student Activity Fee that all full-time undergraduate students are required to pay. This charge goes toward supporting student groups that host activities for the benefit of all Marquette undergraduate students or that provide supplies or events that are essential to the running of the more than **270** campus organizations.



Our funding timeline

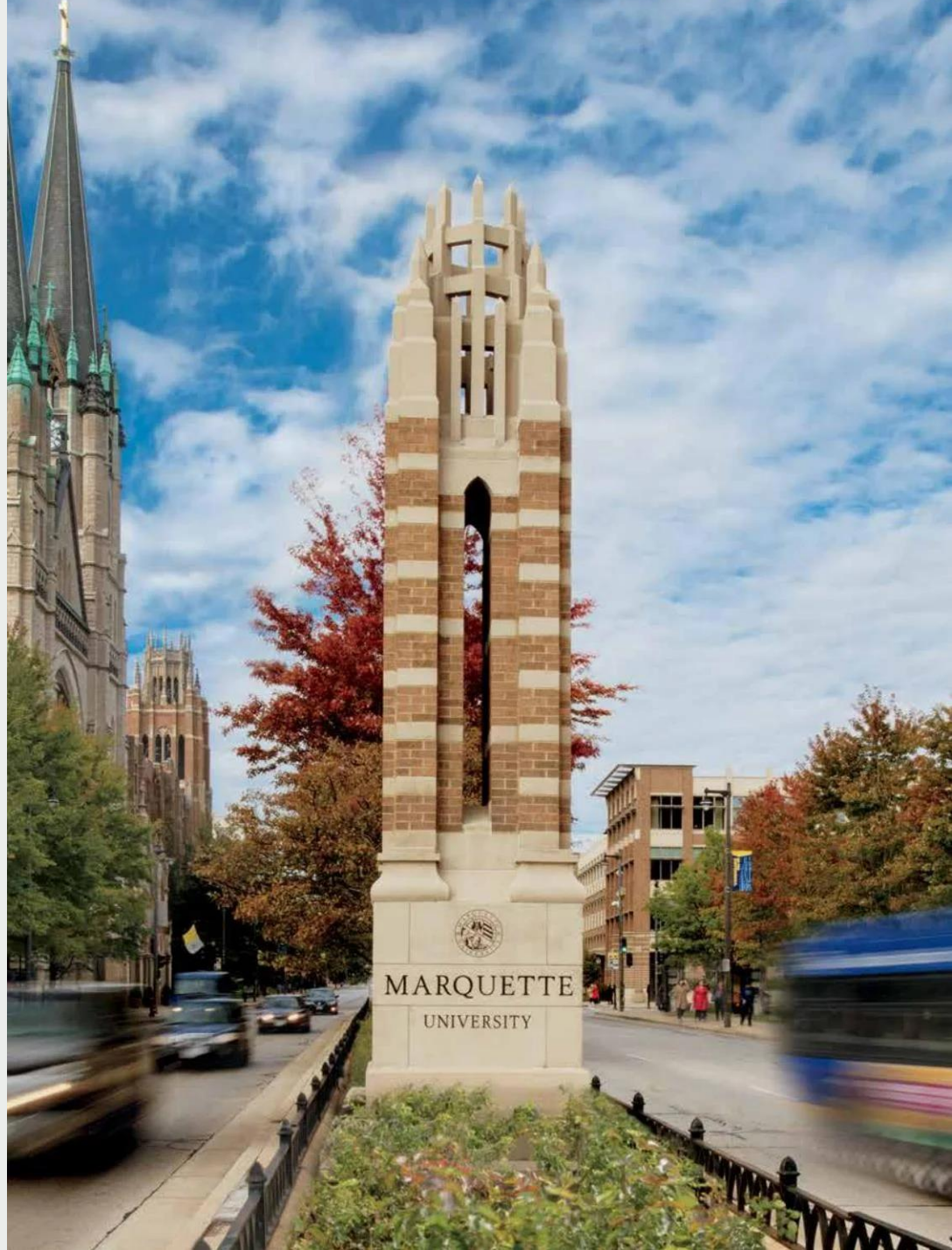
Fall: SOF applications open 8/26 (1st day of classes)

AND close 11/24 (2 week before finals)

Spring: opens 1/6 (week before classes start)

AND closes 4/20 (2 week before finals)

*SOF committee meets every Monday except these dates 9/2, 10/14, 11/25, 12/9



How to apply?



Step 1: go to **MUSG's website, find the page for funding, and click apply for funding. **Then fill out the form on Marquette Involve.****

I have read and understand the above funding procedures.

Organization

Is any of request a co-sponsorship w/ other org/s

What training did your organization attend?

Treasurer Name (or person submitting this request)

Treasurer Email (or person submitting this request)

Request details

Please be sure to indicate your ranking.

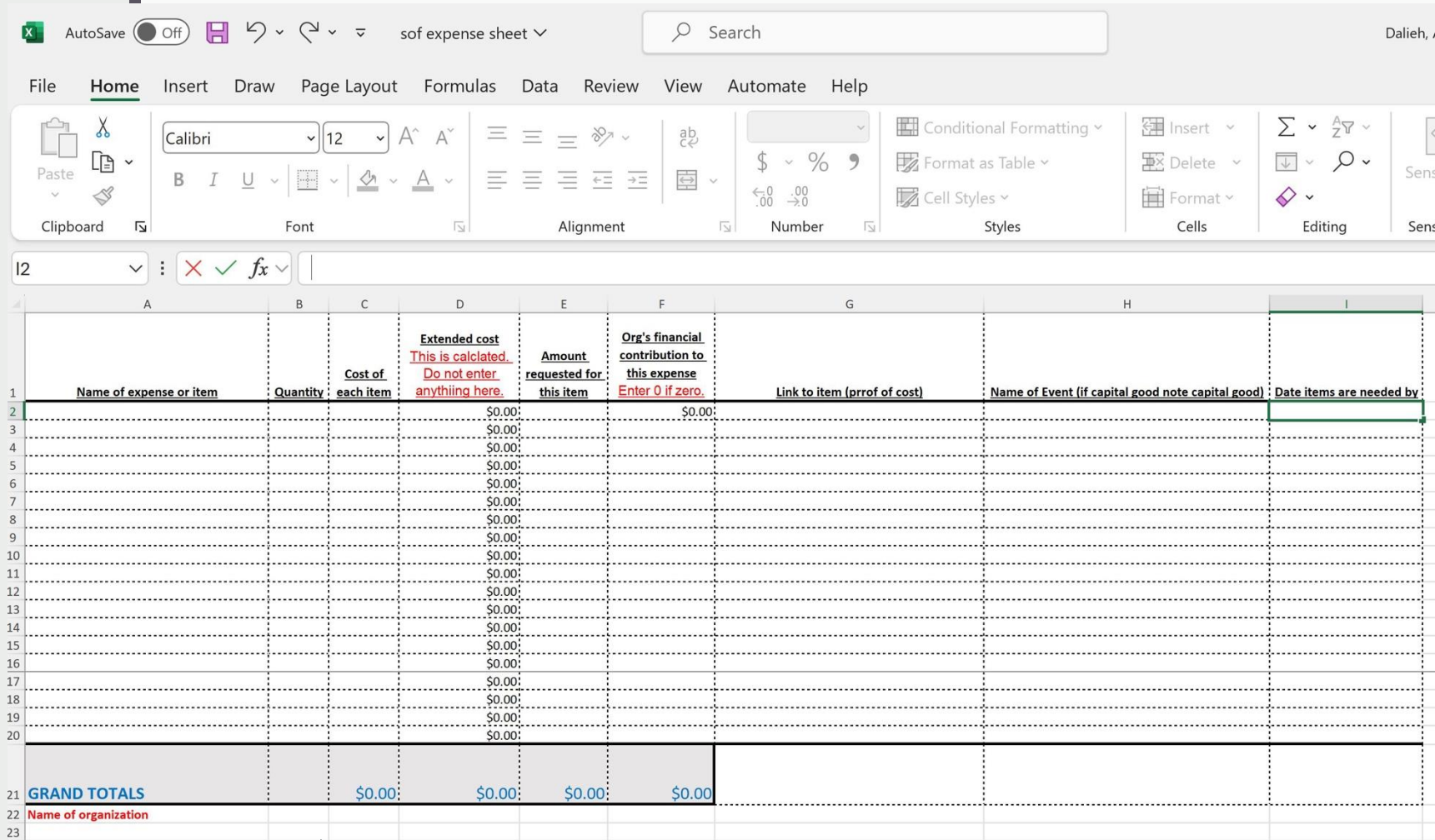
Request Type

Rationale

Please explain how the event for which you are requesting funding is benefit to Marquette's campus, OR in the case of the capital good, how that good is essential to your org's operations/mission. Please be specific. Approximately 50 words.



Step 2: Download the **expense sheet** form & fill it out



The image shows a Microsoft Excel spreadsheet titled "sof expense sheet". The ribbon is set to "Home". The spreadsheet has columns A through I and rows 1 through 23. The data is as follows:

	A	B	C	D	E	F	G	H	I
	Name of expense or item	Quantity	Cost of each item	Extended cost <i>This is calculated. Do not enter anything here.</i>	Amount requested for this item	Org's financial contribution to this expense <i>Enter 0 if zero.</i>	Link to item (proof of cost)	Name of Event (if capital good note capital good)	Date items are needed by
1									
2				\$0.00:		\$0.00:			
3				\$0.00:					
4				\$0.00:					
5				\$0.00:					
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16				\$0.00:					
17				\$0.00:					
18				\$0.00:					
19				\$0.00:					
20				\$0.00:					
21	GRAND TOTALS		\$0.00:	\$0.00:	\$0.00:	\$0.00:			
22	Name of organization								
23									



Opens as an excel sheet MAKE SURE TO TURN IN WITH THE APPLICATION

Example of correct form

<u>Name of expense or item</u>	<u>Quantity</u>	<u>Cost of each item</u>	<u>Extended cost</u> <small>This is calculated. Do not enter anything here.</small>	<u>Amount requested for this item</u>	<u>Org's financial contribution to this expense</u> <small>Enter 0 if zero.</small>	<u>Link to item (prrof of cost)</u>	<u>Name of Event (if capital good note capital good)</u>	<u>Date items are needed by</u>
Conference/Registration Fees	4	\$40.00	\$160.00	\$160.00	\$0.00	Image Attached of Ticket Price or Confirmation		
Gas	100	\$0.66	\$66.00	\$66.00	\$0.00	Image Attached of Distance		
Hotel	2	\$100.00	\$200.00	\$200.00	\$0.00	Image Attached of Reservation		
24 pk Water	1	\$5.98	\$5.98	\$5.98	\$0.00	Link to specific product at store		
			\$0.00					
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GRAND TOTALS		\$146.64	\$431.98	\$431.98	\$0.00			
Name of organization								



Marquette University Student Government
Alumni Memorial Union 133
MUSG@marquette.edu - (414) 288-5150

SPOT FUNDING ALLOCATION for SPRING 2024 SEMESTER

Each year, 30% of your Student Activity Fee is devoted to the Student Organization Funding (SOF) process. Through the SOF process, student organizations and club sports are provided with the opportunity to apply for funding for their respective events. The allocation decisions are determined by the SOF Committee, which thoroughly reviews each application. The committee is made up of...

Amani Dalieh, MUSG Executive Vice President
Logan Meyer, MUSG Financial Vice President

The decision reached by the committee is summarized below. Please contact Logan Meyer, MUSG Financial Vice President at musg.fvp@marquette.edu or Amani Dalieh, Executive Vice President at musg.evp@marquette.edu for any question, concerns, or comments regarding your allocation or the SOF process.

Dear _____,

I hope this message finds you well. The SOF committee met this past week and was able to provide part OR full funding for _____ (Fall, 2024). Please see the allocation below.

For your event, the committee allocated (\$0.00)

We discuss each application thoroughly and try our best to allocate funding to all student organizations. Please visit musg.mu.edu/sof for more information on how the committee makes their funding decisions or contact Amani Dalieh at musg.evp@marquette.edu for any questions or concerns.

Total Allocation: \$ 0.00

ACCEPT OR DENY

Please accept or deny your allocation amount.

ACCEPT: If you feel satisfied with the amount allocated above, please accept your allocation and reserve your funding.

DENY: If you feel as though the amount allocated above will not help your organization hold its event; attend its trip or tournament; or buy its capital good, then please DENY your allocation.

HOW TO ACCEPT OR DENY: After you have received and reviewed your letter, please discuss with your organization whether to accept or deny your allocation. Once you've come to a decision, please respond to the e-mail with your allocation letter attached and state whether you are accepting or denying your allocation.

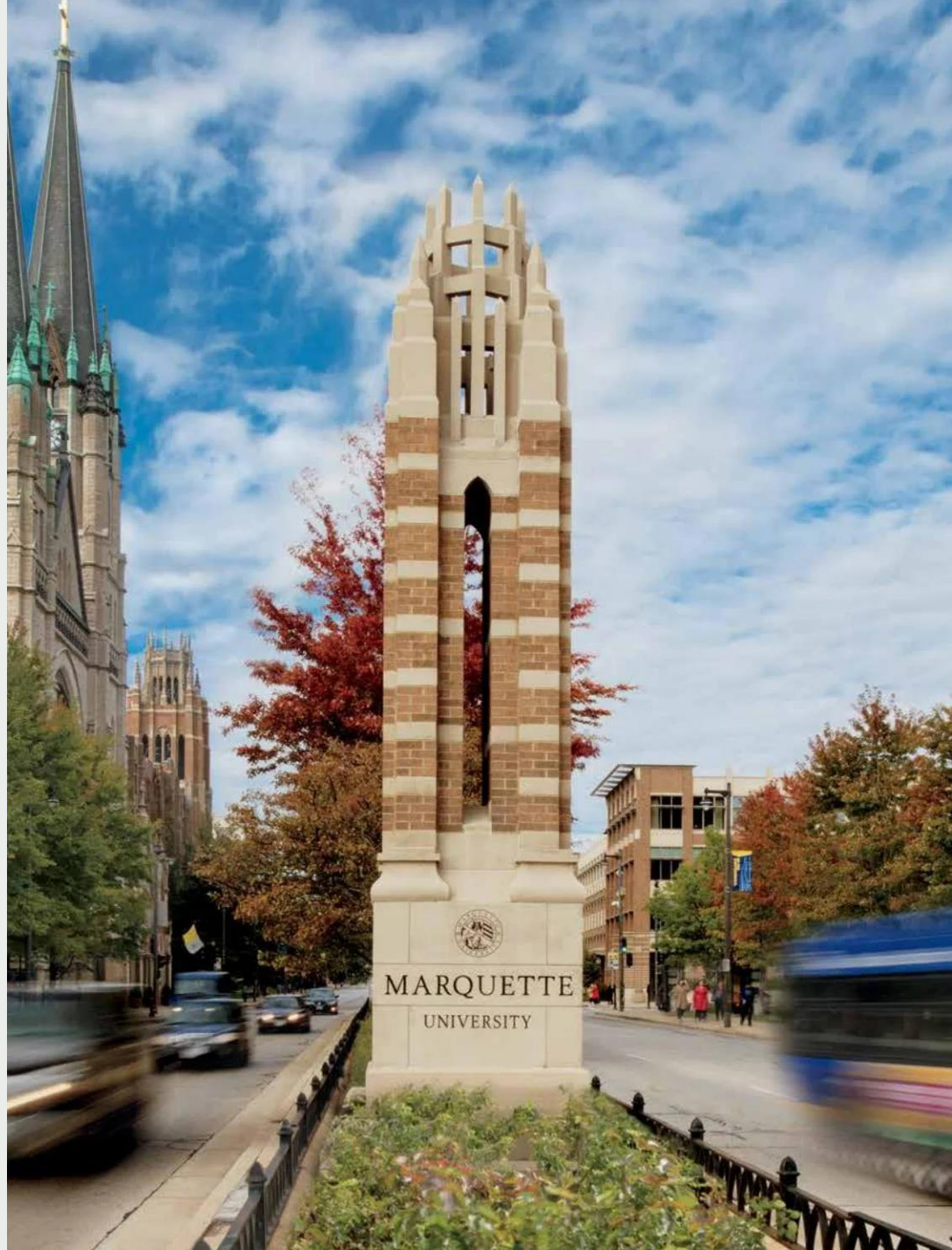
Step 3: Receiving this letter!

After the SOF committee meets the person that filled out the application will get a letter like this one to let your organization know if you were denied or approved (can also be approved partially, MAKE SURE TO READ IT FULLY)

If you were approved, it does not mean the money will be sent to your organization's bank account.

Only agreed upon, upfront funding can be done but must be indicated BEFORE hand. That is done a different way.

But if no upfront funding was agreed upon then you **MUST** turn in a reimbursement form to get your money back!



Reimbursement form

Q1.

MUSG Student Org Funding Reimbursement Fall 2023

INSTRUCTIONS: Each event must have a separate reimbursement request form. **The form must be submitted within 30 days of the event or capital goods purchase or by Jan. 5, 2024 (whichever comes first). Please keep this deadline in mind if your event/purchase is in late December 2023.**

For every expense, original documentation must be attached, which includes original receipts, invoices marked paid or zero balance due AND showing delivery, unaltered bank statements, and/or copies of cleared checks. Failure to provide such documentation will result in the denial of reimbursement and loss of funding.

NOTE: You must first [apply](#) for funding and receive funding before you can use this form. The form exists on Presnece, so if you have not filled out the request on Presence AND received an email from the SOF committee that your funding has been approved, you should not be filling out this form.

Q2. Name of Student Organization

Q3. Name of officer submitting this form

Q4. Phone number (555-555-5555)

Q5. Email

Q6. Please choose the type of reimbursement request this is

Capital Goods Reimbursement (goods purchased for the operation of your org)

Event Reimbursement (any expenses related to a specific event)

Travel reimbursement



Q7. Enter event details below

Name of event
(tournament, conference,
etc.)

Date of event

Q8. Have you already been approved by the SOF committee for reimbursement for this specific request?

Yes

No

NOTE: IF THE ANSWER IS NO, YOU CANNOT FILL OUT THE REIMBURSEMENT FORM



Q10. Please explain the items you are reimbursing in the space(s) below, including item and cost.

For example:

Item 1 description: tennis balls

Item 1 cost: \$45.00

Item 1 description	<input type="text"/>
Item 1 cost	<input type="text"/>
Item 2 description	<input type="text"/>
Item 2 cost	<input type="text"/>
Item 3	<input type="text"/>
Item 3 cost	<input type="text"/>
Item 4	<input type="text"/>
Item 4 cost	<input type="text"/>
Item 5	<input type="text"/>
Item 5 cost	<input type="text"/>

Q11. Total Amount

Q12. Reimbursement option

Reimbursement is going to our organization.

Reimbursement is going to an organization member.



Q14. Reimbursement Method:

Please choose one of the options below:

Pick-up check (note: for orgs checks will go to the appropriate office such as Engagement and Inclusion or Recreational Sports)

Electronic ACH payment directly to bank account



Q18. Type of Bank Account

Commercial Checking (most common for orgs)

Commercial Savings

Personal Checking

Personal Savings

Q19.

Authorization: I (we) hereby authorize Marquette University to initiate CREDIT entries to the bank account and depository (bank) named above.

× SIGN HERE clear

Q20.

Signature Info

Printed Name

Title

Date

Phone

Email

Q20.

Signature Info

Printed Name

Title

Date

Phone

Email

Q22. Please upload your proof of payment documentation here. This includes coaching contracts, receipts, invoices marked paid, bank statement, front and back side of cleared check. You can only upload one file, so if you have additional file, you will be prompted for those.

Alternatively, you can combine all your receipts and other proof of payment into one file and upload here.

Drop files or click here to upload

Q23. Do you have additional proof of payment to upload?

Yes

No



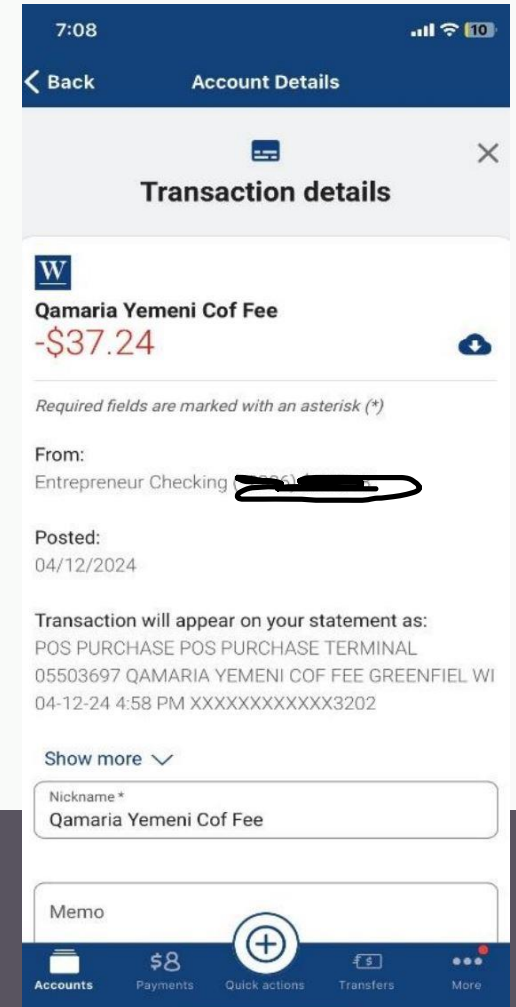
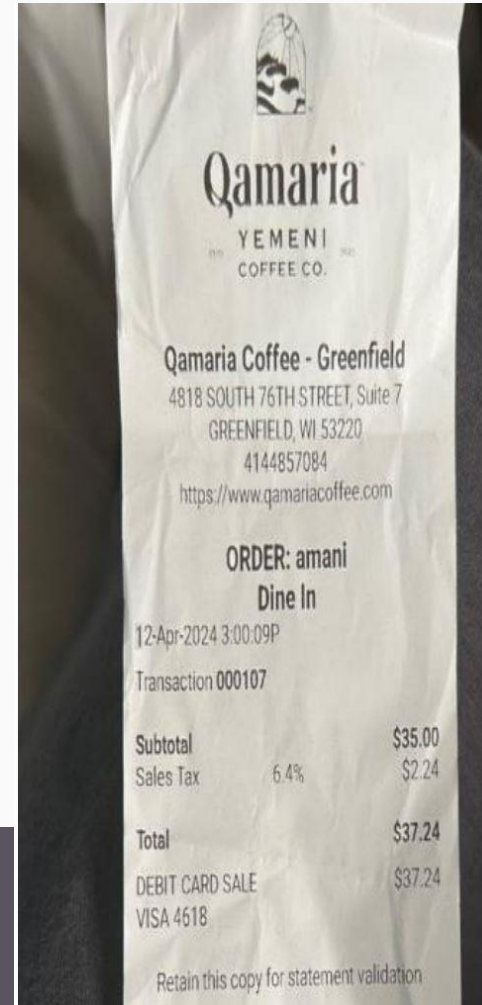
The proof that we need are...

receipts AND bank statements

OR

Invoice AND bank statements

For example..



*Make sure they match what's on the SOF form

MUSG CAN fund...

- Capital Goods related to organization's purpose and/or mission:

- Is this needed to function as an organization? If you do not have this capital good will this prohibit your organization from achieving their goals?

- To be considered a capital good, it cannot be something that org members will have personalized or will be able to take with them after leaving the club (ex. Personalized uniforms, books that members will keep for themselves)

- Should not be something that is asked for every single semester

- If the good will not be used for many years, it must be extremely important for the organization (ex. Soccer balls for Club Soccer)

- Off Campus Events SUCH AS Conferences, Registration fees, Lodging, Travel

- Service trips, tournaments/competitions, other off-campus activities

- Can fund travel, lodging, registration/entry fees

- Gas- \$0.66 per mile (but must have receipts showing gas purchase)

- Free and open events to ALL students

- On-Campus Events

- Can fund food, University expenses, performer/speaker fees, materials integral to the event (ex. Clay for an event to teach pottery)

- For speakers, must have an all-inclusive contract

- Coaching/Referee Costs (Must fill out coaching contract, available on musg.mu.edu/sof)

We CANNOT fund...

- Recurring Events **SUCH AS** Your organization's normal meetings
- Charitable/Fundraising events **SUCH AS** bake sales, events to raise money for charity, events where you will donate profits to an organization
- Events occurring outside of the funding period... MUSG cannot fund events occurring during the summer. If you have an event occurring over winter break, apply for it in fall. ~~expense (i.e. apply during Spring for bulk funding)~~
- Shipping costs or tips
- Operating expenses that only relate your organization **SUCH AS** National dues, website fees, etc.
- Events that charge fees/money to full-time undergraduate students **BUT** You may, however, charge ticket prices to non-students
- Events that have already occurred or capital goods you have already purchased before the deadline & or before training session
 - For on/off campus events, must apply before events occur (but not necessarily before payment occurs)
 - For capital goods, must apply before good is ordered/purchased
- Speaking fee for declared political candidates
- Miscellaneous expenses/Personal goods **SUCH AS** T-Shirts, personalized uniforms, stuff to give away to spread club awareness

Reminder:

**We cannot guarantee
your organization
financial support
through Student
Organization Funding.**

If you have any concerns
when applying for funding or
reimbursement, please email:

musg.fvp@marquette.edu

musg.execvp@marquette.edu