

Student Organization Funding (SOF) Manual

Table of Contents

Section 1: What is SOF	
Section 1.1: SOF Process	
Section 1.2: SOF Guidelines	
Section 1.3: Committee Information	4
Section 2: Apply for Funding	4
Section 2.1: What Can Be Funded?	4
Section 2.2: Event Criteria Requirements	5
Section 2.3: Capital Goods Requirements	5
Section 2.4: Travel Expense Requirements	5
Section 3: Committee Review	
Section 3.1: Allocation Letter	6
Section 3.2: Appealing Decision	6
Section 4: Event Occurs and Apply for Reimbursement	
Section 4.1: Event Occurs	7
Section 4.2: Reimbursement Form	7
Section 4.2.1: Proof of Payment	7
Section 4.3: How Reimbursement Works	
Appendix	9

Section 1: What is SOF

- Student Organization Funding (SOF) is a process where student organizations and club sports can apply to receive funding support for events/goods. This funding is made available every academic semester and is funded by the \$30 Student Activity Fee, paid each semester by all full-time undergraduate students. This fee supports student organizations who put on events that serve the entire Marquette undergraduate community, or events or goods that are necessary to the operation of our 300+ organizations on campus.
- Student Organizations must be in good standing and must have attended all required training to be eligible for funding.

Section 1.1: SOF Process

- 1. Applying for Funding
- 2. Committee Review
- 3. Event Occurs and Apply for Reimbursement

Section 1.2: SOF Guidelines

- SOF is a rolling process, meaning allocations will be reviewed throughout the semester.
- Funds are limited, and all requests may not be fully funded.
- Allocation notification will be sent to you from the SOF committee within 10 days of an application being received.
 - You **MUST** apply at least 14 days before your event, or your application will be rejected.
- You may not re-apply for funding for any expense that was denied during the same funding period.
- Organizations must send at least one representative to a SOF training hosted at the beginning of the school year.
- Any requests for over \$2,500 require Senate approval. Due to this, organizations are required to send a representative to Senate to advocate for their request.
 - Senate meets every Monday at 7 pm; however, should there be any off weeks or cancellations, this will be informed in your allocation letter.
- (NOTE: You must register your organization's event on MARQUEE 14 days prior to its planned date.)

Section 1.3: Committee Information

- For questions about allocations, contact the current Executive Vice President at musg.execvp@marquette.edu
- For questions about reimbursements, contact the current Financial Vice President at musg.fvp@marquette.edu or the finance department at musg.finance@marquette.edu
- Advisor: Jess Verdejo

Section 2: Apply for Funding

- Go to the MUSG website, find the SOF application, and fill out the Presence form
- Student organizations must apply for funding at least 14 days before their event. Any requests under 14 days will not be accepted.
- You must complete a new SOF form for each event you plan to hold.
- Reminder: Allocations cannot be approved for a request that does not have accompanying proof of cost.

Section 2.1: What Can Be Funded?

Section 2.1: What Can Be Funded?		
Can	Can Not	
 Can Non-Politically Declared Speakers Food Documentaries, Films, and Performances, Tournament and Service Trip Travel (e.g. airfare, bus fare, car rental, gas) and Lodging Conference and Tournament Registration Events, a series of events, or services and activities that are free and open to all undergraduate students and that enhance the greater Marquette community Educational Events Universities Expenses (AMU services, AMU catering, printing) Capital Goods (e.g. Sporting Equipment) Publicity for Events Field or Facility Rental First Aid Supplies for Club Sports 	 Can Not Recruiting or Fundraising Events Events Involving Charitable Contributions or Expenses that Offset the Costs Related to Fundraisers for Charitable Organizations. Personal Goods (e.g. Personalized Uniforms, Prizes, etc) Operating Expenses (Office Supplies, Websites, Newsletter Service, etc.) Expenses Incurred Outside the Funding Period Dues to Affiliate Organizations (e.g. Greek Life, Political or Service Orgs) Anything that Charges Admission Fee or Garners Profit Tips (on Catering or Meal Expenses) or Shipping Costs Recurring Events Events That Have Already Occurred Speaker Fees for Declared Political Candidates Capital Goods that were Purchased Prior to Submitting a Funding Application Non-Campus Events which are not Qualifying Student Services 	

Section 2.2: Event Criteria Requirements

- Event is open and free to all full-time undergraduate Marquette students and fulfills all requirements established by Marquette University.
- SOF application is complete.
- If a field is missing, the EVP will email the contact on the application, and they will then have 48 hours to respond for SOF funding.
- It complies with the MUSG Financial Policies.
- The student organization has completed the SOF training.
- Event is registered in MARQUEE.

Section 2.3: Capital Goods Requirements

- SOF application is complete.
- If a field is missing, the EVP will email the contact on the application, and they will then have 48 hours to respond for SOF funding.
- It complies with the MUSF Financial Policies.
- The student organization has completed the SOF training.
- It serves the student organization's purpose and/or mission.
- The student organization is contributing to monetary expenses.
- In most cases, it should be an item that can be reused many times.
- The item is not personalized.

Section 2.4: Travel Expense Requirements

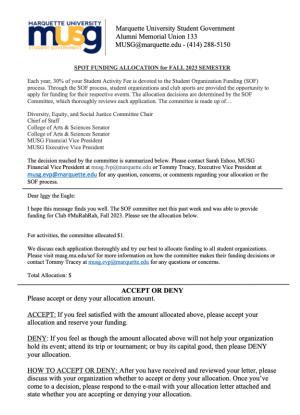
- SOF application is complete.
- If a field is missing, the EVP will email the contact on the application, and they will then have 48 hours to respond for SOF funding.
- It complies with the MUSF Financial Policies.
- The student organization has completed the SOF training.
- The event is registered in MARQUEE.
- It's advised to submit your request for travel expenses as soon as possible to try and obtain the cheapest options.
- When requesting money for gas, we will fund up to \$0.66 per mile traveled.

Section 3: Committee Review

- SOF committee reviews funding requests
- SOF committee meets weekly to discuss all applications submitted
- Requests over \$2,500 require Senate approval and an organization representative to explain the need; Senate meets Mondays from 7–9 PM

Section 3.1: Allocation Letter

- Watch for email updates from musg.exec@marquette.edu
- You'll receive an allocation letter with your approved funding amount
- Choose to accept or reject the allocated amount
- Example letter:



Section 3.2: Appealing Decision

- If after receiving your decision letter, you are not funded the amount you want or think you deserve, you may appeal the committee's decision.
- Appeals must be submitted in writing and within 1 week of the notification of the allocation decision.
- Budget committee will then hear the appeal and make the final decision.

Section 4: Event Occurs and Apply for Reimbursement

Section 4.1: Reimbursement Process

Student organization hosts event / pays for all expenses out of pocket.

1) Student organization completes Qualtrics within 30 days following event / purchase.

Section 4.1: Event Occurs

- Organizations should host their event and pay for all their expenses out of pocket.
- If an organization needs financial support, it's their responsibility to reach out to the MUSG FVP to discuss options.
- However, the majority of the time MUSG is only able to reimburse after an event occurs.
- After the event has occurred, student organizations will be responsible for completing the reimbursement form found on the MUSG website.
 - o The form is the Qualtrics form.
- MUSG doesn't just deposit the amount that you were allocated into your club's account, instead, assuming allocation, we will deposit according to your proof of purchase.
- You must purchase your items and show proof that you paid for them.
- You may not get the full amount you were allocated unless you show that you purchased goods or services in that amount.

Section 4.2: Reimbursement Form

- This form differs from the form for the fund request completed earlier in the process.
- Organizations must have been approved for the amount and the event before submitting reimbursement requests.
- All organizations have up to 30 days after the date of the event/purchase to submit a reimbursement form. Anything past will not be accepted.
 - o In spring semester, reimbursements are stopped either after 30 days or May 14th whichever comes first.

Section 4.2.1: Proof of Payment

- When submitting the reimbursement form, organizations need something that shows you paid for the goods or services.
- Proof needs to show that money has been transferred in the amount originally funded as well as prove money paid for a good or service originally funded for.
- Examples: (see appendix for picture examples)
 - o A paid invoice
 - o A receipt (NEED FOR GAS, nothing else is viable)
 - o A registration confirmation with the amount paid
 - A signed contract with the amount being paid + bank statement or cashed check that shows the debit from your organization account

Type of Purchase/Expense	Documentation Needed	
Gas	Photocopy of Original Receipts	
	NOTE on mileage. When you request money for gas expenses	
	and you submit how many miles you are driving, MUSG will	
	allocate up to \$0.66 per mile. You still have to produce the	
	receipts that showed you bought gas.	
Venmo	Transactions carried out with this app require more than a	
	screenshot of the lump sum transferred between the bank account	
	and Venmo: please also include an invoice with a break-down of	
	specific purchases included in the reimbursement with a clear	
	description.	
Event or Conference	In addition to bank activity showing funds leaving account, we	
Registration	ask that copy of the event confirmation email that verifies	
	payment and reservation and attendance.	
Miscellaneous Purchase	If providing invoice as back-up make sure the Balance or Net	
	Due says 0.00 or include a bank statement/ screenshot of bank	
	activity that shows the amount (clearly recognizable by	
	description) as a completed transaction.	

Section 4.3: How Reimbursement Works

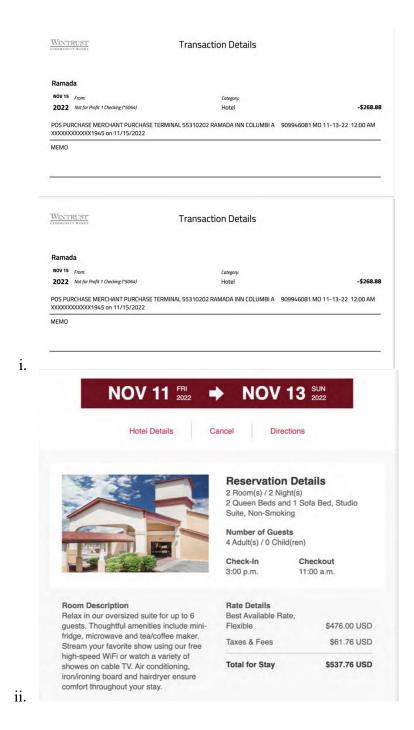
- Once the reimbursement form is filled out, the MUSG Finance Office Reviews and processes reimbursement requests.
- After their review, the university's comptroller's office authorizes the reimbursement payment based on the evidence submitted.
- The payment is then entered into Marquette's payment system called COUPA
 - Often, your organization must be added as a payee before the payment can be entered.
- Marquette's Accounts Payable Office issues the payment on their regular schedule after the payment request is approved. This usually takes about 7 working days.
- Reimbursement can be done through ACH payments through a bank (preferred and faster) or via checks which the universities comptroller's office authorizes and will notify your group for pick up.
- ACH payments are deposited directly into your account, which can either be personal or an organization's bank account done through Town Bank.
- Reminder: the MUSG Finance Office, including the FVP and the Financial Office Assistants (FOA) review and process reimbursement requests and NOT the Executive Vice President.

Appendix

- a. Reimbursement Samples
 - a. Acceptable Proof Payment: Invoice with no balance or receipt



b. Acceptable proof of payment: Bank statement and reservation confirmation



c. Unacceptable Proof of Payment: Doesn't actually show that you made this purchase because you could snap a picture of any gas pump sale. If you submitted

this along with a bank statement that showed a debit to a vendor matching this amount, then you have legitimate proof of payment and cost.



i