



Student Organization Funding (SOF) Manual

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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?

Can	Can Not
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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:



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

SPOT FUNDING ALLOCATION for FALL 2023 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 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...

Diversity, Equity, and Social Justice Committee Chair
Chief of Staff
College of Arts & Sciences Senator
College of Arts & Sciences Senator
MUSG Financial Vice President
MUSG Executive Vice President

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

Dear Iggy the Eagle:

I hope this message finds you well. The SOF committee met this past week and was able to provide funding for Club #MuRahRah, Fall 2023. Please see the allocation below.

For activities, the committee allocated \$1.

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 Tommy Treacy at musg.evp@marquette.edu for any questions or concerns.

Total Allocation: \$

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.

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.
 - 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.**
 - 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)
 - A paid invoice
 - A receipt (NEED FOR GAS, nothing else is viable)
 - 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 Registration	In addition to bank activity showing funds leaving account, we 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

i.

MCCV
 3849 Cayman Ln
 Lexington, KY 40509 US
 +1 6164056305
 henryc@miva-vball.org
 https://miva-vball.org



SALES RECEIPT

BILL TO
 Marquette University

SALES # 1042
DATE 01/25/2023

PMT METHOD
 Check

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
MIVA-M10VC Season Dues	Marquette U A MIVA-M10VC Team Season Dues 2023	1	1,350.00	1,350.00
MIVA-B-Team Season Dues	Marquette U B MIVA B-Team Season Dues 2023	1	1,350.00	1,350.00
TOTAL				2,700.00
BALANCE DUE				\$0.00

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



Transaction Details

Ramada

NOV 15 From:

Category:

2022 Not for Profit 1 Checking (*5064)

Hotel

-\$268.88

POS PURCHASE MERCHANT PURCHASE TERMINAL 55310202 RAMADA INN COLUMBI A 909946081 MO 11-13-22 12:00 AM
 XXXXXXXXXXXX1945 on 11/15/2022

MEMO



Transaction Details

Ramada

NOV 15 From:

Category:

2022 Not for Profit 1 Checking (*5064)

Hotel

-\$268.88

POS PURCHASE MERCHANT PURCHASE TERMINAL 55310202 RAMADA INN COLUMBI A 909946081 MO 11-13-22 12:00 AM
 XXXXXXXXXXXX1945 on 11/15/2022

MEMO

i.

NOV 11

FRI
2022

NOV 13

SUN
2022

Hotel Details

Cancel

Directions



Reservation Details

2 Room(s) / 2 Night(s)
 2 Queen Beds and 1 Sofa Bed, Studio Suite, Non-Smoking

Number of Guests
 4 Adult(s) / 0 Child(ren)

Check-In
 3:00 p.m.

Checkout
 11:00 a.m.

Room Description

Relax in our oversized suite for up to 6 guests. Thoughtful amenities include mini-fridge, microwave and tea/coffee maker. Stream your favorite show using our free high-speed WiFi or watch a variety of shows on cable TV. Air conditioning, iron/ironing board and hairdryer ensure comfort throughout your stay.

Rate Details

Best Available Rate, Flexible	\$476.00 USD
Taxes & Fees	\$61.76 USD
Total for Stay	\$537.76 USD

ii.

- 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.

