

SOF TRAINING

2025-2026



What is SOF?

Provides financial support to student orgs & club sports for:

- Events
- Goods

Funding Source:

- Comes from \$40 Student Activity Fee
- Paid by all full-time undergraduate students

Purpose:

- Supports student-led activities benefiting Marquette undergraduates
- Helps cover costs for materials, events, and operations
- Assists 270+ campus orgs



Our Funding Timeline

Fall: Opens 8/25 (1st Day of Classes)

AND Closes 11/23 (2 Weeks Before Finals)

Spring: Opens 12/29 (2 Weeks Before Classes)

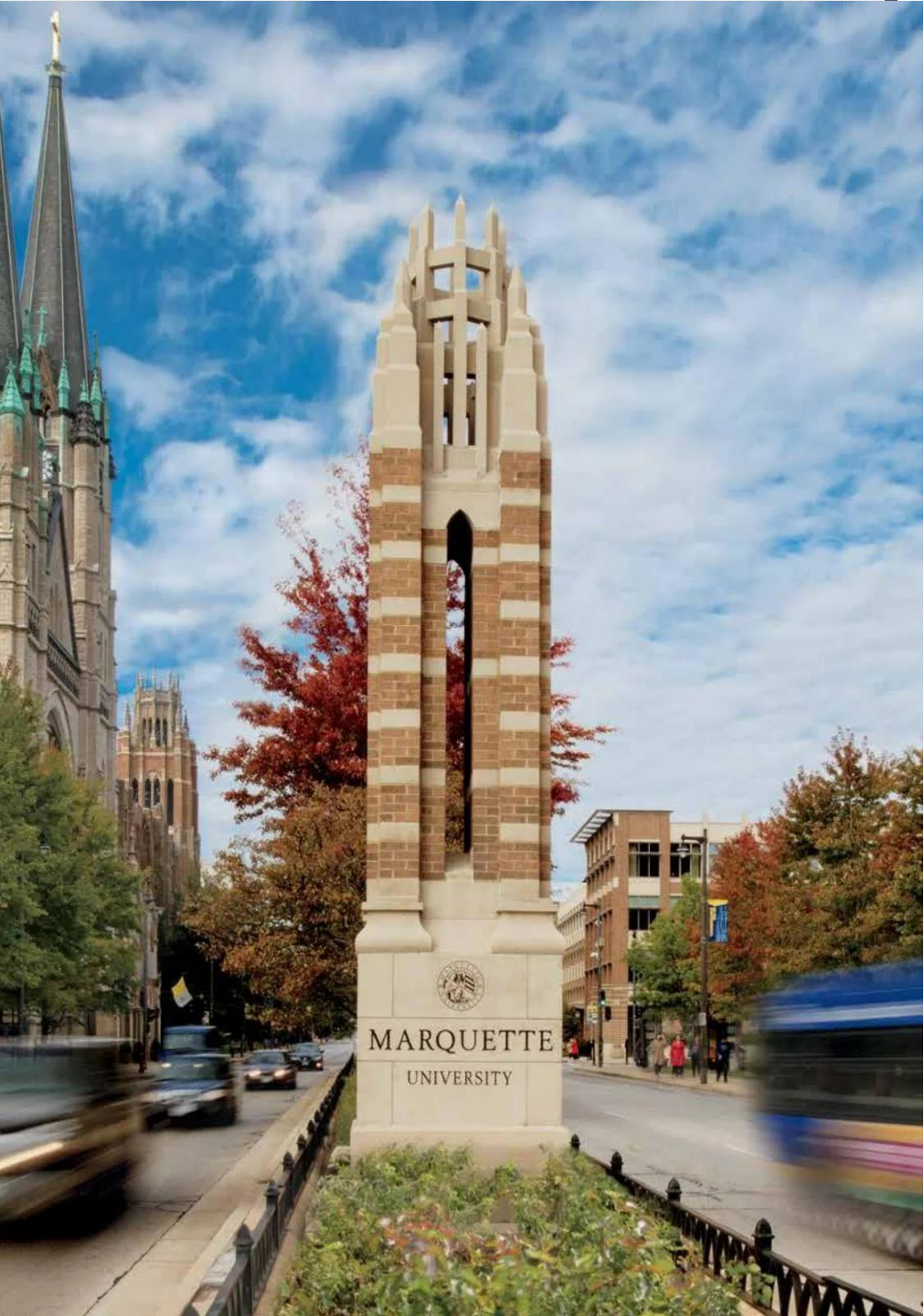
AND Closes 4/26 (2 Weeks Before Finals)

*SOF Committee Meets Every
Monday Except:

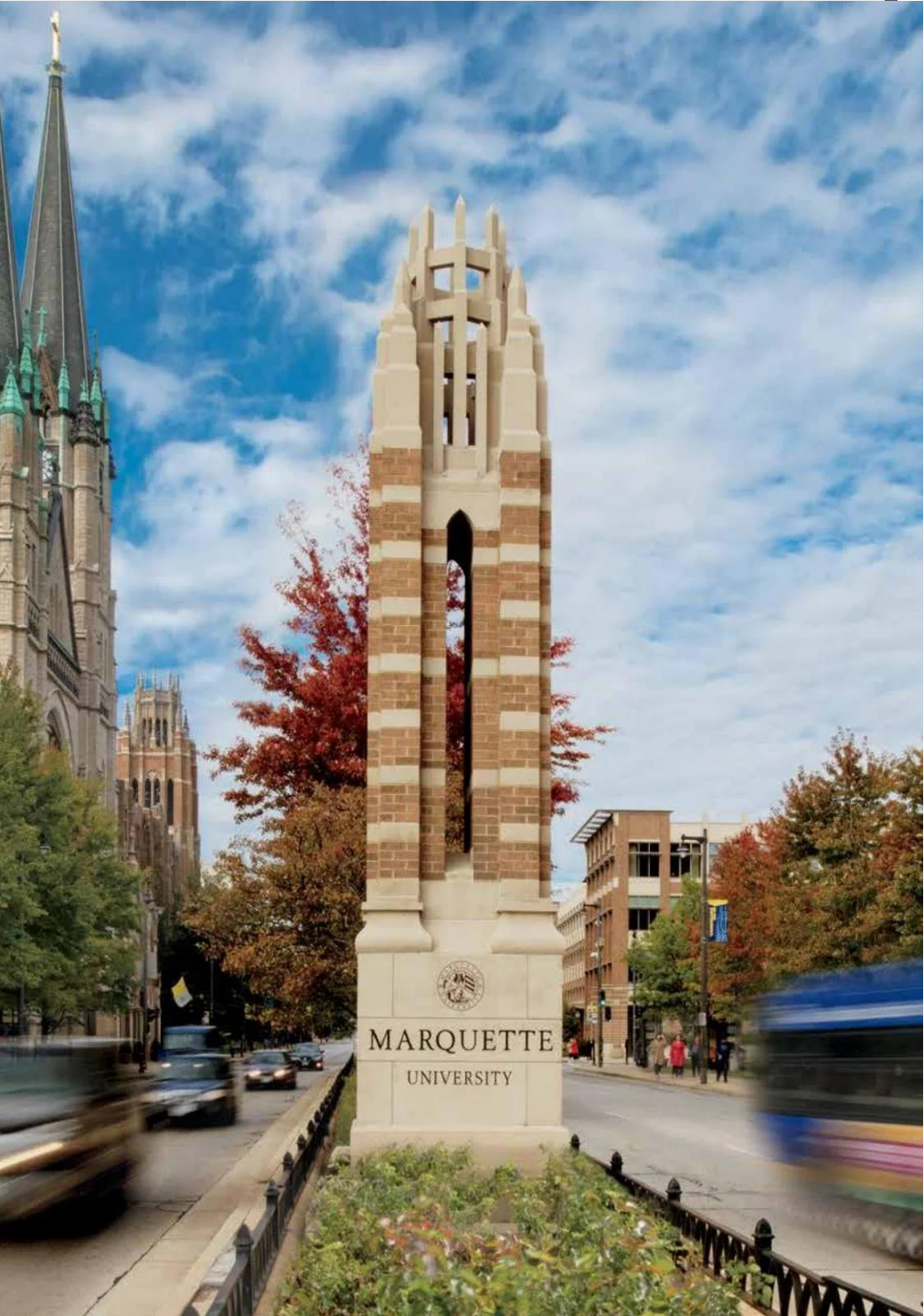
9/1, 10/13, 11/24, 12/8

MUSG High-Level Fundable / Non-Fundable Items	
Fundable	Non-Fundable
<p>Non-Politically Declared Speakers</p> <p>Field or Facility Rental</p> <p>Documentaries, Films, and Performances, Tournament and Service Trip Travel</p> <p>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</p> <p>Educational Events</p> <p>University Expenses (AMU services, AMU catering printing)</p> <p>Capital Goods (e.g. Sporting Equipment)</p> <p>Publicity for Events</p> <p>First Aid Supplies for Club Sports</p> <p>Food</p> <p>Lodging, Conference, and Tournament Registration</p>	<p>Recruiting or Fundraising Events</p> <p>Expenses Incurred Outside of the Funding Period</p> <p>Events Involving Charitable Contributions or Expenses that Offset the Costs Related to Fundraisers for Charitable Organizations.</p> <p>Dues to Affiliate Organizations (e.g. Greek Life, Political or Service Orgs)</p> <p>Recurring Events</p> <p>Personal Goods (e.g. Personalized Uniforms, Prizes, etc.)</p> <p>Events with Admission Fee or Garners Profit Tips or Shipping Costs</p> <p>Capital Goods Purchased Prior to Submitting a Funding Application</p> <p>Events That Have Already Occurred</p> <p>Speaker Fees for Declared Political Candidates</p> <p>Non-Campus Events which are not Qualifying Student Services</p>

*Members of MUSG & MUSG as a whole cannot guarantee funding for any organization or student. All decisions are subject to SOF Committee approval.



How To Apply?



Step 1

- Go to MUSG's Website
- Go to the Student Organization Funding Tab
- Click on Apply for Funding
- 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

AutoSave Off sof expense sheet

File Home Insert Draw Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number Styles Cells Editing

12

	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					
6				\$0.00					
7				\$0.00					
8				\$0.00					
9				\$0.00					
10				\$0.00					
11				\$0.00					
12				\$0.00					
13				\$0.00					
14				\$0.00					
15				\$0.00					
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

YOUR ORDER



Large Original Crust Pepperoni Pizza

[Remove](#) | [Edit](#) | [View Details](#)

1 ▼

\$18.08

+ Make It Extra Large

+ Epic Stuffed Crust

+ Add Extra Cheese

+ Add Extra Sauce Cups

[Remove all items](#)

Sub Total

\$18.08

Estimated Tax

\$1.43

ORDER TOTAL

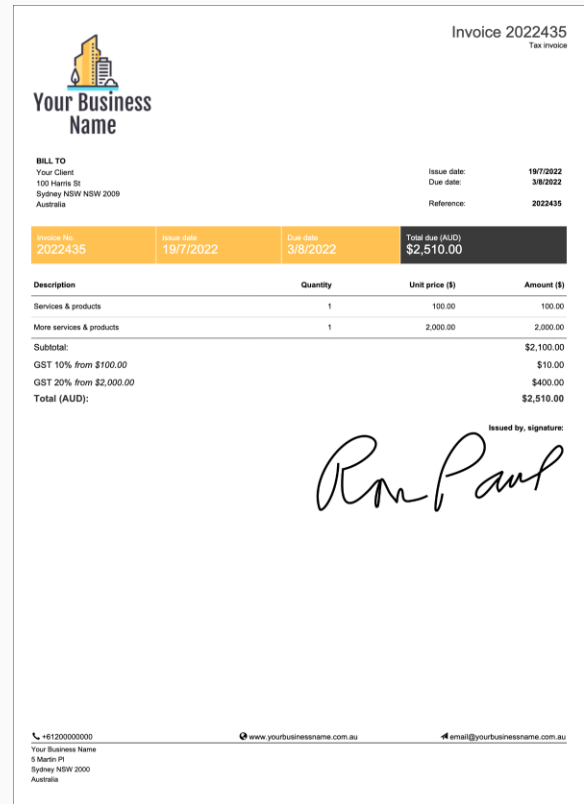
\$19.51

Screenshot of Item + Cost

Website Link

Invoice

Proof of Cost





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.

After SOF Committee Decision

- Applicant receives a letter detailing:
 - **Approval** (full or partial)
 - **Denial**
 - Read the letter **carefully** for conditions.
- **Approval ≠ Immediate Payment**
 - Funds are **not automatically deposited** into your org's account.
- **Two Ways to Access Funds:**
 - **Upfront Funding (if pre-approved):**
 - *Must be **requested in advance** during the application process.*
 - *Requires separate paperwork.*
 - **Reimbursement (most common):**
 - *Pay out of pocket first, then submit a **reimbursement form** to MUSG.*
 - **No reimbursement form = No money back!**

High-Level SOF Process Outline

MUSG Executive Department

Apply for SOF Funding
(Presence Form)

SOF Committee
Review & Decision

Allocation Letter
Sent to Submittee

Instant Denial:
Request Submitted within Two
weeks prior to the Event.

Event Occurs
& Items are Purchased

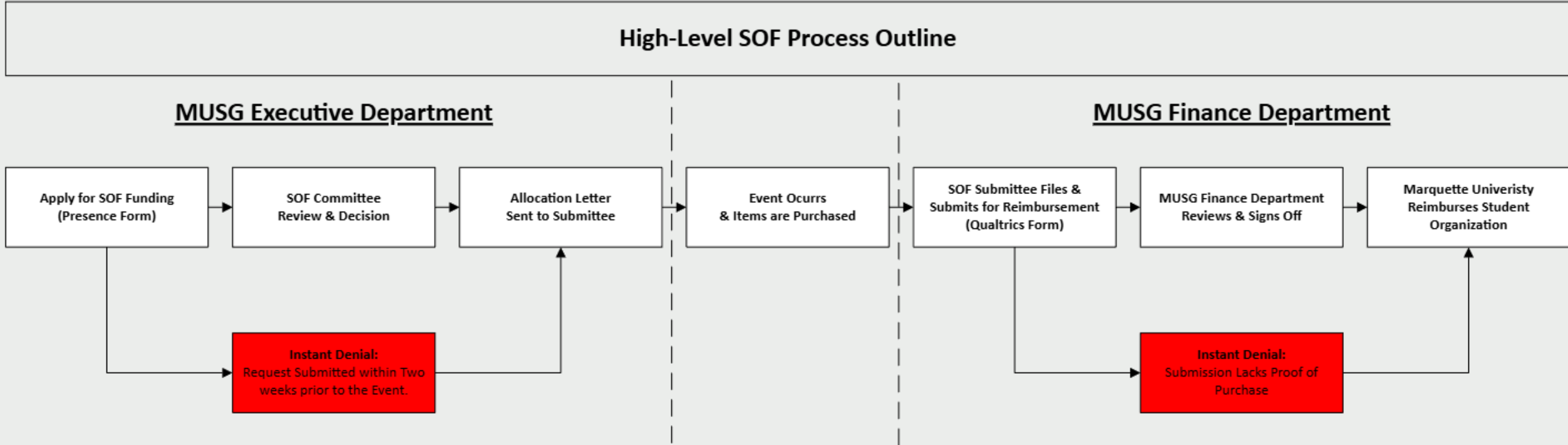
MUSG Finance Department

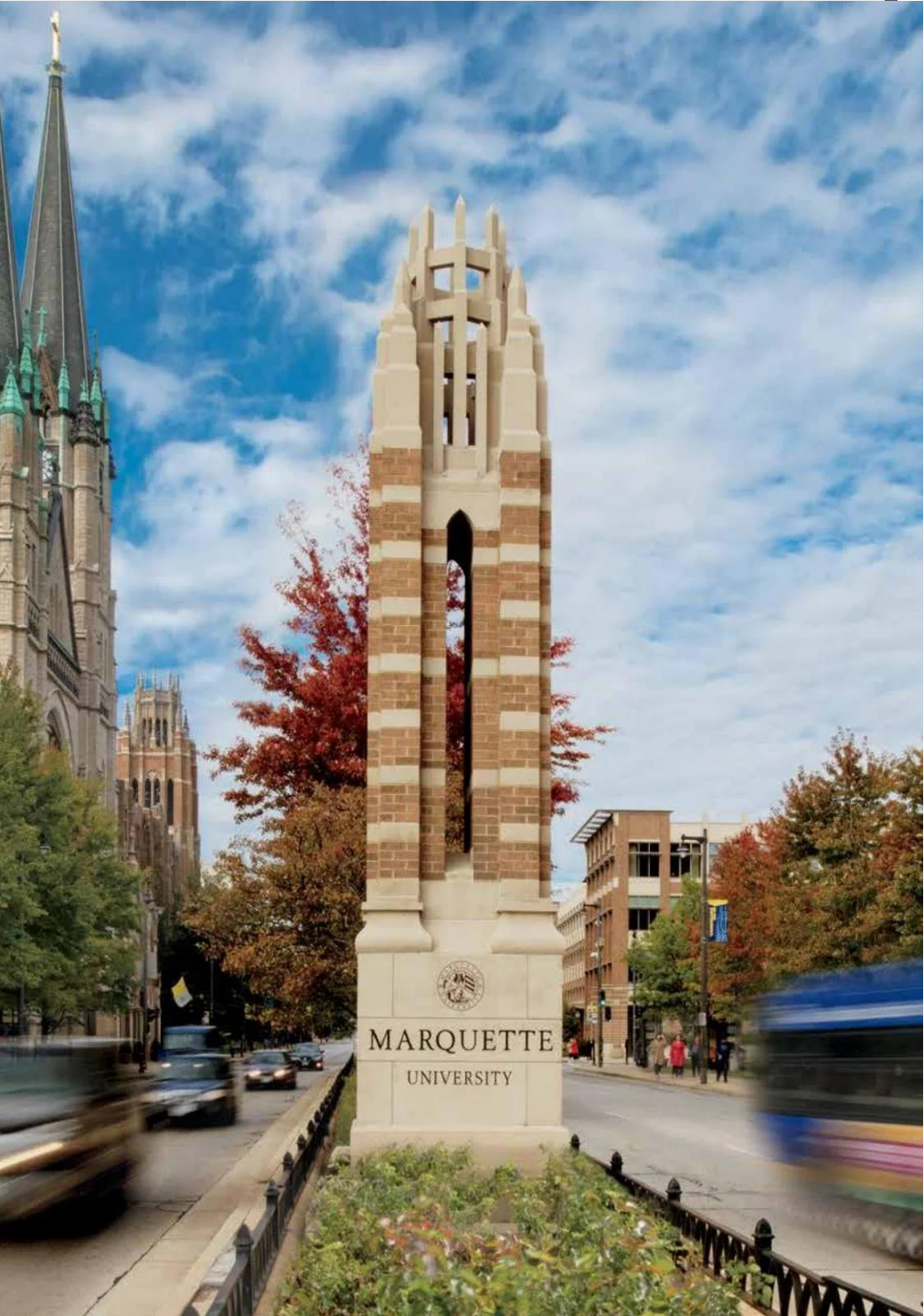
SOF Submittee Files &
Submits for Reimbursement
(Qualtrics Form)

MUSG Finance Department
Reviews & Signs Off

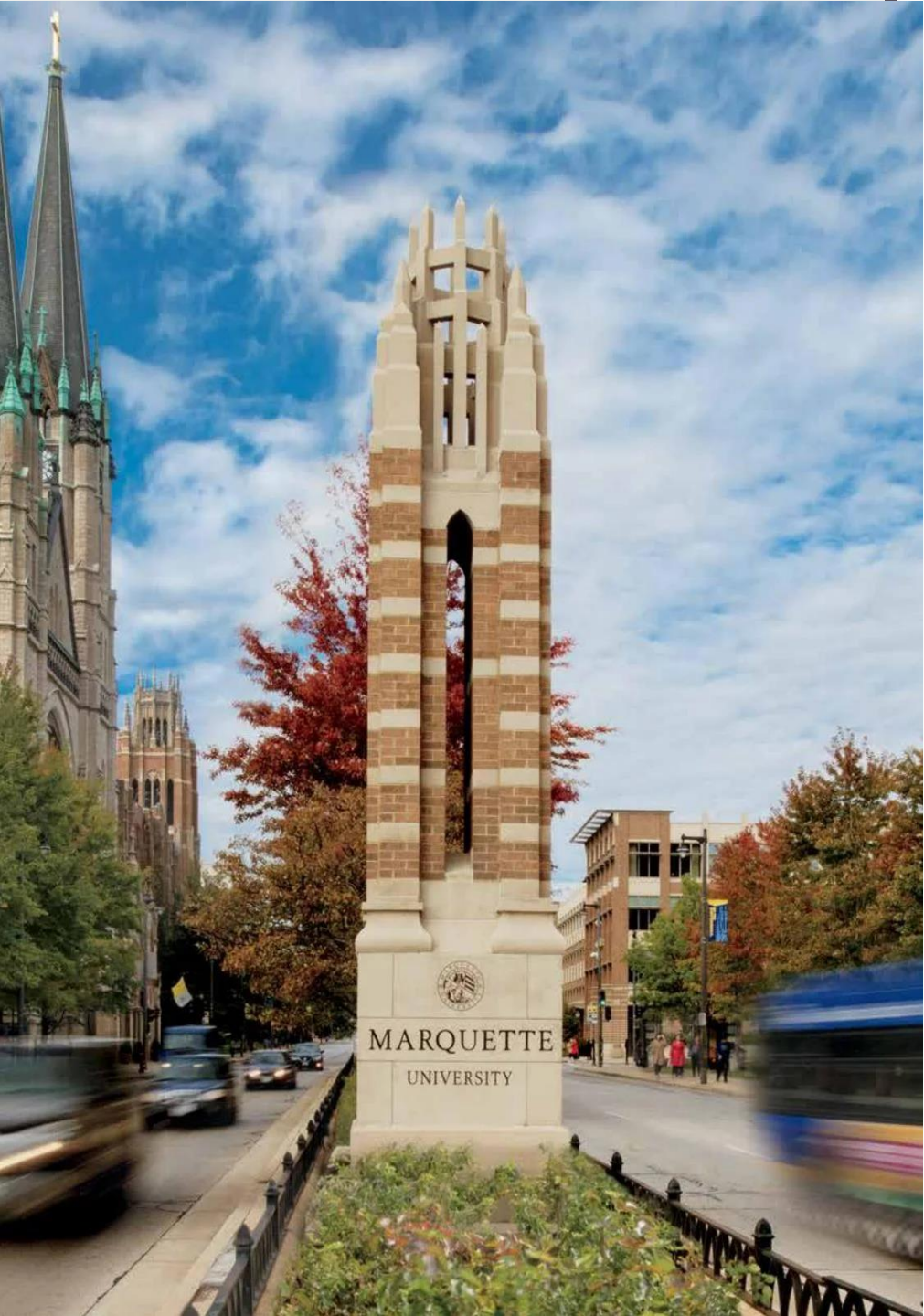
Marquette University
Reimburses Student
Organization

Instant Denial:
Submission Lacks Proof of
Purchase





Reimbursement form



Reimbursement Process

- Go to MUSG's Website
- Go to the Student Organization Funding Tab
- Click on Outline of Process
- Go to the sixth bullet and select reimbursement form
- Fill out the Qualtrics 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

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



Proof of Purchase	
Type of Purchase	Required Documents
Gas	Receipt only
Event / Conference Registration	Confirmation email (with payment documented) & a matching bank statement
Other	Receipt or invoice & matching bank statement

Proof of Purchase

High-Level SOF Process Outline

MUSG Executive Department

Apply for SOF Funding
(Presence Form)

SOF Committee
Review & Decision

Allocation Letter
Sent to Submittee

Instant Denial:
Request Submitted within Two
weeks prior to the Event.

Event Occurs
& Items are Purchased

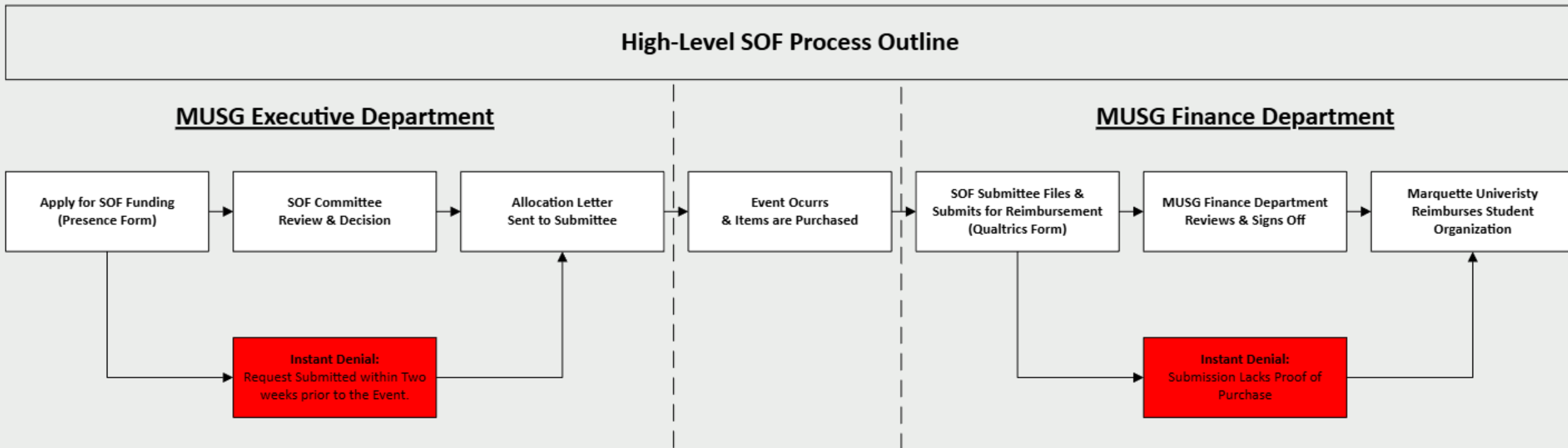
MUSG Finance Department

SOF Submittee Files &
Submits for Reimbursement
(Qualtrics Form)

MUSG Finance Department
Reviews & Signs Off

Marquette Univeristy
Reimburses Student
Organization

Instant Denial:
Submission Lacks Proof of
Purchase



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

musg.fvp@marquette.edu

musg.execvp@marquette.edu