

## RSO Event Funding Policy

- The Office of Student Organizations (OSO) offers funding to help Recognized Student Organizations (RSOs) host events for UNC students. To use this funding, RSOs must submit an online application through UNC's Engage platform, *BearCave*.
- If you have questions about the funding process or application, please contact our office at [studentorgs@unco.edu](mailto:studentorgs@unco.edu)

### Terminology and Definitions

- **Recognized Student Organization (RSO)** is a student led group that has applied for and been awarded formal recognition by the University of Northern Colorado.
- **Funding Authority** is the OSO staff responsible for administering event funding.
- **Financial Authority** is an RSO officer who has been approved by the group to initiate financial transactions and has completed officer training.
- **Viewpoint-neutral funding** means that funding decisions will not be made based on an RSO's point of view. Funding applications will only be evaluated using criteria unrelated to viewpoint such as fiscal responsibility and adherence to procedural guidelines.
- **Regular Funding** is funding awarded for eligible event funding requests up to \$1,000.
- **Match Funding** is a supplemental award available on top of Regular Funding. RSOs may request up to \$500 of Match Funding each funding period. To be eligible for Match Funding, the RSO must demonstrate that they can "match" the amount provided through documented co-sponsorship. Documented co-sponsorship may include a pledge of financial support from a campus department, local or national business, or a regional or national chapter of the RSO.

### Conditions of Use

*As event funding comes from **student fees**, event funding is intended for events that are welcoming of all students and benefit the UNC student body.*

**As such, RSOs who utilize this funding must meet the following conditions:**

- The event must be primarily for UNC students.
- The event must be open to all UNC students and free for UNC students to attend.
- The event must be advertised to the entire UNC student body (BearCave, UNC Calendar, flyers, etc.).
- Event advertising must include the following statement: "Any person requesting disability accommodations for this event, please contact (970)351-2289 at least 3 business days in advance."
- **The application for funding must be submitted at least **three weeks** prior to the event date.**

### Eligibility for Funding

To be eligible for event funding from the Office of Student Organizations, RSOs must meet the following criteria:

1. Be in good financial standing as determined by the Student Club Business Office
2. Be designated as "Active" by the Office of Student Organizations
3. Have no outstanding forms or training requirements on BearCave

### **Funding Process Guidelines**

1. The application for funding is available online through UNC's Engage platform, *BearCave*.
2. It is open throughout the semester on a rolling approval schedule from **August 1<sup>st</sup>-April 15<sup>th</sup>**.
3. All funding applications will be reviewed using viewpoint neutral criteria.
4. All funding is awarded on a first come, first served basis to eligible organizations (*see page 1*).
5. Funding can only be used for events occurring within the **same semester** of the award being granted.
6. If requesting funding for multiple events, RSOs must submit a separate funding request for each event.

### **Criteria Used to Review Funding Requests**

1. Thoroughness of the proposed event budget (*detailed spreadsheet needs to be submitted*).
  - *Required template included on page 4*
2. Purpose/mission of the event for students, the University, and the RSO.
3. The timeline of the event (*3 weeks in advance for funding, permits, contacts, etc*).
4. Standing of the group (*see "Eligibility for Funding"*).

### **After Using OSO Funding**

RSOs are **required** to document all purchases made with Regular and Match Funding. Acceptable forms of documentation include original invoices and receipts as well as copies or photographs of invoices and receipts.

RSOs are **required** to submit a follow-up form within 2 weeks *after* the event.

The follow up form is available on *BearCave* and must include the following information:

- Description of how the event benefitted the RSO, UNC students, and the UNC community
- Estimated number of attendees
- Final cost of event
- Documentation of event costs (*see above*)

### **Funding Request Limitations**

Total funding from OSO for each RSO may not exceed \$5,000 for the academic year. RSOs may not be awarded more than \$1000 of Regular Funding, and \$500 of Match Funding per funding request.

*The Funding Authority is authorized to reject funding applications deemed inappropriate.*

### ***Inappropriate funding requests include:***

- Events not submitted to *BearCave*
- Events that are not open to all UNC students or private receptions/parties
- Requests submitted less than three weeks before the event date
- Recruitment events, operational budgets, or regular RSO meetings
- RSO recognition events/celebrations

- Marketing costs that exceed 10% of total event budget
- Overnight, lodging, and travel event costs
- Food requests that exceed \$15 per meal per person
- Food for any regularly scheduled organizational meeting
- Payment to speakers/performers who are current UNC students
- Payment to speakers/performers who do not demonstrate expertise relevant to the event content
- Direct contributions to charitable organizations or agencies (a service or product must be rendered for all monies disseminated)
- Funding for travel to conferences
- Registration for conferences/associations/memberships
- Alcohol or drug/substance purchases
- Salaries, stipends, or scholarships for elected or appointed student organization officers/advisors
- Personal gifts that are not connected with the event or exceed \$20
- Programs or activities which produce academic credits to attendees
- T-shirts or apparel
- Equipment purchases

### **Funding Use**

RSOs may only use allocated funding for expenses related to their event and must follow all Student Club Business Office procedures.

#### ***The Student Club Business office requires that:***

- Only individuals who are *Financial Authorities* may initiate financial transactions.
- RSOs must fill out a Work Copy form detailing where purchases will be made before spending event funds. (*Note, this applies to OSO event funds and the RSO's individual funds*)
- RSOs must get advance approval for reimbursement from OSO.
  - Reimbursements for event funding costs will only be approved if they are outlined in the initial funding application.
- Purchases of services or goods may not exceed the total amount awarded by OSO.
  - Deficit spending will **not** be covered by OSO or UNC; RSOs are responsible for deficit costs.
- All contracting or payment of speakers/guests must be processed in advance with the Student Club Business Office or OSO.

*Any financial transactions conducted in a manner that does not follow these procedures will be considered personal transactions. This means that the individual who initiated the transaction will have to cover the costs.*

### **Seizure or Suspension of Organizational Funds**

If strong evidence is presented that an RSO may have violated UNC or OSO policy or any local, state, or federal law, OSO has the authority to **suspend** the RSO's account & recognition and refer the suspension to Dean of Students Office and UNC Police.

**Spreadsheet Template Required for Funding Requests**

Acceptable Formats: Microsoft Word or Excel document, PDF document

Template with an example.

RSO	Financial Authority (officer name & bearmail)	Item	Price	Quantity	Store/vendor	Location of store/vendor	Date (when do you need to purchase this?)
Chess Club	Sarah Smith – abcd1234@bears.unco .edu	Chess boards	\$20.99	4	Chess.com	Online – chess.com	April 1 <sup>st</sup> at the latest!

*For contracts (if you are paying for a service or entertainment), please submit the PDF invoice and OSO Staff will be following up with more details and requirements. Please do not sign or pay for any services or entertainment until you chat with OSO or Student Club Business Office.*