



Recognized Student Organizations 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 and meet with OSO staff to review the event plan. All funding is awarded on a first come, first served basis to eligible organizations. Requirements for eligibility and a description of the funding process is outlined below.

If you have questions about the funding process or application, please don't hesitate to contact our office. We are glad to help you plan and budget for your event.

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 Board** is the OSO committee 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 online 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, relevance the University's mission, 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 by utilizing the balance of their RSO's account or 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

Event funding comes from mandatory student fees. Because all students are required to pay these fees, event funding is intended to facilitate 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 broadly (i.e. the event cannot only be marketed to members of the RSO).
- Advertising for the event must include the following accommodations statement: “Any person requesting disability accommodations for this event, please contact (970)351-2289 at least 3 business days in advance.”
- The event must be advertised in the Office of Student Organizations Newsletter. The RSO hosting the event must provide accurate information about the event to include in this newsletter.
- **The application for funding must be complete and submitted three weeks prior to the event date.**

Eligibility for Funding

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

- Be in good financial standing as determined by the Student Club Business Office
- Be designated as “Active” by the Office of Student Organizations
- Have no outstanding forms or training requirements

Funding Process

The application for funding will be made available online three (3) days prior to the start of each semester. All funding applications will be reviewed using viewpoint neutral criteria. The academic year is divided into two funding periods. The funding periods are as follows:

- **Period 1 (Fall Semester)**
- **Period 2 (Spring Semester)**

Funding requests will only be accepted for currently open funding periods.

Funding can only be used for events occurring during the period in which it was awarded (i.e. money awarded during Period 1 cannot be used for events occurring during Period 2).

RSOs who submit a valid funding request will be invited to attend a Funding Board meeting. At least one member of the RSO must attend a Funding Board meeting and be prepared to answer questions about the proposed event. Funding Board meetings are held twice weekly in the Office of Student Organizations.

If an RSO is requesting funding for multiple events in a single funding period, they must submit a separate funding request for each event but will only have to attend one Funding Board meeting. The Office of Student Organizations will notify the RSO of their decision within 72 hours of the meeting.

The Funding Board will use the following criteria to review requests:

- Credibility of the proposed event budget
- Credibility and completeness of the event plan
- Benefit of the event to students, the University, and the RSO
- Financial need of the RSO
- Standing of the group (must be on Active status and in good financial standing)
- If requesting match funding, the RSO must be able to demonstrate their ability to match the amount requested through co-sponsorship or use of the RSO's funds.

RSOs must 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 may utilize event funding sixty (60) days prior to and fourteen (14) days after the event date. RSOs are responsible for paying all invoices in a timely manner. Event funding may not be used to cover late payment fees.

RSOs are required to submit a follow-up form within fourteen (14) days of the event. RSOs who fail to submit an event follow-up form may be temporarily or permanently inactivated. The follow up form is available on the Office of Student Organization's website 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 (invoices, receipts, copies of receipts, and photos of receipts are acceptable forms of documentation)

Preparing Documentation for Funding Hearing

To be approved for event funding, RSOs are to bring documentation that details the expenses that they are requesting for funding. Expenses must be priced from the vendor from which the RSO plans to make the purchase from and the documentation can be provided in the following:

- A screenshot of items in cart from an online vendor (screenshot must include the price and quantity to be purchased)
- Invoice from vendor, which can be requested from a vendor before actual purchase
- Contract from outside vendor that has been negotiated but not signed by the RSO

RSOs must bring copies of these documents, in paper form, to their scheduled funding hearing. Funds will not be released for use until these documents have been produced. Discrepancies in proposed funding amounts and expenses verified from documents will be adjusted as deemed necessary by the Office of Student Organizations.

Funding Request Limitations

Total funding from the Office of Student Organizations 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 period.

The Funding Board is authorized to reject funding applications deemed inappropriate. Inappropriate funding requests include:

- Events that are not open to all UNC students
- Requests submitted less than three weeks before the event date
- Funding for recruiting events, operational budgets, regular RSO meetings, or RSO recognition events
- Marketing costs that exceed 10% of total event budget
- Overnight events
- Food requests that exceed \$15 per meal per person
- Food for any regularly scheduled organizational meeting
- Payment to speakers who are current UNC students
- Payment to speakers who do not possess demonstrable expertise relevant to the content of the event
- Direct contributions to charitable organizations or agencies (a service or product must be rendered for all monies disseminated)
- Funding for travel to conferences or registration for conferences
- Lodging and travel costs
- Alcohol or drug purchases
- Salaries, stipends, or scholarships for elected or appointed student organization officers
- Personal gifts that are not connected with the event or exceed \$20
- Private receptions or parties
- Funding for programs or activities which produce academic credits to attendees
- T-shirts that are not marketing material for the specific event in question

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 individual 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 the Office of Student Organizations. Reimbursements for event funding costs will only be approved if they are outlined in the initial funding application.
- Two Financial Authorities must give approval for expenditures.

- Purchases of services or goods may not exceed the total amount that the organization has been awarded by OSO.
- Deficit spending will not be covered by OSO or the University of Northern Colorado; RSOs are responsible for covering deficit costs.
- All contracting or payment of speakers must be processed in advance with the Student Club Business Office.

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.

Grievances and Appeals

Any RSO wishing to appeal a funding decision may do so within seven (7) days of the Funding Board's decision. Groups who appeal a funding decision may be asked to attend an additional funding meeting to review their appeal. Appeals can be submitted via e-mail to the Office of Student Organizations at studentorgs@unco.edu.

Any person or RSO wishing to file a grievance regarding a Funding Board decision must do so within twenty-one (21) days of notification of the Funding Board's decision. Grievances can be submitted via e-mail to the Office of Student Organizations at studentorgs@unco.edu.

Seizure or Suspension of Organizational Funds

In the event that strong evidence is presented that a RSO may have violated UNC or Office of Student Organizations policy or any local, state, or federal law, the Office has the authority to suspend the RSO's account. If the Office of Student Organizations initiates seizure or suspension of funds, the RSO will be notified within 48 hours. The Office of Student Organizations will also notify selected campus partners that the RSO is temporarily ineligible to use RSO resources.

The Office of Student Organizations is authorized to investigate such violations and may also refer investigations to other campus partners such as the Dean of Students Office and UNC Police. Student RSOs found to have violated UNC or Office of Student Organizations policy or any local, state, or federal law may face a temporary or permanent charter suspension.

FSL Greek Organizations funding

Greek organizations that are recognized under FSL and are chartered RSOs will be eligible to receive half of the full funding amount that RSOs are eligible to receive. FSL Greek organizations are encouraged to also seek funding through their perspective Greek councils at UNC and from local, regional, and national levels of their organization.