



Student Organization Funding (SOF) Training





What is SOF?

Student Organization Funding (SOF) is a process where student organizations and club sports can apply to receive funding support on 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+ orgs on campus.

Student Organizations must be in good standing and must have attended all required trainings to be eligible for funding.



Who do I contact about SOF?

Questions About Allocations
Contact the [Chief of Staff](#)

Reimbursements?

Divya Iyer, Financial Vice
President:
musg.fvp@marquette.edu

Fall 2022 SOF Committee

Student Organization Funding Chief of Staff: Makayla Harrow	Diversity, Equity, and Social Justice Committee Chair: Jayla Taylor
Financial VP: Divya Iyer	
Senators: Sophia Medina and Lori Martinez	Advisor: Dr. Jen Reid

The SOF Process



Apply for funding

**GO TO THE MUSG WEBSITE TO
FIND THE SOF APPLICATIONS**

Student organizations must apply for funding 14 days before their event. Any requests that fall out of that 14 day period

SOF Committee reviews funding request

Every week the SOF committee will meet to discuss all applications submitted. Any request over \$2500 will have to be presented, approved or denied by Senate.

Accept or Reject Funding

After the SOF Committee reviews your organization's funding request you will be sent an allocation letter outlining how much your organization received. You then have the opportunity to accept or reject the amount.

Event Occurs and Apply for Reimbursement

After the event occurs student organization will be responsible for completing the reimbursement form. SOF MUST be completed and approved before a reimbursement can be processed.

What Are The Specific 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

The funding application will be open from August 15th to December 10th

Allocation notification will be sent to you from SOF committee within 10 days of application being received

- You **MUST** apply at least 14 days before your event. If you do not, your application may **automatically** be rejected.

You may not re-apply for funding for any expense that was denied in the same funding period.

(NOTE: You must register your org's event on MARQUEE 21 days prior to its planned date.)

Recent SOF Changes

01

SOF is primarily operating on a reimbursement basis. If your organization does not have the financial ability to purchase goods or services upfront and be reimbursed, we will make every effort to assist you. However, you will have to set up a meeting with the MUSG Finance Vice President to discuss options

02

We only consider funding expenses for the current semester. We will not be looking at things that occurred in the previous semesters.

03

SOF Committee meets once a week so if you submit your SOF form after we have already met that week, your request will most likely not get reviewed until the following week. **MUSG DOES NOT** do Emergency Funding Requests.

04

We anticipate receiving about \$70,000 for club sports and \$70,000 for non-club sports for funding requests this academic year which is a low budget. We do not anticipate having enough funds to cover all requests that we may receive. So every request **may not** be fully funded.

On Campus Event Criteria

Requirements:

The event is open and free to all full-time undergraduate Marquette students and fulfills all requirements established by Marquette University.

The 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.

The event is registered in MARQUEE

Fully planned out event

Off Campus Event Criteria

Requirements:

The event is open and free to all full-time undergraduate Marquette students and fulfills all requirements established by Marquette University.

- 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

Capital Goods Criteria

Requirements:

The SOF application is complete.

- If a field is missing, the FVP 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 and the MUSG Constitution.

The student organization has completed the SOF training.

It serves the student organization's (or Club'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, and not personalized.

The Path to Event Funding

Step One: Plan your Event

Look at the events your organization plans to have throughout the semester. See which events MUSG can support through the student organization funding process. MUSG is limited to the types of events they can fund. To best utilize the funds available see which events can and cannot be supported by the Student Activity Fee.

To see what can and cannot be funded please review the next slide.

As a reminder any event or good that is over the amount of \$2,500 **HAS** to be reviewed by Senate in addition to the Student Organization Funding Committee. Please keep this in mind when applying for funding. Senate meets every Monday Starting September 12th from 7pm-9pm. If you happen to submit your request after Senate has met for that week your request will not be reviewed until the following Monday.

What can be funded?	What cannot be funded?
Non-Politically Declared Speakers	Recruiting or fundraising events
Documentaries, films, and performances	Personal goods
Tournament travel (e.g. airfare, bus fare, car rental, gas) and lodging	Operating expenses (office supplies, websites, newsletter services, etc.)
Conference and tournament registration	Expenses incurred outside the funding period
Events, a series of events, services, or activities that are free and open to all undergraduate students and that enhance the greater Marquette Community	National Dues
Coaching and referee fees	Any event that charges admission fee
Capital Goods (sports equipment, etc)	Prizes for events
University Expenses (AMU services, AMU Catering, Printing)	Tips (on catering or meal expenses)
	Shipping costs
	Recurring events

Step Two: Complete Training

The Next Step in the Event Funding Process is to complete training. Training in this case is reviewing the SOF Powerpoint and reviewing the policies completely. Because Student Organization Renewal has been changed to take place in the fall, Eboard members who transitioned last fall are not required to do anymore SOF Training. However, once Organization Renewal is set to happen again later this fall all trainings will be in person versus Powerpoint.

Dates and Times for in person Training is TBA.

If Student Organizations would like to have a one on one training please feel free to book an appointment with the MUSG Financial Vice President using the booking link on the MUSG website: <https://www.musg.mu.edu>

Step Three: Apply for Funding

Apply for Funding by submitting your application via Presence, the SOF form can be found on the MUSG website. This year the process is a bit different. Your proof of cost will be in the form of providing links for the goods or service you need. You will first visit the MUSG website and at the bottom of the website you will see a link that says "SOF Expense Sheet. Please download that form and insert all the links for the items you are requesting funding for. Once you have all your links in that expense sheet you will download the form again and upload it to your SOF Request form. For any services that may not have a link or website (examples: contracts, speaker forms etc) you will have to provide a screenshot or pdf of the proof of cost and upload it in the Documentation section of the SOF Request form.

This year our funding is lower than the 2021-2022 year. Meaning that every request submitted may not be fully funded. A partial award does not mean that your event or activity is not important. It just means that we do not have enough money in our budget to fully fund every request.

This year we also strongly encourage student organizations to fundraise for events, trips etc. For example, if you know your organization has an annual retreat, tournament, fashion show etc it is recommended to plan ahead and start finding ways to fundraise on the side just incase your event cannot get fully funded.

Step Four: Allocation Notification

The SOF Committee meets to discuss all funding requests and allocating money to Student Organizations/Clubs for events or goods. After the SOF committee has meet organizations will be notified within 1-2 weeks if your event has been approved or denied funding. You will receive an allocation letter in your email outlining what item was granted funding.

The SOF Committee meets weekly, Day and Time TBA

As mentioned, MUSG's budget is always based on enrollment. MUSG has \$70,000 set aside for Club Sports and \$70,000 for non-club sports orgs. So when we set specific guidelines its not to sound harsh, it's to ensure that the process is fair and equitable for all organizations/cubs.

If your request is denied you have the opportunity to appeal the decision and provide more information to the SOF Committee. The appeal form can be found on Presence. However submitting a reimbursement form does not guarantee funding for you event. If an event or good is denied Student Clubs and Organization will be told why the request was denied.

Step Five: Host your event and apply for Reimbursement

Host your event and pay for all expenses out of pocket! MUSG will reimburse you for that money that you were allocated after your event is held. If you are an organization who needs financial support it is up to you to reach out to the MUSG Finance Vice President to discuss options. Our financial Vice President is also a full time student so make sure you plan accordingly.

The MUSG Finance Office reviews and processes reimbursement requests. NOT the Executive Vice President.

The university comptroller's office authorizes the reimbursement checks and your group is notified for pick-up. If your organization has a bank account with townbank then your reimbursement could also be deposited into your account.

All organizations have up to 30 days after the date of event/purchase to submit a reimbursement form.

How Reimbursement Works

- The funds that a student organization are allocated are paid first by the student organization and then reimbursed by MUSG through a detailed reimbursement form.
- The MUSG Finance Office reviews and processes reimbursement requests.
- The university comptroller's office authorizes the reimbursement payment based on proof of payment.
- Then the payment gets entered into Marquette's payment system called COUPA.
 - Often, your org 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.
 - If your org has been set up for ACH payments, the payment will post directly to your org's account.
 - If you've not been set up for ACH payments, a check will be sent to the Office of Engagement and Inclusion, AMU 121.
- All organizations have up to 30 days after the date of event/purchase to submit a reimbursement form.

How Reimbursement Works

MUSG does not just deposit the amount that you were allocated into your club's account.

You must purchase your items and then 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.

How Reimbursement Works

Q: What is proof of payment?

A: Something that shows you paid for the goods or services.

- A paid invoice
- A receipt
- A registration confirmation with amount paid
- A signed contract with the amount being paid + a bank statement or cashed check that shows the debit from your org's account.

If invoice shows an amount due, you can submit this with a bank statement showing the debit.

Reimbursement Proof Of Payment

Type of Purchase/ Expense	Documentation Needed
Coaching/ Ref/ Umpire Fees	Coaching contract is available on MUSG website plus a bank statement or cashed check showing you paid the contract amount
Gas	Photocopy of Original Receipts (if more than 2 tape or staple to sheets of paper so all are clearly visible) NOTE on mileage. When you are request money for gas expenses and you submit how many miles you are driving, MUSG will allocate up to \$0.55 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: also include bank information with break-down of specific purchases included in the reimbursement with 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.

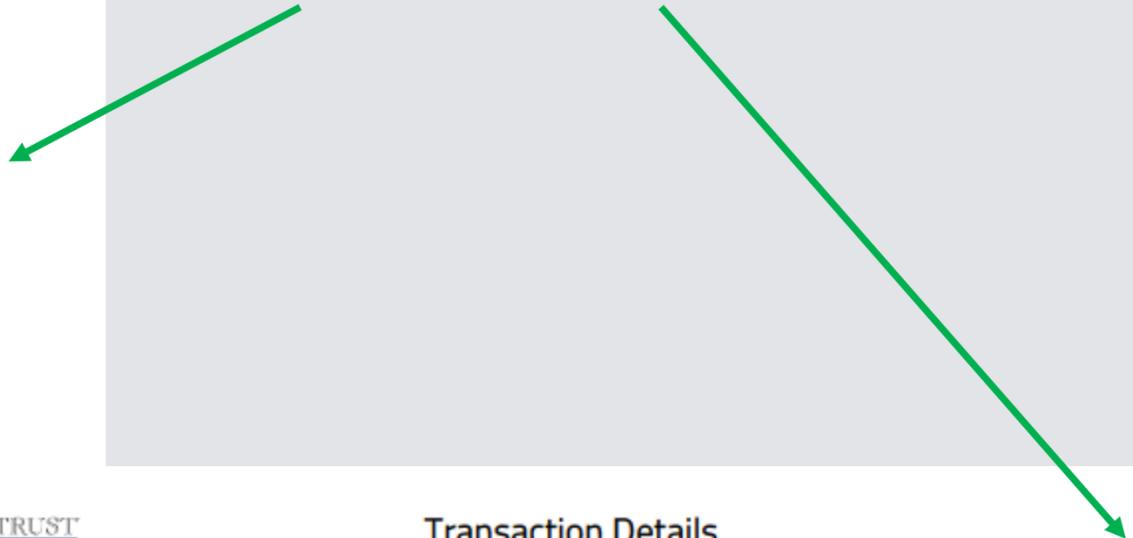
Reimbursement Samples

Acceptable Proof of Payment



Payment:
Payment Amount: \$350.00
By: Name of Buyer
Date: 10/4/2022
Transaction: 402881
Payment Type:: Credit Card
Card Number:: XXXX-XXXX-XXXX-1630
Card Expiration: 09/26
Authorization Code: 020244

Invoice + Bank Statement



Transaction Details

United States Bowl Ing

OCT 05	<i>From:</i>	<i>Category:</i>	
2022	<i>Not for Profit 1 Checking (*0340)</i>	Uncategorized	-\$350.00

POS PURCHASE MERCHANT PURCHASE TERMINAL 55417342 UNITED STATES BOWL ING 800-51426 TX 10-04-22 12:00 AM
XXXXXXXXXXXX1630 on 10/05/2022

MEMO

Reimbursement Samples

Unacceptable Proof of Payment



This doesn't actually show that you made this purchase because you could snap a picture of any gas pump sale.

However, if you submitted this along with a bank statement that showed a debit to a vendor matching this amount, then you have a legitimate proof of purchase.



Application and Website Link

Below is the link for the SOF Application. If you still have questions after reviewing the powerpoint please feel free to reach out to [MUSG's SOF committee](#). We know processes can be difficult to adjust to, but if you would like one-on-one help with your application do not hesitate to book a meeting with me.

[SOF Application](#)

[MUSG Website](#)



Marquette University Student Government

Thank you!

MUSG Finance Vice President, Diyva Iyer

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