



Organizations Fund Request Information

Please read the following information before submitting an Organizations Fund Request Form to ensure that your organization qualifies to receive support from the Organizations Fund.

Who can request funds?

Any permanent student organization on Active and Registered Status with the Organizations Board may request funds. Funding requests will not be retroactively dispensed for any expenses that occurred while not on permanent status.

How much can I request?

Organizations are able to request funding for operating, programming, and travel/registration expenses. Organizations may request monies three times throughout the academic year but may only request up to the following in each category: Programming (\$7,500), Operating (\$300), Travel/Registration (\$2,200).

What do I need to do?

You must first fill out the form through AUinvolve. The [Oboard Funding Request Form](#) must be completed in order to request a reimbursement from the organizations board. Please be sure to attach copies of any receipts, budgets, programs from conferences, etc. with your request. In addition to completing the form, you will be required to upload the [O-Fund Request Supplement Form](#). You may also scan copies of receipts and attach them to your online form or you may turn them in to Student Involvement (Student Center Suite 3130).

In order to complete the paperwork attached, you must also submit your Tax ID Number. You may obtain a Tax ID Number by visiting the IRS Website and filing a SS-4. You will be notified of your Tax ID Number by mail. You must have this number before submitting your request to Organizations Board. If you need assistance applying for a Tax ID Number, please email involve@auburn.edu. The process of payment is a direct deposit so you must also make sure to register with the Office of Procurement & Payment Services for a Vendor Number here: <http://www.auburnuniversity.net/vendor/>

All organizations submitting a request must send a representative to a scheduled Organizations Board hearing. Requests will be reviewed by members of the Organizations Board at that time and allocation of funds will be granted to those organizations who qualify. Organizations will be invited to appear before the board at a scheduled time once their submission is received.

Once your organizations funding has been reviewed, the Organization Board will send approval or denial of funds requested. Once the event/program is completed, the funds will be paid for through a reimbursement process. The organization then must complete the [Funding Reimbursement Form](#) and attach all itemized receipts if not already done so on the original request form.

Questions?

If you have any questions, please contact the Student Involvement at 844-4788.

Operating Funds

The Office of Student Involvement makes available a limited amount of funds to each Permanent Status student organization to cover some of their operating expenses. Student Organizations may apply for up to \$300/academic year for their annual operating expenses. **Organizations must prepare a sample budget for what they would like to receive funding for at the time of their request.**

Budget Category	Fundable	Non-Fundable
Advertising/ Promotion/Printing	Materials and events to recruit members, announce meetings and organizational activities; including but not limited to uniforms, banners, posters, flyers, newsletters, newspapers, and website hosting.	Any advertisements, promotions, or printings that are not general organizational activities located within the Auburn area. Glomerata pages
Bank Charges/ Fees/ Legal Fees	Charges associated with maintaining checking and savings accounts, costs of purchasing checks; fees associated with inquiries into 501 (c)3 status and other official matters.	Insufficient funds penalties, interest on loans, or costs associated with use and maintenance of a PayPal account; competitive or conference registrations; legal fees associated with issues of misconduct
Books/ Subscriptions <i>Limited to 1 subscription per magazine or book.</i>	Literature central to the organization's purpose and available to all members of the organization. Must be mailed to Organization Mailing address.	
Facility Rental	Charges associated with Auburn University facility rentals for general organizational meeting purposes.	Charges for facilities not owned by Auburn University or for non-general organizational meeting purposes.
Food <i>Limited to no more than \$150</i>	Food for recruitment or marketing events	General meetings, special or recognition dinners for members of the organization, meals while traveling
Office Supplies	Stationery, pens/pencils, paperclips, stamps for general organizational use, and other consumable items needed to conduct business. Office equipment must be stored on Auburn University property and in non-residential areas.	Branded items that could be used for promotional activities.
Other	Organizations may request funds for operating expenses that do not appear on this chart if they are not prohibited.	Expenditures designed for the financial gain or profit of the organization or individual

Fundable Programs

A fundable program, for the purpose of student activity fee funding, is defined as an educational or service activity held on campus or a service/outreach activity held off-campus. Fundable programs should: be open to all fee-paying students beyond the membership of the sponsoring student organization(s), provide developmental and educational outcomes for all participants, be broadly marketed, and abide by all guidelines and policies set forth by Auburn University. Fundable program shall not be used for partisan political activities, denominational/religious activities, and/or organizations whose constituents explicitly discriminate (SGA Code of Laws 806.3.3). Organizations may apply for up to \$7,500 per fiscal year.

All programs and events held **must comply with Auburn University COVID-19 guidelines** to be eligible for funding. Except in extraordinary circumstances, events held prior to August 10 will not be funded.

Additional Considerations: Requests for funding **may** be evaluated based on any number of factors including but not limited to (in no particular order):

- Clarity of request. Incomplete or vaguely worded requests will not be approved;
- Program contributes to the broad educational or service mission of the University;
- Indication of the program's ability to attract broad student interest;
- Degree of interaction amongst participants in a predominantly social program;
- Anticipated number of student participants and the anticipated total number of participants; events with non-students attending should charge non-students an entrance fee to assist in covering costs.
- Cost per student participant and cost per total number of participants;
- For programs with admission fees, such charges should be minimal and not cost-prohibitive to attendees;
- Indication of the student organization's ability to implement the program within its stated timeline and available resources;
- Student organization's history of successful and responsible programming and budgeting;
- Comparison with similarly classified programs in the same funding window;
- Program content is unique in contrast to concurrent requests.

Instances of prior funding for a program are not a guarantee of future funding. All allocations are subject to the availability of funds.

Non-Fundable Programs

Non-fundable programs include, but are not limited to:

- **Receptions/Banquets:** An end-of-the-year or award banquet, or a reception that is not part of a larger program
- **Organization Recruitment:** Programs in which the primary purpose is recruitment of new members
- **Organization Recognition:** Programs designed for the recognition of the organization or its individuals
- **Department-run Programs:** Programs in which the majority of planning and executing is handled by university staff, rather than student organization membership.

- **Meetings:** Organization meeting or any program during a meeting; Programs held during an organization's meeting time, when marketed as open programs, are fundable
- **Greater Community Programs:** Programs in which the intended participant audience has the potential to be of a majority of non-Auburn University Students
 - In the case of expenses associated with such a program, those items which are tangible and available to a limited number of participants (e.g. food, takeaways, apparel), are not fundable
 - Expenses for items available to all participants (e.g. AU facility rental, speaker fees) are fundable
- **Religious or worship services:** Any official or unofficial student organization sponsored activity in which the primary purpose is religious/spiritual.
- **Political and lobbying activities:** E.g. partisan political activities, political campaigns, or political lobbying
- **Fundraisers:** Events exclusively generating revenue benefitting any entity outside of Auburn University
- **Gambling:** Any program that involves a paid game of chance where participant exchanges anything of value for the opportunity to play. These programs include but are not limited to card tournaments and raffles.
- **Alcohol:** Programs hosted by student organizations should not serve alcohol.

The program, as executed, must not deviate significantly from the program described in the original request. The Organizations Board reserves the right to restrict funding for such programs.

In order for funding consideration, organizations must submit the entire program budget in addition to the Supplemental Funding Form along with their request. This budget should include itemized costs and each requested item should be placed in a fundable category. If supporting documentation is not provided at the time of hearing, the requesting organization should gather missing information and will be scheduled to reappear before the Organizations Board at the next scheduled hearing.

Programming expenses

Budget Category	Fundable	Non-Fundable*
Speaker Costs/Professional Services	External speaker/presenter travel & accommodation costs Speaking fee or other professional services	An Auburn University faculty, staff, or student may not be considered.
Entertainment	DJ, artist, band, rental of licensed copy of film or other entertainment media.	Rental costs for non-licensed copies of film, music, etc.
Facility Charges	Charges associated with Auburn University owned facility rentals (room charge, set up, A/V, etc). Charges associated for facility rentals that are not	

	available on Auburn University campus.	
Personnel	Costs associated with providing uniformed or security officers, EMS/Fire prevention officers, catering/event staff, or referees/officials as programming/activity may demand	Costs associated with paying Auburn employees or student workers as event staff
Equipment	Purchase or rental of equipment, linens, costumes, etc. necessary for the success of a program or organization.	Purchased equipment that will not be securely stored or be used in the future.
Consumable Supplies	Costs associated with consumable supplies not limited to decorations, flowers, building materials needed for temporary set construction, printing of tickets for a program	
Food & Beverage <i>Limited to 50% of total program budget. Total program budget must be submitted with your request.</i>	Costs associated with providing food at a program.	In accordance with the Coca-Cola contract, competitive products may not be purchased or distributed on campus. Alcoholic beverages may not be purchased or served at any organization program. Food sold for profit (bake sales, philanthropies)
Publicity	Costs for publicizing a program with flyers, giveaway items prior to the program, posters, advertising in the local media, etc.	
Take-Aways <i>25% of each take-away, up to \$100</i>	Costs associated with supplies for an item produced at a program, or received during or at the conclusion of a program.	Cash or cash-equivalent prizes/gifts.

*Non-fundable costs should still be included in your program budget towards the total cost of the program.

Travel/Registration expenses

Traditionally, some travel expenses are approved for organizations attending conferences, activities, or other events directly related to the purpose of the organization.

As always, organizations must submit a roster of all participating students and an itemized budget. Organizations may apply for up to \$2,200 per fiscal year (\$440 per student maximum).

Budget Category	Fundable	Non-Fundable
Travel/Accommodations	Hotel accommodations, travel, gasoline reimbursement	Always: Meals, alcohol, or any other expense not directly related to travel or accommodations.
Registration Fees	Registration fees for conferences, workshops, seminars, or events directly related to the purpose of the organization.	Club Sports competition registration fees.