



Student Organization Leadership Fund Guidelines

The Student Organization Leadership Fund (SOLF) provides Angelo State University registered student organizations (RSO) access to financial resources so that they can provide programs and activities for the campus community. SOLF is for those organizations that do not have access to funding from other campus departments or programs. SOLF provides funding for activities that are over and above the routine needs of student organizations as it is reasonable to expect organizations to pay for their necessary expenses through dues, donations, fund-raisers, and other methods of self-support.

The SOLF program is designed to assist student organizations in the following areas:

- 1. Sponsoring programs that enhance the social, recreational, and academic aspects of campus life, and**
- 2. Participating in endeavors that contribute to the leadership or professional development of organization members.**

Multicultural Student Activity Programs (MSAP) manages the SOLF program via the Student Organization Advisory Council (SOAC) under the direction of the Director of Multicultural Student Activity Programs. Multicultural Student Activity Programs establishes procedural guidelines and requirements for the proper use of these funds to assure compliance with university policies and procedures and to assure that the funds are used prudently in accordance with the intent of the SOLF program. The Student Activities Programs Coordinators provide on-going training to all registered student organizations on how to properly apply for and utilize SOLF money.

The Student Organization Advisory Council (SOAC) reviews and makes recommendations to the MSAP Director concerning requests for SOLF funding received from registered student organizations. SOAC is comprised of representatives from student organizations and is chaired by the Student Activities Graduate Assistant.

Specific Guidelines for Applying for SOLF Funding

RSOs applying for SOLF funding may do so by completing a SOLF Application. SOLF applications must be submitted in accordance with the requirements listed below. The procedures are established to assure compliance with university policies and procedures, and to assure that

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there is a reasonable time to process the application before the event. *Items which involve the execution of a contract may require a longer lead time.*

SOLF Requirements:

1. SOLF applications must be submitted **30 days prior** to the event to give reasonable time for the Multicultural & Student Activities Programs to arrange all paperwork needed.
2. The application must include the date of the program, the location, the intended audience, an itemized listing of costs (with as much specificity as possible), and a full explanation of how the proposed activity meets one or more of the criteria listed above. SOLF applications will be reviewed by the SOAC at their regular meetings and SOAC may (1) approve the proposal as presented, (2) reduce the funding or approve partial financing, (3) reject funding for the proposal, or (4) send the proposal back for further information.
3. In evaluating a SOLF application, the SOAC will consider such factors as: (1) intended audience, (2) appropriateness of the SOLF account to fund the activity, (3) enhancement of campus life or service, (4) educational aspects to the planners and/or the audience, and (5) likely positive benefit to ASU.
4. Approved expenditures which have a fixed and known price will be processed through a University purchase requisition.
5. There are two options for purchasing for items locally where there is variability in the rates, where there is some uncertainty about the exact quantity of items needs, or where things will be purchased from multiple local vendors.
 - Option 1: Can be processed through a check made payable to the student organization advisor. The organization or advisor will be responsible for making these local purchases, and solely the advisor will be responsible for fully accounting for the money spent.
 - Option 2: SOAC recommends that the RSOs are setup as vendors, SOLF advances then go directly into the RSO bank account. The RSO will be responsible for making these local purchases and will be accountable for fully accounting for the money spent. The Student Activities Programs Coordinators can provide RSO guidance to acquire vendor status.

The Multicultural & Student Activities has established a tracking system to aid the RSO in documenting their purchases.

6. RSOs can request funds for promotional items for up to \$250. Items must promote the RSO, ASU, and we ask to include the phrase, **“funded in part by the Student Organization Leadership Fund (SOLF).”** The Student Activities Programs Coordinators will assist in getting proper approval from the following departments as needed: MSAP, Special Events, or Communications & Marketing.
7. All Registered Student Organizations receiving funding must submit a Student Organization Student Travel Expense Report with itemized receipts to the Multicultural Student Activities

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Programs Center. If funding is not used, the student organization should return unused funds to the Student Accounts Office and attach a receipt to the Student Travel Expense Report.

If a Student Organization Student Travel Expense Report and receipts for unused funds are not returned to the MSAP within two weeks, the student organization will be responsible for paying back the full amount of any advance. Any organization which fails to fully account for the purchases will be restricted from further SOLF funding until the reconciliation is complete.

8. SOLF funding proposals will not be considered for the following types of expenditures:

- To purchase catering/food items for organization meetings or events that are geared toward organization members only.
- To donate money or goods to a charitable organization or cause.
- To pay for damages or other liabilities incurred as a result of the organization's activity.
- To purchase alcoholic beverages, and may not be used to fund any activity where alcohol is to be made available to any of the attendees.
- To pay for membership dues or other fees for individual members or for the organization to be a part of a State, regional, or national organization.
- To pay for registration dues or other fees for individual members or for the organization to be a part of a State, regional, or national conference/convention.
- To pay for costs for any other persons other than ASU students
- To purchase items for re-sale.
- Banquets, formals, induction ceremonies, etc.
- To purchase equipment or appliances (I.E. sporting equipment, blenders)
- To pay for the cost of printing material

9. An organization that has not acted in good faith with regard to their SOLF request or if an organization has been fraudulent in the use of SOLF money may be required to make restitution and will be barred from further SOLF funding for a period of time and the organization or the organization's officers may be subject to University disciplinary action as provided in the Angelo State University Student Handbook. The length of time an organization will be barred from funding will be determined on a case-by-case basis based on the nature of the situation.

SOLF Funding of Student Organization Travel

Angelo State University recognizes the positive learning experience that can come from student travel and wants to support those opportunities. However, the opportunity for student organization members to use SOLF money to travel to conferences or special activities is a privilege that comes with certain conditions and limitations.

As a condition of receiving SOLF money for travel, an organization must commit to sponsoring two programs per trip request before the end of the academic year, additionally, after each event, RSOs must create a program or activity to showcase the education or positive ASU representation to our campus community. Programs completed before the application for travel

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funding may be counted toward this condition. There are three categories of programs that will satisfy this programming requirement: (1) campus programs or activities open to the entire student body, (2) campus service projects, and (3) community service projects. Subsequent SOLF funding requests for any purpose may be withheld until these conditions are fulfilled and organizations that received travel money but failed to complete their programming requirements before the end of the academic year may be required to repay the full amount of the travel money received.

RSO students traveling with must be in good academic and disciplinary standing (2.0 GPA or above). A copy of the event information must be submitted to SOAC along with the initial SOLF request. Applications requests without proper event documentation will not be reviewed.

Any Academic/Professional organizations or Honor Societies requesting funds for travel must first seek financial support and approval of the appropriate Dean before SOLF Applications will be reviewed by the Student Organization Advisory Council.

Organizations may apply for SOLF funding for **travel on a matching basis** up to a maximum of \$1500 per trip. Mileage will be funded at a maximum of \$0.25 per mile. In reviewing the application for travel, SOAC will consider such factors benefit to the campus and persons attending, the number of people traveling, the mode of transportation, the location of the event, registration costs, and other factors deemed appropriate and relevant by SOAC. The SOLF Application for Travel should include a breakdown of costs; information justifying the request should be attached including conference and registration information when applicable.

Funding will not be provided to cover emergency expenses or items that have already been purchased. If multiple organizations are proposing to send members to the same event, SOAC may place limits on the total number of people funded by SOLF. Trips for less than three RSO members will be considered on a case-by-case basis, and SOAC may request to provide additional information about the event's benefits to the RSO and ASU.

Any travel using SOLF funds must be done following all University policies and procedures regarding student travel, and all monies must be properly and promptly reconciled following the trip. It is recommended that all advisors make an effort to attend RSO events. ***SOLF does not cover any advisor expenses.***

If a Student Organization Student Travel Expense Report or receipts are not returned to the Multicultural Student Activities Programs department within two weeks, the student organization will be responsible for paying back the full amount of any advance. Any organization which fails to fully account for the purchases will be restricted from further SOLF funding until the reconciliation is complete.

SOLF Appeals Process

If a registered student organization does not agree with a decision made regarding a funding request, they may appeal the decision to the Director of the Multicultural & Student Activities Programs. After appealing to the Director of MSAP, if the organization still does not agree with

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the outcome, the organization may appeal directly to the Executive Director for Student Affairs and from there the Vice President of Student Affairs and Enrollment Management.

SOLF Resources

To request a workshop in any of the following topics, please email organizations@angelo.edu

- SOLF Travel Training
- RSO Financial Literacy and Best Practices
- RSO Programming 101: How to design a successful program/campus activity

The Multicultural & Student Activities strives to cultivate a student-centered approach that is designed to help RSO members enhance campus engagement and develop student leadership skills.

