



STUDENT ORGANIZATION FUNDING REQUEST

STEP BY STEP PROCESS

Fall 2019

Training & Application

- Student organizations attend trainings week of 9/3-9/6 and 1/27-1/31.
- Student organizations apply. *Applications due each semester on 9/7 and 2/2 via Presence.*
 - New Student Organizations that complete registration by 10/1 attend workshop during the week of 10/1-10/4; Application due 10/5; SGA hearings week of 10/7-10/11
 - New student orgs receive priority review. Organizations registered in the last year who missed the summer deadline to renew registration will still be accepted.
- Student Involvement & Organizations reviews applications and sends a list to SGA Finance Officer.

SGA Hearing

- Approved applicants are notified to attend SGA general assembly meeting week of 9/16-9/20.
- At SGA general assembly meetings, presentations occur and rubrics are provided to senators and e-board (see attached).
 - Student org introduces self and presents event.
 - Follow up questions asked.
 - Rubrics filled out and submitted to finance officer.
 - After each presentation, rubrics are collected and tallied by Finance Officer.
- Minutes reflect approved organizations, event title, event date/time/location, and amount approved for. Finance officer maintains rubrics and submits them and an approved organization list to Student Involvement & Organizations.

Approval & Purchases

- SI&O sends email to all approved organizations to complete purchase order form at least 7-10 business days prior to the event date to allow time for processing.
- Approved organizations complete SOFR Purchase Order Form via Presence, which emails Steven. *The last day to submit this form is November 15th for fall semesters and April 15th for spring semesters.*
- Purchases and events occur before the event and reading day each semester.

Report Form

- Student Organization complete the report form to provide feedback on the process and report progress/successes/issues/concerns/questions/etc. from the event via Qualtrics or Presence.