

2022-2023 Funding Standards & Restrictions

Approved by SORF Board on 4/28/2022 (8-0-0)

General Standards

The Student Organization Resource Fee is used to help fund programs and/or services of Registered Student Organizations.

If a student organization fails to reconcile on time, fails to submit a forfeiture of funds, or purchases something not approved without prior communication with the board, the organization will be unable to apply for SORF Funding for the next year and have their account frozen.

1. **Impact to the Illinois Campus Community.** Prior to applying Funding Standards, SORF Board Members will review each application to determine if the activity or event will impact the Illinois campus community. Impact to the Illinois Campus Community means that events/programs are free to attend, open and accessible to all students, and on campus. Before any funding decisions are made, the SORF Board may adjust funding accordingly. Funding is subject to the availability of funds, which is assessed on a semester basis.
2. **SORF Representation & Acknowledgment.** The “Funded by SORF” Identifier should be visibly included on all advertising, publicity, etc. for any events receiving funding from SORF fees. Inclusion of the SORF identifier will make your RSO eligible for promotion through official SORF marketing channels.
3. **Updated Standards & Restrictions.** Standards and restrictions are subject to change between academic semesters/years.
4. **Maximum Allocations per Fiscal Year.** The maximum allocation of combined service, program, and project funding for any one Registered Student Organization (RSO) in a fiscal year is \$10,000 or 2% of the annual revenues of the Fund, whichever is less.
5. **Exceeding Maximum Allocations.** RSOs may only exceed the maximum allocation for a single RSO per Fiscal year by submitting a contingency application, with a maximum contingency funding limit of \$1000 per Fiscal year.
6. **Single Event/Activity Restriction.** The SORF Board will provide funding for only one event or activity per programming or contingency application. Organizations must submit a unique application for each event/activity/program.
7. **Purchase Timing.** All purchases related to program, project or contingency funding request must fall within the appropriate funding period date range for that application. The specific date ranges for individual application periods can be found on the SORF website (sorf.illinois.edu).
8. **RSO Standing.** RSOs must be in good standing with Department of Student Engagement. This means a \$0.00 or greater balance in their RSO account, attendance at both the President and Treasurer Workshops, and complete/updated officer roster in Involved@Illinois
9. **Submission of Applications.** Only RSO Treasurers are eligible to submit funding applications on behalf of the organization. Applications must be complete for consideration. The application will be denied if not submitted by the RSO Treasurer as listed in Involved@Illinois.
10. **SORF Board Members Communications.** It is expectation the RSO Treasurer maintain diligent and timely communication with the SORF Board Member assigned to review their funding application by responding. Failure to communicate within 48 hours may result in a denied funding request.
11. **Good Faith.** The SORF Board reserves the authority to decline any RSO’s funding application if it is believed the RSO is attempting to violate SORF Standards & Restrictions. Application for funding through RSOs should be for service, programming, project, or contingency purposes, not to circumvent rules. Any RSOs denied funding based on this policy may appeal to the board. Such an appeal may require the RSO to explain organization operations and relative structures.
12. **Reconciliation.** For programming, projects, and contingency applications, RSOs must submit a reconciliation report including proof of purchase(s) utilizing the Involved@Illinois platform no later than 14 days after the conclusion of the program/project or contingency expenses. Any funds not reconciled after 14 days will be considered unused.
13. **Unused Funds.** Any unused funds from project, program or contingency applications will be returned to the SORF account.
14. **Schedule of SORF Activities.** All SORF funding application dates and activity/purchase date ranges are based on the fiscal calendar for the University of Illinois.

Service Funding

1. **Description.** Funding for items and expenses that are used for the long-term functioning of the RSO.
2. **Application Timing.** Services funding request will occur two times for each semester. The first opportunity will open at the end of the proceeding semester and the second opportunity will open at the beginning of each semester. RSOs may only submit one (1) Services Application per Services Application period.
3. **Funding Percentage.** The SORF Board may fund a maximum of 100% of the requested allocation for each application but will take into consideration current Student Org General Fund Balance, previous Services Allocations, and the usage of other funding sources when determining an allocation. The SORF Board will also examine the RSO Mission and/or Purpose to determine if the requested item is necessary for the Success and Operations of the Organization.
4. **Maximum Allocation.** The maximum allocation of combined service, program, and projects funding for any one Registered Student Organization (RSO) in a fiscal year is \$10,000 or 2% of the annual revenues of the Fund, whichever is less. SORF will fund a maximum of \$999.99 for each tangible service line item requested.¹
5. **Table.**

Category/Type of Expense	Fundable	Not-Fundable
Essential Equipment	The SORF Board reserves the right to deem what is fundable as essential equipment through reviewing the mission statement of the organization. The essential equipment item must be necessary for the Success and Operations of the Organization.	Equipment not tied to the overall values and mission statement of the RSO.
Uniforms	Required Multiuse Uniforms/Athletic Uniforms	Shirts, Membership Apparel, Line Jackets, Program Specific Apparel, Recruitment Apparel
Rentals	Rental Fee for Off Campus Storage, Rental Fees for Sports Equipment/Fields, Rental Fees for Meeting Rooms ⁱ	Program Related Space/Venue Rentals
Non-Material Technology	License fees. Software. Other digital resources if determined to be necessary for the Success and Operations of the Organization.	Technology Not Relevant to the Success and Operations of the Organization. Phone Plans. License Fees for Creation of Websites. Subscription fees to media services where free alternatives are offered (subject to the approval by the SORF board).
Fees	One-Time Registration Fees for Individuals or Groups Ex. Registration Fees to Participate in Club Sport Tournament	Legal Fees, Membership Fees, Intramural Sports Registration Fees, Fees for Registering Organization for Non-Programs/Events. Insurance Fees
Travel/Lodging	Travel to and or lodging at an event, Conference, Or Sporting Meet hosted Off-campus ² .	Payment for On-Campus Related Speakers or Facilitators. Parking of Any Kind. Vehicle Rentals.

¹ Non-tangible items would include, but not limited to, airfare, hotel reservations, and other items not being held onto by the RSO.

² On-Campus is defined as any property owned by the University of Illinois at Urbana-Champaign (i.e. Allerton, I-Hotel, etc.)

Program Funding

1. **Description.** Funding for items and expenses that are related to a single, unique event or activity hosted/co-hosted by the student organization. Recurring Programs should be submitted in one application. Programs are considered recurring if the spirit of the event remains the same across all the recurring events and may not be submitted in separate programming applications for each recurring event.
 - **Large Scale Programming:** Two or more Registered Student Organizations may be granted a joint application for large-scale Program Funding at a maximum of \$50,000 per application and a minimum of \$10,000. This unique large-scale Program Funding application process will be in addition to each RSO's fiscal year maximum SORF funding allocation. Each RSO will only be approved in a joint large-scale program once per semester. The total dollar value available per semester for these large-scale program applications is \$300,000 or 30% of the SORF fund balance (whichever is the lower amount).
 - **Funds will be distributed on an approval first-come first-served basis in accordance with current Programs Funding Standards & Restrictions.** These events must be open and accessible to all students, free to attend, and occur on campus.
 - **For any large-scale Program Funding request to be fundable, all three criteria (as mentioned below), must be met.** These events must have a minimum of 3 mediums of advertisement, with the SORF identifier present, pre-approved by a SORF Board member and represent a minimum of 2.5% of the approved application amount. Forms of acceptable advertisement must occur at least 1 week before the event and proof of advertisement must be sent to the SORF Board before the event occurs. Each application will require the involvement of a University of Illinois at Urbana-Champaign faculty or staff member who will advise the event. The purpose of this advisor is to help students understand various aspects involved in planning events, to provide helpful tips, and answer any questions related to program planning. Photo documentation of the event must be sent to the SORF Board within 48 hours following the event.
2. **Application Timing.** Only three Programs funding application periods are open per semester, and each single, unique event or activity must be applied for separately (unless applying for a recurring program). Please check the SORF website (sorf.illinois.edu) for specific application and funding dates.
 - Large Scale Programming Applications are open and accepted on a rolling basis.
3. **Purchase Timing.** All purchases/expenses related to a program funding request must fall within the appropriate funding period date range for that application. The specific purchase date ranges for individual application periods can be found on the SORF website (sorf.illinois.edu).
4. **Funding Percentage.** The SORF Board may fund a maximum of 100% for each requested programming application but will take into consideration current Student Org General Fund Balance and the usage of other funding sources when determining an allocation. The SORF Board will also examine the RSO Mission and/or Purpose to determine if the requested item is necessary for the Success and Operations of the program
6. **Maximum Allocation.** The maximum allocation of combined service, program, and projects funding for any one Registered Student Organization (RSO) in a fiscal year is \$10,000 or 2% of the annual revenues of the Fund, whichever is less.
7. SORF will not fund program applications related to funding for meeting spaces, activities, or events related to the governance or operations of an RSO (i.e.. Food for board meetings, space for board meetings). Operational expenses should be submitted as a Service funding request. This will be determined at the discretion of the SORF board.

Criteria - Program/Event is/has:	Funding
1) No financial costs to attendees and 2) Open and accessible to all students ⁱⁱ and 3) On Campus	<u>100% Funded</u>
1) On Campus and 2) Open to all students or No financial costs to attendees	<u>75% Funded</u>
1) Off Campus and 2) No financial costs to attendees	<u>50% Funded</u>

5. **Table.**

Category/Type of Expense	Fundable	Not-Fundable
Food/Beverage/Consumable Supplies	Food, Beverage, and Single Use Equipment Related to The Serving, Preparing, or Consuming of Foods (Paper Plates, Plastic Flatware, Napkins, Etc.)	Alcohol, Reusable Food and Beverage Related Items (Pots, Pans, Pitchers, Jugs, Etc.)
Costume/Apparel	Costumes/Apparel used to staff/perform an event (SORF has full discretion on determining whether a costume/apparel is necessary for a particular program/event)	Marketing Shirts, Membership Apparel, Line Jackets, Recruitment Apparel
Advertisements	Flyers, Postings, Etc. for the specific Event or Program	Recruitment Related Ads
Equipment Rentals	Fees for Renting Event Spaces, Stage Set-Up, Sound Equipment Rentals, Costume Rentals	Long Term Storage (> 1 Week) or Rental Fees
Contractual Services	Contractual Honoraria or contractual payment for a speaker, performer, or referee	*Illinois Students Serving as a Speaker, Performer, or Referee. Non-contractual honoraria or Gifts for Speakers, Performers, or Referees
Charitable Events	SORF Can Fund Events That Are Used to Raise Funds for Charities	SORF Funds Cannot Be Donated to Charitable Organizations
Travel/Lodging	Travel/lodging for a Speaker or Facilitator to come to Campus.	Payment to Employees or Local Speakers or Facilitators for travel/lodging. Local Lodging for Illinois Students. Parking of Any Kind. Vehicle Rentals.

Projects Funding

- Description.** Funding for items that will be utilized by an RSO for building, or creating a specific, singular project. Any event or program hosted by an RSO or external party constitutes a service or programs funding request, not a project funding request.
- Application Timing.** Only three funding application periods are open per semester, and each single, unique project must be applied for separately. Please check the SORF website (sorf.illinois.edu) for specific application and funding dates.
- Purchase Timing.** All purchases/expenses related to a project request must fall within the appropriate funding period date range for that application. The specific purchase date ranges for individual application periods can be found on the SORF website (sorf.illinois.edu).
- Funding Percentage.** The SORF Board may fund a maximum of 100% for each requested project application.
- Maximum Allocation.** The maximum allocation of each item needed for a project must not exceed \$999.99. The maximum allocation of combined service, program, and projects funding for any one Registered Student Organization (RSO) in a fiscal year is \$10,000 or 2% of the annual revenues of the Fund, whichever is less.
- Number of Requests.** SORF will fund all approved projects for a Registered Student Organization (RSO) unless the RSO has surpassed the Maximum Allocation of \$10,000 or 2% of the annual revenues of the Fund for the fiscal year.

Contingency Funding

- Description.** Funding for any *reasonably unforeseen* expenses, items, or travel. The SORF Board reserves the right to determine what is or is not reasonably unforeseen. Contingency funding can only cover expenses, items, or travel that would otherwise be eligible for services, projects, and programming funding.
- Application Timing.** Contingency applications are accepted on a rolling basis to be approved by a designated Contingency Committee. Applications will be reviewed within 7 days of receipt. The SORF Board will only accept one contingency application per RSO per semester. Applications will only be accepted and processed during the Fall and Spring semesters.
- Funding Percentage.** The SORF Board may fund up to 100% of requested contingency costs up to \$1,000 per RSO per fiscal year. SORF will apply the same funding criteria from the services, programs, and projects portion of the standards.

Maximum Allocation. The maximum allocation for any contingency funding is \$1,000 per RSO per fiscal year, and this can exceed the previously set maximum allocation of combined service, program, and projects funding of \$10,000 or 2% of the annual revenues of the Fund, whichever is less. SORF will fund a maximum of \$999.99 per singular contingency item requested.

Prohibited Types of Requests

The SORF Board prohibits and will deny the funding for the following items:

1. **Alcohol & Drugs.** Alcoholic beverages, tobacco/tobacco products, marijuana products/THC, prescription drugs of any kind, illegal or illicit substances, or any activity or communication, which incorporates a reference to alcoholic beverages/drugs or promotes or is supported by an alcoholic beverage/drug manufacturer, distributor, sales organization or vendor.
2. **Revenue creation.** Programs, projects, or services that profit the organization or individual student(s). Any proceeds from a ticketed program, project, or service (including ticket sales, entry fees, participant fees and sponsorships) must be put towards the cost of the program or donated to a charitable cause (501(c)(3)). Organizations classified as a 501(c)(3) may not retain or receive proceeds from any program, project, or service funded by the SORF Board.
3. **Events Rendering Prize or Award Money.** If payment or prize money is awarded to an RSO for a SORF funded event or activity, the RSO must either forfeit the prize money in question or its SORF funding for the event.
4. **Illegal Activities.** Projects, programs, or services found or reasonably presumed to be in violation of local, state or Federal law and/or university rules, regulations, policies and procedures or activities.
5. **Individual Benefit.** Projects, services, or programs primarily intended to benefit a single RSO member outside of the spirit or mission of the RSO. The SORF Board reserves the right to determine whether any expenses/programs/projects are outside of the spirit or mission of the RSO
6. **Membership Dues/Affiliation Fees.** Payments made by an individual or an organization to maintain membership status. Membership dues of an organization to be a member of a larger organization.
7. **Payments With Conflicts of Interest*.** The following are prohibited: Payments to a member or members of a campus organization or RSO for services rendered to their own organization or RSO. Retroactive salary payments for services or salaries of non-University personnel.
8. **Investments.** Investments in or capital to any business or commercial enterprise for intended purpose to generate a profit.
9. **Legal Costs.** Court actions, arbitration, legal fees, or insurance fees.
10. **Lethal Weapons.** Lethal weapons or ammunition, or similar devices.
11. **Payments to Foreign Nationals.** Payment to those identified as contracted Foreign Nationals.
12. **Political Campaigns & Lobbying.** Events, activities, or expenses which are intended for electioneering or lobbying efforts, activities, fund drives or campaigns to benefit a specific candidate or cause.
13. **Proselytizing.** Events, activities, or expenses which involve religious or ideological proselytizing.
14. **Out-of-Period Payments.** Expenses, items, or travel outside of the appropriate funding period date range of programming/projects applications.
15. **Honoraria, Give-Aways or Gifts:** SORF has defined honoraria as a non-contractual gift to a speaker/performer. SORF will not fund gifts or give-aways.

ⁱ If the meeting room is for a one-time rental, it would fall under program funding

ⁱⁱ Open and accessible is defined as marketed on campus and not restricted to members of a specific organization