

TAMU Student Organization Advisory Board

STUDENT ORGANIZATION FUNDING REQUEST PROCESS

The Student Organization Advisory Board in conjunction with the Department of Student Activities and the Association of Former Students has established a limited supplemental funding pool for assisting Recognized Student Organizations and their activities. Due to the limited availability of these funds an application/evaluation process has been established involving a sub committee of the Student Organizations Advisory Board. These requests will be reviewed on a bi-weekly basis so applications should be submitted **14 days in advance** of the event to receive full consideration. The following requirements also apply:

Eligibility

Recognized Student Organizations may request Student Organization Funding if:

- Your organization is in good standing with the University and not 30 days past due on any financial obligation to the University.
- Your organization is categorized as:

Academic	Hometown
Campus Service	Honor
Community Service	Military
Cultural/International	Performing and Visual Arts
Fraternities/Sororities	Special Interests
Student Government	Spirit and Tradition
Health and Recreation	

***Please Note:** religious, MSC, Political and Social Issues and Sports organizations are **INELIGIBLE** for this type of funding.

- Funds may be requested for two purposes: Special Event Funding or Annual Operational Funding
Please indicate which funding purpose your organization will be applying for.

Source of Funds

The money is a donation from the Association of Former Students.

Application Process

[Click here to download the Student Organization Funding Request Form \(pdf format\)](#)

The Student Organization Advisory Board has determined that all eligible student organizations may submit Student organization Funding applications any time during the year.

- Complete a Student Organization Funding request form and submit it to the Department of Student Activities (Please indicate if this is a request for annual operations or a special need).
- Applications are reviewed every two weeks by a committee of staff and students.
- You may be asked to schedule a meeting with the Funding Committee to discuss your request.
- You will receive a letter stating your final allocation within one month after the submission of your request.

Restrictions

- Funds must be used for the purpose for which they were allocated as indicated. Funding shall not be used to pay for food, clothing, gifts, awards, honorariums, etc.
- Any money allocated, but not used by August 15 **WILL** be returned to the Student Organizations' Funding Reserve.
- After the event has occurred or your funding has been expended, the organization should provide the Department of Student Activities with a written explanation of how the money was used to benefit the student organization, and the students of Texas A&M.

Special Event Funding	_____
Annual Operational Funding	_____

TAMU Student Organization Advisory Board

Student Organization Funding Request

**Department of Student Activities
John J. Koldus Building, Room 125
Texas A&M University**

Please print or type:

Name of Organization: _____

Category: _____ Number of Members _____

Student Organization Finance Center Account # _____

Current Account Balance: _____

Do you collect dues? _____ Amount per member: _____

Estimate Total Cost of Project or Operations: _____

Actual Request for Funds: _____

Please describe the special need or purpose for this request. (NOTE: These funds may be requested for special, one-time needs or for assistance with your annual operations budget. If this request is for assistance with your operations budget please attach a complete budget plan for the current academic year.)

<p>FOR OFFICE USE:</p> <p>_____</p> <p>Date Received</p> <p>_____</p> <p>Received By:</p> <div style="border: 2px solid black; width: 150px; height: 20px; margin: 5px 0;"></div> <p>Approved Amount of Allocation</p> <p>_____</p> <p>Date Funds Transferred-SOFC</p>	<p>APPROVED BY:</p> <p>_____</p> <p>Department of Student Activities / Date</p> <p>Funds may be used for the following:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Provide a budget to indicate how the funds will be distributed. Include **ALL** costs (i.e. advertising, travel equipment, etc.) and **ALL OTHER SOURCES OF FUNDS** (i.e. membership dues, admission fees, donations, etc.). **ATTACH** a separate page if necessary.

What other sources of revenue has your group pursued?

What is your group doing to control cost?

REMINDERS:

- All fund expenditures are limited to the purpose(s) for which they were allocated as indicated.
- Any money allocated, but not used **WILL** be returned to the Student Organizations' Funding Reserve.
- Student Organizations must be in good standing with the University and not be 30 days past due on any financial obligation to the University.

Print Name of Organization President

Signature of Organization President

Address

City/State/Zip

E-Mail

Phone Number

Date

Print Name of Organization Advisor

Signature of Organization Advisor

Campus Address

Mail Stop

E-Mail

Phone Number

Date

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you."