

Student Organization Funding Request Process For Educational Programs on the Various Religious Themes of the World

Purpose

This fund is designated to provide financial assistance to recognized student organizations of Texas A&M sponsoring educational programs that enhance Texas A&M students' understanding of the various religious themes of the world. Due to the limited availability of these funds, an application/evaluation process has been established involving a subcommittee of the Student Organization Activities Board. Requests will be reviewed on a bi-weekly basis so applications should be submitted 21 calendar days in advance of the event to receive full consideration. The following requirements apply:

Eligibility

Recognized Student Organizations may request this 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 will use these funds to put on a program aimed at educating a broader university audience on one or more religions of the world.
- Producing a program of this scope and nature is consistent with the mission and purpose of your organization.
- Note: Recognized Student Organizations classified as religious organizations are eligible to request these funds.

Application Process

Please obtain a Funding Request Form for Programs on Religions of the World from either our website or the Recognition/Concessions desk in the Department of Student Activities.

- Complete a Student Organization Funding Request for programs on Religions of the World and submit it to the Department of Student Activities Recognition/Concessions desk.
- 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 and the purpose they are to be used for 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, travel or recruiting activities for the student organization or a particular religious group.
- Any money allocated, but not used by August 15th, **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 education of the students of Texas A&M about the religions of the world.

Student Organization Funding Request Form for Educational Programs on Religious Themes of the World

Before completing this form, please read the Student Organization Funding Request Process for Educational Programs on Religious Themes of the World.

Please complete and return to: **Department of Student Activities
Recognition/Concession Desk
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 No.: _____

Current Account Balance: \$ _____

Do you collect dues: _____ Amount per member: \$ _____

Estimate Total Cost of Program: \$ _____

Actual Request for Funds: \$ _____

<p>FOR OFFICE USE:</p> <p>_____</p> <p>Date Received</p> <p>_____</p> <p>Received By:</p> <div style="border: 2px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Approved Amount of Allocation</p> <p>_____</p> <p>Date Funds Transferred-SOFC</p>	<p>Reviewed As To Form By:</p> <p>_____</p> <p>Department of Student Activities/Date</p> <p>Funds may be used for the following expenses:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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On a separate sheet of paper, please describe the program, target audiences and projected attendance, demonstrated need for the program, scholarly nature of the material to be covered, and how you will assess if the objectives of the program are met. (NOTE: These funds may be requested to sponsor programs that will educate a broader university audience on one or more major religious themes of the world. To this end, priority funding consideration shall be given to programs presenting scholarly perspectives. Please explain how this program will accomplish this purpose.)

Provide the purpose of your organization and how this program fits within this purpose.

Provide a budget to indicate how the funds will be distributed. Include **ALL** costs (i.e. advertising, 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 Organization 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/Date**

Address

City/State/Zip

E-Mail

Phone Number

Print Name of Organization **Advisor**

Signature of Organization **Advisor/Date**

Campus Address

Mail Stop

E-Mail

Phone Number

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."