Student Organization Activity Fund (SOAF) Grant

21-22

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The **Student Organization Activity Fund (SOAF)** is in place to help USI student organizations get access to funding to support student engagement on campus. All uses of this grant should be tied back to this goal.

ELIGIBILITY

Who is eligible for the funding?
University of Southern Indiana recognized and/or registered student organizations, who:

- Are in "good standing" as deemed by the Center for Campus Life
- Do not receive annual university funds from the USI student activity fee
- Attend the annual Student Organization Renewal Meeting

*New student organizations are not eligible for funds until the semester following their final approval. For example, if you get final approval for a new student organization in the Fall 2021 semester, you are not able to apply for this grant until Spring 2022.

DEADLINES for the SOAF Grant
- Eligible USI Student Organizations can receive up to $800 per student organization, per adjusted academic/fiscal year
- Student Organizations can begin applying for the grant September 1, 2021
- Grant applications close April 30, 2022
- Spending must be completed by May 13, 2022

GUIDELINES

- Requested SOAF grant funding must follow all university policies, as well as federal, state and local laws
- Student organizations requesting funds MUST HAVE an active financial account on campus and balance cannot be in deficit status.
- SOAF grant requests can only be submitted by the student organization's current/active president or treasurer.
- All forms tied to grant allocation are located in EagleSync and must be submitted correctly or they will not be processed
- Only one allocation can be submitted per year, per eligible student organization
- Expenditure and ___ forms cannot be completed until the annual allocation is approved.
- Clothing or Apparel purchased cannot be sold.
- Grant fund purchase cannot exceed the $800 allotment and the amount allotted to each allocation category. For example, an organization cannot spend more than $200 from the SOAF grant on t-shirts/apparel. The group can use their own funds to supplement additional costs.
- Promotional Items, Event Supplies, and Organization Supplies purchased using the SOAF grant become property of the student organization. If the student organization becomes inactive or loses recognition/registration with USI Center for Campus Life, items purchased must be remitted to the Center for Campus Life in a timely manner.

*FAILURE to follow SOAF guidelines can result in not being eligible for the SOAF grant and/or loss of USI student organization status.

SOAF GRANT CANNOT BE USED FOR:
- Any travel expenses (transit, lodging, registration fees, etc.)
- Alcohol, tobacco, or vaping products. Funding is also not available for any event where alcohol is served.
- Ceremonial items, gifts, or awards. Stoles and gift cards are also not allowed.
- Paying a current USI student, staff or faculty member for services
- Events that are not held at the University and/or events that sell food
- Internal and/or External fundraising. This includes money for scholarships and direct donations to outside of USI organizations.
- No electronics! No software! No web hosting. No subscription services.
- Anything that does not align with the mission or values of USI

GUIDELINES CONTINUED

What the SOAF Grant CAN be used for!

Now that we have shared what isn't allowed, we would like to share more information on what you can use the SOAF grant for. Remember! The goal of the grant is to engage students on campus. This should guide every decision you make when deciding how to use the funds.

Category	Examples	Spending Limit
Event/ Event Supplies	USI setup costs, Catering/food costs, Film licensing, Decorations, etc.	No specific spending cap for this category
Promotional Items	Giveaways, Tablecloth, Signage, Banners, Stickers, etc.	No more than $300
Clothing/ Apparel	T-Shirts or anything wearable.	No more than $200
Organization Supplies	Copies, Binders, Handouts, Chalk, etc.	No specific spending cap for this category

Having trouble picking the RIGHT category?
Just remember, if you can wear it as clothing, it falls under "clothing/apparel". If it is for a specific event, then it should fall under "Event/Event Supplies". If it is being used to promote your organization in ANY way, it is probably a "Promotional Items" purchase.

"Do's" & "Don'ts"

DO

Find ways to add events to campus

Having events on campus is a great way to promote your organization and recruit new members. The grant can enhance one of your organization's traditions or help you try a new idea!

DO

Get estimates or quotes before purchase

Estimates/Quotes from businesses (or on campus services) are a great way to know you are getting the most out of your funding. Give as much detail as you can when asking for a quote; it'll help get you the most accurate estimate.

DO

Seek out collaborations and co-sponsorships

Your organization can stretch its dollars even further by partnering with another student organization or campus department. Make sure all the collaborating parties know what is expected of one another.

DON'T

Excessively spend on Members Only!

While there is not a guideline that prohibits your organization from spending ALL the SOAF grant money on your members, we wouldn't advise you to take this approach.

DON'T

Assume the grant goes straight into your account

Grant funding is only transferred to your student organization account after the request has been reconciled. SOAF grant money cannot be transferred off campus.

DON'T

Buy items that your organization doesn't need

Just spending the money to the spend the money does not align with the goals of the grant. Spending that is interpreted as frivolous and excessive will be addressed. For example, If your group used the grant to buy a tent 3 years ago and you're asking to buy a brand new one, your request may be denied.
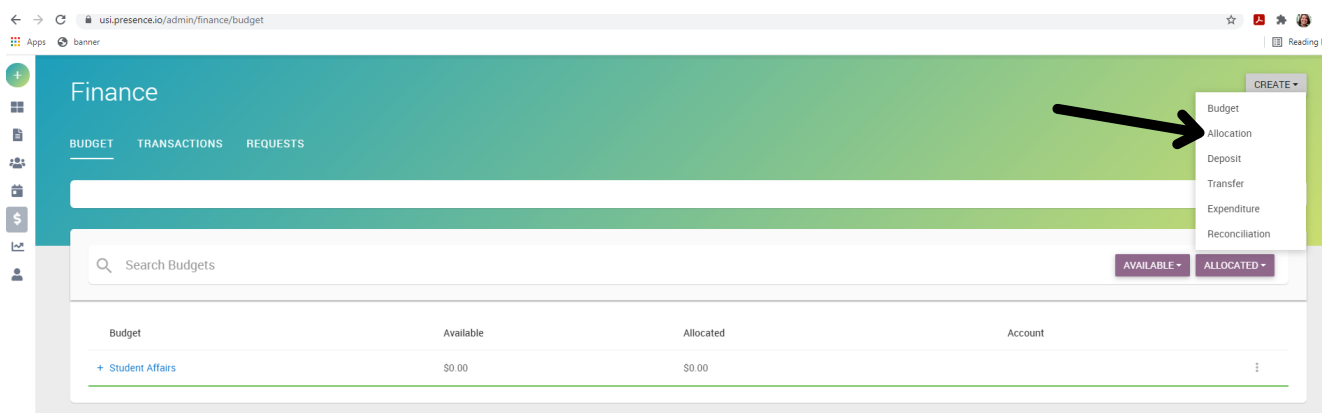
STEP 1: CREATE ALLOCATION

Before submitting the "Create Allocation" form in EagleSync, it is important to have some conversations within your student organization. Talk about your goals for the year and how the funding might be able to help you achieve those goals. It is also a good idea to re-read the guidelines and categories pages of this document. Remember! You only create ONE allocation per year, per organization AND it must be submitted by your current president or treasurer.

To Start Log Into EAGLESYNC through MyUSI. Access the "Admin Dashboard" from the menu in the top right corner of the page. If it doesn't appear int he drop down, you may not have access. Email "getinvolved@usi.edu" to make sure you have access. Please include your name, student organization and what role you have.
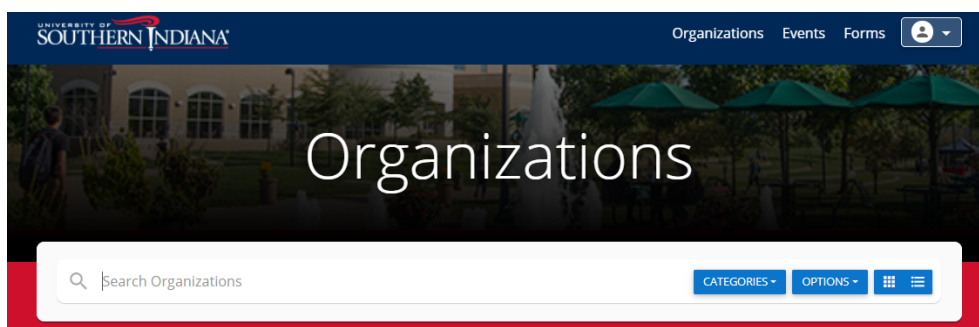
Once you reach the admin dashboard, click on the finance icon. If you do not see the finance icon, you may not have access. Email "getinvolved@usi.edu" to make sure you have access. Please include your name, student organization and what role you have. This page should appear when you click the finance icon:

Click the gray "CREATE" button on the right side of the screen. A drop-down menu (pictured above) will appear. Choose "Allocation" and click.

ALLOCATION FORM

Section 1: Allocation

- "Title" - All allocations should be titled "2021-2022 Request (insert name of student organization)"
- "Description" - If you want to fill in a description you can.
- "Organizations" - Please select your student organization

ONLY ONE ALLOCATION is submitted per student organization, per year.


Section 2: Requests

You will need to fill out out a request for each category of your allocation. For example, if you want organization t-shirts and supplies for your new member event you will fill out the request below for the t-shirts and then click "ADD" the right hand corner. This will add this request to your allocation. You will then see a new request show up and you fill that out for the new member event. You will continue to fill out the requests until you've asked for the entire $800. All your requests will show up on this one allocation form. You can repeat categories, if you want to.

STEP 2: CREATE EXPENDITURE

Expenditure forms are submitted as your organization decides to spend money from the grant. Spending money allocated from the grant can happen a few different ways.

Spending Action	Purchase
Charged to On Campus Account	USI setup costs, Catering/food costs, Copy Services and other USI department charges
Online with Center for Campus Life Credit Card	Giveaways, Decorations, and etc.
Invoice/Check	Where use of a credit card may not be possible
Personal Reimbursement	A member or advisor bought something and needs reimbursed

To access the "Create Expenditure" form, you will return to admin dashboard and click the finance icon. You will again utilize the menu in the top right corner and select "Create Expenditure". (See below)
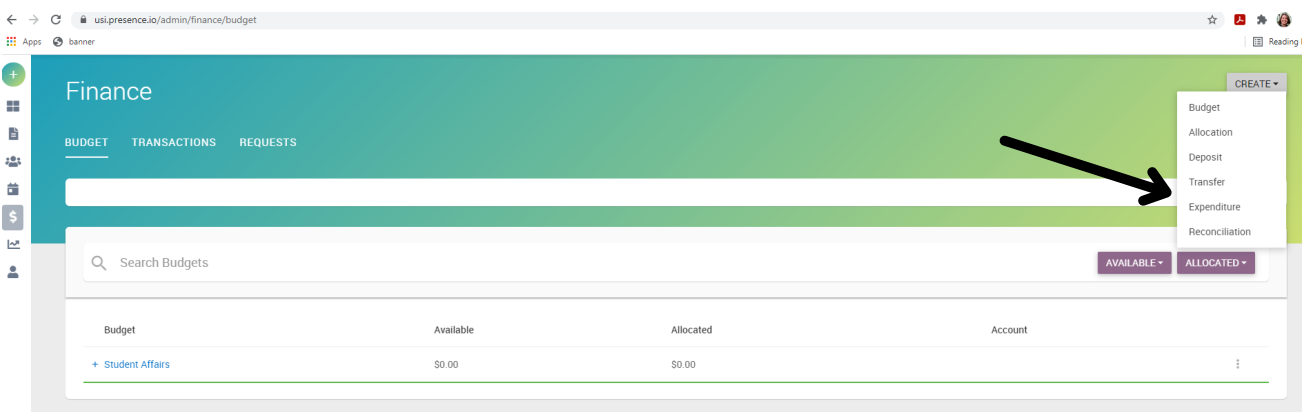
EXPENDITURE FORM

We will take this section by section. You can do more than one transaction in a single form!

Create Expenditure

Creating an Expenditure is the second step toward using the Student Organization Activity Fund grant.

Details

Title *

Please reference what category (or categories) you are purchasing from (Event/Event Supplies, Promotional Items, Clothing/Apparel, Organizational Supplies, Other) AND the name of your student organization

Organizations

Please select the organiz

Which of these statements best describes how my organization wants to spend the grant money in this request?

You can choose MULTIPLE WAYS!

Section 1: Details
- Title - Name the expenditure using the category (or categories) you are spending from (See Page 03) and include the name of your organization
- Organization - Select your organization
- "Which of these statements best describes how my organization wants...?"
  - Select all that apply! For example, You may want to buy credit card items and get money back from food you bought. You can do both in one form. (See page 05)
  - You will have additional questions to answer based on your selection.

Expenditure Items

Title *

What do you want to purchase? Please list item by item. For example: "Event decorations" or "T-Shirts" or "Food for an event"

Memo *

Budget *

Budget

Amount *

Amount

Itemized View

Expenditures Total

Section 2: Expenditure Items
- Title - Name the each Expenditure item something specific like "T-SHirts" or "decorations"
- Memo - Add a description
- Budget - Select student affairs, then Center for Campus Life, then your student org.
- Enter the amount for that expenditure, click ADD on the right side to add additional expenditures. The total will add as you add more expenditures.

EXPENDITURE FORM CONT.

Section 3: Additional Questions

- Depending on what you select as your answer in Section 1 Details, you will have additional questions to answer.
- If you select, "I already charged the purchase to our student organization account and I am asking for money to be transferred in to cover the charge". The questions below will populate. You can select more than one.

On Campus Charges Additional Questions
You can list multiple charges on one request.

Please check the box of the expense that was charged to your student organization account.

✓ Creative and Print Services/USI Copy Center

✓ Sodexo Catering/USI Dining Services

☐ IT Tech Setup charges

☐ Facilities/Physical Plant Setup charges

☐ Other on campus department charges

If the expense has not been charged yet, you can still request the funds be transferred. You CAN select more than one.

Please list the total dollar amount of what was spent on Creative and Print Services/USI Copy Center   Please describe what your organization ordered from Creative and Print Services/USI Copy Center

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- If you select, "I have an invoice and need to have a check sent to a business" OR "I need to reimburse a student or advisor for something they purchased for the organization" these additional questions will appear. If you need to get more than one check sent or more than one person reimbursed, click "ADD" on the right side of the screen.

Checks and Reimbursements
Click the "Add" button on the right to add additional reimbursement or invoice requests.   [ADD]

Do you need to reimburse a USI student, staff or faculty member?   Do you need to pay an invoice from a business?   Upload Invoice Here!
[YES] [NO]   [YES] [NO]   Upload File

What was purchased?

Was the purchase made for a specific event?
[YES] [NO]

- If you select, "I need the Center for Campus Life to help my organization purchase something with their credit card.', these additional questions will appear. If you have multiple sites that items need to be bought from, please click "Add" on the right hand side of the screen for each additional site.

Credit Card Request Additional Questions
Click the "Add" button on the right to add additional credit card purchasing requests.   [ADD]

Purchases must be requested at least 2 weeks prior to needing the items. Give as much detail and instructions as possible, so that our office can ensure the purchase is correct. The Center for Campus Life WILL NOT LOAN OUT the credit card for purchases to be made by students.

What does your group need help purchasing?   What it the name of the company or website the items are being purchased from?

Please copy & paste the website link here   When do you need the items?
*Remember the office needs at least 2 Weeks!

Detailed Description   Details for Purchasing
Please list Including quantities, colors, and other important details) of what needs to be purchased.   Upload File
You can uploaded an documents or artwork that would be useful. You can also upload quotes.

- When you are finished, hit the "Submit for Approval" green button at the top of the page.

NEXT STEPS

Where do you go from here?

To check if your allocation or expenditures have been approved, you can always go to the "Finance" tab and click on your organization. The green bar at the top will tell you what is available to spend.

This screen will also show you where you are with requests and transactions. You can click on them to see what you submitted.

ADDITIONAL RESOURCES

The QR code above will take you to the training website includes the link to this guide and additional training videos for creating allocations and expenditures.

EAGLESYNC

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