Student Organization Funding Committee (SOFC)

The Student Organization Funding Committee (SOFC) is a group of students who serve as members of the Student Government Association as official budget managers. They are responsible for allocating funds to recognized student clubs and organizations on campus and for overseeing these funds once they are allocated to ensure that monies are being properly spent. This committee is advised by the Director of the Center for Student Engagement & Leadership.

Annual Spring Budget Requests

The annual spring budget requests are the primary and best way to receive funding from SOFC. In the Spring, each club/organization will submit a budget proposal to SOFC. The Spring Budget Requests are very important because this is the time when SOFC allocates the vast majority of its budget. As a leader of your club/organization, it is crucial for you to remember the following items if your group is to receive SOFC funding:

- You must fill out a Budget Request Packet. Consult with your club members, have it signed by your advisor, and hand it in to the SEaL Office (1st Floor of the Widener Center) by Friday, March 30, 2012.

- Questions pertaining to the Budget Request Process can be directed to the Director of the Center for Student Engagement & Leadership at af727@cabrini.edu.

- In order for your club or organization to be considered for funding, the contact person listed on your Budget Request Packet must be someone who will be a member of the organization the following year. We must be able to contact this person with any questions regarding the request and we want to be sure that members next year understand the specifics of the budget you are submitting. In addition, any funds that you are allocated will not be transferred into your account until SOFC has received approval from Student Engagement & Leadership and been told that your club is officially registered for the year.

SOFC Guidelines for Requesting Funds

SOFC appropriates funds for activities initiated by recognized student clubs/organizations and treats all clubs in an equal manner when granting funding. Below are the guidelines for SOFC funding:

- Budget proposals will only be accepted for general programming that is open to ALL undergraduate students.
- Only recognized student organizations (those who have completed the registration form for the current academic year) will be considered for SOFC funding. SOFC will collaborate with the Center for Student Engagement & Leadership (SEaL) to determine the status of an organization before granting approval for funds and funds will not be transferred to the club's budget until SOFC has received approval from SEaL.
- Clubs/Organizations requesting funding must have an advisor's signature and must have completed their service project for the year prior to the request. SOFC will request information about plans to complete the service requirement for the current academic year and will collaborate with the Wolfington Center to ensure that clubs are completing their service requirement.
- Requests for funding for alcohol, membership dues and/or charitable donations or expenses will not be funded.
- Clubs receiving funding from another source on campus will be considered after all other clubs are allocated funds. This allows all eligible groups to receive some funding.
- The maximum amount of funding that can be requested for the following items is:
    - Food - $300

    - Conferences - $200
    - Operational - $150 (faculty support copier and office supplies)
    - All other general programming request amounts will be determined by SOFC
- Requests for materials specific to your organization (i.e. protective gear for a recreational club) will be determined after information regarding their future usage and storage has been provided to SOFC.
- ALL proposals must be submitted with as much supporting detail as possible. If inadequate information is provided, SOFC reserves the right to return the proposal to the club/organization for further revisions. This may delay approval of the request.

Criteria for Receiving SOFC Funding

The most important factors considered by SOFC for events to receive funding are:

1. Your club's track record.
    - Have you spent SOFC funds according to the guidelines?
    - Have you successfully held this event before?
    - Do you publicize well?
    - Do you involve your membership in decision-making?
    - Have you attempted to fundraise?

2. Benefit to the college community.
    - Is this event or activity open to everyone?
    - Does the event bring something new and exciting to campus?
    - How many people will be affected by your program or event?

3. Submission of your Budget Proposal Packet.
    - Did you provide a detailed budget request?
    - Did you do the legwork and prior planning to submit a well-detailed request?

These criteria are all of equal importance when SOFC reviews requests for funding. They are guidelines to help you be more successful when preparing your request. Remember, SOFC has a limited amount of funds to allocate and the more detailed your request, the better your chances for receiving funding.

Please remember: Incomplete budgets and budgets lacking sufficient details will be returned to the group for additional information. This will cause a delay in SOFC decisions regarding funding for your organization.

Budget Requests are due in the SEaL Office on Friday, March 30, 2012.

Student Organization Funding Committee
Budget Request Form

Name of Club/Organization _____

Contact Person _____
(the contact person must be someone who will be a member of the club during the 2012-2013 academic year)

Current Position(s) Held in Club/Organization _____

Contact Information *(please provide the best information so we can reach you quickly, if necessary):*

Phone # _____ Email _____ Box # _____

Organization Account # _____ Current Balance _____

Please attach a typed sheet that describes each event for which you are seeking funding. The attached form must be returned with the following information: *(see attached sample budget request for Up til Dawn)*

- Name of Event
- Description of Event
- Detailed Budget Breakdown for Each Event, including all related costs (food, transportation, conferences, supplies, other items, etc.)

ADVISOR:

As the advisor to this organization, I have reviewed this budget request with representatives of the organization and I am fully aware of the programs for which they are seeking funding.

_____

Signature of Advisor *Print Name* *Date*

Service Completion

Name of Organization where Service was completed: _____

Date(s) of Service Activity: _____

Description of Service:

_____

_____

Signature of Representative from location where service was completed or from Club Advisor:

_____

Signature ***Print Name*** ***Title*** ***Date***

See opposite side for Sample Budget Request for Up til Dawn.
For each event you are requesting funding, please complete a budget breakdown.

BUDGET REQUESTS ARE DUE IN THE CENTER FOR STUDENT ENGAGEMENT & LEADERSHIP BY FRIDAY, MARCH 30, 2012

Budget Request for: **Up til Dawn**

Purpose of Club:

Up til Dawn is a fundraising organization which hosts several events throughout the year to raise awareness and funds for St. Jude Children's Research Hospital.

EVENT #1

Name of Event:	Up til Dawn Letter Writing Party	
Explanation of Event:	Participants will write letters to friends and family asking them to donate to the St. Jude Children's Research Hospital. This is our biggest and main event for the year.	
ITEMS NEEDED	**ITEM EXPLANATION**	**ACTUAL COSTS**
Food	Pizza, Cookies, Soda for all participants (approx 25 people expected; 7 pizzas at $5 each)	$60
Supplies	Glue Sticks, Pens, Decorations for Event, cups, plates, napkins	$40
Other Items:	raffle prizes	$50
TOTAL EXPENSES		**$150**

EVENT #2

Name of Event:	Up til Dawn Benefit Dinner	
Explanation of Event:	This event is one of our largest fundraising opportunities for the group. We sell tickets to the dinner in the Mansion and have raffles. All food and labor costs are donated; all proceeds benefit the St. Jude Children's Research Hospital.	
ITEMS NEEDED	**ITEM EXPLANATION**	**ACTUAL COSTS**
Food	Food is donated	$0
Supplies	Special border paper for invitations, ad in local newspaper to increase ticket sales; baskets, markers, raffle bags to run raffle	$100
Other Items:	raffle prizes are donated	$0
TOTAL EXPENSES		**$100**

EVENT #3

Name of Event:	Up til Dawn Finale	
Explanation of Event:	This event is intended as a thank you to all members who wrote at least 50 letters to friends and family to assist with our fundraising efforts. It is a requirement of the ALSAC/St. Jude organization in order to have an Up til Dawn group on campus.	
ITEMS NEEDED	**ITEM EXPLANATION**	**ACTUAL COSTS**
Food	Pizza, Hoagies, Cookies, Brownies, Soda and Water for all participants (25 people expected; 7 pizzas at $5 each)	$100
Supplies	Decorations for Event, cups, plates, napkins, tablecloths, ice, etc.	$50
Other Items:	signs for various events	$25
TOTAL EXPENSES		**$175**

TOTAL AMOUNT REQUESTING **$425**