

# **A Guide to Avoiding Common SOFB Funding Violations**

**Disclaimer:** This is not a comprehensive list of all the SOFB funding board provisions, but it outlines those that are commonly missed.

## **Article 1. Introduction**

- SOFB may only fund events that follow university regulations and directives.
- SOFB's funding is considered state funding, so it must be spent in a way that is consistent with the educational mission of the University of Wyoming.

## **Article 1. Student Organization Funding Board Authority and Guidelines**

### *Section 2.01 SOFB Authority*

- Student organizations cannot receive SOFB funding for normal operating expenses, membership fees, or dues.
- SOFB has the sole authority to approve requests from student organizations under \$4,500. If the student organization requests more than this, the request will need to be approved by the ASUW Senate.

## **Article 3. SO Events Funded by ASUW Funding Board**

### *Section 3.01 SO Event General Application Procedures*

- Events may only be funded if they're open to the entire student population and have an educational and/or enrichment purpose.
- Requests for event funding must be submitted no less than four weeks before the event. If the event involves a contracted speaker/performer, the request must be submitted no less than five weeks before.
- If the date and/or time of the event changes, the student organization is responsible for communicating the new date, time, and location in written form to the relevant ASUW director, with a justification for the change.
- SOFB will consider the student organization's obtainment, or attempt to obtain, outside funding. SOFB may choose not to fund an event if outside funding has not been explored.

### *Section 3.02 SO Event Funding Allocation Guidelines*

- Student organizations can receive up to \$10,000 from SOFB each fiscal year.
- For requests for over \$4,500 in unmatched funds, the student organization is required to provide documentation of having received non-ASUW funds of at least 10% of the amount being requested.

- Student organizations may request a realignment of their approved funds by contacting the ASUW Accountant and relevant ASUW Executive to have the request be heard in front of the committee. This must occur a minimum of one week before the event.

#### *Section 3.06 SO Event General Application Procedures*

- Student organizations cannot generate revenue by charging UW students at SOFB funded events.

#### *Section 3.09 Location Funding for Events*

- Off-campus programs or events must be advertised on campus for a minimum of three weeks after approval of funding by SOFB.
- ASUW will not support events held at establishments whose primary source of revenue is the sale of alcohol.
- Programs and events must be hosted within Albany County.
- Student organizations must make all attempts to use locations that do not charge rental/use fees.

#### *Section 3.10 Tickets*

- Any ticketed event funded by ASUW is to use the Wyoming Union Ticket Office, Fine Arts Box Office, or a venue in similar nature to disperse tickets to students.
- Student organizations may request that a maximum of 20% of tickets be retained for distribution by the student organization to faculty/staff, non-students, guests, donors, and members of the student organization who are necessary to carry out the event.
- Faculty/staff cannot receive a ticket unless it was retained for them as part of the 20%.
- If tickets are being distributed by the Union, tickets must be provided to the Wyoming Student Union Information Desk the week of the event.
- Any student may receive a ticket by showing their student ID, but only one may be given out per student ID.

#### *Section 3.11 Promotion/Advertising Requirements*

- All promotional materials, with the exception of tickets, must have the ASUW logo on them if funded in any part by SOFB. The ASUW logo must be legibly displayed without cropping and approved by the relevant ASUW director.
- All promotional materials must have the ADA Compliance Logo on them if funded in any part by SOFB.

- Advertising for events must begin no later than two weeks prior to the event's start.
- All promotional materials must be circulated to the relevant ASUW director.
- Some form of advertisement is required for all events, what this entails is at the discretion of SOFB.
- For ticketed events, public notice about where tickets can be obtained must be given to students. If tickets are being distributed by the Union Ticket Desk, the event must be advertised in the Union.

#### *Section 3.12 Circumstances Under Which Event Funding Shall Not Be Awarded*

- Event funding cannot be allocated for the following: promotional apparel, non-single-use items that do not serve an educational and/or enrichment purpose, alcohol, and gifts.

#### *Section 3.13 Post Event Requirements and Program Evaluations*

- Invoices and receipts must be submitted to the ASUW Business Office within 14 days of purchase.
- Procurement cards and final documentation must be submitted to the ASUW Business Office within 5 business days of the event.
- Program evaluations must be turned into the ASUW Business Office within 30 days of the event.

### **Article 4. Conferences Registration Fees Funded by ASUW Funding Board**

#### *Section 4.1 Conference General Application Procedures*

- SOs may receive up to \$1,500 for conference registrations per academic year.
- Only ASUW fee paying students are eligible to receive funds for conference registration.
- SOFB conference registration funds cannot be used on travel, lodging, meals, or for personal memberships in social, professional, or fraternal organizations.
- Conferences must be academic or professional in nature.

### **Article 5. Academic Conference Registration Fees Funded by ASUW Funding Board**

#### *Section 5.1 General Application Procedures*

- SOs may receive up to \$2,000 for academic conference registrations per academic year.
- Only ASUW fee paying students are eligible to receive funds for academic conference registration.

- SOFB academic conference registration funds cannot be used on travel, lodging, meals, or for personal memberships in social, professional, or fraternal organizations.
- Academic conference registration funds can only be used for the purchase of parts or materials for competitions if SOFB determines it is appropriate through its discretion.

#### **Article 6. Marketing of New Student Organizations Funded by ASUW**

- New SOs may receive up to \$200 for new student organization funding.
- New SOs must be registered with the Student Organizations and Entertainment Office and be in adherence to the Student Organization Handbook.
- New student organization funding may be used for promotional materials.
- Up to \$50 of new student organization funding may be used for food for promotional purposes.