

RSO Allocation Requests For 2019-2020 Academic Year

It's that time of year again when we're accepting applications for RSO funding for the upcoming academic year. Expenditure of funds for RSOs starts on September 1 and ends on May 15. The Student Fee Advisory Committee (SFAC) has met, and based on next year's anticipated budget, they anticipate a cap of \$2,500 for RSO allocations (same as this year). However, this amount may be adjusted, depending on the number of requests and amount requested by RSOs.

This year we are required to use the standard *Student Activity Fee Request* form, which was developed at the system level. I will be the first to say that the new form is not necessarily the best form, but please do your best. It's important that you read the information below thoroughly, so that your organization will not be adversely affected for next year's allocations. The **Student Activity Fee Request form is due no later than 11:59pm on Sunday, March 31. This is a firm deadline...Late requests for funding will not be considered.**

Important notes before completing the form:

- Only RSOs that have completed the [RSO Membership Roster](#) form for spring semester will be considered for funding. Make sure this has been completed before submitting a request for funds.
- RSOs that were active but failed to submit their RSO Membership Roster form for fall semester will only be eligible to receive up to \$1,250 for next year. If you haven't submitted your fall roster, it's extremely late, and should be submitted now so that you will be eligible for full funding.
- Only RSOs that have completed all components of RSO Risk Management Training and submitted the [Risk Management Training Compliance Form](#) will be considered for funding.
- RSOs that have recently been granted recognition by the college will need to submit the [RSO Annual Registration Form](#) by March 15. You will also need to submit your spring roster and complete the RSO Risk Management Training. You would not need to submit a fall roster.
- The new form needs to be completed by a club officer. It's generally a good idea to meet with your RSO Advisor for assistance with the process. Advisors know the history of the club and are a fantastic resource.
- The following items are not allowable, and will be automatically rejected if included in your request.
 - Purchasing alcohol, tobacco, or drugs.
 - Lending, scholarships, or monetary gifts/awards
 - Using funds for the benefit of an elected official or a candidate for political office
 - Philanthropic endeavors
 - Any activity or item prohibited by law or College policy
 - Seed money (e.g. to pay for supplies for a fundraiser)
 - Awards and/or recognition for employees
 - Child care expenses
 - Personal memberships in social, non-professional organizations

If any items are stricken from your request, it will not be added back in elsewhere; therefore, it's important that you not include any funding for these types of expenses.

- While our projected funding cap for RSOs is \$2,500, this will not be possible if all groups request the maximum amount. It is critical that each RSO take a hard look at what is needed for the operations of the organization and only request that amount. Some RSOs don't require \$2,500 to accomplish their goals/missions.

Notes when completing the form:

- Under the first box...Student Activity Fee Request:
 1. Registered Student Organization (RSO)/Department Name: *Enter the name of your club.*

2. College: *This has been pre-entered for you.*
 3. Number of active students in your organization: *This should be the number of students who are actually engaged in the activities/operations of the club.*
 4. Has the member roster been submitted? *There is no place on the form to check yes or no. That's OK. We will verify that it's been received before sending your request to the committee for consideration.*
 5. Have the requestor & responsible parties for this request completed the Risk Management training, as required by Texas Education Code 51.9361 & LSC Policy? *We will verify our records. If you are not sure that it's completed, you should ask for confirmation from Margit Beasley (margit.beasley@lonestar.edu).*
 6. Does your RSO/Department receive funds from other sources? *This may be from dues, grants/gifts, etc. If yes, how much money do you anticipate receiving? Give your best estimate. This will not affect how much your club may be granted.*
 7. Please check all that apply: *Many clubs also have general supply and printing needs. You may enter those in the "Other" field.*
 8. How will this funding benefit your RSO/Department and the student body as a whole: *This question is asked because the funding for RSO allocations comes from the Student Activity Fee, which is paid by all students.*
- Under the second box..Request Summary:
 - 7100 Contracted Services – *This budget is used only when there is a contract involved (entertainers, speakers, chartered bus, etc.)*
 - 7200 Travel – *Include all expenses for travel, except those that are contracted*
 - 7300 Supplies & Food – *This one is pretty straightforward*
 - 7400 Official Functions – *This should only list budgets for printing and promotional items*
 - Total Expenses – *The form automatically does this for you*
 - Total Revenue – *Enter any sponsorships you have, fundraisers you anticipate, and any membership dues. Just note that on the form this reduces your Total Amount Requested on the next line.*
 - Total Amount Requested – *It's OK if the projected expenses in the first 4 lines of this section total more than \$2,500, as long as the Total Amount Requested is no more than \$2,500*
 - Under the third box...Request Detail (page 2):

This is the part that gets a bit confusing. Let's look at this section by the column:

 - Event Date – *If you don't know the exact date, estimate it. If there is no specific date, estimate a date when you expect to pay the expense. Don't get too hung up on an actual date...we won't hold you to it. Format for this column must be mm/dd/yyyy, or you'll get an error message.*
 - Event Type – *Select (1) for contracted services, (2) for travel, (3) for supplies/food, or (4) for printing and promo items.*
 - Expense Information – *The form is a bit difficult because it doesn't give you much room to enter this info. If you feel like you want to provide more information, you may attach documentation.*
 - Number of Attendees – *Not all expenses would have a number of attended. Enter only if it applies.*
 - Dollar Amount – *Enter the amount your RSO plans to budget for each line.*
 - Now for the TOTAL REQUEST – *This amount will be automatically calculated for you as you enter. This amount MUST match the total at the bottom of the first page of the request form.*
 - Make sure the information is entered completely under the Request Detail box before you submit it.

Submitting the form:

Completed, signed form may be delivered in person to the Student Life office (CASE 102), or may be scanned and emailed to dan.mitsven@lonestar.edu. Remember that the forms are due no later than Sunday, March 31 at 11:59pm, and that no late forms will be considered for funding.

Any questions may be addressed to dan.mitsven@lonestar.edu
 Dan Mitsven, Director of Student Life, CASE 102