Purdue University
Student Organization Grant Allocation (SOGA)
Guidelines and Restrictions

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I.   **INTRODUCTION**

Please read the Guidelines and Restrictions carefully before applying for SOGA funding. A student organization must get approval of funding before spending allocated funds and before submitting an expenditure request.

II.   **PURPOSE STATEMENT**

The SOGA Board has as its primary purpose the responsible allocation of funds to undergraduate and professional student organizations serving students on the West Lafayette campus registered with the Student Activities & Organizations area of the Vice President of Student Life to support their activities, events, travel, and services. Such activities and events should enhance campus life, allow opportunities for leadership development, promote engagement with the community, and create a forum for the exchange of information and ideas. These funds are made available annually by the Purdue Administration and the Student Activity Fee, and therefore must primarily benefit the members of undergraduate and professional student organizations on the West Lafayette campus and support the mission and strategic plan of Purdue University, West Lafayette.

III.   **DEFINITIONS**

- SOGA – Student Organization Grant Allocation
- RSO   – Recognized student organization serving students on the West Lafayette campus registered with the Student Activities & Organizations area of the Office of the Dean of Students
- APF/EPF – Activity/Event Planning Form
- SAO   – Student Activities & Organizations area of the Office of the Dean of Students
- BOSO – Business Office for Student Organizations
- ODOS – Office of the Dean of Students
- VPSL – Vice Provost for Student Life
- GSOGA – Graduate Student Organization Grant Allocation

IV.   **APPLICANT ELIGIBILITY**

- Only active RSOs may apply for and receive SOGA funds.
- All student organizations seeking SOGA funds must register annually with SAO. Any student organization that is not registered will not be considered for SOGA funding.
- All SOGA funds must be distributed through RSO accounts in BOSO.
- RSOs that obtain a portion of their operating budget from the University General Fund are generally not eligible for SOGA funding.
- SOGA funds are intended for RSOs with financial need; therefore, the budget of the RSO may be considered in the decision process for funding.
- RSO must be in good standing with SAO, VPSL and BOSO in order to be eligible for funding.
- If RSO has received SFAB funding for current SOGA application funding period, they are **NOT** eligible for SOGA funding.

V.   POLICY COMPLIANCE

It is the responsibility of all RSOs to read and understand all the policies and procedures of Purdue University, the SOGA Board, SAO, and BOSO. RSOs that receive SOGA funding must be in compliance with all policies and procedures at all times. RSOs that are found to be in violation of any policy of Purdue University, the SOGA Board, SAO, or BOSO must reimburse any and all funds they received during the time they were in violation of these policies. Furthermore, any RSO that attempts to defraud or mislead Purdue University, the SOGA Board, SAO, or BOSO will be subject to disciplinary review by VPSL, and those involved may be held individually responsible and criminally liable for any funds received under false pretenses or illegally.

VI.   GENERAL GUIDELINES AND RESTRICTIONS *(applies to all requests)*

A.   General Guidelines

1. Programs, services, and activities should be directed primarily to the Purdue (West Lafayette) undergraduate student community.

2. Each RSO shall be expected to share expenses for funded programs, services and activities from its own funds and resources when possible.

3. Programs, services, and activities must occur within one day to one week within the calendar dates established for each funding period. See the Application and Allocation Schedule (available online and in the SAO Office). Request for funding outside the funding period will not be considered.

4. Funds may only be used as approved by University Policies and as set forth by BOSO.

5. An Activity Form must be completed in BoilerLink *at least two weeks prior* to the event/activity.

6. The Activity Form must be approved by Campus Partners (i.e. Transportation, BOSO, Space Management, etc.) *prior to the event*.

7. University funds may not be donated to charity. RSOs must follow the University Charity Policy in regard to events or activities. Funding may be used to help with event expenses, but SOGA funds may not be donated to an outside nonprofit agency.

8. Revenue generated at the event may be used to pay expenses not covered by SOGA that are directly related to the approved event. All funds generated from the event must be deposited into the RSO SOGA account. If an RSO earns net income (profit) at an event above and beyond the award total allocated by SOGA, these funds will be returned to SOGA. BOSO records and Final Reports will be used to track these transactions.

9. All unused SOGA funds will be remitted back to the SOGA board after each award period.

10. If an RSO is awarded SOGA funding for a particular event, those funds will be returned to SOGA only if:

    a. The event is canceled. If cancellation fee occurs it is the responsibility of the RSO.

    b. The funds are unspent at the end of each award period.

    c. SOGA Guidelines were not followed.

    d. Activity Form was not submitted 2 weeks before the event.

11. Preference will be given to RSOs whose efforts are generally directed toward undergraduate or professional students. RSOs whose events are directed toward graduate students will be referred to the Graduate Student Organization Grant Allocation Board (GSOGA).

B. General Restrictions

1. No RSO shall receive more than $14,999 in a funding year. The $14,999 can be used in one or spread across all funding periods. Funding not used will not add to available balance for future request.

2. SOGA does not generally fund food. SOGA only funds food in situations where the event's **Main Focus** is the appreciation or celebration of food for (1) cultural experiences, (2) an etiquette dinner involving an etiquette instructor, or (3) a cooking class led by a culinary specialist/instructor.

3. **SOGA WILL NOT FUND THE FOLLOWING**:

    a. Projects, activities, travel, or services found in violation of law and/or Purdue University rules, regulations, policies and procedures.

    b. Items or expenses not included or misclassified in the original SOGA application.

    c. Purchase of beer, wine or other alcoholic beverages or any activity or communication, which incorporates a reference to alcoholic beverages or promotes or is supported by an alcoholic beverage manufacturer, distributor, retail operation, sales organization or vendor.

    d. Purchase of costumes or uniforms (will fund rental of these items).

    e. Plaques, prizes, scholarships, awards, trophies, medals or other related gift items.

    f. Payments to invest in or provide capital for any business or commercial enterprise, or any activity intended to generate a profit.

    g. Expenses and equipment relate to telephone, electronic facsimile, internet, cable, or communication device charges.

    h. Prohibited purchases include:
1) Firearms, weapons or ammunition.
2) Tobacco or tobacco related products.
3) Illegal or illicit substances or devices.
4) Controlled substances.

    i. Any court actions.

    j. Costs or litigation against Purdue University, of its employees in fulfillment of their duties, or against its students.

  k. Prohibited programs and services include those that:
   1) Are purely social events exclusively for an RSO's members
   2) Are intended to be fundraising projects
   3) Are electioneering or lobbying efforts, activities, fund drives or campaigns.
   4) Are callouts, rush, recruitment, or initiation meetings or events.

C. **General Prioritization (Scale 1= most frequently funded, 4= least frequently funded)**

 1. Events open to campus
  a. ON campus, free of charge
  b. ON campus, with minimal charge
  c. OFF campus, free of charge
  d. OFF campus with minimal charge

 2. Events not open to campus
  a. Professional development
  b. Direct business of the college or organization
  c. Educational

 3. Travel
  a. Professional development or national conference
  b. Direct business of the college or organization
  c. Educational

 4. Equipment or supplies relating directly to the organizational purpose

VII. APPLYING FOR SOGA FUNDS

A. General Application Guidelines

1. All applications must be completed and submitted by the SOGA deadline.

2. Each RSO is limited to one application per funding period (4 Funding Periods).

3. Organizations cannot mutually apply for a SOGA Grant (Co-Sponsor)

4. If your organization received an SFAB Grant, you are not eligible for SOGA.

5. Initiatives cannot have both SOGA and SFAB funding applied. (i.e. Organizations cannot collaborate to combine SOGA and SFAB funds for an event)

6. SOGA funded events must occur within a 7-day timeframe (i.e. Dates of workshops and events cannot span across more than 7-days)

7. If a line item is misclassified, the line item will not be funded (i.e. Decorations put into Food/Beverage category).

8. Shifts of allocated funds are allowed up to 10% or $50 (whichever is higher) across listed line items once the SOGA funding period has passed, no new funds will be allocated

9. Marketing expenses are capped at $400 for the event, including only $100 for the flyers.

B. Deadlines

1. Only one application may be submitted per SOGA application funding period, and only one application will be approved per funding period per RSO.

2. Application deadlines are posted on SOGA's page on the BoilerLink website (www.BoilerLink.purdue.edu).

3. Any application submitted past the deadline for the current grant period will be rejected.

VIII. SPECIFIC GUIDELINES AND RESTRICTIONS BY FUNDING CATEGORY

A. Honoraria and Payment for Professional Services Category

1. Honoraria and Professional Services Guidelines

   a. All payments to individuals or groups for professional services must be paid directly by BOSO to the individual or vendor performing the service. This includes, but is not limited to, speakers, lecturers, musicians, comics, hypnotists, theater performers, referees, and coaches. SOGA will not approve funding to an RSO to reimburse member of an RSO for payment of an honoraria or professional service.

   b. Before payment will be made to the individual or vendor, the RSO needs to submit information to BOSO for completion of the contract. BOSO must review all contracts.

   c. Consult with BOSO in advance for payment of contracted individuals who are not U.S. citizens.

   2. Honoraria and Professional Services Restrictions (*SOGA WILL NOT FUND*)

   a. Payments to a member or members of a campus organization or RSO for services rendered to their own organization or RSO are generally prohibited.

   b. Retroactive salary payments for services or salaries of non-University personnel.

   c. Honoraria to Purdue University faculty or staff members.

   d. Honoraria to Purdue University students in the same organization

B.   **Communications Category**

1. Communications Guidelines - All advertising, marketing, and promotions funded and/or for events or activities funded (or partially funded) by SOGA must include the text: "**FUNDED BY SOGA.**"

2. Communications Restrictions (*SOGA WILL NOT FUND*)

    a. Communications designed to honor, thank or congratulate an individual or group.
    b. Communications designed to publicize a fundraising event or to raise funds directly.
    c. Costs for design work for marketing, logos, letterhead, program covers, etc.
    d. Postage (unless publications are paramount to RSO's mission).
    e. SOGA will fund only normal display ads (not personal ads or classified ads).
    f. SOGA will not fund promotional items such as T-Shirts or other items to be given out for organization advertising.

C.   **Equipment Category**

1. Equipment Guidelines

    a. Please see SAO or BOSO in advance of ordering any permanent equipment.
    b. Individual equipment items over $1000 funded by SOGA are considered to be University property. Such items will be inventoried annually with the University and may not be disposed of without the approval of BOSO.
    c. SOGA will not fund Office Supplies (paper, staplers, pens, toner, etc.) for an RSO.
    d. Funding of Equipment Purchase/Rental under $100 may be funded to the RSO's BOSO account, and reimbursed directly to an individual who purchased the equipment, or directly to the vendor upon submission of a final invoice.

2. Equipment Restrictions (SOGA WILL NOT FUND)

    a. Equipment purchases for housing units or capital improvements.
    b. Equipment for resale for fundraisers or other purposes.
    c. Firearms, weapons, and ammunitions (or a resemblance of) unless related to the student organization mission.
    d. Equipment designed specifically for use with alcoholic beverages, drugs, or illegal substances.
    e. Furniture.
    f. Gaming equipment intended for use in games of chance.

D. **Travel Category**

1. Travel Guidelines

   a. SOGA may fund travel expenses including, but not limited to, transportation, lodging, conference registration fees and competition entrance fees for members of an RSO to attend events including, but not limited to, conferences, conventions and competitions, which directly pertain to the purpose and goals of their RSO. SOGA will allocate funding on a per traveler basis.

   b. SOGA may fund travel expenses for individuals who travel to the University to speak or perform for an RSO.

   c. All travel expenses must comply with allowances and restrictions established by University policy and regulations.

   d. Transportation – SOGA will generally fund the following:
      1) Private automobile (mileage per University rate). SOGA only funds mileage to and from the event- no excess mileage will be funded. Drivers must be RMO1 Approved.

      2) Auto/Van from University Transportation (funding to pay the actual invoice/receipt from Transportation).

      3) Rental vehicle (funding to pay or reimburse actual invoice/receipt from Rental Company).

      4) Chartered busses which are approved by SOGA in advance with bids provided to SOGA by the RSO; one of which must be from the University Transportation department.

   e. Procedures for payment and reimbursement of travel must be in accordance with the BOSO Manual section, "Dispersing Funds, Payment For Travel Expense", which can accessed at http://www.purdue.edu/uco/pdf/BOSO/Manual.pdf.

2. Travel Restrictions (SOGA WILL NOT FUND)

   a. Meals included in travel either to or from the University.

   b. League or association dues, even if required to attend a conference or competition.

   c. Travel costs for an individual or RSO engaged in lobbying, class work requirements or job searching.

   d. Rental vehicle insurance.

   e. Telephone, internet, email, or cable charges.

   f. Incidental travel not on original application.

IX.   ALLOCATION PROCESS

A. It is the responsibility of the RSO to clearly and thoroughly explain the request on the application. It is also the responsibility of RSO submitter to answer any inquiries from the SOGA Board in a timely manner. These inquiries will typically be made by email. It is the submitter's responsibility to check email frequently so prompt answers may be given to the SOGA Board.

B. The SOGA Board will review and discuss each application and decide specific funding allocations.

C. The SOGA Board's recommendation may be in the form of one of the following:

1. Fund the entire amount of the request

2. Deny the entire request

3. Fund a reduced amount of the request

D. The SOGA Board will notify RSOs of their funding status via Boilerlink budget system to the RSO's submitter or treasurer with a copy given to the Business Office for Student Organizations.

E. The RSO will meet with a SOGA representative to review expectations and sign a grant agreement form.

X.   RECONSIDERATION

A. If the request is modified or changed (e.g. change of purpose, date, location, or program), after being accepted, an email must be sent to soga@purdue.edu detailing the change and reason for the change. **NOTE: Date changes outside the awarded funding period may not be accepted.**

XI.   PROCESSING EXPENDITURES FOR APPROVED EVENTS

A. General

1. All financial contracts and expenditures will be processed by the BOSO per University Policy.

2. All SOGA funds will be revoked if the event does not take place.

3. Expenditures that total over $1000, may be paid directly by BOSO to the vendor.

4. The RSO will only receive funds to cover the exact expenditures up to the amount approved or less.

B. Obtaining SOGA Money After Approval of Application

1. BOSO will receive written notification from the SOGA Board Chairperson within one week of the decision by the SOGA Board.

2. After the grant approval is received, RSO must meet with the SOGA specialist in SAO

within 2 weeks.

3. The funds will be deposited into the RSO's account after meeting with the SOGA Specialist to review the SOGA Budget and Activity Form. Failure to meet with the SOGA Specialist will result in forfeiture of SOGA funding. If expenditures have occurred, funds will be transferred from the RSO's General Account to reimburse SOGA.

C. Documentation Requirements for Funding Transfer and Reimbursements

1. A completed SOGA Final Report must be turned in no later than one (1) month after the date of the event. The SOGA Final Report will be available online on the front page of BoilerLink at www.BoilerLink.purdue.edu

2. Reimbursements to individuals and direct invoice payments may be processed by the RSO through BOSO upon approval of the initial SOGA funding application and approval by SAO and BOSO through an Activity Planning Form.

3. RSOs that do not submit the SOGA Final Report within 30 days after an event generally will not be funded for their expenditures per the discretion of the SOGA Board and will lose SOGA funding for a year

4. Be cautious before incurring expenses through an E-Business (online business). Often, E-Businesses do not provide RSOs with adequate documentation of a purchase and secondary documentation will be required. RSOs need to check with the business and BOSO before ordering about the type of receipt/invoice they will be receiving.

5. The SOGA Board may at any time request back up documentation on an expense supported by SOGA funds. Typically the RSO treasurer will be contacted by e-mail. It is the treasurer's responsibility to respond to any questions BOSO or the SOGA Board may have about an expenditure request in a timely manner.

6. Contact the SOGA Board (soga@purdue.edu) for guidance in advance if there are any questions about documentation requirements.

XII. CONTACT INFORMATION

❖ If assistance is needed, please contact the SOGA Office.
  ➢ Office: SAO / Krach Leadership Center, Room 370
  ➢ Phone: (765) 494-1231
  ➢ Email: soga@purdue.edu or saograd@purdue.edu