

# ORGANIZATIONS BOARD

## Organizations Fund Request Information

Updated December 2024

Please read the following information before submitting an Organizations Fund (O-Fund) Request Form to ensure that your organization qualifies to receive support from the O-Fund. If you have any questions, please contact Organizations Board at [oboard@auburn.edu](mailto:oboard@auburn.edu).

### Who can request funds?

Any permanent student organization on Active and Registered Status with the Organizations Board (O-Board) may request funds. **All meetings or events that funds are being requested for must be submitted and approved in AUinvolve to be eligible for funding.** Funding requests will not be retroactively dispensed for any expenses that occurred while not on permanent status.

### How much can I request?

Organizations can request funding for operating, programming, and travel/registration expenses. Organizations may request funding throughout the academic year but may only request up to the following in each category: Operating (\$500), Programming (\$7,500), and Travel/Registration (\$2,500).

### What do I need to do?

You must first fill out the form through AUinvolve. The Funding Request Form must be completed in order to request a reimbursement from the O-Board. Please be sure to attach copies of any receipts, budgets, programs from conferences, etc. with your request. In addition to completing the form, you will be required to upload the [O-Fund Request Supplement Form](#).

You must also submit your Tax ID Number. You may obtain a Tax ID Number by visiting the IRS Website and filing an SS-4. You will be notified of your Tax ID Number by mail. You must have this number before submitting your request to O-Board. If you need assistance applying for a Tax ID Number, please email [oboard@auburn.edu](mailto:oboard@auburn.edu).

The process of payment is a direct deposit, so you must also make sure to register with the Office of Procurement & Payment Services for a Vendor Number here: [aub.ie/supplier](http://aub.ie/supplier). Requests will be reviewed by members of the O-Board and allocation of funds will be granted to those organizations who qualify. **Organizations will be invited to appear before the board at a scheduled time if there are any questions about the funding request or if an organization desires to attend the hearing.** Organizations who are asked to attend a hearing will receive an invitation by 4:45 the day prior to their hearing date.

### Questions?

If you have any questions, please contact the Organizations Board at [oboard@auburn.edu](mailto:oboard@auburn.edu).

## Operating Expenses

Student Involvement makes available a limited amount of funds to each Permanent Status student organization to cover some of their operating expenses. Student Organizations may apply for up to \$500/fiscal year for their annual operating expenses. **Organizations must prepare a sample budget for what they would like to receive funding for at the time of their request.**

| Budget Category  | Fundable  | Non-Fundable  |
|--|---|---|
| Advertising/<br>Promotion/Printing                                 | Materials and events to recruit members, announce meetings and organizational activities; including but not limited to uniforms, banners, posters, flyers, newsletters, newspapers, and website hosting.<br><br>Glomerata Package A which includes one photo. | Any advertisements, promotions, or printings that are not general organizational activities located within the Auburn area.<br><br>Larger Glomerata packages.   |
| Bank Charges/ Fees/<br>Legal Fees                                  | Charges associated with maintaining checking and savings accounts, costs of purchasing checks; fees associated with inquiries into 501(c)3 status and other official matters.   | Insufficient funds penalties, interest on loans, or costs associated with use and maintenance of a PayPal account; competitive or conference registrations; legal fees associated with issues of misconduct.<br><br>Venmo and other payment platform fees are not included. |
| Books/ Subscriptions<br><i>Limited to 2 subscriptions per year</i> | Literature central to the organization's purpose and available to all members of the organization. Must be mailed to organization mailing address.  |   |
| Facility Rental  | Charges associated with Auburn University facility rentals for general organizational meeting purposes.   | Charges for facilities not owned by Auburn University or for non-general organizational meeting purposes.   |
| Food<br><i>Limited to no more than \$150</i>                       | Food for recruitment or marketing events; Food for members; General meetings, special or recognition dinners  | Meals off-campus or for non-Auburn University students.   |
| Office Supplies  | Stationery, pens/pencils, buttons, notepads, paperclips, nametags, stamps for general organizational use, and other consumable items needed to conduct business. Office equipment must be stored on Auburn University property and in nonresidential areas.   | Branded items that could be used to promote an organizational event rather than the organization.   |

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| Other | Organizations may request funds for operating expenses that do not appear on this chart if they are not prohibited. | Expenditures designed for the financial gain or profit of the organization or individual |
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## Fundable Programming

A fundable program, for the purpose of student activity fee funding, is defined as an educational or service activity held on campus or a service/outreach activity held off campus. Fundable programs should: be open to all fee-paying students beyond the membership of the sponsoring student organization(s), provide developmental and educational outcomes for all participants, be broadly marketed, and abide by all guidelines and policies set forth by Auburn University. Organizations may apply for up to \$7,500 per fiscal year.

**Additional Considerations:** Requests for funding **may** be evaluated based on any number of factors including but not limited to (in no particular order):

- Clarity of request. Incomplete or vaguely worded requests will not be approved;
- Program contributes to the broad educational or service mission of the University and/or organization;
- Indication of the program's ability to attract broad student interest;
- Degree of interaction amongst participants in a predominantly social program;
- Anticipated number of student participants and the anticipated total number of participants; events with non-students attending should charge non-students an entrance fee to assist in covering costs.
- Cost per student participant and cost per total number of participants;
- For programs with admission fees, such charges should be minimal and not cost prohibitive to attendees; Admission fees cannot exceed \$15 per person.
- Indication of the student organization's ability to implement the program within its stated timeline and available resources;
- Comparison with similarly classified programs in the same funding window;
- Program content is unique in contrast to concurrent requests.

**Instances of prior funding for a program are not a guarantee of future funding. All allocations are subject to the availability of funds.**

## Non-Fundable Programming

Non-fundable programs include, but are not limited to:

- **Receptions/Banquets:** An end-of-the-year or award banquet, or a reception that is not part of a larger program
- **Organization Recognition/Recruitment:** Programs in which the majority of planning and executing is handled by university staff, rather than student organization membership
- **Department-run Programs:** Programs in which the majority of planning and executing is handled by university staff, rather than student organization membership.
- **Greater Community Programs:** Programs in which the intended participant audience has the potential to be of a majority of non-Auburn University students
  - In the case of expenses associated with such a program, those items which are tangible and available to a limited number of participants (e.g. food, takeaways, apparel), are not fundable
  - Expenses for items available to all participants (e.g. AU facility rental, speaker fees) are fundable
- **Political and lobbying activities:**
  - Partisan activities and events skewed in favor of certain candidates or political parties.
  - Activities conducting education confined to a narrow range of issues skewed in favor of certain candidates or political parties.

- Voter education activities affiliated with or skewed towards certain candidates or political parties.
- Targeted lobbying and public policy education activities directed at certain candidates' signature issues or others closely aligned with candidates.
- *Decisions on such activities will be supported by advice from the American Council on Education.*
- **Fundraisers:** Events exclusively generating revenue benefitting any entity outside of Auburn University
- **Gambling:** Any program that involves a paid game of chance where participants exchange anything of value for the opportunity to play. These programs include but are not limited to card tournaments and raffles.
- **Alcohol:** Programs hosted by student organizations should not serve alcohol. No alcoholic beverages may be purchased through or with organization funds or funds pooled by members or guests. This includes, but is not limited to, the use of apps to collect funds for purchasing alcohol.

The program, as executed, must not deviate significantly from the program described in the original request. The O-Board reserves the right to restrict funding for such programs.

## Programming Expenses

| Budget Category                     | Fundable  | Non-Fundable*  |
|-------------------------------------|---|--|
| Speaker Costs/Professional Services | External speaker/presenter travel & accommodation costs<br><br>Speaking fee or other professional services  | An Auburn University faculty, staff, or student may not be considered.           |
| Entertainment                       | DJ, artist, band, rental of licensed copy of film or other entertainment media.   | Rental costs for non-licensed copies of film, music, etc.                        |
| Facility Charges                    | Charges associated with Auburn University owned facility rentals (room charge, set up, A/V, etc.).<br><br>Charges associated for facility rentals that are not available on Auburn University campus. | Facilities available on campus but chose to use elsewhere                        |
| Personnel                           | Costs associated with providing uniformed or security officers, EMS/Fire prevention officers, catering/event staff, or referees/officials as programming/activity may demand.                         | Costs associated with paying Auburn employees or student workers as event staff. |
| Equipment                           | Purchase or rental of equipment, linens, costumes, etc. necessary for the success of a program or organization.   | Purchased equipment that will not be securely stored or be used in the future.   |

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| Consumable Supplies  | Costs associated with consumable supplies not limited to decorations, flowers, building materials needed for temporary set construction, printing of tickets for a program. |   |
| Food & Beverage<br><i>Limited to 50% of total program budget unless amount requested is under \$300. Total program budget must be submitted with your request.</i> | Costs associated with providing food at a program on-campus.  | In accordance with the Coca-Cola contract, competitive products may not be purchased or distributed on campus.<br><br>Alcoholic beverages may not be purchased or served at any organization program.<br><br>Food sold for profit (bake sales, philanthropies). |
| Publicity  | Costs for publicizing a program with flyers, giveaway items prior to the program, posters, advertising in the local media, etc.   | Branded items or costs associated with publicizing an organization rather than the organization's event or program.   |
| Take-Aways<br><i>25% of each take-away, up to \$100</i>  | Costs associated with supplies for an item produced at a program or received during or at the conclusion of a program.  | Cash or cash-equivalent prizes/gifts.   |

\*Non-fundable costs should still be included in your program budget towards the total cost of the program.

## Travel/Registration Expenses

As always, organizations must submit a roster of all participating students and an itemized budget. Organizations may apply for up to \$2,500/fiscal year (\$625/student maximum).

| Budget Category       | Fundable  | Non-Fundable   |
|-----------------------|---|--|
| Travel/Accommodations | Hotel accommodations, travel, gasoline reimbursement, car rentals (Enterprise and Hertz are the preferred vendors of Auburn). | Meals, alcohol, or any other expense not directly related to travel or accommodations. |
| Registration Fees     | Registration fees for conferences, workshops, seminars, or events directly related to the purpose of the organization.        | Club Sports competition registration fees.   |

**For funding consideration, organizations must submit the entire program budget in addition to the Supplemental Funding Form along with their request. This budget should include itemized costs and each requested item should be placed in a fundable category.** If supporting documentation is not provided at the time of hearing, the requesting organization should gather missing information and will be scheduled to reappear before the O-Board at the next scheduled hearing.