Student Life Student Organization Supplemental Funding

Policies & Requirements

Purpose of the Funding:

- To provide *supplemental* funding to support registered student organizations to support organizational events/programs that are open to *all* TTU students.

Requirements for Consideration:

- Requestor must be a member of the student organization for which funding is being requested.
- Requesting student organization must be compliant with student org annual requirements and in good standing with Texas Tech University.
- Requests should be in alignment with the mission and vision of Student Life and Texas Tech University.
- The event/program for which funds are being requested must be open to all Texas Tech students.
- Multiple requests for funding cannot be submitted in one application.
- No requests/applications for travel, travel-related expenses, and/or conferences/conventions will be accepted; the exception being TTU student organization-hosted conferences/conventions/summits that are open to all students.
- Eligible RSOs may be awarded a maximum amount of $1,000 per academic year.
- Any unutilized, remaining funds will be forfeited.

Timeline & Deadlines:

- Funding applications can be submitted on a rolling basis.
- Applications must be submitted at least four(4) weeks prior to the date of the event/program for which funds are requested.
- Requestor/s will allow two(2) weeks for review of the funding application and decision.
- Funding for events/programs scheduled during the Period of No Events (OP 61.41: Use of University Classrooms and Facilities for Events)
- Funding allocation is dependent on available funds.

Sponsorship Guidelines:

- Requestor/s must meet with Director of Student Involvement and Director of Student Life Business & Finance before funding application will be approved.
- Upon meeting with Director of Student Involvement and Business & Finance, the Requestor/s must provide all event/program approval forms, i.e., confirmation of Grounds Use approval, space reservation confirmation, solicitation request approval, etc.
- Upon application submission, the Requestor/s must provide an itemized budget for the proposed event/program.
- Student Orgs hosting events/programs benefiting from Student Life Student Org Supplemental Funding must agree to document attendance at the event and provide an attendance report as part of post-event/program documentation.

- Events/programs hosted on-campus or off-campus with alcohol present or hosted at a venue that serves alcohol will adhere to Student Organization Social Event Guidelines and will achieve all approvals necessary to host an event where alcohol is present.
  - Student Org Social Event Guidelines.
  - **OP 72.05:** Expenditures for Official Functions, Business Meetings, and Entertainment.
- All student organizations must follow University policies and procedures concerning the use of name, logo, and symbols of Texas Tech University.
  - **Student Handbook, Section N: Student Organizations: 3 Student Org Policies: i.** Registered student organizations shall not use the name, logo, or symbols of the University in print, online, and on social media as part of its name or in its publications. In addition, the organization shall not advertise or promote functions or activities in a manner that suggests sponsorship by the University. Registered student organizations are permitted to use the word "Tech" or "Raider" as a part of their names or to use the complete statement "a registered student organizations at Texas Tech University." Approval of the use of logos or symbols protected by Texas Tech University is under the discretion of the Director of Digital Media, Trademark Licensing, and Special Projects in the Athletic Department of Texas Tech University.
- All marketing, including sponsorship notations must be approved by the Director of Student Involvement.

Post Event/Program Requirements:

- Requestor/s must provide the following post-event/program documentation to the Directors of Student Involvement and Business & Finance no later than two(2) weeks after the date of the funded event/program.
  - A typed event summary that is no less than 500 words in length and should 1) describe the purpose of the event/program, 2) the specific activities that took place throughout the event, 3) how participants engaged with activities during the event, and 4) the effects of the event/program for the student organization and any additional beneficiaries.
  - An official attendance report for the event/program.
  - All receipts of purchases made with Student Life Student Org Supplemental Funding.
- All post-event/program documentation must be submitted via email to both Directors of Student Involvement and Business & Finance no later than two weeks after the date of the funded event/program.
- Student Life is not responsible for past due invoices submitted beyond 30 days of the event/program.