



Missouri StateTM

U N I V E R S I T Y

College of Business

College of Business

Student Organization

Funding Guidelines and Procedures

Effective April 21, 2022

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I. Purpose and Objectives

The College Leadership Team supports an allocation of undergraduate course fees to provide financial support for student organizations. This funding is intended to increase the number and quality of COB-related student organizations, student participation rates, and participation in regional, national and international conferences and competitions. In practice, these funds are intended:

To assist COB student organizations' efforts to participate in services or events designed to foster members' educational, leadership or career-focused growth and/or to assist in the attainment of the respective organization's mission/purpose.

It is important to note that the key phrase above is *to assist* student organizations in their efforts. COB-allocated funds are not intended to be the sole funding source for an organization, rather to supplement other funding sources. COB-recognized student organizations are required to apply for SOFAC (<https://organizations.missouristate.edu/SOFAC/default.htm>) funding prior to using COB-allocated funds or submitting proposals for additional funding. Organizations are also expected to conduct fundraising, within the guidelines and policies established by the University, to support their mission/purpose and programs. COB is particularly interested in facilitating student attendance/participation at state, regional, and national conferences and competitions that benefit our students and raise the profile of COB and Missouri State.

II. COB Recognition and Funding Criteria

Near the start of each academic year (typically by the first Friday following Labor Day), ongoing COB student organizations, whose mission/purpose aligns with COB majors/programs must submit a [Request for COB Recognition and Funding Form](#).

to be considered for that year's funding allocation (newly-formed COB student organizations must submit the form by the Office of Student Engagement annual registration deadline). To be formally recognized by COB and considered for funding, COB-related student organizations must satisfy the following conditions:

- 1. Recognized/Registered MSU Student Organization** – this requires successful completion of Office of Student Engagement annual registration on, or before the posted fall deadline including current Campus Link information, a list of Officers, and the organization's Constitution/By-Laws.
- 2. COB Faculty Advisor** – student organizations can have more than one Faculty/Staff Advisor. To be recognized by COB, at least one Faculty/Staff Advisor must be employed full-time by the College or an exception must be approved by the COB Dean.
- 3. Significant and Unique Organization Membership** – organizations should involve a critical mass of active members (generally a minimum of 10 students)

with at least 50% of those members being declared COB majors or graduate students admitted to a COB graduate program. Organizations and their members must always act with the utmost good faith; multiple organizations that have significant overlap in active student membership that raise questions about their independence may receive less than the per-organization funding amount.

4. Affiliation with COB major/program – an organization’s mission/purpose must be aligned with one or more major(s)/program(s) within the College as determined by a COB department head and/or program director.

5. Current Succession and Sustainability Plan – organizations must have a plan or process for electing/selecting future leaders as well as recruiting and retaining members. Near the end of each spring semester, organizations must provide COB with updated information for incoming officers.

6. Significant Scope /Affiliation - where applicable, COB-sponsored student organizations must have regional, state, or national affiliation.

Each fall, the COB Dean or Designee (e.g., Associate Dean) will review timely-submitted annual requests for COB Recognition and Funding for the current academic year. When deemed necessary, the Dean or Designee may request additional information from the student organization, faculty/staff advisor, department head/program director and/or MSU’s Office of Student Engagement (OSE) to verify that eligibility criteria are satisfied. The decision on whether to waive eligibility criteria, recognize a student organization, and/or provide funding to a student organization is solely at the discretion of the COB Dean.

Student organizations granted COB recognition and funding will be listed on the College’s website -- [Student Organizations](#) -- and will be allowed to submit promotional materials (graphics and video) for presentation on COB digital displays in Glass Hall, Kemper Hall and/or PCOB.

III. General

Subject to available funds, and at the Dean’s discretion, COB-recognized student organizations will receive \$2,500 in financial support per academic year. These funds will generally be transferred to the faculty/staff advisor’s departmental travel budget. The exact use of these funds, subject to the limitations noted below, should be determined by the officers of the student organization in consultation with the faculty/staff advisor and ultimately approved by the department head. Student organizations must apply for SOFAC funding prior to applying for COB funds. If SOFAC agrees to partially fund an event, COB may reimburse the remaining balance for the event up to the \$2,500 allocation (i.e. SOFAC funds are used first).

All University rules, regulations, and policies MUST BE followed with respect to events/travel supported by COB funding. If any University rules, regulations, or policies are violated, COB reserves the right to require reimbursement for all or a portion of the funds expended on behalf

of the student organization. Further, the organization and/or members may be subject to review and possible sanction(s) by the Office of Student Engagement, Office of Student Conduct, Dean of Students, etc.

All student organizations are REQUIRED to follow all MSU Office of Student Engagement Policies (See Op5.12 Office of Student Engagement). In addition, all student organizations are REQUIRED to adhere to all Office of Student Engagement policies and procedures as outlined in the Student Organization Handbook.

Alcohol is not permitted at any event funded by COB. It is the organization's responsibility to prevent the presence of alcohol at any such event.

Funds provided to COB-recognized student organizations shall not be used for any of the following:

- Alcohol
- Clothing items or uniforms for personal use
- Decorations or supplies for the creation of decorations
- Donations, gifts, awards, or scholarships
- Food for regular organization meetings or events attended only by members
- Advisor expenses
- Travel expenses of anyone other than organization members

Student organizations receiving COB funding are required to apply for and receive pre-approval for expenditure of said funds. Forms for requesting pre-approval of funding for travel and non-travel related expenditures can be found at [College of Business Student Organization Funding](#). These pre-approval forms require signatures from the faculty advisor and the department head. Failure to secure pre-approval for travel may result in denial of reimbursement.

In most COB departments, funding will be provided on a reimbursement basis. Some departments may be willing to advance funds by making a purchase using an MSU procurement card. Student organizations interested in having MSU prepay expenses should consult with the department head responsible for administering their funding.

Proposals for additional funding may be submitted to the Dean for consideration. Instructions on how to apply for additional funding can be found in Section V.

IV. Reimbursement Process

Policies governing reimbursement to student organizations or individual members and required supporting documentation will generally be determined by current MSU Travel Regulations and Expense Allowances; however, COB department heads may at their discretion during the pre-approval process impose additional limits. Reimbursements to be made payable to the student organization or individual members must be requested within **two weeks following the completion** of a pre-approved event/travel. If the organization or any member experiences a delay in obtaining

necessary receipts or documentation, they are responsible for seeking an extension from the department from which they are seeking reimbursement within the two-week window or reimbursement may be denied. To request reimbursement for allowable, pre-approved, and documented expenditures, the student organization should prepare an invoice for the College of Business, and include the following supporting documentation:

- Completed Student Organization Pre-Approval of Funding form.
- Original receipts for all expenses.
- If meal reimbursements have been approved, all meal receipts must be itemized indicating each person present and their order. The University has the following per-person ***maximum*** meal allowances as of July 1, 2020 that must be followed, however a lower maximum can be set during the initial expenditure approval process:

Meal	Cost
Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$30.00

- Conference agenda or program – **with meals provided by conference organization highlighted**. Any meal expenses submitted for times when a conference meal was provided at no cost or included with the registration will not be reimbursed.
- List of students who attended the event
- Detail sheet (Excel Workbook) showing expenses by student available at: [Student Organization Reimbursement Detail](#)

Individual student members seeking reimbursement for pre-approved expenses will be required to submit a [Travel Expense Report](#). Unless a student has Adobe Acrobat Pro (to save/edit the PDF form) it's recommended a handwritten draft and receipts be reviewed with the departmental administrative assistant before preparing a final draft.

Mileage will be reimbursed at either the current University per mile rate for personal vehicle use or actual gas expense and vehicle rental expense (as shown on submitted, itemized receipts).

However, mileage reimbursement for personal vehicle use should not exceed the cost of a rental vehicle plus fuel as calculated by the State of Missouri's Trip Optimizer tool:

<https://tripoptimizer.mo.gov/>

V. Requests for Additional Funding

COB realizes the COB-recognized student organizations may periodically require additional funding to support individual and/or team participation in regional, national, and international competitions. COB-recognized student organizations, or individual members, eligible to compete in regional, national, and international competitions may submit a written proposal for funding to the Dean indicating:

- Amount requested and a justification for the additional funding
- Amount the organization and/or individual members will contribute if COB funding is made available
- How the additional funding will further the mission of the student organization or otherwise bring prestige to the college and/or university

The Dean or Designee may seek input from the faculty/staff advisor, department head, Office of Student Engagement, College Leadership Team or other relevant individuals to review the validity of a proposal. The Dean or Designee will make the final decision regarding additional funding.