

# Student Organizations and Activities (SOA) Grant Funding Winter Term 2021 Update

Last Updated on 12/16/20

**We are in unprecedented times, and the Student Organizations and Activities offices has decided to continue the adjustment of our funding policy to meet the needs of student organizations at OSU. This will be the SOA Grant Funding (Previously known as SORCE) Policy for Winter term, at which point there will be an assessment for changes to Spring terms.**

The Winter term updates are significant. In the course of reading these updates, if you were previously denied a request during Fall term that would now be allowed, please reach out to us at [student.orgs@oregonstate.edu](mailto:student.orgs@oregonstate.edu) if you would like your request reconsidered.

## **Deadlines:**

**Requests for funding OVER \$1,000, happening in Winter term, will be accepted until the end of week 6 (Feb 12th, 2021)**

**Requests for funding UNDER \$1,000, happening in Winter term will be accepted until the end of week 8 (Feb 26th, 2021).**

**Funding requests for virtual events occurring in Winter or Spring terms will be accepted.**

Funding requests for events that are entirely in-person will not be considered until there is an update to in-person guidelines. Requests that have an in-person component will be considered (i.e. food pick up or supplies pick up but event primarily on zoom).

## Universal Criteria:

The following standards have been established to ensure all funded activities meet or exceed processes, policies, regulations and laws required by SOA as well as by the University and governmental agencies. All SOA Grant Funded activities must:

- **Must adhere to all OSU and State of Oregon regulations related to COVID-19.**
- Be reported/requested through the student organization database ([Ideal Logic](#)) within the appropriate timeline (see timeline).
- Provide detailed information **with all costs fully identified in the budget submission**. This includes **actual cost projections** for all purchases, detailed with items and costs, pre-contract offers that identify all of the costs associated with performers or speakers (performance/rider), etc. **All of these items need to be uploaded with the budget request in the Activity Report.**
- Uphold the OSU Community Non-Discrimination Policy.
- Contribute to the development of students, student organizations and/or the OSU community.
- Require submission of a Post Activity Report including a detailed budget reconciliation, and participation information. Failure to complete this process within 20 days of the event will result in the organization being placed on probation. Failure to complete the information within the funding year will result in the organization being placed on suspension for the next full academic year.

## Fundable Requests:

These are the most common categories of request. This is not an exhaustive list. While there are some categories that have a limit, we will consider all requests. Please check the "SOA Funding Cannot be Used For" section for items which cannot be funded.

- Labor Fees
- Equipment Rental
- Performance & Speaker Fees
- Digital Marketing
- Supplies
- Food
- Decorations
- Public Performance Fees
- Software for virtual engagement
- etc.

## Allocation:

- **Student Organizations annual allocation up to \$5,000.**
- **Events with 2+ Organizations collaborating can be funded up to \$10,000**
- **Events with 3+ Organizations collaborating can be funded up to \$15,000**

**NOTE:** We are open to considering an increase to the per organization allocation of \$5,000 on a case by case basis and depending on the status of the overall SOA Grant budget.

## Specific Event/Activity Criteria:

Note this section was updated to separate the criteria for Open Activities and Closed Activities. Some information is repeated if it applies to both types of activities.

- **Open Activities (open to all OSU Students and/or the community)**
  - Open Activities must be held during weeks 1-10 of the academic terms to ensure that students have access to participating.
    - All activities must report participation numbers.
    - All activities must report location/platform (i.e. Zoom link)
  - **Promotion and Advertising** – because these events are funded with student fees, the primary target audience is OSU students; digital marketing is fundable for all activities. Promotion to OSU students is required for all SOA funded activities.
    - Here are the minimum marketing requirements:
      - Advertising at least a week in advance of the event
      - OSU Events Calendar with the #keepconnecting tag and Clubs & Organizations tags (located under the filters section)
      - 1 post on the Facebook page: Upcoming OSU and Corvallis Community Events (you need to make a request to get added before posting)
      - 2 social media posts per medium (Facebook, Twitter & Instagram and/or Snapchat) via personal accounts and club accounts, if available.
      - **NOTE: If you do not have a club or personal social media account, send info to [student.orgs@oregonstate.edu](mailto:student.orgs@oregonstate.edu).**
  - **Prizes/Attendance Incentives** - This could be a drawing for attendance

or some way that participants can win the item. Open events are limited to no more than \$50 per item. Requests for one event cannot exceed \$150.

- The purchase of prizes can only be used for OSU students. Any non OSU student prizes needs to be paid for by the club or another funding source.
- It will be required to note who received each item and their ONID number.
- Gift cards cannot exceed \$50 per card.
- **Swag/Apparel** - This could be small items to give to every participant (pen, notepad, etc) or shirts for the planning team. Open events are limited to no more than \$15.00 per item. Requests for one event cannot exceed \$500.
  - The purchase of swag can only be used for OSU students. Any non OSU student swag needs to be paid for by the club or another funding source.
  - It will be required to note who received each item and their ONID number.
- **Shipping** - Shipping and delivery costs are not included in the maximum amounts for individual items and therefore are fundable separately from costs of the items themselves. Regular shipping has no limit but **expedited shipping rates will only be covered up to \$100.**
- **Food** - Food can be provided to participants in one of three ways. Only one option can be used per event and each option has a per event limit.
  - Funds - providing participants with money to purchase their own food for the event.
    - Cannot exceed \$10 per anticipated participant
    - Note: This does not include processing fees. If you choose a virtual gift card that has a processing fee, that will need to be covered by the organization.
  - Food Pick Up - Utilizing the GCK to produce premade meals that participants can pick up on campus just before a virtual event.
    - Cannot exceed \$15 per anticipated participant
  - Meal Kit - Utilizing the GCK to produce raw food items into meal kits that participants can pick up on campus before a virtual event related to making the kit together
    - Cannot exceed \$20 per anticipated participant
- **Closed Activities (for org members only)**
  - Closed Activities can be held weeks 1-10 or during academic breaks.
  - **Prizes/Attendance Incentives** - This could be a drawing for attendance or some way that participants can win the item. Closed events are limited to no more than \$50 per item. Requests for one event cannot exceed \$150.
    - The purchase of prizes can only be used for OSU students.
    - It will be required to note who received each item and their ONID

- number.
  - Gift cards cannot exceed \$50 per card.
- **Shipping** - Shipping and delivery costs are not included in the maximum amounts for individual items and therefore are fundable separately from costs of the items themselves. Regular shipping has no limit but **expedited shipping rates will only be covered up to \$100.**
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- Cannot exceed \$20 per anticipated participant

## Organization Equipment and Supplies Criteria:

- **Swag/Apparel** - Allocation for the purchase of name tags or organization clothing/uniform for the purpose of visibility and promotion of your organization is limited to a total of \$15 per OSU student member annually. Requests cannot exceed \$1,000 annually.
  - The student organization roster in Ideal-Logic will be used to determine the number of student members.
  - SOA will fund up to two requests for clothing/badges per academic year.
- **Supplies** - requests can be for operating supplies, minor equipment, decorations, costumes, banners, etc. - cannot exceed \$800 annually.
- **Shipping** - Shipping and delivery costs are not included in the maximum amounts for individual items and therefore are fundable separately from costs of the items themselves. Regular shipping has no limit but **expedited shipping rates will only be covered up to \$100.**
- **Software/License Purchases** - Example Jackbox games, virtual event platform or zoom webinar license. Cannot exceed \$500 annually.
  - Will consider a higher annual amount if there is a compelling reason

## Limited and Excluded Expenses:

- Student organization members and leaders cannot be paid for services to the

organization.

- Payment to individuals for service to the organization including non-organization members that are OSU students must be facilitated through an agreement with the individual providing the service and the organization. Payment can only be made with an invoice and by check made out to the business/individuals.
- For example - the President of an organization cannot be paid to plan an event or for the labor of being President. However, if the President of an organization has skills like graphic design or DJing, that is not linked to their officer role, then they can be paid for their services.

## **SOA Grant Funding cannot be used for:**

- Payroll or payment to student organization members for leadership, service, performances, presentations, etc.
- Hosting of activities for the primary purpose of fundraising for the organization or philanthropy for a non-profit agency.
- Direct allocation of funds for philanthropic purposes - i.e. giving money to someone/something.
- Purchase of items for resale purposes.
- For activities hosted at establishments whose primary focus is on the service of alcohol (wineries, distilleries, breweries, etc.)
- Events or activities hosted on the OSU campus that includes any access to alcohol.
- Promoting or opposing any political committee or any initiative, referendum or recall petition, measure or candidate. Political educational activities representing multiple viewpoints are fundable.
- Religious service activities.
- Personal membership dues.
- Payment for academic credits.
- Maintenance and upkeep of a facility
- At this time, with COVID regulations we cannot fund Travel

## **Submission Guidelines:**

It is highly recommended that all activities are planned as soon as possible. Allocations are made on a first come basis.

Please submit virtual event related questions via an Activity Plan/Report. Any submission for supplies, swag, etc., please use the Equipment, Supplies & Department Payment form.

**SOA operates on an academic schedule and all staff are students first.**

- **Submissions** may be reviewed **up to 14 days in advance** of the date of the activity. **Requests received 13 or fewer days in advance of the activity will NOT be reviewed.**
- If time does not allow for the request to be fully processed and the funds to be released to the student/student organization in advance of the activity **the request will be denied.**
- SOA does not review allocation requests Weeks 10 or 11 of fall, winter or spring term, during winter or spring break, and is limited during summer term.

SOA Funding Request Submission Timeline		
	Less than \$1000	Above \$1000
Programs/Events/Activities	At least 2 weeks (14 days)	At least 4 weeks (28 days)