Student Organization Resource Fund (SORF)

Purpose
The Student Organization Resource Fund (SORF) exists to provide supplemental funding from the Student Activity Fee to support new opportunities for Student Organizations.

This funding is primarily provided to assist organizations with support in planning events, including: contracting services and/or performers, facility rental, film licensing, food/catering costs, printing services, promotions, security and transportation costs. A secondary function of SORF funding is to provide support with trip/travel costs related to conferences, professional development, and experiential learning.

The funds allocated by SORF are to be used to help offset the costs associated with the organization's needs, not to cover all expenses. SORF does not determine or allocate budgets for Student Organizations; initial budget allocations are determined by the Student Government Association. The SORF Board is structured with limits (see SORF Funding Policies) as to the amount of funding an organization can request and the number of times an organization can receive SORF funding.

Members
The SORF Board is composed of students as well as faculty and staff members. SORF student members serve a one-year appointment on SORF but are eligible to be reappointed for additional terms. SORF faculty and staff members serve a two-year appointment on SORF and are eligible to be reappointed for additional terms. SORF Board member terms are one-year in duration, spanning from the start of summer to the end of the academic year, each year.

Student Members

- Students who serve on the SORF Board may also simultaneously serve as student senators, and may be appointed annually by the Student Government Association.
- Students are not required to have any affiliation with SGA in order to serve as a member of the SORF board.

Student members are required to be in good standing with the university as defined by the Student Handbook and must maintain a minimum cumulative GPA of 2.0 throughout the duration of their appointment. GPA will be verified prior to appointment and at the start of each semester to ensure eligibility.

Faculty & Staff Members

- Up to one (1) full-time faculty member appointed by the Faculty Committee.
- Up to one (1) full-time staff member appointed by the Vice President for Student Affairs.
- The Assistant Director for Student Organizations, or designee, serves as the Advisor for the SORF Board.

Funding Eligibility
Eligibility for SORF funding is determined based on the assigned classification each organization receives. Individual students (including student-led initiatives), as well as university offices and departments, are ineligible to apply for SORF funding as the fund is intended only to support Student Organizations.

Eligible Classifications of Student Organizations

- **Clubs** that are formally recognized and funded annually by the Student Government Association are eligible to apply for SORF funding. These organizations have remaining activity fee dollars recaptured at the end of each fiscal year to populate the SORF with resources annually.

Ineligible Student Organizations

- **Councils**, the bodies responsible for oversight of other like-natured subordinate organizations, are also ineligible to apply for SORF funding (Club Sports Council, National Pan-Hellenic

Council, and Unity Greek Council). These bodies do not have remaining funds recaptured at the end of the fiscal year. Organizations that exist within these Councils (Club Sports teams, Sororities, and Fraternities) are also ineligible to apply for SORF funding.
- **Conditional Status Clubs**, defined as any organizations that are in the process of pursuing recognition with SGA and the university, are ineligible for SORF funding.
- **Limited Affiliation Groups** do not receive a university fund and cannot receive funding.
- **Department-Sponsored Organizations** are operationally a part of (and funded by) an office or department and are ineligible to apply for SORF funding.
- **Student Departments** are ineligible to receive SORF funding due to vested interest with the Student Activity Fee.
- **Student Run Businesses** exist under the Williams College of Business and are ineligible to apply for SORF Funding.

SORF Funding Policies

SORF funding requests must be submitted through the online application in EngageXU and will only be reviewed by the Board if the application and all attachments are submitted using the correct template attachments (also available in EngageXU). The SORF Board meets every Tuesday at 4:00pm to review submitted funding requests. Requests are reviewed in the order in which they are received. **Once SORF has fully allocated the existing funds for the year, there will be no additional funding available.**

SORF General Funding Policies
- Organizations can only request up to 80% of the total cost of an event or trip. Even when specific costs are not eligible for SORF funding, these costs are included when finding 80% of the total cost of the program.
- The remaining 20% must be generated by the organization through other means, including:
  - Contribution of existing budget dollars
  - Fundraising
  - Financial co-sponsorship with other organizations
- Organizations can only submit one application per eligible activity with a single request totaling no more than $4,000.
- Organizations are only eligible to receive SORF funding a maximum of three times per fiscal year (but no more than twice per semester), and may not receive more than $7,000 in total SORF funds throughout a fiscal year (July – June).
- Exact costs of all expenses must be reported on the addendum report.
- SORF funds cannot be donated to another entity (such as a charitable organization or political campaign).
- SORF funds cannot be directly used to purchase items for resale.

Programs/Events Funding Policies
- Programs and events are eligible for a one-time allocation to support the activity. The purpose of funding events is to support new and innovative ideas or unplanned costs associated with the program. SORF will not fund the same event more than once in a four-year period.
  - A rare exception can be granted to proposed events that are substantially different than they have been in the past provided that SORF did not fund the event in the last fiscal year. Events that are deemed substantially different must have substantially changed at least 70% of the logistics for the event from previous years.
- Events where alcohol is served must comply with the University Alcohol & Other Drugs Policy and must also be approved through the AOD event approval process before funding will be considered. SORF funds cannot be used to purchase alcohol.
- Proposed events must comply with all university policies as well as federal/state/local laws.
- Events must be open to all Xavier students and promoted openly across campus.
- Proposed events must show how the activity enhances the student experience at Xavier and must directly support the mission of the university and/or the mission of the organization.
- Funded expenses must clearly fit into the following categories and proof should be provided that quotes or estimates have been obtained for all expenses requested (please don't just guess):
  - Contracting Services and/or Performers (Honorarium, Independent Contractor, Xavier University Performance Agreement, etc.)

  - Facility Rental
  - Film License Rental
  - Food / Catering Costs
  - Printing Services (such as printed programs for use during the event)
  - Promotions (including printed promotions as well as promotional giveaway items)
  - Security Costs
  - Transportation (for safe, professional transportation of guests to and from an off-campus event)
- General event supplies (such as easily accessible office supplies and decorations) are not eligible for SORF funding.

Trip/Travel Funding Policies
All organizations must complete an online Student Domestic Travel Itinerary with the Office of Student Involvement at least three weeks prior to traveling. Organizations may be required to collect additional paperwork, such as Assumption of Risk or Medical Release Forms, from participants. Visit www.xavier.edu/insurance and click on "Waivers" for more information to determine if participants need to complete waivers prior to traveling.

- Student Organization-sponsored trips are eligible for a one-time allocation to support the activity. The purpose of funding trip and travel is to support dynamic educational experiences, professional development and experiential learning. SORF will not fund the same trip more than once in a four-year period.
- Proposed trips and participants must comply with all university policies as well as federal/state/local laws, including the requirement that a Xavier faculty or staff member may need to participate as a chaperone throughout the activity (see Risk Travel Matrix to determine whether a chaperone is required or not).
- Proposed trips must be open to all Xavier students affiliated with the organization, meaning any student within the organization could be eligible to participate or attend. Organizations will be asked to verify the process by which they will determine who participates in a particular trip and this process must be transparent, fair and equitable for all members. The most commonly used process involves an application and a mix of officers and advisor(s) jointly determining participants.
- Proposed trips must show how the activity enhances the participating students' learning and experience at Xavier while directly supporting the mission of the university and/or the mission of the organization.
- At times, there may be organizations that may have unexpected travel, such as in conference competitions where the group is unsure how they will perform and to what extent they may advance in competition. In these instances, the SORF Board encourages Student Organizations to propose for future trips well in advance in the potential event that the group does advance and will need access to additional funding to continue competing and representing the university. Should an organization be funded in advance for such a situation and the group does not advance in competition, the SORF-allocated funding will be withheld or recaptured.
- Funded trip and travel expenses must clearly fit into the following categories and proof should be provided that quotes or estimates have been obtained for all expenses requested (please don't just guess):
  - Admission costs (for activities relevant to the educational experience of the trip such as admission for a historical landmark or museum)
    - Up to $40 per person
  - Airfare (only eligible for trips more than 7 hours driving distance from campus)
    - Up to $600 per traveler (must fly coach)
  - Bus / Professional Transportation Rental
  - Car Rental (Enterprise Car Rental is strongly recommended for trips involving vehicles)
  - Fuel for rented vehicles
  - Conference Registration (note – annual membership dues are not funded by SORF)
    - Up to $250 per delegate
  - Hotel Rooms (no incidentals, room service)
    - Up to $75 per person per night
  - Meals (based on federal per diem daily rates found at https://www.gsa.gov/travel/plan-book/per-diem-rates
  - Parking

- Personal Mileage Reimbursement (based on current IRS allowable reimbursement rate [$0.70 as of January 2025] only eligible for up to 250 miles per way – beyond 250 miles, it is strongly recommended you seek other transportation)
- Presentation costs or materials when you will be presenting on a topic
  - Up to $150
- Public Transportation (such as metro, subway, buses, and ride share services)
- Team Registration (when competing as a team in a conference or game)
  - Up to $250 per team

In the event that the number of participants on a trip changes, SORF will automatically recapture the portion of overall funding allotted for the canceled participant(s). For example, if a group is funded $1,000 for four participants and one cancels, SORF will automatically reclaim $250 regardless of how the funding was allotted.

SORF Funding Request Process

Application

SORF funding requests can be found in the *Forms* tab of your organization's EngageXU page. To complete the form, applicants should also download the "SORF Request Addendum" from the *Files* tab in EngageXU. The addendum must be uploaded within the request form in order for an application to be complete and reviewed by the SORF Board.

To complete the SORF funding request, the following information is required:

- Name of activity (Event/Trip)
- Date(s) of activity
- Location/destination
- Organization fund number
- Estimated attendance
- Brief description of the activity (2-3 sentences)
- How does this activity support the enhancement of student learning as well as the mission of your organization? (3-4 sentences)
- Co-sponsoring organizations and/or other funding sources?
- Event Specific Information
  - Is this event open to all Xavier students?
  - Will there be an admission fee charged?
  - Will alcohol be served or available?
  - Is this event open to the public?
  - Who is the primary vendor/company for procurement?
  - Is this a new event?
  - Has this event been funded by SORF in the past? If so, what changes have occurred in planning this year?
  - You will need quotes/estimates on all of expenses to complete the addendum file.
- Trip/Travel Specific Information
  - When will the trip take place?
  - Where will members be traveling?
  - Chaperone contact information – chaperone must confirm they will be participating
  - Names of delegates/attendees
  - Itinerary for the trip/conference
  - Details on transportation (method, cost, etc.)
  - Will any of the delegates/attendees be presenting at a conference on this trip?
  - Has this itinerary been registered with the Office of Student Involvement through a Student Domestic Travel Itinerary Form?

Incomplete applications, including missing or incorrect addendums, will be returned to the organization for resubmission at the next funding request deadline. Please double check the request thoroughly and send any questions or concerns to Ray Flannery (flanneryr2@xavier.edu).

Funding Request Deadlines

SORF funding requests must be submitted at least 28 days (4 weeks) prior to the activity. Below is a listing of activity cut-off dates; the requested activity to be funded must take place within the provided date range in order to be eligible for funding.

The SORF Board meets every Tuesday (see below for a complete list of SORF Board Meeting dates). The deadline to submit SORF funding requests is the Thursday prior to the next board meeting by 5pm (see below). Funding decisions will be announced within two days of the board meeting.

SORF Request Deadline	**SORF Board Meetings**	**Funding Decisions Announced**	**Activity Cut-Off Dates** (Activity Must Take Place in Date Range)
10/2/25	10/7/25	10/9/25	after 11/4/25
10/9/25	10/14/25	10/16/25	after 11/11/25
10/16/25	10/21/25	10/19/25	after 11/18/25
10/23/25	10/28/25	10/30/25	after 11/25/25
10/30/25	11/4/25	11/6/25	after 12/2/25
11/6/25	11/11/25	11/13/25	after 12/9/25
11/13/25	11/18/25	11/20/25	after 12/16/25
11/20/25	11/25/25	11/27/25	after 12/23/25
11/27/25	12/2/25	12/4/25	after 1/6/25
1/15/26	1/20/26	1/22/26	after 2/17/26
1/22/26	1/27/26	1/29/26	after 2/24/26
1/29/26	2/3/26	1/5/26	after 3/3/26
2/5/26	2/10/26	1/12/26	after 3/10/26
2/12/26	2/17/26	2/19/26	after 3/17/26
2/19/26	2/24/26	2/26/26	after 3/24/26
2/26/26	3/3/26	3/5/26	after 3/31/26
3/12/26	3/17/26	3/19/26	after 4/14/26
3/19/26	3/24/26	3/26/26	after 4/21/26
3/26/26	3/31/26	4/2/26	after 4/28/26
4/2/26	4/7/26	4/9/26	after 5/5/26
4/9/26	4/14/26	4/16/26	after 5/12/26

SORF Hearing / Presenting to the SORF Board
For organizations requesting over $2,000, part of the process to request funds from SORF requires the organization to attend a hearing with the board. Once an application is received and verified as complete, the requesting organization is scheduled to attend a portion of the SORF meeting where the board members are able to ask questions about the request. The board uses this opportunity to seek additional information or clarification on the request in order to make an informed funding decision. Applicants are given 10 minutes to explain their request and answer questions from board members. Applicants are encouraged to provide additional information beyond the application in the form of a brief PowerPoint presentation, although visual aids are not required.

Organizations requesting less than $2,000 are not required to present their request to the SORF board. Once an application is received and verified as complete, the committee will review it at their next scheduled meeting. Requesting students will not be permitted to attend; therefore, your application should be thorough.

Following the hearings with each requesting organization, the SORF Board will then discuss the requests at length and vote on each request in the order in which it was received online. The board is required to have at least three (3) voting members present to finalize an allocation decision. In the event of a tie, the Board will re-discuss but unless a majority decision is reached, the funding will not be approved. The Board members will discuss the appropriate allocation amount (if any) and also provide a justification for the decision. Each member will cast their vote and a majority is needed to approve the decision. In the event of a tied vote, the SORF Board will again discuss the request and if a majority consensus cannot be reached, the organization will not receive funding. Following the SORF

meeting, the Assistant Director for Student Organizations will communicate the board's decision along with a rationale within two business days.

Appeals
When the SORF Board decides on an allocated amount for an organization, the decision made by the SORF Board is final. No appeals will be permitted unless the organization's request is zero funded. In this case, the organization is permitted to re-propose one time in order to address concerns from the SORF Board, as will be explained in detail through the original hearing decision. If the organization does not receive an allocation in the appeal, the process is concluded.

Following The Hearing
Funding Availability
Once SORF funding decisions have been announced, the Office of Student Involvement will initiate the process to transfer funds to the appropriated organizations. Notification will be received by the requestor once the funds are available - typically 3-5 business days following the announcement.

Verification of SORF Spending
Within two weeks of the funded activity, Student Organizations are required to submit documentation for all SORF-funded expenses that have been incurred. The organization must submit a completed SORF Budget Reconciliation Worksheet with receipts, invoices, copies of contracts and check requests/purchase orders in order to verify SORF funding was accessed as it was proposed to the board. If an organization did not use their funding as originally requested or if a portion of the SORF funding went unspent, it will be recaptured to be re-allocated in the future.

If an organization fails to produce documentation verifying how SORF funds were spent within 14 days of the funded activity, the organization will be designated ineligible to apply to SORF for a period of 12 months and available funds will be recaptured, not to exceed the unexplained/unaccounted expenses.

SORF Statement on Ethics
SORF funding is intended to help supplement student organizations and with this funding there is a shared responsibility among requesting leaders of the organization to complete the request accurately. The SORF Board and the Office of Student Involvement are accountable to ensure that the allocated funds from the Student Activity Fee are used efficiently and that the organization follows the approved expenses presented in the request.

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