

Student Organization Resource Fund (SORF): Simplified

Ray Flannery (he/him), Assistant Director for Student Organizations

Student Organization Academy 2025

What is SORF?

- ◆ Student Organization Resource Fund (SORF) provides supplemental funding from the Student Activity Fee to support new opportunities for Student Organizations
- ◆ Primarily provided to assist organizations with support in planning events
 - ◆ Contracting services/performers
 - ◆ Facility rental
 - ◆ Film licensing
 - ◆ Food/catering costs
 - ◆ Printing services
 - ◆ Promotions
 - ◆ Security
 - ◆ Transportation costs



What is(n't) SORF?

- ❖ SORF does not determine or allocate budgets for Student Organizations
- ❖ SORF is not meant to cover all expenses; it's meant to help offset the costs association with the organization's needs
- ❖ The amount of funding an organization can request and the number of times an organization can apply for SORF funding is limited



SORF Board Students

- ◆ Student Members (3-8) – 1 year term (renewable)
 - ◆ SGA-Appointed student members convene weekly beginning in late September/early October
 - ◆ SORF Board Members should not vote on a proposal from an organization in which they are a sitting Officer
 - ◆ SORF Board is actively seeking representatives (email SGA executives)
 - ◆ Members vote on the merits of applications received
 - ◆ Applications are first approved by an organization's Advisor, and then screened by the Assistant Director for Student Organizations (Ray Flannery) for eligibility

SORF Board Staff

- ◆ One Staff Member – 2 year term (renewable)
 - ◆ 1 staff member appointed by the Vice President for Student Affairs
- ◆ Non-Voting Advisor
 - ◆ Assistant Director for Student Organizations
 - ◆ Ray Flannery



General Guidelines

- ◆ Organizations can only request up to 80% of the total cost of an event or trip
- ◆ The remaining 20% must be generated by the organization through other means, including:
 - ◆ Contributing of existing budget dollars
 - ◆ Fundraising
 - ◆ Financial co-sponsorship with other organizations
- ◆ Organizations can only submit one application per eligible activity with a request totaling no more than \$4,000
- ◆ Organizations are only eligible to receive SORF funding up to three times per fiscal (school) year and may not receive more than \$7,000 in total SORF funds throughout a fiscal year (July-June)

General Guidelines (Continued)

- ◆ Just like Student Activity Fee dollars, 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 that are being resold – funding a fundraiser
 - ◆ Can be used to cover venue costs for a fundraising event
- ◆ Paid admission to events can be collected at events funded by SORF
- ◆ Clubs are eligible to apply for SORF. Councils, Club Sports, Sororities, Fraternities, Student Departments, Department-Sponsored Organizations, Conditional Status Groups, Limited Affiliation Groups, and Honorary Societies are NOT eligible.

Events/Programs

- ◆ 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**
- ◆ Events may occur on or off campus
- ◆ Events where alcohol is served must comply with the AOD Policy and must be approved before funding is considered. SORF funds cannot be used to purchase alcohol
- ◆ Events must be open to all Xavier students and promoted openly across campus

Events/Programs (Continued)

- ❖ 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
- ❖ Proof should be provided that quotes or estimates have been obtained for all expenses requested
- ❖ General event supplies (such as easily accessible office supplies and decorations) are not eligible for SORF funding



Trip/Travel

- ◇ 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



SORF Funding Request Process

- ❖ SORF funding requests can be found in the “Surveys and Forms” tab of the Office of Student Involvement page in EngageXU. To complete the form, applicants should also download the “SORF Request Addendum” from the form within EngageXU. The addendum must be uploaded within the request form in order for an application to be complete and reviewed by the SORF Board
- ❖ 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)



SORF Funding Request Process (Continued)

- ◆ Be prepared to answer the following question when completing a SORF application:
 - ◆ How does this activity support the enhancement of student learning as well as the mission of your organization?
 - ◆ Any co-sponsoring organizations and/or other funding sources?
 - ◆ Provide event specific information or trip/travel specific information



Funding Request Deadlines

- ◆ Requests must be submitted at least 28 days (4 weeks) prior to the activity
- ◆ The SORF Board meets every Tuesday. The deadline to submit SORF funding requests is the Thursday prior to the next board meeting by 5pm. Funding decisions will be announced within two days of the board meeting



SORF Hearings

- ◆ Organizations requesting over \$2,000 are required to attend a hearing with the board, so 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



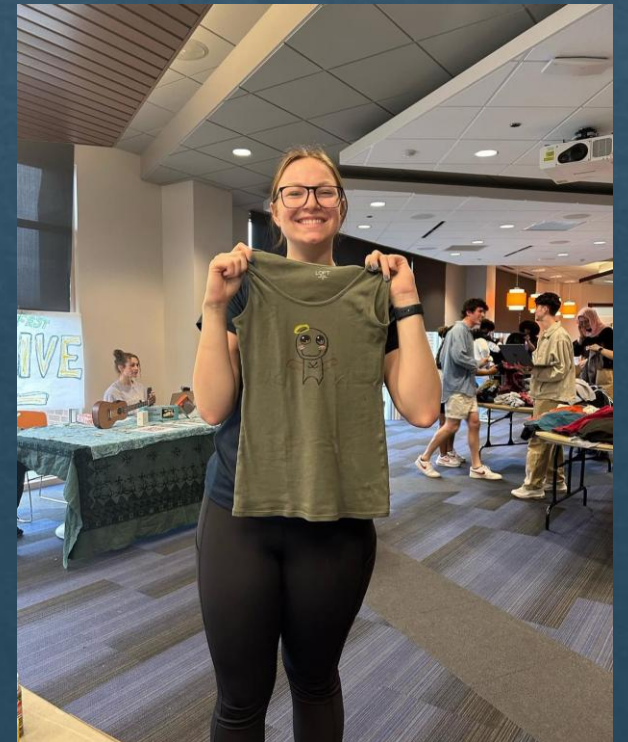
SORF Hearings (Continued)

- ◆ 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
- ◆ The board is required to have at least three (3) voting members present to finalize an allocation decision
- ◆ A majority is needed to approve the decision
- ◆ No appeals are permitted unless the organization's request is zero funded



SORF Hearings (Continued)

- ◆ Once SORF funding decisions have been announced, OSI will initiate the process to transfer funds to the appropriate organizations. This may take several weeks to post correctly, but this should not stop you from submitting further financial forms



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 the 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

Tips for Success

- ◆ Prepare in advance
- ◆ Read the full SORF policy online at www.xavier.edu/sorf
- ◆ Be creative but budget realistically
- ◆ Ask questions in advance
- ◆ Read the rubric you will be scored on



Successful SORF Proposals Last Year

- ◆ The Buffalo Club trip to watch the Buffalo Sabres hockey team in Columbus
- ◆ Muslim Student Association Ramadan meal
- ◆ Physics Club honorary society induction ceremony event
- ◆ Muskies For Life trip to March for Life
- ◆ G.O.A.L. retreat
- ◆ Delta Sigma Pi leadership conference trip
- ◆ College Republicans student-invited speaker event on campus
- ◆ All for JC trip to the Arc Museum
- ◆ African Student Association Sickle Cell Disease research gala fundraiser

Questions?

Email flanneryr2@xavier.edu or
xuinvolverment@xavier.edu to learn more

