CSIL Funding Guidelines for Registered Student Organizations 2026-2027

Introduction

Funding Philosophy

Please consult the Center for Student Involvement & Leadership's Funding Philosophy for more information on the purpose and intended distribution of Student Activity Fee funds, in accordance with the guidelines outlined below. Funding Philosophy can be found on CSIL's website under Policies/Forms/Permits.

Qualifications

The Center for Student Involvement & Leadership's Funding Policy is to be consulted **when any funds are requested and allocated for any non-Operational Registered Student Organization**. Neither Fraternity & Sorority Life Chapters nor Councils are eligible to request funds from the Finance Board. However, funding for Fraternity and Sorority Life programs is made available through the FSL Education account.

i. Eligibility to receive funding includes the following criteria (active organizations):
   - Currently approved registration through ***Involved@SU***
   - Completion and passing score of CSIL Training requirements
   - 100% attendance at monthly SGA Forums by at least one member

ii. Other groups ineligible to receive funding include:
   - New Registered Student Organizations (for the first two semesters after being approved, including the semester in which they are approved)
   - Organizations that charge a required fee for SU membership (prohibited)
   - Groups that do not meet CSIL Training requirements
   - Inactive organizations

i. Funding Limitations:
   - Organizations will be limited to $3,000 for event-related requests per semester.
     - Food cannot exceed $20 per SU student. Off-campus guests will be charged to cover the cost of food.
     - For all food events using SU Catering, each attendee must submit an individual RSVP via Involved@SU. Group RSVPs will not be accepted. A final headcount must be provided to

Catering at least one week in advance to allow for appropriate food preparation.

- Outside catering except for Pat's Pizza or prepackaged goods will not be allowed.
    - If an organization would like event specific, or culturally relevant food, they may meet with catering to discuss options.

- Organizations will be limited to $6,000 for professional development and sports-related travel costs per academic year.
- This is subject to the availability of funds.

Funding & Purchasing Process

All payment requests by RSOs are executed through the following three forms:

i. **Purchase Request (accessing an organization's own funds)**
    - All requests must be submitted and approved by the organization's advisor at least **2 weeks** in advance of the event/'need-by' date
        - The request must include all proper documentation (invoice/quote, shopping cart screenshots, etc.)
        - Disclaimer: Additional time may be required for processing certain transactions, such as Amazon

ii. **Funding Request (requesting funds from the Finance Board for events and one-day travel)**
    - All requests must be submitted and approved by the organization's advisor at least **4 WEEKS** in advance of the event/'need-by' date
        - The request must include all proper documentation (i.e., invoice, W-9, COI (Certificate of Insurance), event contract request form, (if applicable)
        - Disclaimer: The organization must attend the next available Finance Board meeting after the request has been approved by the advisor. If an organization fails to make it to their set meeting time, the Director of Finance reserves the right to cancel the request and award no funding.

iii. **Funding Request for over-night travel (Budget Travel Request form)**
    - All requests must be submitted and approved by the organization's advisor at least **6 WEEKS** prior to travel departure.
        - The request must be completed with all costs and supporting documentation
        - Disclaimer: The organization must attend the next available Finance Board meeting after the request has been approved by the advisor. If an organization fails to make it to their set meeting time, the Director of Finance reserves the right to cancel the request and award no funding.
        - No payments or travel arrangements will be made until the funding decision has been issued and the pre-travel paperwork is complete

- Exceptions may be made for sports clubs whose schedules are not finalized to meet the deadlines.

Funding Requests for Events

Please consult the additional Supplemental Guidelines section for other event-based requirements for event Funding Requests. Qualifying organizations must also adhere to the following parameters when requesting funds for events:

i. Of the $3,000 limit organizations will be eligible to receive per semester-
   - Food
     - cannot exceed $20 per SU student. Off-campus guests will be charged the per person catering fee. Beverages are included in this $20 maximum and must come from catering if food is being purchased from catering.
     - Food events, using SU Catering, will require guests to RSVP so that food quantities can be adjusted accordingly (RSVP deadline-one week prior to event)
     - Outside catering, except for pizza or pre-packaged food, is not permitted
   - DJs/Hosts
     - Must be deemed an integral part of the event
     - Funding will not exceed $100 per hour/3-hour maximum. An organization's funds can be used to cover additional charges
     - Invoice, W-9, and Certificate of Insurance are required
     - Payments will be received 30 days after the event
   - Decorations
     - Cannot exceed $200 per event and must not duplicate what has been purchased for a previous event (Examples- Vases, lights, and other non-disposable items)
     - Reusable decorations will be stored in CSIL and will be made available for future events, on a first come, first served basis. Advanced reservations are required.

ii. Ticketing
   - All ticket revenue generated from a **funded event** is to be returned to the Finance Board. Any ticket sales that exceed the funded amount will be transferred to the RSO account.
   - Students may not be charged for tickets at any funded on-campus events
   - External guest tickets (including SU faculty and staff) will be a minimum of $5 (unless food is part of the funding request, then external guests will be charged the estimated per-person cost of the food order), with all ticket revenue returned to the Finance Board
     - Disclaimer: Outreach/service events may not be required to charge for external attendees

iii. Money can be collected from fundraisers at funded events if all supplies (including prizes) associated with the fundraiser were purchased using the organization's own funds

iv. Attendance

- Is required for all events and must be provided to the Finance Board immediately following the event
- The funding reimbursement will be held until the attendance is provided

v. Advertising
- All events must be added to Involved@SU (required) 2 weeks in advance.
- Social media should be used to promote the event.

vi. Scheduling
- Organizations should attempt to have their events on different weeks or days. In the event multiple organizations are scheduled to have large scale events on the same day, CSIL may encourage student orgs to reschedule or collaborate rather than support identical events in the same couple of days.

Funding Requests for Travel

CSIL registered student organizations in good standing CSIL may request funds to travel. No payments or travel arrangements will be made until the request has gone through the approval process and all travel paperwork is complete. All travel requests must adhere to the following deadlines and procedures:

Note: Any costs not covered by the Finance Board may be covered by RSO funds. If RSO funds are insufficient, deposits from attendees must be made before travel arrangements.

Club (Non-Sports) Travel

i. Any non-sports travel sponsored through the Finance Board must qualify as one of the following:
- **Educational Travel** - This involves opportunities to learn, present, or receive training in a specific academic or student engagement area. The goal is for students to gain insights that can enhance the campus experience or highlight the benefits of being a Salisbury University student.
- **Professional Travel** - This involves connecting with professional organizations or associations relevant to the mission of the Registered Student Organization (RSO). Such travel should help participants gain knowledge about a specific field, provide job search insights, or offer opportunities that align with their career aspirations beyond college.
- **Experiential Travel:** This involves smaller scale, instate, single day travel, that aligns with the organization's mission. The goal is to allow organizations to take more trips (under $500) that foster interactive learning experiences not provided as part of course curriculum. This type of travel is exempt from the once per year maximum, however, has a lower total yearly maximum of $3000 for all trips.

ii. Groups will be permitted to travel **once** an academic year to the educational or professional

opportunity of their choosing if it fits the organization's mission

iii. Groups may request up to $6,000 per academic year (for a maximum of $500 per person)

iv. For travel approval, all interested organization members must have the opportunity to participate
    - If only executive members or students of a certain class year (i.e., juniors or seniors) are eligible, the Finance Board reserves the right to deny funding
    - Priority consideration for travel should be provided to first-time attendees

Sports Club Travel

i. Sports Clubs (those recognized by CSIL) are RSOs labeled as a non-varsity D-III sport under the rules and regulation of the NCAA not under the umbrella of Maggs Physical Activity Center

ii. Groups may request up to $6,000 per academic year for costs including:
    - Travel (regular season)
    - Team Registration fees
    - Practice Spaces
    - Team Equipment (on a rotating basis), which will remain part of the team's inventory
    - Tournament Fees
    - Personal items/apparel are not eligible for funding

iii. Post-season travel
    - If maximum funding has been allocated, the team may file an appeal with the Student Government Association
    - Must submit a Travel Funding Request and indicate that you are submitting an appeal
    - The request is limited to hotel and transportation only
    - Since post-season travel is determined last minute, it is the responsibility of the organization to submit the appeal and pre-travel paperwork as quickly as possible
        - Funding for a post-season request is not a guarantee. If an organization needs to travel before receiving an appeal decision, they should plan on using club funds, and must have enough in their account to cover the cost

General Travel Considerations

For travel requests, please adhere to the following guidelines when requesting funds:

i. All requests for overnight travel must be submitted by an organization member and approved by the organization's advisor **at least six weeks in advance (using the Budget Travel Request form)**
    - Requests for travel occurring in June - September must be submitted by May 1st
    - Requests for travel occurring in January or February must be submitted by November 15th

ii. **Hotels**
    - Hotels will be considered only if the event is more than 100 miles from Salisbury University's main campus (exceptions will be considered based on event schedule or itinerary)

iii. **Transportation**

- Motor Pool: Request vehicles at least 4 weeks in advance through a CSIL staff member
- Personal Vehicles: Reimbursement is available for up to $.35 per mile (subject to change, as dictated by Salisbury University Accounts Payable) for one vehicle per every four travelers. Reimbursement will not exceed the cost of using University vehicles.
- Rideshare: Reimbursed with original receipts for services like Uber, Taxi, or Lyft (receipts must be detailed-Who paid, how much, etc.)
- Air Travel:
  - Submit a list of travelers with the following details:
    - Full Legal Name
    - Date of Birth
    - Sex (as listed on government-issued ID)
  - Flights should be booked from:
    - BWI
    - DCA
    - SBY
- The Finance Board and CSIL will not cover parking costs, including airport parking

iv. **Food Costs**

- Food expenses are the responsibility of the attendees in most cases.
- If the organization wishes to use its account for meal costs, a Purchase Request must be submitted and approved by the president and advisor prior to travel
- Food costs cannot exceed the standard meal per diem rate. Refer to the Accounts Payable website for additional information

Advisor Travel

i. The Finance Board will approve funding for advisors only under the following conditions:
   a. University required
   b. International travel
   c. Expertise or experience relevant to the subject matter
   d. Presentation includes the advisor
   e. Length of travel (distance or duration)

ii. Advisors must travel with the group and follow the same travel schedule as the RSO, and travel expenses for advisors will be covered at the same rate as for the RSO members
   a. Advisors are responsible for any additional miscellaneous expenses, and support from the advisor's academic or functional department is encouraged
   b. Department funds may be used by the advisor or organization to fund the trip; these funds are unrelated to any APPBD or Funding board approved funding.

Supplemental Guidelines

The following Supplemental Funding Guidelines, in conjunction with the Center for Student Involvement & Leadership's Funding Policy, are to be consulted when any funds are requested and allocated for any of the

qualifying student organizations, as stated above.

Alcohol

The Finance Board will not fund alcohol, nor any bartender fees, associated with any event.

Awards

No individual club awards will be funded by the Finance Board, which are distinct from prizes (see "Prizes" qualifications below).

Decorations

To be eligible to receive funding for decorations, the requested items must be essential to the presentation of the event and compliant with university facilities' policies, as well as unavailable at other campus departments or groups (including CSIL) for use and are not to exceed $200 total. Decorations need to be returned to CSIL immediately following the event in good condition. Any decorations not returned to CSIL(this includes items given to other departments on campus) will not be funded and will be the responsibility of the organization to cover. Decorators will only be funded if they are supplying the decorations for the event. The total cost of decorations including the decorator must not exceed the listed $200.

Donations

All donations made via fundraising events must be allocated to the advertised organization and cannot be held or used by any other party. The Finance Board will not directly fund charitable donations of any kind.

Fundraising Activities

The Finance Board does not fund any supplies related to any fundraising activities present at the event.

Food

Food, drinks, and other food-related items may be funded by the Finance Board for events if (a) the event is open to the entire campus, (b) the event qualifies as a banquet, gala/reception, cookout, or other form of event where food is deemed essential by the Finance Board, and (c) attendance is reasonably estimated and reflected in the requested quote.

These items will not be funded for organizational meetings, interest meetings, private/closed meetings or events, pizza parties, or other events where food is not an essential part of the event (such as a bingo night, talent show, paint night, or other qualifying circumstance).

Items such as plastic utensils, paper plates, napkins, aluminum foil, sternos, and other food accessories will not be funded if food is being purchased from, and items are being provided by catering. Organizations should ensure that their catering order includes all necessary items. If the organization is ordering a pick-up order from the RSO Catering menu that needs to be heated, then the appropriate items need to be purchased to keep the food hot.

Gifts

The Finance Board will not fund any type of gift for an individual or organization. If a student organization wishes to use club funds to purchase gifts, the organization must provide the CSIL office with the description of the gift, as well as the recipient's name and ID #. A phone number will be required for non-SU recipients.

Lectures/Performers/Speakers

Any event featuring a lecturer, performer, or speaker funded by the Finance Board requires must be open to any SU student and have an established, all-inclusive cost. The Board will not fund payments to organization members for services at their events and programs.

Membership Dues

The Finance Board will not pay individual membership dues for any regional or national organization. The Board may fund mandatory National or Regional organization/institutional membership dues or team registrations. However, proof must be provided stating organizations must pay those dues.

Political Events

Student Activities Fee funds may not be used to financially contribute to a political campaign.

Printing & Publications

Organizations may request funds for the costs of university-approved printing and marketing material supplies from the SU Creative Services & Brand Strategy Office. The Finance Board will grant reasonable printing amounts based on fund availability.

Prizes

The Finance Board may fund prizes for competition-based events. Prizes cannot be won by members affiliated with the hosting organization(s). The Finance Board will determine the appropriate amount to be funded for prizes and the total quantity of prizes based on the event details. Prizes should not be expected to be funded for events. In most cases, it will be the responsibility of the host organization to pay for prizes.

Note: All prizes (purchased by the organization or Finance Board) will require paperwork to be provided to the CSIL office immediately following the event. The office will need the name, ID #, and type of prize for each prize recipient. This is required by the university for auditing purposes. If a person is required to purchase a ticket for a chance to win a prize, the organization must have a gaming license secured for the event. An attendance list (which can be tabulated through Involved@SU), and a prize sheet, must be turned in following the event.

Religious Activities

The Finance Board will not fund any distribution of religious materials or supplies intended to spread a religious viewpoint. The Board may fund trips if they are intended for members' education and fellowship.

Registration Fees

The Finance Board may fund early and regular registration fees. If the Board agrees to fund the cost of registration, it will do so at the standard registration rate. The student organization will be responsible for late fees. It is strongly recommended that requests are submitted in a timely manner so organizations can take advantage of the "early bird" registration prices, if applicable.

Scholarships/Financial Aid

The Finance Board will not fund any type of scholarship or financial aid.

T-Shirts/Apparel/Custom SWAG

The Finance Board will not fund t-shirts, apparel, or custom marketing merchandise apart from staff uniforms or large-scale volunteer events. Organizations may use their own accounts to fund these materials.

All guidelines set forth in this document are subject to interpretation by the Finance Board on a case-by-case basis and may be amended periodically as needed.

Definitions

"Open-to-Campus" Events

Events that meet each of the three following qualifications:

i. Must be open to all SU students and marketed accordingly in advance of the event
ii. Event must be created on Involved@SU prior to/during the event planning meeting held with your CSIL point of contact so it will appear in the daily email
iii. Must be held on campus with the capacity to host a large-scale event [not a classroom space (excluding lecture halls seating at least 80 attendees), regular meeting space, or off-campus location]

State Account

This is your student organization's account operated through the CSIL office. Spending from this account must follow the guidelines set forth by the university.

Foundation Account

All funds to student organizations must be processed through the Salisbury University Foundation. Donations and funds raised for individual student organizations will be transferred quarterly to each organization's state account. Funds donated to an organization's account cannot be re-donated.

Off-Campus Accounts (discouraged)

Off-campus accounts set up by individuals outside the scope of the CSIL office are not recognized or protected by the university. The university will not make any payments into these accounts and will not intervene if any issues arise, with all risks assumed by the individual member(s) of the organization operating that account.

Gaming License

Required for approval of any type of event where money is exchanged for a chance to win a prize (bingo, raffle, silent auction, etc.).