

Funding Guidelines

Email sgadirfin@gulls.salisbury.edu with any questions

Full funding policy can be found on CSIL website

Purchase Requests:

The use of club funds to purchase club materials:

- Submit your request and receive advisor approval at least 2 weeks before the event or “need-by” date.
- Include all required documentation, such as invoices, quotes, or shopping cart screenshots.
- Event-related purchase requests require a reservation number. Be sure to include the confirmation # on your request.
- Food served on campus requires a food waiver.
 - Exception: Chick-fil-A and Campus Catering do not require a food waiver.
 - Off-campus events do not require a food waiver.
- Some purchases, including Amazon orders, may require additional processing time.
- Check your email after submitting! We may contact you if additional information is needed to process your request.
- If a member of an organization purchased club materials using their own funds, they may submit a reimbursement request including original receipts, W9, and a refund request form. Please note this process takes 4 weeks after all documents are processed, so we encourage students to submit purchase requests in a timely manner

Funding Requests:

Requesting Funds for Events

- Before submitting a Funding Request, students must meet with their CSIL point of contact.
- Requests must be submitted and receive advisor approval at least 4 weeks before the event or “need-by” date.
- Eligible organizations may receive up to \$3,000 per semester for event-related requests.
 - Food: Maximum of \$20 per SU student. Off-campus guest costs may be covered by the RSO. Outside catering is not permitted except for pizza or prepackaged food.
 - Decorations: Maximum of \$200 per event.
 - DJs/Hosts: Maximum of \$100 per hour for up to 3 hours if deemed integral to the event. Organizations may use their own funds to cover additional costs.
- Funded events must be open to all SU students and marketed accordingly.
- Ticket revenue generated from a funded event must be returned to the Finance Board.
- A gaming license is required for events where money is exchanged for a chance to win a prize, including raffles.

Budget Requests:

Overnight Travel Requests

- Before submitting a request, students must meet with their CSIL point of contact.
- Requests require advisor approval at least 6 weeks before travel departure.
- CSIL Sports Clubs: May request up to \$6,000 per academic year for eligible expenses, including travel.
- Non-Sports Clubs: May request up to \$6,000 per academic year, with a maximum of \$500 per person.
- Non-sports travel falls into three categories:
 - Educational: Opportunities to learn, present, or receive training.
 - Professional: Opportunities to connect with professional organizations related to the RSO's mission.
 - Experiential: In-state, single-day trips under \$500, with a \$3,000 yearly maximum.
- Educational or Professional travel is limited to once per academic year. Experiential travel is exempt from this limit.
- Advisor travel may be funded when required or relevant to the trip. If funded, advisors must travel with the group and follow the same schedule as students.
- Travel opportunities must be offered to all members of an organization

Eligibility and Access:

- Submit Early! Funding is first come first serve, so organizations are encouraged to submit requests as early as possible.
- All required documentation must be submitted prior to deadlines before a Finance Board meeting can be scheduled.
- To be eligible for funding, organizations must:
 - Maintain current registration through Involved@SU
 - Complete and pass all required CSIL Training
 - Maintain 100% attendance at monthly SGA Forums by at least one member
- New student organizations are not eligible for funding during their first two semesters, including the semester in which they are approved.
- Organizations that require students to pay a membership fee are not eligible for funding.
- Fraternity & Sorority Life councils may request program funding through the FSL coordinator.
- Attendance is mandatory for all funded events or travel.