

# SOFAC

Student Organization Funding Allocation Council

## 2009 - 2010 User's Guide

Outline of SOFAC Policies and Procedures



**Missouri  
State**  
UNIVERSITY

<http://studentorganizations.missouristate.edu/sofac/>

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# User's Guide

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# Purpose and Objectives

## Purpose:

The Student Organization Funding Allocation Council, hereafter referred to in this document as SOFAC, was established, as a part of the Memorandum of Agreement, to receive proposals and allocate funding to *registered* student organizations at Missouri State University. SOFAC is authorized to distribute 30% of the Student Involvement Fee, as indicated in the Memorandum of Agreement. The intent of SOFAC is to spread the available funds throughout the academic year to ensure that contingency funds are available and the funds are best used by a variety of organizations.

*SOFAC's main objectives are:*

1. To assist, via funding, registered student organizations in their effort to sponsor services or events that directly contribute to the betterment of the Missouri State student community.
2. To assist, via funding, registered student organizations' efforts to sponsor events on campus to improve the social, cultural, recreational, and educational offerings to the students and the rest of the University community.
3. To assist, via funding, registered student organizations' efforts to participate in services or events designed to foster members' educational, leadership or career focused growth, or to assist in the attainment of the respective organization's mission/purpose.
4. To assist, via funding, registered student organizations' efforts to sponsor physical and/ or environmental improvements in the quality of the Missouri State student community.

The key term is to assist organizations in their efforts. SOFAC funds should not be the sole funding source for an organization's events or services. The committee looks more favorably at proposals from organizations that attempt to do fund raising on their own to support their programs.

To ensure that these objectives are met, SOFAC, at its discretion, may require funded organizations or individuals to *give back to the university*. For example, if SOFAC funds an organization's trip to a leadership conference, it may require the funded organization to present an on-campus leadership program open to Missouri State students. The method by which the funded organization is asked to give back to the University is discretionary and determined by both SOFAC and the organization.

# Guidelines

## Process:

Student organization representatives may request guidelines for funding from the SOFAC Office (Plaster Student Union 401) or on the SOFAC website (<http://studentorganizations.missouristate.edu/sofac/>). Proposals may also be found on the SOFAC website and **must be submitted online**.

Any student organization currently registered with the Office of Student Activities is eligible to apply for funding, provided records are updated and the group is considered to have “active” status.

## Proposal Submission

- SOFAC proposals must be submitted **three (3) weeks before the event occurs** to be considered for funding, unless extenuating circumstances delay submission.
  - SOFAC considers the organization’s program planning (including adequate lead time for advertising and fundraising) to be of utmost importance in facilitating successful campus events.
  - SOFAC will only review a proposal after an event has occurred if it was submitted within the three (3) week deadline, but was unable to be reviewed by the council due to a full meeting agenda.
- SOFAC proposals must be submitted **five (5) business days** prior to the next SOFAC meeting with the understanding that the group may have to wait until the following meeting or later.
- Proposals will be assigned to a meeting agenda on a first-come, first-serve basis after the submission of a complete proposal.
  - The agenda for the following meeting will be posted no later than one week in advance.
- Proposals must be typed and submitted in the forms specified by SOFAC.
- The schedule of SOFAC meetings will be posted to the SOFAC website no later than the first week of the semester.

## SOFAC meetings

- Proposals must be accompanied by an oral presentation before SOFAC by the student organization’s president or his/her designee (both of whom must be Missouri State students), and should not exceed five (5) minutes.
- Following the oral presentation, the president or designee should be prepared to answer questions about the proposal.
- If an organization is not present for their assigned meeting time with SOFAC, the council will decide allocation amounts based solely on information provided in the proposal
- Faculty advisors may be present and may answer questions, but should not be extensively involved in the student presentation requesting funds.
  - It is appropriate that requests for such funding be articulated by students due to the fact that funds being allocated are from the Student Involvement Fee.

- SOFAC will review proposals and funding will be allocated within five (5) business days following the meeting.

### **After the Meeting**

- Student organizations allocated funding must meet with the SOFAC Graduate Assistant **within one week** after being awarded funds by SOFAC to pick up their award letter and other paperwork. Failure to do so may result in immediate loss of approved funding.
- Organizations who submit proposals for travel expenses, should refer to the “Travel Guidelines” section on page 8.
- The student organization must complete a “SOFAC-funded Activity Report” **within two weeks** after the event takes place. Failure to complete this form within the two week time period will negatively affect any future SOFAC allocations.
- Receiving SOFAC funds:
  - SOFAC only provides funds based on actual expenses. Organizations have two options:
    1. To provide information (hotel confirmation or registration form) in advance to have a check made out to the vendor to take with them or mailed to the vendor. Such documentation is needed **two (2) weeks** in advance of the date the check is needed.
    2. To provide documentation of expenses after the event for reimbursement.
  - Organizations are responsible for providing adequate documentation of expenses including: receipts, invoices, and proof of payment (cancelled checks, credit card statements, or bank statements).
- Stipulations:
  - SOFAC may request a student organization assist with campus activities to better all students in exchange for the privilege of using student involvement fee dollars.
  - It is expected that the student organization will provide the SOFAC office with a typed summary and evidence that the stipulation was completed.
  - Failure to complete stipulations will negatively impact future funding requests by the student organization.

## Eligibility, Funding Criteria, and Limitations

When evaluating proposals, SOFAC will consider the following criteria:

### General

- Annual funding for a single organization will be **limited to the lesser of \$5,000** or 5% of the total annual SOFAC allocation per year. \$5,000 is considered the limit, which does not mean each organization is entitled to the maximum allocation. When multiple groups collaborate and submit a proposal for one vent, funding will be limited to 7% of the total SOFAC allocation for that academic year.
- Whether or not the proposal's funding request meets one or more of SOFAC's objectives
- To what extent the student organization plans to assist with the proposal beyond SOFAC funding.
- SOFAC will not allocate funds to any group that has an outstanding balance due to the University that is more than 30 days past due
- SOFAC will not fund any activity that is required by an academic department or directly supports classroom instruction
- That all stipulations included with prior SOFAC allocations were accomplished by the student organization in a timely manner
- That all necessary documents from past allocations, including the SOFAC-funded Activity Report, were submitted to SOFAC in a timely manner
- That a similar event in the past was successful and met most of its goals
- SOFAC will not allocate funds to any event that is being funded by SAC or any other entity funded by the Student Involvement Fee
- Items SOFAC will not fund:
  - Clothing items/uniforms
  - Decorations
  - Donations, gifts, awards, and scholarships
  - Printing, publication or promotion costs
  - Academic paper presentations at conferences
  - Association membership dues for individuals
  - Food for organizations, events, or individuals; unless required by contract, included in registration fees, or part of SOFAC training

### Conferences/Travel

- Travel expenses must be reasonable for the type of event and distance to/from location.
- Student organizations must submit with their proposal a conference brochure or printouts of the conference website for requests to fund conference registration/attendance
- SOFAC will make conference funding decisions on the following criteria:
  - Up to \$1,000. This is the most flexible award amount. This is based on the idea that no excessive costs are made (i.e. driving, not flying to St. Louis)

- \$1,000 - \$1,200. This is possible if 5 or more people are travelling or more expensive travel is used such as traveling out of state, renting a vehicle, or flying.
  - \$1,200 - \$1,500. This is possible if 5 or more people are travelling and more expensive travel or higher overall cost per student is apparent.
  - Students are awarded a maximum of \$500 each.
  - No extra frills may be included in reimbursement. This includes staying an extra night or flying in state.
- SOFAC will not fund travel outside of the continental United States
  - SOFAC will not support the funding of University personnel unless requested in the proposal and the personnel (advisor/coach) are needed to oversee the organization function and represent the University.

### **Events/Programming**

- All SOFAC-funded events are required to be publicized and open to all students
  - *Please see the advertising policy located on page 9 under "Follow-up"*
- A semester/annual series of events/activities or a specific event/activity may not substantially duplicate another activity provided by other University departments/student organizations held in the same semester or proper justification is provided to explain the need for a similar event.
- The facility for the event must suit the size of the intended audience and the nature of the event
- SOFAC encourages events that are free to all Missouri State students. Requests for events/programs that charge participants will be reviewed on a case by case basis.
  - *Any allocations for such activities will include the stipulation that the student organization pay SOFAC back in full*
- Student organizations receiving funding are encouraged to hold their events on campus to encourage the greatest amount of student involvement.
  - *Groups requesting funds for local facility rental will not be funded unless a clear reason is indicated about why a campus facility will not meet the event's needs.*
- Honoraria requests must be in range, or lower, for similar speakers/performers
- Contract Events
  - Proposals to fund guest speakers and concerts should be reviewed in advance with the professional staff of the Office of Student Activities (PSU 101). OSA will assist the student organization with planning & contract negotiations. This step must be completed before coming to SOFAC with a proposal
  - Performers which require a contract must use the contract/addendum approved by the Board of Governors for Student Involvement Fee expenditures. This contract must be approved and signed by the Assistant Dean of Students before an event can take place.
- Event Funding Limitations
  - Funding of concerts will be limited to \$1,000. Larger funding requests will be considered based on the ability and skill of the student organization to produce a large event.
    - *Student organizations planning larger programs may consider contacting other organizations for co-sponsorships, like Student Activities Council, with experience in producing major programs for the campus*
  - Funding of DJ services will be limited to \$400 per event with a maximum of \$800 per academic year.

- *Any allocations for DJ services must be for university-wide functions, not parties of individual student organizations*
- SOFAC will not fund an organization's student or alumni members, or Missouri State faculty/staff for performances/lectures

## Travel Guidelines

- Trip Activity Release, University Trip Registration, and Student Driver forms must be submitted to SOFAC **two (2) weeks** prior to a funded student organization trip. Failure to submit all such travel documents in advance will null & void allocations for travel.
- Reimbursement for travel for use of personal or rented vehicles, other than university-owned vehicles, will be in the form of original receipt reimbursement for actual amount spent.
- University Vehicles
  - SOFAC will not reserve University vehicles for student organizations
  - In order to use a University vehicle, a sponsoring department must reserve the vehicles for student organizations. Upon return from a trip, SOFAC will reimburse the aforementioned department.
  - Mileage reimbursement will only be considered for University vehicles. Mileage rates are reimbursed according to current rates as determined by Motor Pool and University travel policies.

## Funding

- SOFAC will make funding decisions in a viewpoint-neutral manner.
- Funding for approved projects may be granted in any amount deemed reasonable by SOFAC. This amount may or may not be the entire amount requested
- All University rules, regulations and policies are expected to be followed in any event for which SOFAC provides funding. If any, University rules, regulations, or policies are not adhered to in any event for which SOFAC provides funding, the sponsoring organization who received funding must return the SOFAC money and will face University sanctions. If an organization violates SOFAC and/or University rules, regulations, or policies during a SOFAC-funded event, SOFAC or the Assistant Dean of Students & Director of the Student Union may file a judicial complaint with the Associate Dean of Students & Director of Judicial Programs.
  - *Alcohol is not permitted at any event funded by SOFAC, and it is the funded organization's responsibility to prevent the presence of alcohol at any such event.*
- **Expenses not approved in advance by SOFAC will not be reimbursed.**
  - All funds expended by the organization must be according to the allocation approved by SOFAC
  - If receipts from the event are not provided in a timely manner it may affect SOFAC's ability to reimburse the organization.
  - In all cases, all invoices from any type of event must be in the SOFAC GA's office within 30 days from the date of the event
- SOFAC will attempt to close accounts for specific events shortly after the event date. Any funds allocated to organizations for the fall or spring semester will be reallocated to SOFAC's general account at the end of the fiscal year (June 30). Allocations for the summer semester will be closed out by September 30.

## Follow-up

- The student organization president, treasurer, and advisor are responsible for the organization's compliance with all University policies.
- Any advertising or promotions for a SOFAC funded event must include the following, **“This event was funded in part by the Student Involvement Fee and approved by the Student Organization Funding Allocation Council (SOFAC).”** Copies of all advertising used for funded events/activities must be submitted to the SOFAC Graduate Assistant after the event/activity.
- Any equipment purchased with SOFAC funds will become the property of Missouri State University and become the responsibility of the Missouri State department through which the student organization is sponsored. The sponsoring department must agree in writing to accept responsibility and maintenance for the equipment
- For any organization who traveled using SOFAC funds, see the “Travel Guidelines” section on page 8.

## Annual Designated Funds

- New organizations will be permitted to apply for \$100 of start-up money for recruitment purposes (mailers, flyers for a first meeting, etc.), with a maximum of 20 new organizations each academic year (\$2,000 total).
- The Graduate Student Council is approved for \$3,000 toward the Graduate Interdisciplinary Forum, including expenses for food. The GSC is limited to \$2,000 for any additional SOFAC requests to maintain the total maximum allocation of \$5,000 for all student organizations.
- The Assistant Dean of Students will provide an annual budget to SOFAC members of anticipated expenses for operating the SOFAC office. Such expenses may include but are not limited to:
  - Computer Maintenance and Software
  - Computer Equipment
  - Conference Services
  - Data Lines
  - Local Phone
  - Long Distance
  - Graduate Assistant Stipend
  - Office Supplies
  - Orientation & Training
  - Printing
  - Student Organization Travel Insurance

## Appeal process

- An appeal of a decision by SOFAC for a funding request is limited to one or more of the following purposes:
  - To determine whether the decision was made in a viewpoint-neutral manner.
  - To determine whether the allocation process (review of proposal & student organization presentation) was conducted fairly in accordance with SOFAC guidelines
- Appeals will go through the following levels:
  - SOFAC
  - Dean of Students
  - Vice President for Student Affairs, who shall have final approval authority

## **Amendments**

- Any amendment to the SOFAC guidelines must be approved by a two-thirds affirmative vote of all members of SOFAC. Last amended and updated by SOFAC on 5/5/03.
- Originally endorsed and approved by the Student Government Association on 2/11/97.
- Originally endorsed and approved by the Student Activities Council on 2/11/97.

# Membership

The council is composed of ten (10) University students and administrators, as follows.

## ***Assistant Dean of Students***

The Assistant Dean serves as an advisor to the Council, and acts as a non-voting chair of Council meetings. As advisor under the scope of The Memorandum of Agreement, the Assistant Dean has the authority to deny approval to financial requests. The Council may appeal such denials to the Dean of Students. Denials at this level may be appealed by the Council to the Senate of the SGA, which shall render an opinion on the granting of funding for a request. If the Senate concurs with SOFAC on whether a given request should be funded, the SGA President shall represent the student interest to the Vice President for Student Affairs, who shall have final approval authority.

## ***Accountant, Financial Services, or designee***

The accountant is appointed by the Vice President for Administration and Finance and serves a one fiscal year term (July 1 to June 30). The accountant can be reappointed for unlimited terms.

## ***Director of Student Activities, or designee***

The Director of Student Activities serves for the length of his/her stay in this respective position.

## ***Student Member, selected by the Student Government Association (SGA)***

This student is selected by the SGA president and confirmed by the Student Senate. This student member serves a one calendar year term (January 1 to December 31).

## ***Student Member, selected by the Student Activities Council (SAC)***

This student member is selected by SAC and must be an active member of SAC. This student serves a one fiscal year term (July 1 to June 30).

## ***Student Member, selected by Inter-fraternity Council, National Pan-Hellenic, and Pan-Hellenic Council.***

This student is selected by these organizations, must be active, and must act as a liaison among the organizations. This student member serves a one calendar year term (January 1 to December 31).

## ***Student Member, selected by the Residence Hall Association (RHA)***

This student member is selected by RHA and must be an active member of RHA. This student member serves a one fiscal year term (July 1 to June 30).

### ***Student Members (2), from At Large Student Body***

These two students are appointed by the Assistant Dean of Students or his/her designee.

One student member serves a one calendar year term (January 1 to December 31), and the other student member serves a one fiscal year term, (July 1 to June 30). Minority and non-traditional students are encouraged to apply.

### ***Graduate Student, selected by the Graduate Student Council (GSC)***

This student is selected by the Graduate Student Council and must be a member of GSC. This student member serves a one year term (January 1 to December 31).

### ***Graduate Assistant***

A graduate assistant will be hired by the Assistant Dean of Students. The GA will be funded by SOFAC to fulfill administrative duties in funding organizations. S/he will attend SOFAC meetings, but will not be permitted to vote on proposals. The duties for the GA will include: taking minutes of all SOFAC meetings, distributing copies of those minutes to SOFAC members, reserving SOFAC meeting rooms, posting SOFAC meeting rooms and times, and helping to process paperwork concerning SOFAC accounts.

All student members must be in good standing with the University and their respective organizations. In addition, Executive Board members of SGA, SAC, RHA, IFC, GSC, National Pan-Hellenic, and Pan-Hellenic Council are permitted to serve as members of SOFAC, but not as a representative of their respective organization in which they hold an executive board position. In addition to their prescribed duties as members of SOFAC, student members must act as liaisons between the bodies they respectively represent and SOFAC. Student members of SOFAC are expected to abstain from discussions and voting for funding requests of student organizations for which they are active members.

Applications for At Large positions should be submitted to the Assistant Dean of Students or his/her designee. The names of elected student members from SGA, SAC, GSC, IFC, National Pan-Hellenic, Pan-Hellenic Council, and RHA must also be submitted to the Assistant Dean of Students, or his/her designee.

## **Meetings**

Minimally SOFAC will meet monthly, September through May. The Council will set additional meetings when deemed necessary. If a SOFAC member is absent from two consecutive meetings without formal communication, s/he will be considered inactive. It will be the responsibility of the Assistant Dean to inform the member of their inactive status, and to seek a replacement for the position. During inactive status, the position will not be considered for quorum.

# Proposal

Proposals for SOFAC funding must now be submitted online. Links to the proposal system is available on the SOFAC website or the proposal system can be reached directly by going to <http://www.ws.missouristate.edu/sofac/>.

Any member of a student organization can begin the SOFAC proposal process by logging in to the proposal system at <http://www.ws.missouristate.edu/sofac/> and creating a title for the proposal and choosing their student organization from the list of registered student organizations provided. The organization member then can begin filling out the general SOFAC Proposal for Funding Form and one or more of the specific event forms; the Conference Request, Event Request, Travel Request, or General Request form.

## **General SOFAC Proposal for Funding**

This form is required for all SOFAC requests. The form provides SOFAC with information about your organization as well as general information about your funding request.

**What do I need to fill out this form?** To fill out this form you will need information about the number of members in your organization. Information about your organizations finances (total amount of dues, donations, bank account balances, etc.) and information about your organization's purpose, activities, and the nature of the SOFAC request.

## **SOFAC Conference Request Form**

This form is used to request funds to attend a regional or national conference.

**What do I need to fill out this form?** To complete this form you need some general information about the conference. The estimated costs of travel to and from the conference, hotel costs, and costs for registration.

## **SOFAC Event Request Form**

This form is used for organization to facilitate campus events, such as dances, speakers, or entertainers. Any contract negotiation & program planning efforts should be reviewed with the Director of Student Activities (PSU Room 101, 836-4386) prior to submitting a proposal.

**What do I need to fill out this form?** You will need to provide a precise breakdown of funding, dates for the event, and a description of each item to be funded (e.g. name of facility, name of the entertainer, etc.).

## **SOFAC Travel Request Form**

This form is used for funding requests by student organization for general travel (e.g. travel to another school for competition, charting a bus for a trip). NOTE: Request for travel as a part of a conference should use the conference request form.

**What do I need to fill out this form?** You would need estimated travel costs and the source of those estimated costs, the location of the trip and dates for the trip.

## **SOFAC General Request Form**

This form is used for funding items, activities, and equipment, etc. that are not specific to the other request forms or if those other forms do not provide an adequate avenue for describing the request.

**What do I need to fill out this form?** You will need to provide specific descriptions of the items being funded and prices. When filling out this form it is better to be specific about the descriptions of items that you are requesting funding for.

A general note about proposals: When filling out proposals it is required to submit supporting documentation about your requests (e.g. conference brochures, newspaper clippings, etc.) so that SOFAC will have this information prior to the meeting where your proposal will be discussed. Please submit this information to the SOFAC office (PSU Room 401) as soon as possible after submitting your proposal online.

After filling out the various request forms, you will need to provide a participation list with the names of organization members participating and their Social Security Numbers. At this point the proposal can be submitted to SOFAC.

When the proposal is submitted to the SOFAC proposal system several things happen:

- Emails are sent by the proposal system to the organization's president and advisor requesting that they log into the system and verify the proposal.
- When the advisor and president verify the proposal it is sent to the SOFAC Graduate Assistant. If the proposal is accepted a meeting date and time will be assigned by SOFAC.
- Emails will be sent to the president and advisor informing them of the meeting date and time.
- If the proposal is rejected, a reason for the rejection (e.g. lack of information or overly vague information) will be provided in an email to the president and advisor requesting that they edit the proposal, resubmit, and re-verify the proposal.

# **Forms**

**All forms may be found on the SOFAC website:  
<http://studentorganizations.missouristate.edu/sofac>**

## **Checklist**

**SOFAC-Funded Activity Report**

**University Trip Registration Form**

**Trip Activity Release**

**Driver Registration Form**

## CHECKLIST FOR SOFAC-FUNDED ACTIVITIES

*Submissions of the items on this checklist are the responsibility of the student organization. The student organization must submit all requested items in a timely manner in order to receive funding. Please pay attention to deadlines listed below; missing deadlines may result in delayed reimbursement.*

### Award Letter

The award letter should be picked up from the SOFAC GA **within five working days** after the SOFAC meeting. Relevant issues will be discussed with the Graduate Assistant. Failure to do so may result in delay in processing your award or even loss of approved funding.

### Travel

For student traveling, the following must be provided **at least one week in advance**:

- Trip Activity Release Form
- Trip Registration Form
- Driver Registration Form, if students are driving
- Proof of personal liability insurance policy (i.e. insurance card)
- If using a university vehicle, departmental and motor pool policies must be followed if using a rented vehicle, the rental car contract including property damage insurance must be provided.

The traveler(s) to be reimbursed should come to SOFAC office (PSU 401) to type and sign the **Travel Expense Report within two weeks** upon return from each trip, and they should attach the following

- Original paid receipts, for example:
  - Itemized, zero-balance receipts from the hotel;
  - Registration receipt or confirmation for the conference
  - Airfare receipt or confirmation, including amount of ticket and method of payment
  - Gas receipts over \$10;
  - Parking and toll charges over \$10;
  - Auto rental
- **Proof of payment for any receipt submitted paid by any means other than cash**
  - **i.e. cancelled checks, credit card statement, or bank account print-out**

### Contracts

For performances which require a contract between the performer and the University, the organization must use the contract approved by the Board of Governors for the Student Involvement fee. This contract, as well as any performer contract, must be reviewed with the SOFAC GA and signed by the Assistant Dean of Student Life before the event can take place.

### Advance Payment

Additional paperwork must be given to the SOFAC GA at least two weeks in advance, in compliance with University purchasing procedures.

- Hotel Confirmation
- Registration Form

### SOFAC-funded Activity Report

The SOFAC-funded Activity Report (see attached), should be turned in to SOFAC GA **within two weeks after the event**. It helps to ensure timely reimbursement of expenses and is an essential part of the next proposal request.

*I have reviewed and understand the above checklist, and I am responsible for sharing all relevant information with the members of my student organization.*

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

# SOFAC

Student Organization Funding Allocation Council

## SOFAC-funded Activity Report

Allocation date: \_\_\_/\_\_\_/\_\_\_ Total amount allocated: \$ \_\_\_\_\_

Date of event: \_\_\_/\_\_\_/\_\_\_ Actual Expense: \$ \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

Surplus/ Deficit: \$ \_\_\_\_\_

Year-to-date balance: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_

Amount closed to SOFAC: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_

Response to stipulations with regard to the funding:

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Brief description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepared by: (Treasurer's Signature) \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: (President's Signature) \_\_\_\_\_ Date: \_\_\_\_\_



**Missouri State**  
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**UNIVERSITY TRIP REGISTRATION FORM**

Sponsoring Group: \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

Destination (Institution or Event): \_\_\_\_\_

City/State: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Make & Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Number/State: \_\_\_\_\_ Color: \_\_\_\_\_

**Overnight Trips**

Lodging: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Departure for Return Trip Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Estimated Time: \_\_\_\_\_

Advisor(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participants should be listed on the opposite side of the form. Report forms should be returned one week prior to trip departure to the Office of Safety & Transportation, located in the Police Substation.





**Missouri State**  
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**TRIP ACTIVITY RELEASE**

Name: \_\_\_\_\_ Student I.D #: \_\_\_\_\_

Address: \_\_\_\_\_

Street/Box#

City

State

Zip

Phone (local): \_\_\_\_\_ (permanent): \_\_\_\_\_

Name of Guardian: \_\_\_\_\_

Guardian's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**ACTIVITY INFORMATION**

Type of Activity: \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

Date/Time of Departure: \_\_\_\_\_

Date/Time of Return: \_\_\_\_\_

*"I, the undersigned participant, being the age of 18 or above, desire to participate in the Activity described above, which includes transportation to and from Springfield to \_\_\_\_\_. The activity consists of \_\_\_\_\_ (describe activities) and potentially includes inclement weather, \_\_\_\_\_ (describe potentially hazardous elements). I realize that activity is potentially hazardous. I should not engage in the activity unless I am alert and observant, which I represent myself to be. I assume any and all risks associated with the activity including, but not limited to falls, personal injury, collision with other persons, the effects of weather, including high heat and/or humidity, and motor vehicle transportation, all such risks being known and appreciated by me. I attest that I am sufficiently physically fit to participate in this activity.*

*I understand the possible risks of being permitted to participate in the activity described above. I, for myself and my personal representatives, heirs, and assigns, do hereby hold harmless and release, waive, discharge, and covenant not to sue the Board of Governors of Missouri State University. Furthermore, I release Missouri State University, its Board members, officers, employees (hereinafter collectively referred to as "MSU") from any and all claims or liability on account of death or injury to person or property of the undersigned of any kind or nature whatsoever arising out of, or in any way connected with the undersigned's participation in the activity and transportation activities, even though the claim or liability may arise out of the negligence or carelessness on the part of MSU, or any third person, whether foreseen or unforeseen, known or unknown.*

*The undersigned hereby expressly agrees that this release and waiver is intended to be as broad and inclusive as permitted by the laws of the State of Missouri, and that if any portion hereof is held invalid, it is agreed that the balance, notwithstanding, continues in full legal force and effect.*



# SOFAC

Student Organization Funding Allocation Council

## Driver Registration Form

Name: \_\_\_\_\_ (Type or print)

Organization: \_\_\_\_\_ (Type or print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All individuals requesting SOFAC funding as reimbursement for travel must complete this form and have a copy on file in the SOFAC Office prior to trip departure.

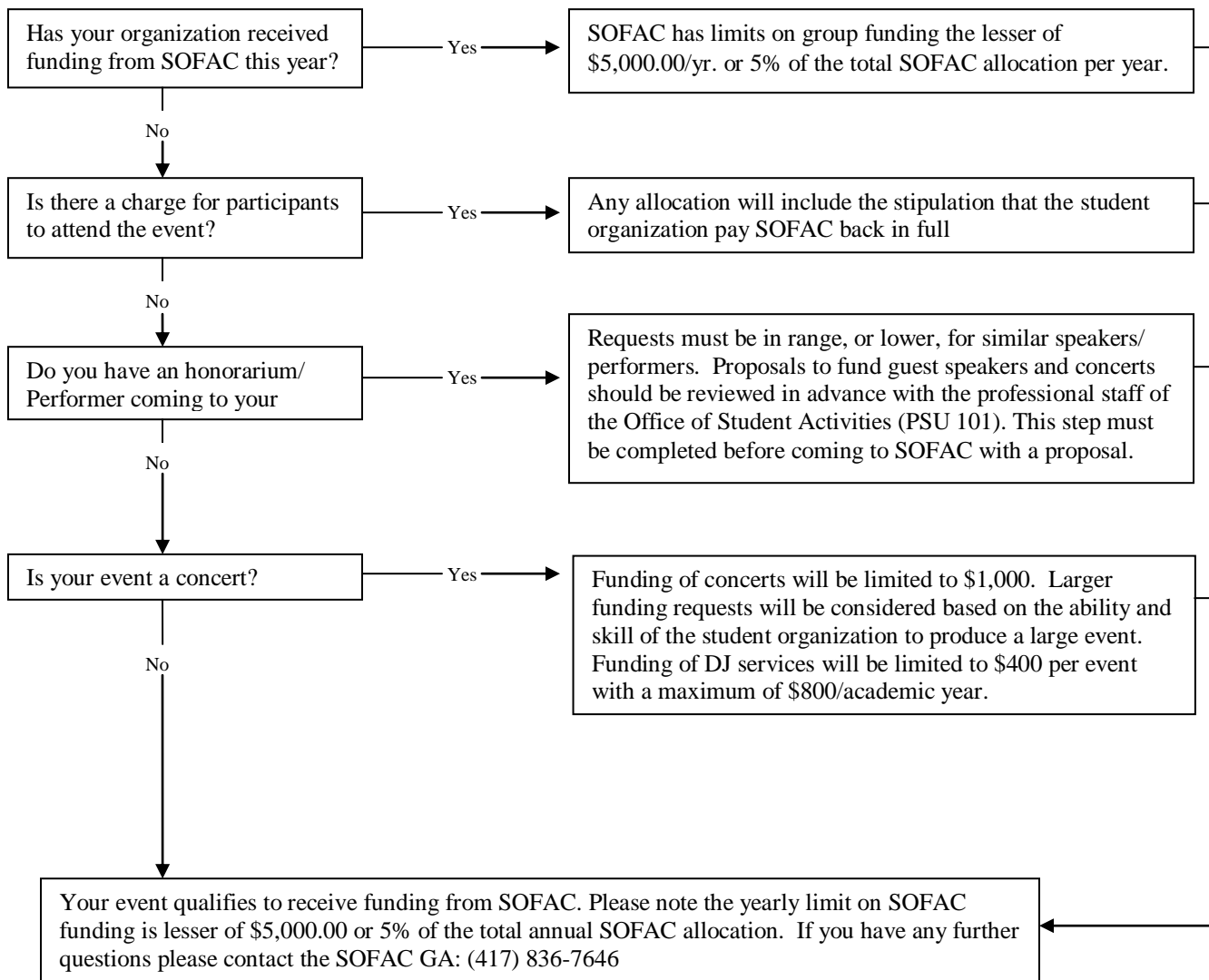
I hereby certify the following regarding the operation of personally owned or leased vehicles.

- ✘ I will operate the vehicle in accordance with Missouri statutes and must observe and obey all traffic laws.
- ✘ I am responsible for all traffic violations and the resulting fines or penalties resulting from a violation.
- ✘ I am at least 18 years old.
- ✘ I possess a valid driver's license appropriate for the class of vehicle I will operate.
- ✘ I have lost no more than four points from my driver's license in the last 18 months.
- ✘ I certify that my driver's license has not been suspended or revoked in the last 3 years.
- ✘ I have attached a photocopy of my current driver's license and my current "proof of insurance" card to this form.
- ✘ I will use cash or a personal credit card to purchase fuel.
- ✘ I will submit a Travel Expense Report to SOFAC to obtain reimbursement for reimbursable expenses.

# Events/Programming

**Please read the bulleted list below and the following matrix to better understand allocations**

- Events must be in publicized and open to all students- Refer to page 9 under "Follow-up"
- The event must not duplicate other events that are being held on campus ex. Multiple resume workshops
- The facility of the event must suit the size of the intended audience and the nature of the event
- SOFAC encourages events to be free to all MSU students.
- Student organizations are encouraged to hold their events on campus to encourage student involvement
- Honoraria requests must be in range, or lower, for similar speakers/performers
- SOFAC will not fund students/alumni members/or MSU faculty/staff for performances/lectures
- SOFAC funds should not be the sole funding source for an organization's events or services.



# Conferences/Travel

Please read the bulleted list below and the following matrix to better understand allocations

- Travel expenses must be reasonable for the type of event and distance to/from location.
- Student organizations must submit with their proposals a conference brochure or printouts of the conference website for requests to fund conference registration/attendance.
- No extra frills may be included in reimbursement. This includes staying extra nights or flying in state.

