

Student Organization Leadership Fund (SOLF) Guidelines

The SOLF provides Angelo State University (ASU) Registered Student Organizations (RSO) access to financial resources to do activities for the campus community. Funding requested must follow all university policies and federal, state, & local laws.

Core Values

SOLF is committed to the ASU Core Values of mutual integrity, diversity & inclusion, significance, community, and commitment.

SOLF Intent

Develop RSO activities that enhance the social, recreational, and intellectual aspects of campus life.

Participate in virtual or in-person endeavors that contribute to the leadership or professional development of RSO members.

SOLF prioritizes the needs of organizations that do not have access to funding from other campus departments or programs.

SOLF Appropriations Committee

The Student Activities & Programs Coordinator within Student Life supports the SOLF program and the SOLF Appropriations Committee. The SOLF Appropriations Committee consists of members who review and provide recommendations for SOLF applications. The Student Life office implements guidelines and standards for the appropriate use of these funds to ensure compliance with university policies and SOLF intent. The Student Activities Programs Coordinator offers continuous training to all members on the proper use of SOLF.

Applying for SOLF

RSOs may be considered for SOLF by submitting an application that adheres to the guidelines outlined below.

SOLF requirements for on-campus events and travel:

1. Must be a RSO in good standing with ASU ([Student Handbook](#)).
2. Application request must describe the event, date, locations, amount requested, target audience, marketing plan, budget, and list of other funding and fundraising activities to support the event. Also, describe how the event/program supports at least one of the ASU core values.
3. SOLF applications must be submitted at least 30 days before the activity or departure date (travel) to be considered.

4. Requests must be for activities open to all students & held on the ASU campus (Events).
The processes ensure adherence to university policies and provide enough processing time before the event. However, items requiring contract execution may require a longer lead time.

SOLF Appropriations Committee reviews applications weekly and will provide one of the following recommendations:

- approve the request as presented
- approve partial funding
- reject funding requests that do not meet the SOLF intent
- return request for additional information (1-2 day information to be turned in)

5. SOLF Appropriations Committee evaluates applications considering the following criteria:

- the intended audience
- the account's allowable items
- the enhancement of campus life or service
- the identity, professional, or educational development of RSO members and audience
- the reflection of ASU's Core Values

6. Purchasing Options

Outside Vendors

- If working with a vendor and set pricing, a requisition will be used only if approved by the reviewing council.

Funds provided to the Advisor

- Funds can be provided with a check payable to the student organization's advisor. The organization or advisor will be responsible for the local purchases. The advisor is accountable for recording expenditures.

Funds provided to the RSO Bank Account

- Funds can be provided directly to an RSO bank account if they are set up as a [vendor](#). The RSO is responsible for making local purchases and recording expenditures. The Student Activities Programs Coordinator can provide RSO guidance to acquire vendor status.

Online Purchase

- The RSO can meet with the RSO Coordinator to order items from ASU-approved online vendors like Chartwells and Amazon using the departmental procurement card. The items are delivered to the Student Life office, and we notify the RSO to collect them for their event.

The Student Life office has established a tracking system to aid the RSO in documenting their purchases.

RSOs receiving SOLF must submit a Student Organization Student Travel Expense Report or Check Report with itemized receipts to Student Life. If funding is not used, the student organization should return unused funds to the Student Accounts Office and attach a receipt to the Student Travel Expense Report or Check Report.

If a Student Travel Expense Report or Check Report and receipts for unused funds are not returned to the SOLF account within two weeks, the RSO will be responsible for paying back the total amount of any advance. In addition, any RSO that fails to account for the purchases will be restricted from further SOLF funding until the reconciliation is complete.

Non-allowable Expenses

SOLF funding proposals will NOT be considered for the following types of expenditures:

- To purchase catering/food items for organization meetings or events geared toward organization members only
- To purchase organizational promotional items (t-shirts)
- To donate money or goods to a charitable organization or cause
- To pay for damages or other liabilities incurred as a result of the organization's activity
- To purchase alcoholic beverages or for any activity where alcohol is available
- To pay for membership dues or other fees for individual members or for the organization to be a part of a state, regional, or national organization.
- To pay for registration dues or other fees for individual members or for the organization to be a part of a state, regional, or national conference/convention
- To pay for costs for any other persons other than ASU students
- To purchase items for resale
- To pay for banquets, gatherings, formals, induction ceremonies, etc.
- To purchase equipment or appliances (i.e., sporting equipment, blenders)
- To pay for the cost of printing material
- To reimburse an academic or other university department for expenses associated with the RSO event or travel.

An organization that has not acted in good faith concerning its SOLF request or if an organization has been fraudulent in using SOLF funds may be required to make restitution and be barred from further SOLF funding for a period of time. The organization or the organization's officers may be subject to University disciplinary action as provided in the [Angelo State University Student Handbook](#). The length of time an organization will be barred from funding will be determined on a case-by-case basis based on the nature of the incident.

SOLF for Travel

ASU recognizes the value of learning experiences from student travel and supports opportunities for conferences, competitions, lectures, or other special activities.

A copy of the event information must be submitted with the application to be considered for funding.

Academic/Professional organizations, Honor Societies, or other funding sources (RSOs directly connected with an ASU department) requesting funds for SOLF Travel must first seek financial support and approval from the appropriate account manager before the SOLF Appropriations Committee reviews the SOLF application.

RSOs may apply for SOLF funding for Travel a maximum of \$0.25 per mile (# of miles multiplied 0.25=___). Mileage is provided at reviewing the application for Travel, SOLF Appropriations Committee considers the benefits of the campus and persons attending, the number of people traveling, the mode of transportation, the location of the event, registration costs, and other factors deemed appropriate and relevant by SOLF Appropriations Committee. The SOLF application for Travel should include itemized fees; information justifying the request should be attached, including conference and registration information when applicable.

SOLF use must follow all university policies and federal, state, and local laws, and all funds must be promptly and adequately reconciled following the trip based on the university's operating procedures. It is recommended that all advisors attempt to attend RSO events.

SOLF does not cover any advisor expenses.

Funding will not be provided to cover emergency expenses or items that have already been purchased.

If multiple organizations are requesting to send members to the same event, the SOLF Appropriations Committee may limit the total number of people funded by SOLF. Trips for less than three RSO members will be considered case-by-case, and SOLF Appropriations Committee may request additional information about the event's benefits to the RSO and ASU.

Appeal Process

If a registered student organization does not agree with a decision made regarding a funding request, they may appeal the decision to the Student Government Association (SGA). After appealing to SGA, if further appeal is required the organization may appeal to the Executive Director of Student Life.

Additional Resources

- RSO Programming 101: How to design a successful campus activity
 - o Presenter: RSO Coordinator

To request a workshop on any of the following topics, please email organizations@angelo.edu

Student Life strives to cultivate a student-centered approach designed to help RSO members enhance campus engagement and develop student leadership skills.