

Application Steps:

Step 1 – Submission of Application

This step will include the initial evaluation of the RSO's application to verify that the RSO has a complete roster, zero/positive RSO account, and RSO Treasurer has completed the SORF Quiz. At this step initial review will also verify that the request for funding is not out of period for a particular application period.

Step 2 – Application is in Pre-Review

In this step a student member of the SORF Board will review your application. They will determine whether the requested items are in line with SORF funding standards and will put together initial recommendations for the SORF Board.

Step 3 – Board Meeting

In this step the Board will meet to determine whether to fund the RSO application. Applications will be moved to this step after they have been reviewed by a student Board member completely. An application will not be moved from this step until after the allocation meeting has been completed.

Step 4 – Board has Made Initial Decision

After the allocation meeting applications will be moved to this step. The Board has made initial decisions on funding, but the funding is not officially granted until approved by the Vice-Chancellor of Student Affairs.

Step 5 – Board Decision Sent to VC of Student Affairs

The Board has sent decisions to the Vice-Chancellor of Student Affairs. It can take up to 2 weeks for a final decision to be made. Even if the SORF Board has approved funding of the application that funding is not guaranteed until the Vice-Chancellor of Student Affairs has approved the Board decision and all paperwork has been filed for reimbursement/payment.

Step 6 – Allocation Decision Finalized

The Vice-Chancellor has approved the Board decision to fund or deny the RSO application for funding. This does not guarantee funding as the RSO will still need to submit proper paperwork within 30 days of the funded event/activity. If no paperwork is submitted within 30 days, the RSO forfeits the granted funding.