

SORF Standards and Restrictions for 2014–2015

Approved by the Board on August 20, 2014; Pending Approval by University Administration

Before applying the standards listed below, SORF will first critically review each application and determine to what extent the activity or event will impact the UIUC campus community before any funding decisions are made. **SORF may make adjustments to funding accordingly. Funding is always subject to the availability of funds, which is assessed on a semester basis.**

Standards and restrictions are subject to change, especially between academic years.

Maximum allocation for any one RSO is \$6,000 per year or 5% of the annual revenues of the Board, whichever is less. All funding is calculated against the price paid before taxes.

SORF will fund only one event or travel activity per application.

CONTRACTUAL SERVICES

(Maximum allocation for any single contractual service is \$3,500, inclusive of travel costs)

SORF will fund up to 50% of contractual fees for speakers, performers, referees of UIUC hosted league games, and judges for UIUC hosted events and competitions.

SORF will fund travel and lodging costs for contractors at SORF's travel standards (see next page).

For speakers or performers, SORF will not fund the same individual or group more than once per academic year.

Every contractual service request requires that a speaker biography or résumé, and a publicity plan for marketing the event be submitted to the appropriate SORF Board pre-reviewer.

The "Funded by SORF" Identifier (found at <http://union.illinois.edu/involvement/sorf/default.aspx>) must be visibly included on all advertising, publicity, newspaper ads, etc. for events funded or partially funded by SORF fees. The document(s) must be submitted with the SORF Expenditure Request form to receive reimbursement.

SORF does not fund coaches, teachers or instructors defined as the same individual leading the same group in multiple workshops/activities similar in nature.

RENTAL (FACILITY, EQUIPMENT, SERVICES)

SORF does not fund costumes, uniforms, or spectators to events.

SORF will fund up to 50% of rental space for home games held at UIUC.

SORF will fund up to 50% of University rentals and up to 25% of non-University rentals.

PERMANENT EQUIPMENT

SORF will fund up to 50% of permanent equipment.

LICENSES /ROYALTIES FOR FILMS OR PERFORMING ARTS

SORF will fund up to 75% of the cost of a license or royalty to present a motion picture, perform a stage production, including but not limited to plays or musicals, recite a literary work or perform a score of music. The presentation or performance must be public and free to University students. Any live performance must be performed by the RSO receiving funds or a significant number of the RSO's members.

PUBLICATIONS/COMMUNICATIONS

SORF will fund up to 50% for production of journals, magazines, or newspapers up to 4 per semester.

Every request for the production of journals, magazines, or newspapers must include a distribution plan.

SORF will fund copies/flyers at \$.10 for the first 100 and \$.05 for every copy/flier up to a total of 500 copies/fliers; newsletters at \$.20 each up to a total of 500; Newspaper ads at \$60 each, up to 2 ads per event.

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SORF does not fund decorations, arts and crafts, brochures, pamphlets, or programs.

TRAVEL

(Maximum allocation for any single trip is \$1,500.)

SORF will provide funding for competitive, educational, performance, or service related travel off-campus to include transportation, lodging, registration, and/or international travel insurance.

SORF will fund only one mode of transportation per trip.

SORF will fund up to 25% of round trip ticketed travel (domestic and international) up to \$140/person; this includes travel by air, rail or sea.

SORF will fund up to 25% of roundtrip mileage for automobile travel (personal or rented) at \$0.565 per mile per automobile. If the number of passengers per automobile is less than or equal to 4:1, SORF will fund as if the passenger-vehicle ratio is 4:1.

SORF will fund up to 50% of roundtrip mileage for chartered bus travel at \$1.50. [20 people minimum]

SORF will fund 50% of lodging up to \$55/night/room.

If the number of persons per room is less than or equal to 4:1, SORF will fund as if the person-room ratio is 4:1.

SORF will fund up to 50% of registration fees up to \$50/person.

SORF will fund up to 50% of team registration fees up to \$150/team.

SORF will fund up to 50% of mandatory international travel insurance up to \$30/person (includes Canada and Mexico).

SORF does not normally fund travel for students to present their own research. SORF will review the educational content outside of presentations when making funding decisions in these cases.

Funding of international travel requires submission of a copy of the International Travel by a Student Group Reporting Form with the stamp of receipt by the Study Abroad Office. The Study Abroad Office requires this form two months in advance of departure for any destination outside the United States.

TYPES OF REQUESTS THAT ARE PROHIBITED

- Projects, activities, or services found or reasonably presumed to be in violation of local, state or Federal law and/or university rules, regulations, policies and procedures or activities.
- Lethal weapons or ammunition, tobacco or tobacco products, illegal or illicit substances or devices.
- Alcoholic beverages, or any activity or communication which incorporates a reference to alcoholic beverages or promotes or is supported by an alcoholic beverage manufacturer, distributor, sales organization or vendor.
- Court actions, arbitrations or legal fees.
- The portion of any eligible item that constitutes taxes, including but not limited to: sales/ use taxes, occupancy/hotel taxes, transportation taxes, contractor income or payroll taxes.
- Investments in or capital to any business or commercial enterprise, or intended to generate a profit.
- Telecommunications charges.
- Food is not fundable. Please see SORF's educational document for other possible funding outlets.
- Events or activities which raise money, including for charitable purposes, or are otherwise fundraising projects, events, or activities, including supplies/costs associated with such.
- Events or activities which involving proselytizing.
- Events or activities which are purely social in nature.
- Events or activities which are intended for electioneering or lobbying efforts, activities, fund drives or campaigns.
- Events or activities in which admission is charged to UIUC students.
- Internal organization business.
- Activities that are directed at leadership, career development, or networking.
- Practices, rehearsals or retreats.

ADDITIONAL REASONS WHY REQUESTS MAY BE DENIED

- The RSO is not in good standing with the Office of Registered Organizations; this covers issues with rosters, quizzes and accounts.
- The RSO's application for funding is grossly incomplete.
- The RSO fails to communicate with SORF during the pre-review process.