

RSO Funding Application Instructions

Associated Students of Michigan State University

Fall 2016-Spring 2017

Please read the following Instructions carefully before completing the application.

Introduction

1. Applications **must** be submitted through our [website](#). Written applications *will not* be accepted. The application and other information regarding the ASMSU Student Allocations Board is located at www.asmsu.msu.edu. **Applications will be available and start being accepted on the first day of classes of the semester.**
2. Groups must be a **registered student organization** (RSO). For more information regarding registering of your group, please see the Resources section of this instructional packet
3. The Student Allocations Board staff will confirm that your group's Registered Student Organization status upon submission of this application through the Student Life Office.
4. Groups are encouraged to submit applications at least 4 weeks prior to their project date to allow for 8-10 days processing time.
5. Student Allocations Board allocations may not be used for any of the following:
 - a. To maintain an office (e.g. telephones, office machinery, office supplies, etc.)
 - b. To purchase alcoholic beverages, Firearms, tobacco products, or Illegal Drugs
 - c. To pay off financial loans or existing debts

RSO Funding Limitations

1. The minimum amount requested per project must be \$100.
2. The maximum amount requested per project may not exceed \$4,500.
3. RSOs cannot apply to the Student Allocations Board for allocations more than once in one academic year.

Additional Funding Requirements

1. Funds are allocated for a specific semester, and must be used exclusively for a specific project before the last day of that semester.
2. Groups may be required to submit other financial records to the Student Allocations Board Financial Manager at any time. Failure to submit any requested records can result in an immediate, one-year ineligibility for funding.

3. The Student Allocations Board encourages organizations to hold events that accommodate for handicapped individuals at accessible buildings only. A list of such facilities is provided later in the applications instructions.

Financial Instructions

1. While applying, you should indicate all costs of the project. This enables the Board to see how your group intends to use alternate funding, and helps the Board gain an understanding of the entire project.
 - **Quantity:** The amount of posters or the number of nights of lodging needed, etc.
 - **Cost of Item:** The cost per item (e.g. cost per night of lodging needed)
 - **Total Cost:** Total for that item (Quantity x Cost of Item)
 - **Item Info:** Give specific information about the item (e.g. Name of hotel, type of travel, specific items etc.)
 - **Category Total:** Sum of all total costs
 - **Total Project Cost:** Sum of all category totals
2. We strongly recommend using the "Project Budget" Excel Sheet to show how you will use this funding.

Category Descriptions

1. The different categories are necessary to the Student Allocations Board for accounting purposes. Following are descriptions of each category:
 - **Contract Services:** Charges incurred through using the services of an outside business or a University Service. This includes speaker fees, DJ's, copyright, room rentals, Physical Plant services, and the use of equipment from the Instructional Media Center, etc.
 - **Supplies:** Supplies are any items bought that are used for the project or for set up of the project. This includes such items as tape, party decoration, magazine subscriptions, etc.
 - **Equipment:** Any equipment, sound and light equipment, costumes and uniform, or props that are purchased.
 - **Promotion:** Any expenditure in the media designed to promote the project for event of a group, such as newspaper advertising; leaflets, pamphlets, and flyers; and the printing and copying of paper media advertisements.
 - **Hospitality:** This includes lodging and travel expenses. Only economizing expenses are included, (e.g. economy-class travel NOT first class).
 - **Print:** Print cost, delivery fee, and other such items. This includes publications and the delivering of the publications.

Interview

1. Organizations will be slotted an interview time when their application is obtained by the Student Allocations Board. The interview times are granted on a first-come, first-serve basis. The Student Allocations Assistant (sabassistant@asmsu.msu.edu) will contact the group with their assigned interview time within 4 business days after submission.
2. The interview is the group's chance to explain the project to the Student Allocations Board members. Groups will be expected to answer any questions that the Board may ask. It is to your advantage to send the person or persons who know the most about the proposed project to the interview.
3. Groups must give a presentation that summarizes the application and what the allocated money would be used towards.
4. Groups will be asked whether there are any corrections or updates to your application. You should then be prepared to clarify anything that the Board members do not understand.
5. The interview will be ten minutes long with five minutes of questions.
6. Groups are required to show on time for their interview. Contact the Vice President for Student Allocations if a situation arises where you cannot make your appointment.
7. Groups will be notified of the Student Allocations Board's following their interview.
8. If an organization feels that it did not receive adequate funding for its project, or that funding was unfairly denied, they have the right to one appeal within two weeks of the initial decision of the Board. At this time, the ASMSU Finance Committee will re-interview your group and make a final decision.

Resources

1. Registering a student organization may be done in the Student Life Office, Room 101 Student Services from 1:00 – 5:00 p.m. The office will supply a packet with everything that your group needs to do. Leave a few days for your group to obtain its Registered Student Organization (RSO) status. Your organization must re-apply for RSO status every three years.
2. Free Legal Consultation is available from ASMSU Legal Services at 353-3716, in room 329 Student Services. An appointment is required to meet with one of the attorneys.

Accessible and Accommodating Programming

1. Be aware of the needs of all individuals when planning a program or event at Michigan State University. The proposed facility for an event should be accessible

and accommodating for handicapped individuals. Below are definitions of accessible and accommodating, as well as a list of University facilities that are handicapper accessible and accommodating.

2. A facility is accessible when a handicapped student with mobility characteristics can gain entrance to that location. For students with differing abilities, additional assistance may be necessary.
3. A facility is accommodating when the location has usable facilities for handicapped students, fountains, interior and exterior walkways, and parking lots.

Accessible and Accommodating Buildings

- Agriculture Hall
- Holmes Hall
- Union Building
- Baker Hall
- IM East
- Old Horticulture Building
- Breslin Student Events Center
- Spartan Stadium
- Kresge Art Center
- Plant and Soil Sciences
- Communication Arts & Sciences
- Main Library
- Wells Hall
- Erickson Hall and Kiva
- Wilson Hall

A more complete list of accessible and accommodating facilities may be obtained from the Resource Center for Persons with Disabilities, 120 Bessey Hall. Contact the Resource Center for Persons with Disabilities for further information regarding accessibility for all MSU students.

If you have any questions regarding the funding process, please contact:

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