

Texas A&M University-Kingsville SOFC Guidelines

Updated Fall 2025

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Section I – General Provisions

The function of the Student Organization Forum Committee (SOFC) is to review funding requests of recognized student organizations and to decide on the amount of funding to be awarded. The SOFC is led by the Javelina Leadership Alliance. Reimbursements for expenses incurred can be submitted up to the end of the semester at the point of sale. **The final deadline for all reimbursements is June 1 of the academic year.** Please use the TAMUK Involved Student Organization Reimbursement Form to submit your requests.

- A. The purpose of the SOFC is to provide limited funds to recognized organizations to use for activities, including but not limited to the following:
 - a. Registration fees for conferences
 - b. Travel and hotel for student participants
 - c. Fundraising supplies (\$150 maximum/school year)
 - d. Printing: i.e. brochures, programs, announcements
 - e. Speakers: i.e. honorarium, travel expenses, etc.
 - f. Workshops sponsored by the organization
 - g. Organization award banquets
 - h. Activities that have wide appeal on campus, i.e. dances, concerts, etc.
 - i. Student meals (meals—not to exceed over \$20.00 per day).
- B. Funds may not be used for the following:
 - a. Scholarships
 - b. Alcohol
 - c. Membership fees
 - d. Social parties
 - e. Advisor's conference fees, travel, and meals
 - f. Individual student or students who are not members of an organization
 - g. Support for a candidate for public office or to affect the outcome of legislation.
 - h. Recruitment
- C. Use of funds shall constitute an agreement between the student organization and the SOFC. All unused and undocumented funds must be returned to the SOFC and will be reallocated to other organizations.
- D. No funds will be awarded to an organization unless all prior funding requests for that organization are cleared and accounted for.
- E. All expense receipts and reimbursement forms must be completed and turned in to the Office of Student Engagement via TAMUK Involved.
- F. All funding requests must occur during the fall and spring semesters.
- G. Extensions for the funding request deadline shall be at the discretion of the student organization coordinator and SOA Liaison on a case-by-case basis.

Section II – Requirements and Eligibility for Funding

In order to qualify for funding, recognized organizations must:

1. Complete all required registration renewal paperwork (annual funding requests, registration form, membership list, hazing compliance, constitution as needed, etc.) All paperwork must be submitted via TAMUK Involved.
2. Conference Attendance: Have at least two active members attend the Leadership Conference in September. Organizations with one representative will be eligible to receive only half of the allocated funds, unless otherwise approved by the student organization coordinator. This clause is only applicable if a leadership conference occurs
3. Submit funding requests by the deadline as announced by the SOFC in the Spring Semester.
4. Participate in a minimum of one (1) philanthropic service event and one (1) volunteering event per year and documented via TAMUK Involved.
5. Organizations must submit event approvals via TAMUK Involved no less than 5 days before the event. The coordinator overseeing organizations must have approved the event on TAMUK Involved in order to receive reimbursement for it.
6. Participate in events deemed mandatory by the Senior Coordinator of Leadership.
7. Student Organizations receiving SOFC funds are prohibited from receiving direct money from student service fees or substantial funding through a University department.
8. If any SOFC funds are to be used for travel, the student organization must submit proof of travel paperwork being submitted to the Dean of Students office before leaving for the trip.
9. Organizations must maintain an up-to-date roster and signature card with the Business Office.

Section III – Criteria for Funding

1. Priority will be given to: approved activities posted on TAMUK Involved at least 2 weeks in advance, events predominantly funded by the sponsoring organization, and to organizations that utilized allocated funds in the previous fiscal year.
2. The organization must submit a preliminary budget showing all current account balances and sources of income, i.e. dues, fundraising efforts, donations, etc. This will be submitted through the application portal listed below.

Section IV – Procedures for Receiving Request for Funding

1. The deadline for submission of the SOFC application, including the organization's annual budget, shall be the 2nd Tuesday of April of each year.
2. Notification of budget approval/disapproval will be sent to the organization's officers via email to current officers and advisors listed on TAMUK Involved. This means it is the organization's responsibility to keep their roster and contacts up to date!

Section V – New Organizations Proposed Organizations

1. Must submit paperwork demonstrating that the minimum requirements have been met by the deadline published by SECL to be approved for the current Academic Year. If not submitted by the deadline, organization documentation will not be reviewed for approval until the next semester.
2. Are eligible only to receive a \$300 award from SOFC once they have activated their organization account with the Business Office. Reimbursement instructions apply. New organizations are not eligible to apply for funding from SOFC for the first year

Section VI- Reimbursement Forms

1. Cash transactions are reimbursable. If using cash, make sure your receipt reflects/states that cash was used.
2. Documentation needed for a successful reimbursement form
 - a. An itemized receipt
 - b. A photo of the card used to purchase the items; the last 4 digits of the card must be visible and should match the receipt. You are welcome to cover the other digits on the card.
 - c. A photo of an ID for the cardholder
3. Best practices include providing detailed information and justifications for the items purchased.
4. The Student Organization Reimbursement Form can be found in the “forms” section of TAMUK Involved.
5. All reimbursements must be submitted within the semester in which the item(s) were purchased.