*This funding information guide is for Registered and Sponsored Student Organizations (RSOs & SSOs). If you have questions, email involve@auburn.edu.

If you have questions about funding for a Student Activity Organization (SAO) instead, please talk with your advisor and/or email Director of Student Involvement Brad Smith at smithbk@auburn.edu.

Organizations Fund Request Information
2022-2023

Please read the following information before submitting an Organizations Fund (O-Fund) Request Form to ensure that your organization qualifies to receive support from the O-Fund.

Who can request funds?
Any permanent student organization on Active and Registered Status with the Organizations Board (O-Board) may request funds. Funding requests will not be retroactively dispensed for any expenses that occurred while not on permanent status.
How much can I request?
Organizations can request funding for operating, programming, and travel/registration expenses. Organizations may request funding throughout the academic year but may only request up to the following in each category: Operating ($300), Programming ($7,500), Travel/Registration ($2,200), and Diversity Enhancement ($2,000).

What do I need to do?
You must first fill out the form through AUinvolve. The Funding Request Form must be completed in order to request a reimbursement from the O-Board. Please be sure to attach copies of any receipts, budgets, programs from conferences, etc. with your request. In addition to completing the form, you will be required to upload the O-Fund Request Supplement Form.

To complete the paperwork attached, you must also submit your Tax ID Number. You may obtain a Tax ID Number by visiting the IRS Website and filing an SS-4. You will be notified of your Tax ID Number by mail. You must have this number before submitting your request to O-Board. If you need assistance applying for a Tax ID Number, please refer to the last pages of this guide and/or email involve@auburn.edu.

The process of payment is a direct deposit, so you must also make sure to register with the Office of Procurement & Payment Services for a Vendor Number here: aub.ie/supplier. All organizations submitting a request must send a representative to a scheduled O-Board hearing. Requests will be reviewed by members of the O-Board at that time and allocation of funds will be granted to those organizations who qualify. Organizations will be invited to appear before the board at a scheduled time once their submission is received.

Once your organization's funding has been reviewed, the O-Board will send approval or denial of funds requested. Once the event/program is completed, the funds will be allocated through a reimbursement process. The organization then must complete the Funding Reimbursement Form and attach all itemized receipts if not already done on the original request form.

Questions?
If you have any questions, please contact Student Involvement at involve@auburn.edu

Learn more about the types of funds that can be requested on the pages below…
Operating Funds

Student Involvement makes available a limited amount of funds to each Permanent Status student organization to cover some of their operating expenses. Student Organizations may apply for up to $300/fiscal year for their annual operating expenses. Organizations must prepare a sample budget for what they would like to receive funding for at the time of their request.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Fundable</th>
<th>Non-Fundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising/ Promotion/Printing</td>
<td>Materials and events to recruit members, announce meetings and organizational activities; including but not limited to uniforms, banners, posters, flyers, newsletters, newspapers, and website hosting.</td>
<td>Any advertisements, promotions, or printings that are not general organizational activities located within the Auburn area. Glomerata pages.</td>
</tr>
<tr>
<td>Bank Charges/ Fees/ Legal Fees</td>
<td>Charges associated with maintaining checking and savings accounts, costs of purchasing checks; fees associated with inquiries into 501(c)3 status and other official matters.</td>
<td>Insufficient funds penalties, interest on loans, or costs associated with use and maintenance of a PayPal account; competitive or conference registrations; legal fees associated with issues of misconduct. Venmo and other payment platform fees are not included.</td>
</tr>
<tr>
<td>Books/ Subscriptions Limited to 2 subscriptions per year</td>
<td>Literature central to the organization’s purpose and available to all members of the organization. Must be mailed to organization mailing address.</td>
<td></td>
</tr>
<tr>
<td>Facility Rental</td>
<td>Charges associated with Auburn University facility rentals for general organizational meeting purposes.</td>
<td>Charges for facilities not owned by Auburn University or for non-general organizational meeting purposes.</td>
</tr>
<tr>
<td>Food Limited to no more than $150</td>
<td>Food for recruitment or marketing events; Food for members; General meetings, special or recognition dinners</td>
<td>For members of the organization, meals while traveling. For non AU students.</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>Stationery, pens/pencils, buttons, notepads, paperclips, nametags, stamps for general organizational use, and other consumable items needed to conduct business. Office equipment must be stored on Auburn University property and in nonresidential areas.</td>
<td>Branded items that could be used to promote the organization rather than an organization’s program.</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Other</td>
<td>Organizations may request funds for operating expenses that do not appear on this chart if they are not prohibited.</td>
<td>Expenditures designed for the financial gain or profit of the organization or individual.</td>
</tr>
</tbody>
</table>

**Fundable Programming**

A fundable program, for the purpose of student activity fee funding, is defined as an educational or service activity held on campus or a service/outreach activity held off campus. Fundable programs should: be open to all fee-paying students beyond the membership of the sponsoring student organization(s), provide developmental and educational outcomes for all participants, be broadly marketed, and abide by all guidelines and policies set forth by Auburn University. Fundable programs shall not use Student Activity Fee funds to support partisan political activities, denominational religious activities, or activities that violate the SGA anti-discrimination policy. Organizations may apply for up to $7,500 per fiscal year.

**Additional Considerations:** Requests for funding may be evaluated based on any number of factors including but not limited to (in no particular order):

- Clarity of request. Incomplete or vaguely worded requests will not be approved;
- Program contributes to the broad educational or service mission of the University and/or organization;
- Indication of the program’s ability to attract broad student interest;
- Degree of interaction amongst participants in a predominantly social program;
- Anticipated number of student participants and the anticipated total number of participants; events with non-students attending should charge non-students an entrance fee to assist in covering costs.
- Cost per student participant and cost per total number of participants;
- For programs with admission fees, such charges should be minimal and not cost prohibitive to attendees; Admission fees cannot exceed $15 per person.
- Indication of the student organization’s ability to implement the program within its stated timeline and available resources;
- Comparison with similarly classified programs in the same funding window;
- Program content is unique in contrast to concurrent requests.

Instances of prior funding for a program are not a guarantee of future funding. All allocations are subject to the availability of funds.
Non-Fundable Programming

Non-fundable programs include, but are not limited to:

- **Receptions/Banquets**: An end-of-the-year or award banquet, or a reception that is not part of a larger program.

- **Organization Recognition/Recruitment**: Programs in which the majority of planning and executing is handled by university staff, rather than student organization membership.

- **Department-run Programs**: Programs in which the majority of planning and executing is handled by university staff, rather than student organization membership.

- **Greater Community Programs**: Programs in which the intended participant audience has the potential to be of a majority of non-Auburn University students. In the case of expenses associated with such a program, those items which are tangible and available to a limited number of participants (e.g. food, takeaways, apparel), are not fundable. Expenses for items available to all participants (e.g. AU facility rental, speaker fees) are fundable.

- **Religious or worship services**: Any official or unofficial student organization sponsored activity in which the primary purpose is religious/spiritual. The primary intent of the event must be stated.

- **Political and lobbying activities**: E.g. partisan political activities, political campaigns, or political lobbying.

- **Fundraisers**: Events exclusively generating revenue benefitting any entity outside of Auburn University.

- **Gambling**: Any program that involves a paid game of chance where participants exchanges anything of value for the opportunity to play. These programs include but are not limited to card tournaments and raffles.

- **Alcohol**: Programs hosted by student organizations should not serve alcohol. No alcoholic beverages may be purchased through or with organization funds or funds pooled by members or guests. This includes, but is not limited to, the use of apps to collect funds for purchasing alcohol.

The program, as executed, must not deviate significantly from the program described in the original request. The O-Board reserves the right to restrict funding for such programs.

### Programming expenses

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Fundable</th>
<th>Non-Fundable*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker Costs/Professional</td>
<td>External speaker/presenter travel &amp; accommodation costs</td>
<td>An Auburn University faculty, staff, or student may not be considered.</td>
</tr>
<tr>
<td>Services</td>
<td>Speaking fee or other professional services</td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td>DJ, artist, band, rental of licensed copy of film or other entertainment media.</td>
<td>Rental costs for non-licensed copies of film, music, etc.</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Facility Charges</td>
<td>Charges associated with Auburn University owned facility rentals (room charge, set up, A/V, etc.). Charges associated for facility rentals that are not available on Auburn University campus.</td>
<td>Facilities available on campus but chose to use elsewhere</td>
</tr>
<tr>
<td>Personnel</td>
<td>Costs associated with providing uniformed or security officers, EMS/Fire prevention officers, catering/event staff, or referees/officials as programming/activity may demand.</td>
<td>Costs associated with paying Auburn employees or student workers as event staff.</td>
</tr>
<tr>
<td>Equipment</td>
<td>Purchase or rental of equipment, linens, costumes, etc. necessary for the success of a program or organization.</td>
<td>Purchased equipment that will not be securely stored or be used in the future.</td>
</tr>
<tr>
<td>Consumable Supplies</td>
<td>Costs associated with consumable supplies not limited to decorations, flowers, building materials needed for temporary set construction, printing of tickets for a program.</td>
<td></td>
</tr>
<tr>
<td>Food &amp; Beverage</td>
<td>Costs associated with providing food at a program. In accordance with the Coca-Cola contract, competitive products may not be purchased or distributed on campus. Alcoholic beverages may not be purchased or served at any organization program. Food sold for profit (bake sales, philanthropies)</td>
<td></td>
</tr>
<tr>
<td>Publicity</td>
<td>Costs for publicizing a program with flyers, giveaway items prior to the program, posters, advertising in the local media, etc. Publicizing an organization rather than an event?</td>
<td></td>
</tr>
<tr>
<td>Take-Aways</td>
<td>Costs associated with supplies for an item produced at a program or received during or</td>
<td>Cash or cash-equivalent prizes/gifts.</td>
</tr>
<tr>
<td></td>
<td>25% of each take-away, up to $100</td>
<td></td>
</tr>
</tbody>
</table>
Travel/Registration Expenses

As always, organizations must submit a roster of all participating students and an itemized budget. Organizations may apply for up to $2,200/fiscal year ($440/student maximum).

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Fundable</th>
<th>Non-Fundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel/Accommodations</td>
<td>Hotel accommodations, travel, gasoline reimbursement, car rentals (Enterprise/hertz are the preferred vendors of Auburn)</td>
<td>Meals, alcohol, or any other expense not directly related to travel or accommodations.</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>Registration fees for conferences, workshops, seminars, or events directly related to the purpose of the organization.</td>
<td>Club Sports competition registration fees.</td>
</tr>
</tbody>
</table>

For funding consideration, organizations must submit the entire program budget in addition to the Supplemental Funding Form along with their request. This budget should include itemized costs and each requested item should be placed in a fundable category. If supporting documentation is not provided at the time of hearing, the requesting organization should gather missing information and will be scheduled to reappear before the O-Board at the next scheduled hearing.

Diversity Enhancement Fund

- The Office of Inclusion and Diversity encourages students, faculty, and staff to create new opportunities to explore, advance, and understand topics related to diversity, equity, and inclusion. The Inclusive Excellence Programming Grant is specifically designed to provide support for new, innovative, and impactful approaches that advance diversity, equity, inclusion, and related concepts. Examples of programs that may be supported include lectures, symposia, workshops, conferences, performances, visit/preview days, and other programmatic efforts. We are especially interested in efforts that address gaps in opportunity and outcomes at Auburn University. This fund can be used to enhance events to promote diversity within student organizations or allow for
new events to take place. Student Organizations may apply for up to $2,000/fiscal year. Programs funded by the Diversity Enhancement Fund will also follow similar guidelines as to the Programming Fund as it relates to food and beverage costs, giveaways, travel and registration, and other applicable areas.

A post-report is required and should be provided to the O-Board documenting and reporting the following information:

- A self-evaluation including description of program/event impact
- Results of the event assessment
- Attendance figures
- Final budget
- Event photos

This report should be submitted along with the funding supplement form and will be reviewed by a committee of staff and student leaders.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Fundable</th>
<th>Non-Fundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker Costs/ Professional Services</td>
<td>Guest speakers on a topic relating to diversity, equity, or inclusion</td>
<td>Conference registration or travel expenses</td>
</tr>
<tr>
<td>Outreach</td>
<td>Outreach efforts to underrepresented populations in a field or discipline</td>
<td>Advertisement efforts not directed towards underrepresented populations</td>
</tr>
<tr>
<td>Event Programming</td>
<td>Events that expand the inclusion of issues related to race, ethnicity, gender, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, and national origin.</td>
<td>Entertainment expenses that do not have a clearly defined educational component</td>
</tr>
<tr>
<td>Program Enhancement</td>
<td>Programs that expand current efforts to be more intentional toward diversity, equity, and inclusion goals.</td>
<td></td>
</tr>
</tbody>
</table>
Travel/Accommodations

- Hotel accommodations, travel, gasoline reimbursement, car rentals (Enterprise/hertz are the preferred vendors of Auburn)
- Meals, alcohol, or any other expense not directly related to travel or accommodations.

Registration Fees

- Registration fees for conferences, workshops, seminars, or events directly related to the purpose of the organization.

How to Obtain an EIN for your Student Organization

Auburn University and Student Involvement cannot provide official financial or legal advice to students or student organizations on behalf of their organization, operations, events, and/or activities. Auburn University does not maintain records regarding organizations’ EIN and tax affiliated information. It is the responsibility of the organization to maintain accurate and up-to-date records as well as abide by all university, state, and federal laws regarding income and revenue generation and reporting.

Student organizations should NOT open bank accounts under their personally identified information (ex: social security number). This account will remain tethered to the individual until otherwise changed and can affect your credit eligibility and tax/income history without your knowledge if the account is not maintained properly by the organization. Many banks require individuals to be present to consent to being removed from an account, and your student organization members who graduate may need to return to campus to make such changes if not properly tracked and updated.

What is a Federal Tax ID Number/EIN?
The Federal Tax ID number (also referred to as the Employer Identification Number or EIN) is a number used to identify a business or other organization for revenue and tax affiliated purposes.

Why does your organization need a Federal Tax ID?
Student organizations interested in collecting dues will need to have an Employee Identification Number on file with the IRS to report their earnings each year. Student organizations that also wish to receive reimbursement funding from the Organizations Board will need an EIN.

Can we just use Auburn University’s EIN number or tax-exempt status?
No. Being an officially recognized and active organization at Auburn University allows your organization to meet on-campus and utilize some benefits, such as Auburn trademarks. Your organizations are separate entities from the university, and as such, you are expected and responsible for ensuring that your organization is in good standing financially and with the IRS.

What’s the different between an EIN and being a non-profit organization?
EIN numbers are assigned and expected for any organization or business that will be receiving revenue. Tax exempt organizations or 501(c)(3) status organizations must complete an additional lengthy application process with the IRS. With the expense and rigorous nature of reporting necessary to maintain
501(c)(3) status with the IRS, and the frequency in which organizations change leadership and graduate student members, we encourage student organizations to only apply for tax-exempt status when they are capable of being supported by outside financial and legal support not affiliated with the university.

**What if my club is affiliated with a national organization?** (ex: Fraternity/Sorority/Honorary)
Each national organization that has collegiate chapters and members at Auburn University has a unique set of rules regarding how their EIN or 501(c)(3) status can be used by those associated with the organization. Please contact your national or international chapter/organization representatives to learn more about how your organization’s funding is reported to the IRS.

**How can my organization get an EIN number?**
Auburn University cannot supply you with an EIN number. You must apply through the IRS website and follow the steps outlined below. Any questions regarding applying for an EIN number through the IRS must be addressed to the IRS as Auburn University cannot assist you with filing or other finance and legal related questions regarding your organization’s EIN status.

**How to apply:**


**Helpful IRS Website Links:**


Descriptions for types of organizations that best match your student organization are listed beginning on page 48, Chapter 4. Other Section 501(c) & page 67, in the Organization Reference Chart

**Who should I contact with questions about my organization’s EIN or 501(c)(3) status?**
For all assistance relating to applying for, maintaining, or making changes to an organization’s EIN and 501c3 status, contact the IRS. They can be contacted via their website linked above or by calling 1-800-829-4933.

*Adapted From Harvard College’s Office of Student Life circa 4/2014*