2024-2025

Campus Activities Student Organization Grants

PAPERWORK DUE- SEPTEMBER 20, 2024

Each school year all recognized clubs and organizations are given a chance to request funding. Below are the rules governing request for activity funding. \*New this year

* **\*NEW THIS YEAR-PLEASE READ**

IN ORDER TO RECEIVE 2024-2025 FEE BOARD GRANT FUNDS, YOUR CLUB WILL BE ASKED FOR THE FOLLOWING:

* 1. participate at Fall Welcome Back, Trunk or Treat, Spring Welcome Back and New Student Experience (held during June-July)
	2. provide details on how the grant funds will be spent
	3. provide minutes of each club meeting to Jennifer Fugate.
* ***No late or incomplete applications will be considered.*** ***Submissions that do not include a SOCA and if needed an updated Constitution/Bylaws by the deadline will not be considered.***
* \*!!! NO LATE PAPERWORK WILL BE ACCEPTED!!!
* Grant applications must reach Jennifer Fugate in the Office of Student Engagement by **11:59pm September 20, 2024** Request may be sent by e-mail to fugatejj@roanestate.edu Please send as an attachment in pdf format
* Money is limited, so all requests may not be granted.
* Each club or organization may make **one** request for a **maximum of $500**. (if a club or organization is multi-campus in nature they may make only one request)
* To apply for funding the club or organization must complete and submit the Student Activities Student Organization Grant application. A copy of the grant template can be found on the Clubs and Organizations web page at <https://www.roanestate.edu/?5474-Clubs-and-Organizations>.
* In addition to the grant application, each club or organization **must submit**
	1. a copy of the club constitution
	2. a copy of the RSCC Student Organization Compliance Agreement (SOCA) signed by the club sponsor and officers. The SOCA and a constitution template can be found on the clubs and organizations web page at [www.roanestate.edu/?5474-Clubs-and-Organizations](http://www.roanestate.edu/?5474-Clubs-and-Organizations).
	3. If a copy of the club bylaws or constitution is already on file with the Office of Student Engagement, only an updated SOCA must be submitted.

* **ALL DECISIONS ARE FINAL.**

**SAMPLE**

**Campus Activities Student Organization Grant Application**

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| **Organization Name** | *Please include full name of org* |
| **Faculty/Staff Sponsor** |  |
| **Account # REQUIRED** | *Without an account number money cannot be deposited* |
| **Amount Requested** | *$500 or less* |

* Organization Description: *(Briefly describe your organization, its purpose and goals)*
* Need: *(Describe the need your organization has for requesting funds from the Student Activities Fee.)*
* Intended use for money: *(Provide a detailed description of how your organization plans to use the money. If the money is being used for a conference or training, attach promotional literature and/or program schedule. If the money is being used to purchase equipment or supplies, please include a list of items and/or attach product information sheets)*
* Other fundraising efforts: *(List and provide a brief description/explanation of all other fundraising efforts made by your organization)*