

## STUDENT ORGANIZATION EVENT ALLOCATION FUND (SOEAF) POLICY

### I. NAME

This document shall be called the Student Organization Event Allocation Fund (SOEAF) Policy.

### II. PURPOSE

The Associated Students (AS) policy on Student Organization Event Allocation Fund is intended to provide financial support to recognized student organizations for events and activities on campus.

### III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the Government Affairs Committee (GAC) and report to the Associated Students Board of Directors (AS BOD).

### IV. AMENDMENTS

This policy may be amended by a 2/3 majority vote of the GAC, and reported to the BOD.

### V. GUIDELINES

- A. In order to maintain equitable funding for all events, each event, regardless of the number of groups seeking funds for its promotion, shall be held to a ceiling of \$3,500. Organizations seeking SOEAF funding for multiple events over the course of a semester must not exceed a total of \$7,000.
- B. There will be no multiple funding from Activity Fee funding sources.
- C. The student organization planning the activity must have completed the recognition process with Student Life and Leadership, per semester.
- D. The application for funding can be submitted upon the confirmation of completing the recognition process.
- E. The purpose of SOEAF funding is to provide financial support for special events held on campus.
- F. Event applications with itemized budgets shall be submitted no later than three weeks from the date of the proposed event. Applications must follow Student Life & Leadership Special Events requirements and will be reviewed at a required meeting with Student Life & Leadership.
- G. Approval or denial of each application will be assessed from a viewpoint neutral stance.
- H. If an application is denied, the recognized student organization will receive a written justification explaining the denial.
- I. The program, event or activity must be hosted on the Chico State campus and be free and open to all CSU, Chico students.
- J. All purchases must comply with the requirements outlined in the Recognized Student Organization Handbook. SOEAF funds may not be used for travel, lodging, University-prohibited items, payments to individual contractors, or raffles. The Student Life & Leadership Office reserves the right to establish additional funding parameters as necessary.
- K. All expenditures require approval in advance of purchase. Once acquired, all goods and materials funded under this process are considered the property of the recognized student organization.
- L. SOEAF will not fund graduation celebration ceremonies.

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- M. Annually funded AS programs are not eligible to receive SOEAF funding.
- N. Fifty percent of available funds at the start of the academic year shall be designated to cultural and diversity events.

Approved GAC:	12/1/03
Approved BOD:	12/3/03
Revisions Approved AFC:	4/19/06
Revisions Approved GAC:	4/24/06
Reported to BOD:	5/3/06
Revisions Approved AFC:	4/30/08
Revisions Approved GAC:	5/12/08
Reported to BOD:	5/14/08
Revisions Approved AFC:	3/10/10
Revisions Approved GAC:	3/22/10
Reported to BOD:	3/24/10
Revisions Approved AFC:	4/28/10
Revisions Approved GAC:	5/10/10
Reported to BOD:	5/12/10
Revisions Approved EFAC:	2/6/18
Revisions Approved GAC:	2/19/18
Reported to BOD:	2/21/18
Revisions Approved EFAC:	2/24/20
(effective beginning the 2020-21 elected officer term)	
Revisions Approved GAC:	3/2/20
Reported to BOD:	4/24/20
Revisions Approved GAC:	12/7/22
Reported to BOD:	2/1/23
Revisions Approved at GAC:	4/3/26
Reported to BOD:	4/8/26