

RSO Funding – SAC Eligibility

RSOs have different access to SAC funds depending on the type of RSO they are. The intent is to prevent duplicate funding by SAC. RSOs can see their administrative category on Mav Central.

Administrative Categories of RSOs and other groups on Mav Central

- **RSO – Purple:** Eligible to make funding requests to SAC for Program and Travel funds via the form on Mav Central. SAC defines these groups as Independent. Purple RSOs are not controlled by the university, but when successfully registered, may receive the benefits of RSOs.
- **RSO – Gold:** Directly funded through a department budget or the annual SAC budget process and are not eligible for funding requests through SAC (except for unexpected competition/tournament travel). Gold RSOs are under the direction of a university department with a designated advisor who shares decision-making authority with students.
- **RSO – KIC:** Funded through the Kierney International Center and not eligible for additional requests from SAC. Defined by SAC as indirectly funded RSOs.
- **RSO – MCC:** Funded through the Multicultural Center and not eligible for additional requests from SAC. Defined by SAC as indirectly funded RSOs.
- **University Department:** While some university departments, programs, and offices have pages on Mav Central, they are not RSOs and most likely are not student led. University departments are not eligible to request funds through SAC though some departments are directly funded by SAC through the annual budget process. Not eligible for RSO awards.

SAC Funding Requests for RSO-Purple

Recognized Student Organizations (RSOs) that are eligible to apply for funding through Student Allocations Committee (SAC) can apply for money to support student travel and/or an on-campus program or event.

RSO Travel Fund Request from SAC

- Submit [Request Form](#) on Mav Central at least 2 weeks prior to travel
- Maximum \$100/student, with a maximum of \$2,000 per fiscal year
- Not used for meals
- May be used for: travel costs (vehicle rental, gas receipts, bus fare, airfare, parking, etc.), registration fees, lodging costs
- Must be enrolled MNSU students
- Once approved, follow instructions provided by Theresa Schwartz and the Student Allocations Committee

RSO Program Fund Request from SAC

- Submit [Request Form](#) on Mav Central at least 4 weeks prior to event; 4-6 weeks if contracting a speaker
- Maximum \$500 per fiscal year
- Event must be open to all students
- Food may only be purchased with Program Funds if it is deemed essential to the success of the event and is purchased in accordance with university policy. (Food is limited to reception snacks and refreshments. Food must be ordered and purchased from University Catering located in CSU 219.)

- Speakers and performers for an event may be paid with approved Program Funds.
 - Anyone paid to provide a service must be registered as a vendor and listed in the Minnesota State system.
 - Only a purchase order is required for a low-risk speaker/performer event up to \$3,000 (all-inclusive). RSO representative will complete and submit a signed “Approval to Hire Guest Lecture/Presenter” form in advance of the event date. (Further instructions will be sent to your RSO representative upon approval of the Program Funding)
 - If the program may be considered high-risk or exceeds \$3,000 (all-inclusive) the speaker/performer will require a two-step process. A purchase order is needed, and they must “sign” a [university contract](#) in advance of the event date to be paid for their services.
- Preparation for the event, such as advertising, room reservations and success of prior events may be considered in determining recommendations.
- Eligible organizations may work together on an event to increase program-funding limits.
 - Separate Program Fund Requests must be submitted on behalf of each collaborating RSO.
 - Collaborative program fund requests must be submitted for consideration at the same weekly SAC meeting.
 - Increased funding limits are equivalent to the available program funds from each RSO summed together.
- Program Funds may not be used to support recruitment efforts of an organization.
- Program Funds may not be used to purchase supplies for an event that would need to be retained and inventoried on-campus due to lack of space and annual change of leadership (rakes, shovels, craft supplies, etc.)
- Once approved, follow instructions provided by Theresa Schwartz and the Student Allocations Committee

Policies & Guidelines

- Requests must be made at least 2 weeks in advance. For events where a contracted speaker or entertainer is involved, the funding request must be submitted at least 4 weeks in advance. See specific summer deadlines in SAC Guidelines.
- The SAC committee may request your presence for questioning to help them make a recommendation.
- Separate funding requests must be completed for each program event date or travel event.
- Funding requests are reviewed and processed by the Student Allocations Committee (SAC) on a weekly basis.
- Award requests are done through reimbursement. Students initially use personal funds to purchase or pay for services, and then bring in receipts and complete paperwork to be reimbursed.
- DO NOT submit SAC funding requests after an event. Your request will be denied.
- Review the full copy of [SAC guidelines](#) for more information.

Reimbursement Post Event/Travel

After the event or trip, students will apply for reimbursements from the SAC fund using the [CAO-21: Minnesota State University, Mankato Non-State Employee Reimbursement Report form](#).

- Write your name on your original receipt or invoice from your purchase.
- Staple the receipt or invoice to the CAO-21 form. We recommend keeping a scanned copy of these receipts.
- Submit the completed form for CSU & Student Activities approval.
 - For Travel Requests, take the form to Theresa Schwartz in CSU 220

- For Program Requests, take the form to Pam Guss in CSU 173
- Theresa/Pam will forward it to the business office located at 236 Wigley Administration Center for processing.
- You will receive a check in the mail at the address on file with MNSU.

** SAC will ONLY reimburse **up to** the amount you were originally approved for. If fewer students travel, the approved amount will be less than the original amount (\$100/student). **