



Campus Organizations/Forums Committee (COFC) 2010-2011 Guidelines and Application

Campus student organizations requesting funds from the Campus Organizations/Forums Committee (COFC) must:

1. Be recognized by the University;
2. Be in good standing with the CORE Office in Student Affairs (current semester registration completed, etc.);
3. Not have received any other form of campus funding (Student Services Fees, etc.); and
4. Demonstrate how the allocation of these funds will benefit the University.

Organizations may receive funding for three purposes as detailed below. An organization may receive a maximum of \$500 per event; \$750 per group during any University fiscal year (September - August).

1. Start-up Expenses for Newly Registered Student Organizations. A new student organization may request one-time funding of up to \$100 to cover routine expenses associated with start-up costs.
2. Campus Events and Forums. Organizations may request funds to sponsor campus events or forums. These events must be advertised and open to the entire student body.
3. Travel Expense. Organizations may receive up to \$75 per student for a maximum of \$600 per year for travel and registration fees. Copies of travel/conference/workshop information and proof of conference/workshop registration will be required. Expenses for faculty or staff advisors cannot be covered by Campus Orgs/Forums Funds.

IMPORTANT: A copy of all required travel paperwork must be submitted with COFC request for travel. It is the responsibility of the organization to deliver other travel documents as noted on travel forms. Travel Procedures, Travel Manifest form, Student Release form & Personal Vehicle Authorization form are available on organizations web site. <http://www.wtamu.edu/orgs>.

Rules and/or Procedures:

1. Organizations must submit their written requests to the COFC Chairperson in the Office of Student Affairs two weeks prior to the event. The office is located in Room 102 of the JBK Student Center
2. The COFC will meet weekly when requests for funds are pending. Requests for funding must be submitted according to the following schedule:

| | |
|------------------------|---|
| Fall 2010 Activities | Requests accepted August 30, 2010 - November 23, 2010 |
| Spring 2011 Activities | Requests accepted November 30, 2010 - April 13, 2011 |
| Summer 2011 Activities | Requests accepted April 13, 2011 - July 27, 2011 |

3. Consideration for the funding will be on a first-come, first served basis. Higher consideration will be given to activities that (1) are widely publicized on the Student Activities calendar and other campus-wide media (copies of flyers/advertisements should be submitted with application); (2) are predominately funded by the sponsoring organization; (3) are held on-campus; (4) encourage academic enrichment; and (5) have no admission charge to WTAMU students.
4. These funds cannot be used for purchase of items to be sold for the fund-raising events.
5. The overall available COFC funds will generally be divided equally between the fall and spring semesters. Unallocated funds may be available for summer allocations.
6. A member of the COFC who is also a member of an organization making a request for funds will not vote on that allocation. The committee must have a quorum of five members present to conduct business.
7. The COFC will recommend allocations to the vice president for Student Affairs. All organizations applying for funding will be notified in writing concerning the final outcome of their requests.
8. Funds for new organization start-up costs will be allocated based upon demonstrated need as shown on the application. Funds for travel and campus events will be reimbursed only after actual expense receipts are submitted to Student Affairs. **(Receipts must be submitted within two weeks of the event in order to be reimbursed.)** If funds are used for purposes other than those approved, the entire allocation will be forfeited.

(DUE IN STUDENT AFFAIRS AT LEAST TWO WEEKS PRIOR TO EVENT)

Campus Organizations/Forums Committee (COFC)

APPLICATION FOR FUNDING

Organization Information:

Name of Organization: _____

Number of Active Members: _____

Organization Representative:
Name _____

Address _____

Phone _____

Organization On-Campus Advisor:
Name _____

WT Box/Address _____

Phone _____

Did your organization participate in WTAMU Work-a-thon '10 Yes No How many members participated? _____

Did your organization raise funds for WTAMU Work-a-thon '10 Yes No How much did your org raise? \$ _____

Funding Request Information:

Total estimated expense for this activity: _____ Amount requested from COFC funding: _____

Amount contributed by organization: _____

Sources and amounts of any other funding: _____

This request is for (*check only one of the following and complete that section*):

_____ **Start-up Expenses for Newly Registered Student Organization**

Date of campus registration (or date of registration application): _____

Description/Justification of request: _____

_____ **Campus Events or Forums (Attach any necessary additional information and copies of flyers/advertising information.)**

Description/Purpose/Justification of Event: _____

Date/Time/Location of Event: _____

_____ **Travel Expenses (All members traveling must be listed Travel Manifest. Attach copies of travel/conference/workshop information and registration. A copy of ALL required Travel Forms must be attached with this application. It is the organization's responsibility to distribute required travel forms to designated offices.)**

Dates of Proposed Travel: _____

Destination: _____

Type of Transportation to be used: _____

Description/Justification of Travel: _____

Required Signatures:

We hereby apply for Campus Organizations/Forums Funds and agree to use the allocation for the purpose outlined above. We also agree to submit Travel and Campus Event expense receipts to the Office of Student Affairs (JBK 102) within two weeks of the completion of our activity.

Organization Representative: _____

Signature

Date

Organization On-Campus Advisor: _____

Signature

Date

Campus Organizations/Forums Committee (COFC)

Requesting Organization: _____

Requested Activity: _____

Date of Activity: _____ Requested Amount: \$ _____

Member Recommendation:

| Committee Member (PLEASE PRINT) | Amount | Comments | Initials | Date |
|---|----------|----------|----------|-------|
| 1. _____ | \$ _____ | _____ | _____ | _____ |
| 2. _____ | \$ _____ | _____ | _____ | _____ |
| 3. _____ | \$ _____ | _____ | _____ | _____ |
| 4. _____ | \$ _____ | _____ | _____ | _____ |
| 5. _____ | \$ _____ | _____ | _____ | _____ |
| 6. _____ | \$ _____ | _____ | _____ | _____ |
| 7. Kay Hagar, Chair | \$ _____ | _____ | _____ | _____ |

Notes:

Final Allocation:

| | Amount | Comments | Initials | Date |
|-----------------------|----------|----------|----------|-------|
| Don D. Albrecht, VPSA | \$ _____ | _____ | _____ | _____ |

OFFICE USE:

Date Request Received _____ SOS Status _____

Organization Allocation to Date \$ _____ Travel Allocations to Date \$ _____

ALLOCATION PROCESSED:

Date Notification Letter Mailed _____ Date Receipts Submitted _____

Date Requisition Processed _____

Notes: