What you NEED TO KNOW before applying for funding:

Good Standing
All student organizations recognized in good standing may apply for SOF. Organizations must have attended SOF training.

Questions
We strongly encourage applicants to reach out with any questions during the application process.

Training Session
It is mandatory for a student organization's President or E-board member to attend one of the scheduled training sessions on the SOF process before applying for funding. If an E-board member does not attend a session, the organization cannot apply for funding.

Be Detailed
SOF applications must describe the proposal, describe the monetary requirements, and describe how it benefits the Marquette community in detail. A highly detailed and comprehensive application not only makes the process easier but has historically improved an applicant's probability of approval.

Collaboration
We encourage collaboration among student organizations when sponsoring events. In these cases, only one application from one of the participating student organizations is necessary to achieve funding for a collaborative event.

Plan Ahead
Plan events in advance of the application. We cannot consider previous allocations for the organization's event nor similar events of other organizations.

Proof of Cost
All applications must contain proof of cost for every expense requested. Proof of cost can be in the form of screenshots of item cost on websites, quotes from vendors or facilities, or past receipts and contracts. Proof of cost cannot be an estimation or assumption of cost. The SOF committee cannot fund a request without sufficient proof of cost.

Consideration

Each funding request is considered individually and is reviewed on its potential benefit to the greater Marquette community. The SOF committee can choose to allocate full, partial, or no funding to an organization based on the application, funding criteria, and discussion. Applying does not guarantee funding from MUSG. Student organizations cannot apply twice for the same event, even if funding is denied.

Spot Funding

Spot Funding is a rolling funding process that occurs throughout the fall and spring semesters. Spot Funding can be used for small-scale and unanticipated expenses or other events that organizations were not ready to apply for in the bulk funding period. Funds are limited for spot funding and will be doled out throughout the semester. Spot funding cannot be used for events that were previously denied funding and still require all the proper documentation such as invoices, receipts, contracts, etc. Spot Funding is on a first-come, first-served basis.

Reimbursements

All funds that are allocated to a student organization are awarded through a reimbursement process. The funds that a student organization is allocated are first paid by the student organization and then reimbursed by MUSG through a detailed reimbursement form.

An exception to this reimbursement process would be any upfront costs. Upfront costs are costs payable directly by MUSG. These costs include Sodexo catering, AMU technology, MUPD security, linen/event management, publicity, or university-approved vendors. Invoices are necessary in applications for upfront costs.

University-Approved Vendors

If a student organization uses a university-approved vendor, said student organization is able to bill MUSG directly. This is an upfront cost, so organizations do not need to go through the reimbursement process; however, organizations need to coordinate this purchase with the MUSG Financial Vice President. Using a university-approved vendor is highly recommended, but not required. Usage of these vendors does not guarantee funding. Organizations must still attach a quote or invoice to their application when using a university-approved vendor.

University-Approved Vendors

This link can only be accessed on Marquette Wi-Fi or VPN.

What the Student Activity Fee can fund

Non-Political Speakers
Educational events
Documentaries, films, and performances
Tournament travel, lodging, and registration
Conference registration
Events, a series of events, services, or activities that are free and open to all undergraduate students and that enhance the great Marquette Community

What cannot be funded?

Recruiting or fundraising events
Personal goods
Operating expenses (office supplies)
Non-current expenses (expenses incurred outside the

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The Student Activity Fee cannot provide funding for award banquets and end of the year celebrations, unless it is clearly demonstrated that such an event is open to and will bene

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jD *P!J!TNJK!QP!b]QX]!S0MUNP0!NPKVYYWNP0!QS!]Q^]NK!0]JP!Nc[NX0NU:!0]NKN!WJT!JKQSN!
MPJP0QXQ[J0NU!KNRNPMN!ZKVW!0]N!"&,/![VK0QVP!VZ!0]N!,#7D!!(]N!JWVMP0!VZ!MPJP0QXQ[J0NU!
KNRNPMN!b]QX]!S]JYY!_N!JRJQYJ_YN!ZVK!JYYVXJ0QVP!S]JYY!_N!UN0NKWQPNU!_T!0]N!2MU^N0!
1VWWQ00NND!!#Z0NK!0]N!MPJP0QXQ[J0NU!KNRNPMNS!]JRN!_NNP!UN[VSQ0NU!QP0V!0]N!"&,/!
JXXVMP0:!JYY!S[VPSVKS!VZ!LMJYQZTQP^!S0MUNP0!SNKRQXNS!S]JYY!_N!PV0QZQNU!VZ!0]N!MPJP0QXQ[J0NU!
KNRNPMNS!JPU!S]JYY!KNXNQRN!PV!YNSS!0]JP!ZQRN!XYJSS!UJTS!PV0QXN!VZ!0]N!UNJUYQPN!ZVK!
SM_WQ00QP^!J[[YQXJ0QVPS!ZVK!JUUQ0QVPJY!ZMPUQP^D!!(]N!2MU^N0!1VWWQ00NN!S]JYY!KNRQNb!0]N!
J[[YQXJ0QVPS!JPU!SM_WQ0!0V!0]N!,NPJ0N!J!KNXVWWNPUJ0QVP!ZVK!0]N!JYYVXJ0QVP!VZ!0]NSN!ZMPUSD!!
#!0bV30]QKUS!JZZQKWJ0QRN!RV0N!VZ!0]N!SNJ0NU! , NPJ0N!S]JYY!_N!KNLMQKNU!0V!J[[KVRN!0]N!
KNXVWWNPUJ0QVPD!!

*D *P!J!TNJK!QP!b]QX]!0]N!$NSNKRN!7MPU!XJ[!]JS!_NNP!QPS0Q0M0NU:!0]N!KVYYVRNK!ZMPUS!0]J0!]JRN!
_NNP!UN[VSQ0NU!QP0V!0]N!]VYUQP^!JXXVMP0!S]JYY!_NXVWN!JYYVXJ_YN!_T!0]N!2MU^N0!
1VWWQ00NND!#YY!S[VPSVKS!VZ!LMJYQZTQP^!S0MUNP0!SNKRQXNS!S]JYY!_N!PV0QZQNU!VZ!0]N!ZMPUS!QP!
0]N!]VYUQP^!JXXVMP0!JPU!S]JYY!KNXNQRN!PV!YNSS!0]JP!ZQRN!XYJSS!UJTS\!PV0QXN!VZ!0]N!UNJUYQPN!
ZVK!SM_WQ00QP^!J[[YQXJ0QVPS!ZVK!JUUQ0QVPJY!ZMPUQP^D!(]N!2MU^N0!1VWWQ00NN!S]JYY!KNRQNb!
0]N!J[[YQXJ0QVPS!JPU!SM_WQ0!0V!0]N!,NPJ0N!J!KNXVWWNPUJ0QVP!ZVK!0]N!JYYVXJ0QVP!VZ!0]NSN!
ZMPUS!VP!0]N!,NPJ0N\S!0]QKU!7JYY!,NWNS0NK!WNN0QP^D!#!0bV!0]QKUS!JZZQKWJ0QRN!RV0N!VZ!0]N!
SNJ0NU! , NPJ0N! ,]JYY!_N!KNLMQKNU!0V!J[[KVRN!0]N!KNXVWWNPUJ0QVPD!

!

.1978A@!$(((!:!%I=1@E87?01!/0A91E?01;!

#D #YY!KNRNPMNS!0V!0]N!XKNUQ0!VZ!"&,/!S]JYY!_N!UN[VSQ0NU!QP0V!JP!JM0]VKQ`NU!"&,/!JXXVMP0!
_T!0]N!7QPJPXQJY!.N[JK0WNP0!QP!0]N!QUNP0QXJY!ZVKW!QP!b]QX]!Q0!bJS!KNXNQRNUD!!(]N!
7QPJPXQJY!+QXN!6KNSQUNP0!S]JYY!JSXNK0JQP!0]N!JXXVMP0!b]QX]!QS!NP0Q0YNU!0V!0]N!KNRNPMNS:!
MPUNK!0]N!J[[KVRNU!_MU^N0:!JPU!S]JYY!0KJPSZNK!0]N!UN[VSQ0!JXXVKUQP^YT!0V!0]N!J[[KV[KQJ0N!
JXXVMP0SD!

2D 7QPJY!_MU^N0JKT!JYYVXJ0QVPS!0V!S[VPSVKS!VZ!LMJYQZTQP^!S0MUNP0!SNKRQXNS!WJT!_N!Nc[NPUNU!

!

. D #PT!S[VPSVK!VZ!J!LMJYQZTQP^!S0MUNP0!SNKRQXN:!]JRQP^!JP!JUNLMJ0N!_JYJPXN!KNWJQPQP^!QP!Q0S!

!

> ?&@#&#',0B/ZB0-'C'' D*=?=@$%=3@'38'09>'hZ-0'P=?='P=8%'M35?'$@#'F*$5=8=F$%=3@'38'5&F&=<=@I'
8)@#=@I'853?'43%K'09>'$@#'%K&'H53I5$?'J3$5#'
> ?&@#&#',/B,B0-'''C'' G*$5=8=F$%=3@'38'FK$5=%$4*&'F3@%5=4)%=3@7'
> ?&@#&#'-BAB0Z''''C'' T3#=8=&#'<3%=@I'"53F&#)5&'835'09>'$@#'J)#I&%'G3??=%%&&'0&@$%357'
> ?&@#&#'UBLB0Z''''C'' 2&=?4)57&?&@%'#3F)?&@%$%=3@'5&\)=5&?&@%7'
> ?&@#&#'ABLB0R''''C'' Y@F5&$7&#'"35%=3@'38'>F%=<=%+'M&&%3'09>'%3'@3'*&77'%K$@'A-g.'?3#=8=&#'
8)@#=@I'#&$#*=@&7'835'F*)4'7"35%7.'$@#'F*$5=8=&#'%K$%'35I$@=_$%=3@7'?$+'3@*+'
$""*+'3@F&'835'$@'$F%=<=%+a'
> ?&@#&#'AB/LB0U'''C' Y@F5&$7&#'09>'%K5&7K3*#'835'0&@$%&'$""53<$*'%3'h/-00'
> ?&@#&#'/B/1B,,'''C'