

Dean's RSO Advancement Funding Program--Guidelines

Recognized Student Organizations (RSOs) in the Lumpkin College of Business & Applied Sciences (LCBAS) who are also active in the LCBAS Dean's Student Advisory Board may make an annual request of the Dean to fund activities that demonstrate evidence of advancing the goals and objectives of the organization. Funding will be based on the merits of the request, the organization's attendance, and support of the LCBAS Student Advisory Board activities and upon the availability of funds. The purpose of funding support to LCBAS RSOs from the Dean is to:

- bring recognition to EIU LCBAS student organizations through participation in professional activities beyond the campus,
- support the efforts of LCBAS student organization members to compete for awards and other recognitions of excellence at professional events,
- advance the leadership development of LCBAS RSO members through participation in student leadership activities at professional meetings,
- enhance the professional development of LCBAS RSO members from attendance at professionally relevant off-campus activities

Examples of the types of activities for which LCBAS RSOs may request funding support, in priority order, are:

- Student chapter competitions at professional association conferences
- Student leadership activities at professional association conferences
- Attendance at national/international professional association conferences
- Attendance at regional/state professional association conferences
- Field trip activities planned by RSOs for organization members

Requests for funding support must be submitted in advance of the planned activity. Priority consideration for Fall and Spring semester activities will be given to requests received on or before September 19. Budgeted funds will be allocated following review of those requests, and RSO contact persons will be notified by September 30 of what, if any, funds have been awarded them. Requests received after September 19 have little, if any, likelihood of receiving funding support. The funding limit per RSO is \$500 per academic year. An RSO that does not spend its approved funding will not have its funding request the following year considered until all other RSO requests have been considered.

Only expenses which are allowable according to State of Illinois and University policies will be considered for payment/reimbursement. Examples of allowable expenses include meeting/conference registration fees, competition entrance fees, airline tickets, mileage allowance for car transportation, and lodging. With the exception of prepaid conference registration fees, funds provided will be as reimbursements for documented expenses incurred. All expenses for which reimbursement is requested must be itemized for reimbursement, and no reimbursement will be authorized without ORIGINAL receipts of those expenses. A written report of the event funded must also be attached to the reimbursement request.

Procedure for making a Dean's RSO Advancement Funding Request is as follows:

- Download from the Dean's Office web page: <http://www.eiu.edu/~lumpkin/deans-ofc.php>
- Submit the completed request form to Diane Ingle in the Dean's Office on/before September 19.
- If funding is approved, complete and submit a Reimbursement Form to the Dean's Office within two weeks following the event funded. No reimbursements will be provided for expenses submitted after May 15. Reimbursement may be expected approximately two weeks following submission of actual expenses/receipts.

For more information, feel free to contact Ms. Diane Ingle, Dean's Office, Lumpkin 4800, tel. 581-3526, email dmingle@eiu.edu

Dean's RSO Advancement Funding Program--Funding Request Form

LCBAS RSO requesting funds: _____

RSO Contact Person for request:

Name _____ Position in RSO: _____

Local address: _____

Phone: _____(Residence) _____(Cell) Email: _____

Individual/Association who will receive funding payment _____

Event for which funding is requested:

Event: _____

Sponsor/Professional Association: _____

Place: _____ Date of event: _____

How many members of the organization are expected to attend this event? _____

In what specific ways will members be participating in the event other than simply attending?

In what specific ways is participation by the RSO members in this event expected to advance the goals and objectives of the RSO and otherwise have a positive impact on the organization?

In what specific ways will participation in this event meet the purposes of the Dean's RSO Advancement program?

\$ _____ Total funding requested (Attach a detailed list of anticipated expenses for which funding is requested and documentation to verify those expenses.)

Has this RSO received prior funding from the Dean this academic year? ____No ____ Yes

If yes, how much? \$ _____ (Funding limit is \$500 per RSO per academic year)

From what additional sources (e.g., RSO, department/school, personal) will funding for this event be provided and for how much? _____ \$ _____

Signature of Contact Person: _____ Date: _____

Signature of Faculty Advisor: _____ Date: _____

Dean Approval: _____ Amount: \$ _____ Date: _____

Questions about and final submission of this request should be directed to Ms. Diane Ingle, Dean's Office, Lumpkin 4800, tel. 581-3526, email dmingle@eiu.edu

Dean's RSO Advancement Funding Program

Reimbursement Form

RSO: _____

Event Funded (Name, place, date/s):

Individual requesting reimbursement:

Name _____

Address _____

Social Security Number _____

Expenses:

Registration or other fees (**Original receipt/s required**) \$ _____

Travel

Automobile mileage _____ total miles
@ \$0.505 per mile \$ _____

Air/Train (**Original receipt required**) \$ _____

Lodging (**Original receipt required**) \$ _____

Meals (**Original receipt/s required**) \$ _____
(NO ALCOHOL WILL BE REIMBURSED)

Other (describe) (**Original receipt/s required**) \$ _____

TOTAL AMOUNT REQUESTED \$ _____

Signature of person being reimbursed: _____ Date: _____

Approval of Dean: _____ Date: _____

Submit this form with original receipts attached to Ms. Diane Ingle, Dean's Office, Lumpkin 4800 within two weeks following the event. No reimbursement for expenses submitted after May 15 will be approved.

A written report of the event must also be attached to this request for reimbursement. The report should describe the event, the specific activities in which RSO members participated, and the positive outcomes to members and the organization.