

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 requests 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 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 October 1st. Budgeted funds will be allocated following review of those requests, and RSO contact persons will be notified by October 17th of what, if any, funds have been awarded them. Requests received after October 1 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 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. **Individuals can only be reimbursed for a maximum of \$200.** A written report of the event funded must also be provided with the reimbursement request.

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

- Obtain a Funding Request Form from the Dean's Office (Lumpkin 4800) or 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 October 1st.
- 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