

Program Fund Frequently Asked Questions

Q. How do I know which form to fill out – event or travel?

A. Event or travel form – an event is any program or activity that your RSO is hosting/organizing, while a travel request entails traveling (by car, bus, plane or train) to another location for a conference, competition, etc.

Q. If my organization is funded administratively or departmentally, can we apply for funds?

A. No. Organizations that receive financial support through a department on campus cannot also apply for student fees through the RSO Program or Opportunity Funds.

Q. What are Highlighted Excluded Expenditures?

A. Organizations allocated fees through the RSO Program Fund may **not** use those fees to request or provide:

- financial support for political program, parties, individual political candidates, or direct lobbying efforts
- support, contributions, or travel expenses for any private person (including non-ISU students who are members of RSOs), group, association, or business except for goods and services rendered
- payment for employment of faculty or civil service personnel unless authorized because of unusual circumstances
- payment of faculty, A/P, or civil service professional dues
- gifts for advisory and participating members
- payments of debts and expenditures incurred from any previous fiscal year except under special circumstances
- alcohol

Q. How many times can my organization apply for funds?

A. Your organization may apply several times with new requests to the Opportunity Fund, but organizations cannot come back to the Fee Board with the same request several times in hopes of getting more money. It is highly encouraged to take advantage of the Program Fund when you can apply for multiple budgets at the same time, and to not rely on the Opportunity Fund.

Q. Can we request reimbursement for a program or travel that has already taken place?

A. No.

Q. How long does it take for my organization to find out if we were funded?

A. For the Program Fund – after Spring Break. RSOs are notified of the Fee Board's decision via a letter in their RSO mailbox in the Student Involvement Center.

Q. Will we receive a check or will the allocated money be transferred to our account? How long does this take?

A. Allocated funds are placed into an account for the RSO that is managed by RSO Financial Services or the organization's Fiscal Agent. The Program Fund is available starting July 1. Funds can be distributed as soon as a member attends financial training, but funds aren't distributed until training occurs.

- Q. If the RSO does not use all the money they were allocated, do they get to keep it?**
A. No. Funds are distributed for specific programs and travel that occur in a span of a year and if the money is not fully used for the purpose it was allocated for it is returned to the Fee Board.
- Q. My organization is politically or religiously affiliated. Can we still apply for funding?**
A. Yes, if the request is for a program or travel that is educational in nature. Funds are distributed in a viewpoint-neutral process – programs do not have to be viewpoint-neutral, but student fees cannot support political or religious activities.
- Q. My RSO received funds for a program but the costs have changed, which are out of our control, and we need more money. What should we do?**
A. Your RSO can fundraise to make up the difference or apply for an Opportunity Fund program request to get the additional funds that you need.
- Q. My RSO received funds for a program but the costs have changed, which are out of our control, and we want to shift money from one budget line to another. What should we do?**
A. You can fill out a Change in Program Allocation Form/Change in Travel Allocation Form and submit it to the Student Involvement Center for the RSO Fee Board to review and make a decision on the change in allocation.
- Q. What are hearings? How many people can attend from my RSO?**
A. Hearings are 15 minutes long in length for 2 or less fund proposals. During your hearing, spend 5 minutes providing any new information (not provided in your documents) and 10 minutes answering questions. RSOs are able to bring 3 members and 1 advisor/fiscal agent, if desired.
- Q. I need help submitting my Program Fund Request. Who can help?**
A. You can meet with someone in the Student Involvement Center by appointment by emailing or calling the office.