

BSOF RSO Funding Guide 2022-2023

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Application Link: <https://ramlink.campuslabs.com/engage/submitter/form/start/498204>

Process:

- The student organization applying must be a RSO recognized by SLiCE for the academic year (2022-2023) in which you are applying.
- The event must be open to all CSU-enrolled students.
- If a single line item (i.e. one single purchase/fee) is \$4,999.99 or greater the RSO needs to present to the BSOF Board a minimum of **42 calendar days (6 weeks)** before the event date. Therefore, the **application needs to be submitted more than 8 weeks before** the event date.
- If all line items are less than \$5,000 the RSO needs to present to the BSOF Board a **minimum of 28 days (4 weeks)** prior to the event and the application needs to be submitted **more than 6 weeks before the event**.
- RSOs must submit this electronic BSOF Application by 5:30 pm, **two Mondays prior** to the BSOF meeting they wish to present.
- Presentations the following Thursday are not guaranteed, but the chances are higher if you complete in a timely manner.

Funding:

BSOF's primary purpose is to allocate a portion of the ASCSU student fee to RSOs for educational programming (including but not limited to academic, cultural, co-curricular, etc.). Often and in the past, BSOF covers the cost of speaker/performer fees, venue/rental costs, event insurance, and marketing. Up to **\$15,000 total for the academic year**

can be requested, and requests can be for numerous events or just 1 event.

Funding will **not** be approved for any of the following:

1. An RSO designed for the express purpose of benefiting University operated residential communities
2. An RSO recognized by the Department of Campus Recreation as a "Sport Club"
3. Awards, trophies, and prizes
4. Capital expenditures (asset or equipment) anything with more than a one-time use (please refer to CSU Financial Procedure Instructions FPI 4-1 for definitions)
5. Capstones, student projects, events receiving academic credit, or scholarships
6. College commencement ceremonies
7. Concessions
8. Contest entries
9. Contributions or expenditures, from any source, to campaigns involving the (i) nomination, retention, or election of any person to any public office; (ii) to urge electors to vote in favor of or against any statewide ballot issue, local ballot issue, referred measure or recall election
10. Craft or office supplies
11. Damage deposits
12. Decorations
13. Departmental funding

14. Donations

15. Events occurring over fall break, winter break, spring break, and/or finals week, including the surrounding weekends; an exception may be granted upon discretion of the Board

16. Flower and floral arrangements

17. Amusement rides or interactive games (includes but is not limited to inflatables, bouncers, slides, mechanical bulls)

18. Newsletters

19. Operational costs of any RSO

20. Raffle tickets

21. Salaries or supplemental pay (please note, honorariums cannot be made in payment to CSU employees: faculty, staff, or students)

22. Travel for students (must adhere to SLiCE's Travel Policy on SLiCE's website)

If you are interested in hosting a performer or speaker, and are interested in an honorarium funded via BSOF, the following deadlines are encouraged:

- Less than **\$5,000** - Should complete all forms and application **4 weeks prior** to event date
- Greater than **\$5,000** - Should complete all forms and application **6 weeks prior** to event date
- Greater than **\$10,000** - Should complete all forms and application **8 weeks prior** to event date

**Please reach out to Jillian Cook (ascsu_finance@colostate.edu) if you have any questions.

