

University of Illinois at Urbana-Champaign (Illinois) SORF Standards and Restrictions for 2019-2020

Approved by the Board on August 23rd, 2019

Before applying the standards listed below, SORF will first critically review each application and determine to what extent the activity or event will impact the ILLINOIS campus community before any funding decisions are made. **SORF may make adjustments to funding accordingly. Funding is always subject to the availability of funds, which is assessed on a semester basis.**

Standards and restrictions are subject to change, especially between academic years.

Maximum allocation for any one RSO is \$10,000 per year or 5% of the annual revenues of the Board, whichever is less. All funding is calculated against the price paid before taxes.

SORF will fund only one event or travel activity per application, and it must be submitted by the RSO Treasurer.

Application will be automatically denied if not submitted by the RSO Treasurer, as listed in UofIConnections.

Provide your full estimated costs to SORF when applying. Do not calculate the percentages SORF will fund on your application, or SORF may calculate these percentages twice, resulting in delays in receiving your full allocation.

NEW FUNDING ITEMS IN 2019-2020

- SORF will fund up to 80% of supplies, which are defined as items that are disposable and have a use at a single event. This includes decorations as well as arts and crafts. (Supplies & Permanent Equipment)
- SORF will fund banners as permanent equipment up to 80%. (Supplies & Permanent Equipment)
- League fees and association memberships will be funded for RSOs only, not individually, at 50% up to a maximum of \$1,000/year/RSO. (Contractual Services)

CONTRACTUAL SERVICES

(Maximum allocation for any single contractual service is \$5,000, inclusive of travel costs)

SORF will fund up to 80% of contractual fees for speakers, performers, referees of ILLINOIS hosted league games, and judges for ILLINOIS hosted events and competitions.

SORF will fund travel and lodging costs for contractors at SORF's travel standards (see next page).

For speakers or performers, SORF will not fund the same individual or group more than once per academic year.

Every speaker and performer contractual service request requires that a biography or résumé be submitted to the appropriate SORF Board pre-reviewer. If a contractual service is \$5,000 or more, SORF requires a co-sponsorship.

The "Funded by SORF" Identifier (found at <http://illiniunion.illinois.edu/involvement/sorf/resourcesForms.aspx>) must be visibly included on all advertising, publicity, newspaper ads, etc. for events funded or partially funded by SORF fees. The document(s) must be submitted with the SORF Expenditure Request form to receive reimbursement.

RENTAL (FACILITY, EQUIPMENT, SERVICES)

SORF will fund up to 80% of rental space for events held on-campus at ILLINOIS. On-campus is defined by the event being held at a university-owned facility.

SORF will fund up to 80% of University rentals and up to 40% of non-University rentals. This includes rentals for items and spaces for games, lectures, performances, practices, rehearsals, and other activities.

SUPPLIES & PERMANENT EQUIPMENT

SORF will fund up to 80% of permanent equipment. Equipment now includes costumes and uniforms. Uniforms must be branded to represent the RSO, not based on a specific event.

LICENSES/ROYALTIES FOR INTELLECTUAL PROPERTY

SORF will fund up to 80% of the cost of a license or royalty to present a motion picture, perform a stage production, including but not limited to plays or musicals, recite a literary work or perform a score of music. The presentation or performance must be public and free to University students. Any live performance must be performed by the RSO receiving funds or a significant number of the RSO's members.

SORF will fund software licenses at 50% up to a maximum of \$2,500/year/RSO. SORF encourages RSOs to consult with the University of Illinois Webstore to see if they may be able to help the RSO purchase software at a lower cost.

PUBLICATIONS/COMMUNICATIONS

SORF will fund up to 80% for production of journals, magazines, or newspapers up to 4 per semester.

SORF will fund copies, flyers, newsletters, brochures, pamphlets, and programs at \$.10 for the first 100 and \$.05 for every copy up to a total of 500.

SORF will fund electronic advertisements at 80% per location up to \$50/event.

SORF will fund social media ads at 80% up to \$50 per event.

The "Funded by SORF" Identifier (http://illiniunion.illinois.edu/involvement/sorf/bootstrap/img/SORF_Logo_2Color.jpg) must be visibly included on all advertising, publicity, newspaper ads, etc. for events funded or partially funded by SORF fees. The document(s) must be submitted with the SORF Expenditure Request form to receive reimbursement.

TRAVEL

(Maximum allocation for any single trip is \$1,500.)

SORF will provide funding for competitive, educational, performance, or service related travel off-campus to include transportation, lodging, registration, and/or international travel insurance.

SORF will fund only one mode of transportation per trip.

SORF will fund up to 25% of pre-tax/fee round trip ticketed travel (domestic and international) up to \$140/person; this includes travel by air, rail, bus, or sea.

SORF will fund up to 25% of roundtrip mileage for automobile travel (personal or rented) at \$0.565 per mile per automobile.

If the number of passengers per automobile is less than or equal to 4:1, SORF will fund as if the passenger-vehicle ratio is 4:1.

SORF will fund up to 50% of roundtrip mileage for chartered bus travel at \$1.50 per mile. [20 people minimum]

SORF will fund 50% of Lodging up to \$55/night/room for rooms with a 4 person capacity. If utilizing a shared lodging service, such as AirBnB, official occupancy for the lodging must be presented during the application process. SORF will

fund per occupancy rates at \$13.75/night/person. If the number of persons per room is less than or equal to 4:1, SORF will fund as if the person-room ratio is 4:1.

SORF will fund up to 50% of registration fees up to \$100/person.

SORF will fund up to 50% of team registration fees up to \$300/team.

SORF will fund up to 50% of mandatory international travel insurance up to \$30/person (includes Canada and Mexico).

SORF will fund activities primarily directed at career development and networking. RSOs interested in this funding must show that attendance is providing a benefit to the campus community over primarily an individual benefit.

Funding of international travel requires submission of a copy of the International Travel by a Student Group Reporting Form with the stamp of receipt by the Study Abroad Office. This must be received in the SORF office by the application deadline. The Study Abroad Office requires this form two months in advance of departure for any destination outside the United States.

TYPES OF REQUESTS THAT ARE PROHIBITED

- **NEW TO 2019-2020:** Cleaning supplies
- Activities that are primarily directed at travel for career fairs or the presentation of research. **RSOs must show that conference attendance is primarily benefiting the RSO and providing a benefit to the campus community over primarily benefiting individual RSO members.**
- Alcoholic beverages, or any activity or communication, which incorporates a reference to alcoholic beverages or promotes or is supported by an alcoholic beverage manufacturer, distributor, sales organization or vendor.
- Coaches, spectators, teachers or instructors defined as the same individual leading the same group in multiple workshops/activities similar in nature.
- Court actions, arbitration or legal fees.
- Events or activities in which admission is charged to ILLINOIS students. (Events or activities can charge non-ILLINOIS students)
- Events or activities which are intended for electioneering or lobbying efforts, activities, fund drives or campaigns.
- Events or activities which are purely social in nature.
- Events or activities which involve proselytizing.
- Events or activities which raise money, including for charitable purposes, or are otherwise fundraising projects, events, or activities, including supplies/costs associated with such.
- Food is not fundable. Please see SORF's educational document for other possible funding outlets. Some events may have an all in one registration that includes food. SORF will fund registration at standard in these cases.
- Internal organization business including internal retreats/training seminars.
- Investments in or capital to any business or commercial enterprise, or intended to generate a profit.
- Lethal weapons or ammunition, tobacco or tobacco products, illegal or illicit substances or devices.
- Parking payments or parking spaces/lot rentals.
- Payment to those identified as contracted Foreign Nationals.

- Projects, activities, or services found or reasonably presumed to be in violation of local, state or Federal law and/or university rules, regulations, policies and procedures or activities.
- Retroactive payments.
- Shipping fees.
- Telecommunications charges.
- The portion of any eligible item that constitutes taxes, including but not limited to: sales/ use taxes, occupancy/hotel taxes, transportation taxes, contractor income or payroll taxes.
- Vehicle rental (SORF will fund mileage per travel standards)
- If payment or prize money is awarded, the RSO must either forfeit the prize money in question or its SORF funding for the event.

ADDITIONAL REASONS WHY REQUESTS MAY BE DENIED

- The RSO is not in good standing with the Office of Registered Organizations; this covers issues with rosters and accounts.
- The RSO is planning to go abroad and did not submit the required International Travel by a Student Group Reporting Form by the application deadline. This form must be submitted to the Study Abroad Office and a stamped copy to the SORF office.
- The RSO's application for funding is grossly incomplete.
- The RSO fails to communicate with SORF during the pre-review process.
- SORF reserves the authority to decline any RSO application if the Board believes the RSO is attempting to violate SORF standards and restrictions. RSOs should have the organization they have for operational purposes, not as a means to circumvent rules. Any RSOs refused on this policy will be allowed to appeal to the board and explain how their organizations operate and how it requires their current structure.