



**SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ STUDENT FUNDING GUIDELINES ~**

2025-2026 R1

SIU Southern Illinois University
CARBONDALE



**SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ FUNDING GUIDELINES ~**



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ARTICLE I – THE STUDENT FUNDING BOARD

SECTION 1 – Purpose

1. The purpose of the Student Funding Board is to make allocations of the Student Organization Activity Fee in an efficient and non-biased manner. The Student Funding Board will:
 - a. Serve the student body with a neutral viewpoint concerning student programming.
 - b. Provide funding assistance for RSO programming and operations.
 - c. Support community wide programming efforts, and when funds allow, support directed demographic programs and events.
 - d. Serve as stewards of the Student Organization Activity Fee.
 - e. Act in accordance with the Student Funding Guidelines and USG Constitution.

SECTION 2 – Composition

1. The Student Funding Board will be composed of the following members:
 - a. The Vice-President of Finance of Undergraduate Student Government
 - b. Six (6) Senators from Undergraduate Student Government
 - i. The Student Funding Board will elect one (1) Secretary from the committee.
 - c. The Vice-President of Finance of Undergraduate Student Government will be the Chairperson of the Student Funding Board.
 - d. As chairperson, the Vice-President of Finance shall create a funding hearing schedule for the Student Funding Board that meets biweekly when the senate is not in session.
 - i. The only time the funding board will not meet is during official university holidays and the summer intersession.
2. For a Senator to become a member of the Student Funding Board, they must be nominated by a member of Undergraduate Student Government and then confirmed by a majority affirmative vote of the Senate.



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SECTION 3 – Removals

1. Members of the Board may be removed by a motion during a USG Senate Meeting, approved by a 2/3 affirmative vote.
2. The Vice-President of Finance / Chairperson may not be removed from their position on the Board unless removed from their position as Vice-President of Finance, in which case they may be removed as outlined in the constitution. Terms of membership on the Student Funding Board last until the end of the fiscal year for which the member was nominated. The Vice-President of Finance of USG remains a member of the Board for the duration of their office as Vice-President of Finance. The Undergraduate Student Government Executive Board may not assume the responsibilities of the Student Funding Board at any point during their term.

SECTION 4 – Duties & Responsibilities

1. Members of the Student Funding Board will fulfill the following duties and responsibilities:
 - a. Attend all meetings of the Student Funding Board.
 - b. Understand and be able to interpret the Student Funding Guidelines.
 - c. Act in accordance with the Student Funding Guidelines and USG Constitution.
 - d. Review all funding applications and relevant documents prior to Board meetings.
 - e. Assist the Board Chairman in keeping records for the Board.
 - f. Complete other tasks as required by the Board or Vice-President of Finance.
2. Members will be allowed three (3) excused absences per semester from student funding board hearings. Members with more than three (3) excused absences can be removed from the Board by a bill of removal being presented to the Senate, and may not hold a seat on the Board for the remainder of the fiscal year.
 - a. An unexcused absence is grounds for automatic removal from the Student Funding Board.
 - b. Emergency Excused Absences need to be approved (1) hour before each Student Funding Board hearing.
 - i. Emergency Excused Absences Include but are not limited to:
 1. Family Emergencies
 2. Personal Emergencies



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3. All other specific emergencies will be reviewed on a case-by-case basis by the Vice-President of Finance.
 - c. Other Excused Absences need to be approved three (3) calendar days before the next student Funding Board hearing.
 - d. Excused Absences include but are not limited to:
 - i. Class Trips
 - ii. Planned Leadership Conferences
 - iii. Jury Duty
 - iv. Work
 - v. Religious Observations
 - vi. Interviews for Graduate/Professional School or Full-Time Employment Post-Graduation
 - vii. Other Explained Reason.
 - e. If there is a circumstance where three (3) calendar days is not enough time, the Vice-President of Finance can make an exception to the three (3) calendar day rule.

SECTION 5 – Student Funding Board Schedule

1. The Student Funding Board will meet on a regular schedule as announced by the Vice-President of Finance at the beginning of the fall academic year. Hearings should be scheduled to take place bi-weekly while the senate is not in session. The only time the Board does not meet is during Official University Holidays and Summer Intercession.

ARTICLE II – THE RSO FUNDING PROCESS

SECTION 1 – RSO Requirements for Receiving Funding

1. Registered student organizations that meet the minimum requirements to request either operational funding or event funding shall complete the following process to make a request for funding from Undergraduate Student Government.
 - a. Minimum Requirements include but are not limited to:
 - i. Good Standing with the University and Office of Student Engagement
 - ii. RSO Umbrella Status, if RSO is an umbrella



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- iii. 50% or more of RSO members are Undergraduates
- iv. Must have at least five (5) currently enrolled students in your organization according to the Office of Student Engagement
- v. Must have a full time SIU Faculty or Staff Member for an Advisor according to the Office of Student Engagement

SECTION 2 – Funding Application & Scheduling a Hearing

1. Organizations shall complete the USG Funding Request form in the “Treasury” tab within their Presence page.
 - a. Submissions will be reviewed by the Student Funding Board for completion.
 - i. Incomplete submissions will not be considered for funding.
 1. If an organization makes a request that does not abide by the Student Funding Guidelines, they will be notified and asked to submit an appropriate request.
2. Once a funding application is submitted, RSOs may choose a time to be heard.
3. If organizations apply and there are no spots left, they may not present at the upcoming hearing due to large numbers of RSOs applying.
 - a. These organizations that do not receive a meeting time at the upcoming hearing may select a later date.
 - b. If a hearing time opens, the Vice-President of Finance may contact the next RSO in line based on application submission time for the upcoming hearing.
 - c. The Student Funding Board shall meet with members of the organization submitting the request. Organizations that fail to attend their meeting with the Student Funding Board without prior written notification, of at least twenty-four (24) hours, will not be considered for funding for that semester at the discretion of the Funding Board.
 - d. Instances that are considered but not limited to:
 - i. Personal Emergencies
 - ii. Family & Friend Emergencies
 - iii. Illness
 - iv. Unforeseen Transportation Issues



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- v. Unforeseen Academic Conflicts
- e. Advisors, graduate students, and non-SIU students shall not be allowed to give the presentation or submit the funding request.
- f. Written correspondence includes email or business letter.
- g. Special Circumstances may be accepted at the discretion of the Vice President of Finance or USG Advisor(s).

SECTION 3 – Funding Hearing

- 1. RSO responsibilities include but are limited to the following:
 - a. RSOs must bring seven (7) handouts or upload them to the Funding Request Application.
 - b. The handout must include the following:
 - i. Expense Summary
 - 1. All the purchases requested in the funding application with justification.
 - a. If requesting over three (3) line items, the RSO must include a table.
 - 2. How much the RSO has fundraised/collected in dues.
 - c. Give a three (3) to seven (7) minute presentation with the following points:
 - i. Purpose:
 - 1. Requested amount of funding.
 - 2. Name of event(s) or item(s).
 - 3. How many members are attending if applicable.
 - ii. Brief description of your RSO.
 - iii. Description of the event(s) or item(s).
 - iv. Positive impact the event(s) or item(s) will have on undergraduate students.
 - d. Answer any questions that the board presents.
- 2. Funding Board responsibilities include but are not limited to the following:
 - a. Members must listen to the hearing.
 - b. Evaluate and read the RSO handouts to help inform their decisions.
 - c. Keep records of the RSO hearing.
 - d. Manage time for each RSO to preserve scheduled hearing times.



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SECTION 4 – Funding Board Recommendations & Recommendation Appeals

1. The Student Funding Board shall decide on the amount of funding an organization should receive within three (3) business days.
2. The Student Funding Board must justify all amounts allocated in the recommendation email and why RSOs may not have received full funding.
3. The organization shall then respond to communications from the Student Funding Board, within three (3) calendar days, if they choose to accept the amount that was decided upon by the Student Funding Board.
4. If the RSO is not content with the recommendation, they may email the Student Funding Board within three (3) calendar days of the recommendation and state they would like an appeal. From there, the Senate should make a final decision during the next scheduled Senate meeting.
5. If an RSO does not respond to communications from the Student Funding Board within three (3) calendar days of the initial communication, the funding request will no longer be considered.
 - a. If the organization accepts the amount recommended by the Student Funding Board, that amount shall be considered final. In this case, the Student Funding Board shall present their decision as a Funding Bill during the next scheduled Senate meeting.
 - i. The appropriate Funding Bills shall be signed by the Vice-President of Finance and sent to the Office of Student Engagement for processing within two (2) business days of the approval correspondence.
6. If the organization chooses to appeal the amount recommended by the Student Funding Board, the amount shall be presented by the RSO to the senate at the following Senate Meeting.
 - a. RSO & Senate Procedures:
 - i. Once an appeal is signaled from the RSO, the Funding Bill Recommendation will be transferred into a Senate Bill.
 - ii. The time of the appeal shall be determined by the Executive Board Member that builds the Senate Meeting agenda.
 - iii. When the Senate has reached the Funding Appeal portion of the Agenda, the Judicial Board will be signaled to leave the room.



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iv. Appealing RSO Member Requirements:

1. Adhere to USG Senate Meeting dress code.
 - a. Business Casual or Professional Clothing.
2. Appeal Presentations:
 - a. Must be no longer than 5 minutes.
 - i. There will be an extra 5 minutes allotted for Senate Member questions after the presentation is finished.
 - b. Must Include:
 - i. Summary of who your RSO is and what it does for its members.
 - ii. Explanation of the event(s) or item(s) that your RSO is requesting funding for and if it has happened in previous years.
 - iii. Positive impact the event or items will have on undergraduate students.
 - iv. Brief summary and justification for each line-item request.
 - v. The presentation must also include everything detailed on the Appeal handout.
3. Must bring at least 25 handouts for Senate Members or send their handout to the Executive Vice-President to be placed in Microsoft Teams.
 - a. This accommodates 1 handout for every 2 members.
 - b. RSOs can request that the USG Office print handouts at least 48 hours prior to the scheduled meeting.
4. Templates will be provided, but if an RSO decides to make their own handout the following must be included:
 - a. Handouts may not be longer than 2 pages.
 - b. Name of RSO and name of event if applicable.
 - c. Summarize what the RSO is.
 - d. Explain the event that the RSO is requesting funding for.



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- e. Have a total number of members in the RSO according to “Saluki Connect” and an estimated number of Undergraduate Students Attending the event, if applicable.
 - f. Expense Summary:
 - i. List of **original** items and costs requested in the funding application.
 - 1. If requesting over three (3) line items, the RSO must include a table.
 - 2. The **original** funding application can be obtained at the request of the Vice-President of Finance.
 - ii. Note the efforts of which the RSO has attempted to fundraise or collect dues for the event, trip, or items.
 - g. RSOs may put any appropriate media on the handout that regards the event or their members. (Not Required)
- v. USG Senate and Executive Board Responsibilities:
- 1. The Executive Board must provide a handout printing upon request of the appealing RSO.
 - 2. The Executive Board must provide a stopwatch/timer/clock at the podium for RSO’s to see the time for their presentation.
 - 3. Senators must listen and respect RSOs that are appealing.
 - a. Senators that are talking during the appeal may be asked to leave by the Executive Vice-President unless there is an emergency. From there Quorum will be adjusted accordingly and it will count as an unexcused absence.
 - 4. Senators on the Funding Board are not permitted to vote on the matter. They will be disclosed from quorum and attendance will be adjusted for the vote.
 - a. There will still be a vote from the senate on the matter even if the new quorum is not met.



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- vi. Following the presentation, the amount presented may be debated and amended by the senate. Discussion for this will last 5 minutes unless there is an extension of debate signified from the floor.
 - vii. When discussion is finished it will then be voted on by the Senate.
7. Once the Senate has issued a ruling of a ½ affirmative vote regarding funding of a registered student organization, the appropriate Senate Bills shall be approved by the President and sent to the Office of Student Engagement for processing within two (2) business days of the passing of the Bill(s).

SECTION 5 – Process of Appeals for an Unfair Ruling

1. If an organization feels they have been treated unfairly during the application process, they may file an appeal.
2. Organizations may appeal if they feel that:
 - a. Undergraduate Student Government (including the Student Funding Board) did not act in accordance with the USG Constitution and/or Student Funding Guidelines.
 - b. The Student Funding Board acted with bias.
 - c. The Student Funding Board did not act in accordance with University and/or state policies and procedures.
3. Organizations should follow the process outlined below to submit an appeal:
 - a. Within five (5) business days of an infraction occurring at their Funding Hearing with the Student Funding Board or Senate Meeting, in which the error occurred, the organization should submit, in writing, an official email explaining the process issue to the USG Judicial Board.
 - b. Appeals should be in the form of a business letter and/or email, explaining the situation to the USG Judicial Board, and detailing the infraction made.
 - c. If the USG Judicial Board can make a clear and definite ruling on the appeal, then they are entitled to do so. If not, the appeal will be taken to the USG Advisor(s).
 - d. The respective parties will rule on the appeal, and their decision is final.
 - e. If the appeal is upheld, the application process will restart from where the infraction occurred.
 - f. If the appeal is denied, then the application will continue as before the appeal, or be terminated as necessary.



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SECTION 6 – Application Periods

1. Funding applications for registered student organizations shall remain available for the duration of the academic year. However, organizations should expect the entire funding process to take approximately within two (2) weeks unless there are extenuating circumstances. All funding requests shall be submitted via Presence as outlined in Article II, Section 1.
2. Application Periods are to be determined by the USG Vice President of Finance.

ARTICLE III – UMBRELLA ORGANIZATIONS & OPERATIONAL FUNDING

SECTION 1 – Operational Funding Definition

1. Operational Funding given to an Umbrella Organization shall be used for their everyday uses, annual events, and to assist in funding the component organizations that fall under their umbrella.
 - a. Everyday Use Items are items that assist in the operation of the Umbrella Organization. These include but are not limited to:
 - i. Paper and Printer Ink
 - ii. Pens, Pencils, and Markers
 - iii. Equipment used during room reservations
 - iv. Organizational Items (e.g. file cabinet, storage container, etc.)
 - v. Training
 - b. Annual events are events that have occurred in prior academic years or are proposed to occur annually.
 - c. Funding may be allocated to specific events/items of a component organization that falls under their umbrella.
2. A maximum of \$20,000 may be allocated for operational funding.
 - a. Allocation of all Operational Funding shall follow the same standards outlined in Article II and Article III.



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SECTION 2 – Operational Funding Application and Schedule

1. The Vice-President of Finance must send an official email regarding all information and all scheduling for Operational Funding Applications and Hearings by the first week of the Spring Semester to Umbrella Organization Executive Boards, the USG Funding Board, and the Constituency Organization and Umbrella Committee.
2. Applications will be accepted starting on February 1st and closes on the last day of school before SIU’s official “Spring Break.”
3. Operational Funding Applications must be submitted through Saluki Connect and include the following:
 - a. A fiscal report of events/items and USG Operational Funding received during the current school year when applying for the next year (except new umbrella organizations).
 - b. A report of events/items from the current school year and how they benefited undergraduate students.
 - c. A report on OSE Account expenses from the current school year.
 - d. All general items and their expected budgets for the next year.
 - e. Any new proposed events that the umbrella organization will be doing yearly.
 - i. The proposal must include the following:
 1. What the event is.
 2. How it benefits undergraduate students.
 3. A budget for the event.

SECTION 3 – Operational Funding Hearing & Schedule

1. Operational Funding Hearings will take place by March 31st unless there is an extenuating circumstance and cannot replace RSO Funding Hearings.
2. Operational Funding Hearings must include the following USG parties for which all members will receive a vote:
 - a. USG Funding Board Members
 - b. USG Constituency Organization and Umbrella Committee Members
3. During the Hearing:



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- a. Umbrella Organizations will schedule a 25-minute hearing slot with the Vice-President of Finance after they submit their application.
- b. Umbrella presenters will arrive 10 minutes prior to their scheduled time.
- c. Their presentation will be up to 15 minutes long and must include the following:
 - i. A PowerPoint presentation and narration that outlines all aspects of the hearing listed below:
 1. Who the umbrella organization is and what they contribute to their RSOs and Undergraduate Students.
 2. How many RSOs benefit from the Umbrella Organization.
 3. What event(s)/item(s) they hosted/used during the current school year, how successful they were, how many undergraduate students attended, and their budget.
 4. Explained uses of allocated funds from the current school year.
 5. A total amount of funds not used that were allocated for the current school year, if any.
 6. A total new amount that is being requested with their allocations and what event(s)/item(s) this new budget would assist with for the upcoming school year.
 - ii. Any New Annual Event Proposals.
 1. New Annual Event Proposals must include the following:
 - a. What the event is.
 - b. Why they have decided to host this event.
 - c. How much the event will cost.
 - d. How many students are expected to attend.
 - e. How this event will benefit RSOs and undergraduate students.
 - f. Any discontinued Annual Events.
 2. Discontinued Annual Events must include the following:
 - a. What the event was.
 - b. Why is it being discontinued.
 3. A conclusion/summary of the presentation.



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- d. After PowerPoint, there will be up to 10 minutes of questions.

SECTION 4 – After the Hearing

1. Deliberation of funding will take place at the time that the Funding Board and COUC have decided.
2. The Vice-President of Finance must present recommended Operational Funding Amounts to the Senate by the second to last Senate Meeting as a Senate Bill with justification of allocated funds.
 - a. These Senate Bills must be approved by a majority vote before the meeting is adjourned.
 - b. This business cannot be tabled.
3. The Vice-President of Finance must send an official Operational Funding Recommendation over email to the President of the RSO within five (5) business days of being presented to the senate.
 - a. This amount cannot be appealed.

ARTICLE III – FUNDING POLICIES

SECTION 1 – General Policies

1. The following are general policies governing the allocation of funding:
 - a. Only events that are open to the entire Undergraduate Student Body will be eligible for funding.
 - b. Organizations not in good standing with the University are not eligible for funding.
 - c. RSOs requesting funding must have at least 50% of undergraduate students in their member population.
 - d. Allocated funds are to be spent only on what the funds were specifically allocated for. If an event is canceled due to unforeseen circumstances, funds can be used for the same event moved to a new day within the same semester.
 - e. An exception can only be made to the date, not the event, with full discretion from the Student Funding Board.
2. Unused allocated funds will be swept from an organization's account at the end of each academic year.
3. Prior approval must be obtained from the Office of Student Engagement for all expenditures. Failure to do so may result in out-of-pocket expenses.



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4. Organizations should never enter contracts or purchase items before funds are allocated and confirmed to be in the organization's account unless their funding request is for reimbursement. However, doing so may result in out-of-pocket expenses if reimbursement funding is requested.
5. Organizations may not charge an entry fee for events for which an allocation covered all costs. If an event received funding for less than the total costs, entry fees may only cover the remaining costs. Organizations may not earn profit from entry fees. Organizations that earn a profit will be subject to a sanction from the USG Judicial Board
6. The Student Funding Board and USG are in no way obligated to fund any specific event, or any specific line item for an event.
7. Organizations must provide proof of purchase (i.e. receipts) for every purchase made with allocated funds to the Office of Student Engagement. Failure to do so will result in the revocation of allocated funding and subject the RSO to be sanctioned by the USG Judicial Board.

SECTION 2 – Limitations

1. The following are limits for allocations. These limits do not entitle or guarantee certain amounts but instead limit the amount an organization may request and receive. Limits apply to allocations during normal Allocation Periods determined by the Vice-President of Finance.
2. Registered Student Organizations (RSOs)
 - a. No Organization may receive more than \$5,000 per fiscal year from USG RSO allocated funding.
3. RSOs that are Members of an Umbrella Organization.
 - a. No Organization may receive more than \$5,000 per fiscal year from USG RSO allocated funding.
 - b. Organizations may receive funding from an Umbrella Organization at the discretion of the Umbrella Executive Board even if they have reached their \$5,000 limit with USG RSO allocated funding.
 - i. A RSO that is a member of an Umbrella Organization has the ability to request funding from both their Umbrella Organization and the USG Funding Board for the same event(s)/item(s).



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4. Umbrella Organizations
 - a. No Organization will receive more than \$20,000 per fiscal year.
5. Constituency Organizations
 - a. No organization may receive more than \$6,000 per fiscal year.
 - i. \$1,000 for Everyday Expenses
 1. Office Supplies and Training
 - ii. \$5,000 for Events

SECTION 3 – Event Funding

1. Before applying the standards listed below, the Student Funding Board will critically review each application and determine to what extent the activity or event will impact the SIUC campus community before any funding decisions are made. USG may adjust funding accordingly. Funding is always subject to the availability of funds, which is assessed on a yearly basis.
 - a. Standards and restrictions are subject to change, especially between academic years.
 - b. USG may fund as many applications as submitted for a particular funding hearing with each application having one event, trip, or list of items needed for the RSO.
 - i. RSOs should specify the number of applications submitted when signing up for a hearing.
 - c. The Funding Board will only grant RSOs two hearings per semester.
 - d. Quotes for good and services are required to be included on any funding request.
 - e. The “Sponsored by USG” identifier must be visibly included on: all advertising, publicity, etc. for events funded or partially funded by USG fees.
2. Allocation of funds, during a Student Funding Board Meeting, shall be made first by the percentage given and then the maximum amount will restrict the amount of funds given.



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SECTION 4 – Items & Services That May Be Requested to a Specific Amount

1. Contractual Services (Speakers/Performers)

- a. The maximum allocation for any single contractual service is \$3,500, inclusive of travel costs.
- b. USG will fund up to \$1,000 to the contractual fees for speakers and performers for SIUC hosted events and competitions. These events require speaker/performer contract for cost verification.
- c. USG will fund up to \$1,500 of accommodations for speakers and performers for SIUC hosted events and competitions. These events require speaker/performer contract for cost verification.
 - i. Accommodations include, but are not limited to:
 1. Lodging
 2. Transportation
 3. Meals
- d. For speakers or performers, USG will not fund the same RSO, who is the sole sponsor of the event, more than once per year.
- e. Every contractual service request requires a speaker biography or résumé, and a publicity plan for the event. This must be submitted on Presence with the funding application.
- f. If a contractual service is \$5,000 or more, USG requires a co-sponsorship. If it is a cosponsored event, each organization must submit an identical budget for the event. Each organization will be heard by the Funding Board on the same day at the same time. Allocated funds will be split evenly by the number of RSO sponsors with cap of total funds available to RSOs combined.

2. Rental (Facility, Equipment, Services)

- a. USG will fund up to \$200 in required uniforms. Required uniforms must be able to be used multiple years, if being purchased.
- b. USG will fund up to \$750 on rentals (including required personnel)
- c. USG will fund up to \$750 for food and refreshments
- d. USG will fund up to \$750 for T-shirts for the specific event which money is being requested.

3. Permanent Equipment

- a. USG will fund up to \$3,000 total for permanent equipment.



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- b. USG will fund up to \$3,000 for consumables, defined as raw materials for the specific use towards a competition or event for educational gain and not for economic gain, except for fundraising.
4. Decorations
 - a. USG will fund up to \$50 for decorations.
 5. Sustainability
 - a. USG will fund up to \$750 for sustainable products.
 - i. Sustainable products include, but are not limited to:
 1. Items that provide environmental, social, and economic benefits.
 2. Items that protect the environment over its entire life cycle, from the extraction of raw materials to its disposal.
 6. Licenses /Royalties for Films or Performing Arts
 - a. USG will fund up to \$400 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), or recite a literary work or perform a score of music.
 - i. The presentation or performance must be public and free to University students.
 - b. Any live performance must be performed by the RSO receiving funds or a majority of the RSO's members.
 7. Publications/Communications
 - a. USG will fund up to \$500 of production of journals, magazines, or newspapers.
 8. Marketing
 - a. USG will fund copies/flyers/newsletters up to \$200 per event.
 - b. USG will fund electronic advertisements up to \$30 per platform.
 9. Travel
 - a. USG will provide funding for competitive, educational, performance, or service-related travel off-campus to include but is not limited to transportation, lodging, registration, and/or international travel insurance.
 - i. Maximum allocation for any single trip is \$5,000.
 - ii. USG will fund up to \$200/person of roundtrip ticketed travel (domestic and international); this includes travel by air, rail or sea; whichever is more practical.



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- iii. USG will fund up to 50% of roundtrip mileage for automobile travel (personal or rented) at the University rental rate per mile.
- iv. USG will fund up to \$1,000 of roundtrip mileage for chartered bus travel.
- v. USG will fund Lodging up to \$115/night/room for rooms with a 4-person capacity (including but not limited to AirBnB and hotels).
- vi. USG will fund registration fees up to \$150/person for individual and team registration.
- vii. USG will fund mandatory international travel insurance up to \$30/person.
- viii. USG will fund up to \$20/person/day for meals/food

SECTION 5 – Ineligible Items/Events to be Requested

- 1. The Student Funding Board may decide to not recommend funding for any line item. The following line items are not eligible for funding:
 - a. Types of Requests That Are Prohibited
 - i. 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.
 - ii. Beverages that are not currently sponsored by the University (i.e. Pepsi-Cola)
 - iii. Court actions, arbitration or legal fees.
 - iv. Events or activities which raise money except for charitable purposes or RSO fundraising projects.
 - v. Anything considered Operational Funding, unless applying for Operational Funding
 - vi. Investments in any business or commercial enterprise intended to generate a profit.
 - vii. Lethal weapons or ammunition, tobacco or tobacco products, illegal or illicit substances or devices.
 - viii. Shipping fees.
 - ix. Telecommunications charges.
 - x. Prizes, awards, or trophies
 - xi. Registered Student Organization cannot come for funding with the intent to profit for organization. All potential investments in future funding opportunities are debatable by



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and for the discretion of the Funding Board. Charitable Fundraising vs. Organizational Fundraising

- xii. Unnecessary Uniforms/Clothing
 - xiii. Items not directly related to the event for which the budget is intended
 - xiv. Stipends for Officers that exceed \$250 per officer or 20% of Proposed Budget
- b. Additional Reasons Why Requests May Be Denied
- i. The RSO is not in good standing with Southern Illinois University, the Office of Student Engagement, or the Accountants.
 - ii. The RSO's application for funding is incomplete.
 - iii. The RSO fails to communicate with USG during the pre-review process.
2. The Student Funding Board reserves the right to decide not to recommend funding for any specific item.

ARTICLE IV – VIOLATIONS TO THE GUIDELINES

SECTION 1 – Judicial Branch & Organization

1. If it has been determined that the Student Funding Guidelines were violated at any point throughout the process, it shall be considered a violation of the Undergraduate Student Government Constitution. Violations of the Undergraduate Student Government Constitution are to be handled by the Judicial Board.
2. If the Judicial Board determines that a violation of the Undergraduate Student Government Constitution has occurred during the allocation of funds, all funds granted through improper procedure shall be considered null and void. The Judicial Board reserves the right to make a final ruling in these instances that cannot be vetoed by the President.
3. Organizations that have been involved in the retraction of funds due to Constitutional violations that are of no fault of their own reserve the right to resubmit a funding request to be reheard by the Student Funding Board. This funding request can be submitted, after the event has taken place, within the next funding period. If an organization has been found to be at fault for a violation of the Constitution, they may not resubmit the same particular funding request.



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- Registered student organizations reserve the right to appeal a ruling regarding the funding of their organization if they believe that decisions were made with bias or are in violation of the Undergraduate Student Government Constitution. In cases where it has been determined that the organization is not at fault for the violation, cases shall be handled by the Judicial Board.

ARTICLE V – AUTHORITY OF THE GUIDELINES

SECTION 1 – Authority

- This document is the governing document of the Student Funding Board. All allocations of funding will follow the policies and procedures of this document. This version will supersede any previous version and will remain in place until a new version is approved to replace it.
 - The new version will be followed, for event and operational funding, no matter what version of the funding guidelines the original proposal was made.

SECTION 2 – Amendments to the Guidelines

- Amendments to the Student Funding Guidelines require a 2/3 affirmative vote of the Senate of Undergraduate Student Government.

SECTION 3 - Exceptions to the Guidelines

- Specific exceptions may be made to the Student Funding Guidelines only when proposed by the Student Funding Board Vice President of Finance and approved by a 2/3 affirmative vote of the Senate of the Undergraduate Student Governments.

ARTICLE VI – UPDATE NOTICE

The Undergraduate Student Government in accordance with the Governing Documents Committee last updated the USG Funding Guidelines in April 2025, with a minor revision in December 2025. These Funding Guidelines have been published for the 2025-2026 Southern Illinois University school year.