

*The highlighted text throughout this document represents **revisions** to the Student Organizations Funding Guidelines for the 2026-2027 academic year.

STUDENT ORGANIZATIONS FUNDING GUIDELINES TEXAS CHRISTIAN UNIVERSITY

ARTICLE I

Scope

Section 1. This document shall represent the full-time members of the undergraduate student body as defined by Texas Christian University.

Section 2. The Finance Guidelines shall be binding on all officers and Finance Board members participating in the Student Government Association (SGA), as outlined in the Student Government Code (SGC) Title 2 Chapter 1 Section 1.

Section 3. The purpose of the Finance Board is to responsibly and equitably allocate Student Government Association funds in support of recognized student organizations whose programs, events, and initiatives advance their organizational missions, enrich the undergraduate student experience, and contribute to a vibrant campus community.

Section 4. All decisions involving the Finance Board and Appeals Board shall be open to any current TCU student and will not be restricted on the basis of race, color, religion, sex, national origin, ethnic origin, disability, age, gender, sexual orientation, covered veteran status, or any basis protected by law.

Section 5. All financial awards will be provided via the Maximum Available Student Organization Funding line item, as determined by the current fiscal year Student Government Association budget.

ARTICLE II

Financial Awards

Section 1. Funding Eligibility

To be eligible for funding, a student organization must:

- (a) Be recognized and in good standing with the Office of Student Organizations as an active undergraduate organization;
- (b) Have no outstanding financial responsibilities;
- (c) Use funding within the semester of the initial request;
- (d) Register the event in TCU Engage prior to submitting a funding request;
- (e) Use SGA funding only for the purposes approved by the Finance Board. Misuse of funds may result in penalties, as determined by the Finance Board and Student Activities.

Section 2. Funding Timeline

For events or purchases requiring direct billing or contract-based items (equipment rentals, yard sign purchases, on-campus services such as DJs, novelty rentals like photobooths, etc.):

- (a) Funding applications must be received **six** weeks in advance of the event if unable to use a TCU-approved vendor;
- (b) Organizations requesting SGA funding for expenses involving an external vendor are responsible for completing all required university contracts and approval procedures prior to the event, even when partnering with or advised by an academic department;
- (c) Funding applications must be received **three** weeks in advance of the event if using a TCU-approved vendor;
- (d) Information about approved vendors can be found by emailing sgapurchasing@tcu.edu.

Section 3. Funding Utilization

- (a) Funding must be used within the semester of the initial request;
- (b) Organization funds should not be used to purchase items that will be reimbursed by SGA funds;
- (c) Tangible items purchased with SGA funds must primarily benefit the student organization and further its mission. All such items shall remain the property of the student organization and may not be purchased for personal use or ownership of any individual;
- (d) Only current TCU students, faculty, staff, and registered university affiliates are eligible to receive reimbursements. Organization bank accounts, off-campus advisors, and parents cannot be reimbursed.

Section 4. Funding Requirements for Yard Signs

All requests for yard sign funding must adhere to the following requirements:

- (a) Funding applications requesting yard sign purchases must be submitted at least **three weeks prior to the event in accordance with the funding timeline outlined in Article II, Section 2;**
- (b) All yard signs funded through SGA must be purchased through SGA's approved vendor by contacting sgapurchasing@tcu.edu;
- (c) Organizations may not seek reimbursement for yard signs purchased outside of the approved vendor except during the retroactive funding period;
- (d) Organizations may request funding for no more than 15 yard signs per individual funding application;
- (e) Organizations may receive funding for a maximum of 45 yard signs per academic year;
- (f) Organizations are encouraged to design reusable promotional materials whenever practical. For recurring events, organizations should avoid including specific

- dates or event-specific information on yard signs and other promotional items when a more general design can be reasonably reused in the future;
- (g) Organizations are responsible for retrieving and restoring and/or recycling all yard signs within two days after the conclusion of their event. For events occurring on a weekly basis, organizations must retrieve and store all yard signs within two days after the final scheduled event.

Section 5. Funding for Food

- (a) Requests for food funding must clearly demonstrate how the food directly supports the mission or purpose of the organization or event;
- (b) All food purchased with SGA funds must comply with State of Texas food safety and handling requirements as outlined in the Student Organization Handbook;
- (c) Food requests will be evaluated individually based on the organization's mission, anticipated attendance, event purpose, and available funds. Funding is not guaranteed, and requests may be funded in full, in part, or denied at the discretion of the Finance Board;
- (d) Organizations are expected to pursue reasonable and cost-effective meal options that appropriately reflect the purpose and anticipated attendance of the event;
- (e) Organizations hosting an event that includes a meal, rather than only snacks or refreshments, may charge undergraduate students a reasonable ticket fee only with prior approval from TCU Student Activities and the Finance Board. Ticket fees and optional donations upon entry may be charged for faculty, staff, graduate students, and community members without Finance Board approval;
- (f) For the purpose of these guidelines:
- a. A meal is defined as food intended to serve as a complete breakfast, lunch, or dinner. Examples include, but are not limited to: catered meals, buffet-style meals, boxed meals, pizza, sandwich platters, breakfast tacos, and other comparable meal options.
 - b. A snack or refreshment is defined as light food or beverages intended to supplement, but not replace, a meal. Examples include: cookies, donuts, chips, fruit, granola bars, coffee, lemonade, or similar refreshments.
 - c. The determination of meal versus snack will be left solely to the discretion of the Finance Board.
- (g) Revenue generated from ticket sales must be used to solely offset the direct costs of the approved event.

Section 6. Funding Limitation

The following are unable to be funded:

- (a) Branded items or giveaways – such as apparel, plaques, or promotional materials – that are not clearly aligned with the organization’s mission or strategic marketing goals as defined in Article IV Section 3 of these guidelines;
- (b) Non-charitable prizes;
- (c) Travel and lodging expenses;
- (d) Registration or conference fees that do not directly support the organization’s mission or values as defined in Article IV Section 3 of these guidelines;
- (e) Food and beverages that do not promote the mission of the organization or purpose of the event as defined in Article IV Section 3 of these guidelines. This includes recurring organization meetings;
- (f) Internal social or formal events;
- (g) Events with no meal component where an undergraduate student is charged a ticket fee. Faculty, staff, graduate students, and community members may be charged ticket fees and optional donations without Finance Board approval;
- (h) Direct monetary contributions to non-profit organizations;
- (i) Scholarships, gifts, or non-charitable donations of any kind;
- (j) Alcohol, drugs, or any items banned as outlined in Section 3 of the TCU Code of Student Conduct;
- (k) Software, technology items, or subscriptions provided for all students by TCU;
- (l) Equipment and items that can be rented through Student Activities;
- (m) Fines or penalties levied against the organization or its members.

Section 7. Finance Board Discretion

- (a) All evaluations, decisions, and interpretations of the Funding Guidelines are at the sole discretion of the SGA Finance Board;
- (b) Each funding request is reviewed on a case-by-case basis, and the Finance Board reserves the right to grant exceptions when deemed in the best interest of the student body;
- (c) If a denied funding applicant disagrees with the Finance Board’s discretion, they are allowed the ability to appeal the initial decision as outlined in Article V.

ARTICLE III

Organization Funding Application

Section 1. Organization Funding and Collaboration Request Overview

- (a) Student organizations must submit the event, for which they are requesting funding, to TCU Engage prior to submitting a funding application;
- (b) All organizations must fill out the same application to receive SGA funding;
- (c) Within the funding request, the following sections must be included:
 - a. Funding Acknowledgement
 - b. Organization Information
 - c. Collaboration

d. Funding Information

Section 2. Funding Acknowledgement

All organizations must understand and acknowledge the following before moving forward in their funding request:

- (a) The Finance Board reserves the right to make whatever funding decision they deem fit, as outlined in Article II Section 5;
- (b) The Finance Board makes their decisions in preference order in accordance with their funding priorities;
- (c) The Finance Board may ask for any organization to present further information if they see fit;
- (d) Individuals reserve the right to the appeal process, as outlined in Article V;
- (e) Individuals have read and made sure that their request follows the Finance Board's funding guidelines, as outlined Article II.

Section 3. Organization Information

All organizations must provide the following information before moving forward in their funding request:

- (a) Student organization's full name;
- (b) Organization's mission statement, as listed in TCU Engage or one's constitution;
- (c) Organization standing with TCU;
- (d) Applicant organizational title and email address.

Section 4. Collaboration

If an organization is requesting funding from theCrew or theEnd, they are unable to receive funding for the same program or event from SGA. In choosing such an alternative, an individual must provide the following information:

- (a) An overview of the event they are hoping to create and collaborate on;
- (b) Preference for working with theCrew or theEnd.

Section 5. Funding Information

All organizations must provide the following information to submit their funding request:

- (a) Number of primary undergraduate members, defined as those who pay dues and/or attend at least 75% of meetings;
- (b) Number of secondary members, defined as those who do not pay dues and/or attend less than 75% of meetings;
- (c) Number of graduate student members;
- (d) Organization due collection acknowledgement;
- (e) If collecting dues, an explicit amount charged per semester;
- (f) Current organization bank account balance;
- (g) Current plans for bank account balance, if there is one;

- (h) Alternate fundraising efforts or other sources of funding an organization has sought out;
- (i) Total amount of money requested;
- (j) Summary of what requested funds will be used for. An itemized list of estimated expenses must be presented;
- (k) Where the event or initiative will take place;
- (l) When the event or initiative will occur. This must be in accordance with Article II Section 2;
- (m) Event details, providing a few paragraphs on what the event is, who it is that the organization is trying to reach, and what the anticipated impact will be;
- (n) Event priority, as outlined in Article IV Section 2;
- (o) Organization advisor's name and email;
- (p) Funding officer's name, email, and phone number;
- (q) Funding agreement, outlined to include the following acknowledgements:
 - a. Accepting the funds from SGA as determined by the Finance Board;
 - b. Reading and understanding the guidelines of the Finance Board as outlined in Chapter 4 of the SGC;
 - c. Reading and understanding the funding distribution guidelines of the Finance Board as outlined in Article IV Sections 1 through 3;
 - d. Understanding that funds provided by SGA will be used only for the purposes indicated in the funding application;
 - e. A duly elected or appointed officer is filling out the application, entering a contractual obligation with SGA;
 - f. The individual filling out the form is the contact person regarding the organization's funding;
 - g. All financial information provided is true and to the best of the applicant's knowledge.

ARTICLE IV

Funding Decisions

Section 1. Organizations are limited to, but not guaranteed, a maximum of \$15,000 in SGA funding per academic year. This cap applies to the total combined amount allocated for all approved events, programs, and functions.

Section 2. The Finance Board must consider funding priorities. Such are outlined whereas (a) is the strongest priority and (e) is the weakest:

- (a) On-campus student organization event that is accessible, available, and appealing to all students.
- (b) On-campus student organization activity that enriches the student experience for all student organization members and is actively furthering one's mission.
- (c) Off-campus student organization activity that enriches the student experience for all student organization members and is actively furthering one's mission.

(d) Off-campus student organization activity that enriches the student experience for a subset of the organization's members and is actively furthering one's mission.

(e) Activities that do not clearly demonstrate advancement of the organization's stated mission or benefit to the undergraduate student body.

Section 3. An organization's mission is the primary consideration in all Finance Board decisions. An organization's mission is defined as one's driving motive to serve the student body as a contributing member of the TCU community.

Section 4. The Finance Board must reach a simple majority to approve an organizational funding request. As stated in Article II Section 4 Subsection (a), the Finance Board holds interpretative discretion of the provided information in a funding request.

Section 5. All applicants will be informed of the Finance Board's decision within the week of the funding request's review. All decisions shall provide transparency into the financial allocation provided upon request.

Section 6. When a financial request is accepted in-part, providing approval for some line-item requests and denying others, the funding applicant must be made aware of these differences.

Section 7. When any component of an applicant's request is denied, the Finance Board must provide the individual in-question with an opportunity to appeal the decision, as outlined in Article IV.

ARTICLE V

Appeals

Section 1. All appeals from the Finance Board must be completed 48-hours after receiving a funding decision. An appeals application will be attached in instances where the Finance Board does not completely fund a given request.

Section 2. The SGA Treasurer will confirm receipt of the appeal and notify the organization of the date which their appeal will be reviewed. The Treasurer may extend the organization the offer to attend the appeal review.

Section 3. Appellants must explicitly outline which line-item funding requests they are seeking to overturn. Failure to do so will result in a denied appeal.

Section 3. Appeals will be reviewed by the SGA Cabinet members during their next scheduled meeting. An advisor must be present at the review.

Section 4. Successful appeals garner a majority vote of SGA Cabinet, resulting in an overturn of the Finance Board's initial line-item ruling(s). Once initial ruling(s) are overturned, the Cabinet may decide to fully or partially fund requested line items individually.