The SORCE
SORCE program focuses primarily on recognized student organizations supporting on-campus, out of the classroom engagement that supports: Leadership and Organizational Development; Civic Engagement; Global Citizenry; and Community Building and Celebration. SORCE also collaborates in funding late night programming focused on providing OSU students activities on Thursday, Friday and Saturday between 8 PM and 2 AM - that contributes to a connected, healthy community.

This program will provide financial resources, and an access to activity sponsorships to all Recognized Student Organizations that submit funding requests, and meet the funding criteria for each fund or allocation type. The Student Events & Activities Center will employ currently enrolled OSU students to serve in support of management, allocation and annual submission to the Student Incidental Fee Committee. Students will serve in roles of program coordinator(s), administrative support, and members of the allocation team. The allocation of funds will meet or exceed all Oregon Open meeting regulations as well University policy regarding use and process of funds.

Affiliate Fund
Use and Allocation Guide
FY 16 $98,056

Affiliate Allocation:
Eligible: The organizations represented in the FY 16 budget are defined as SORCE Affiliates. These are Asian Pacific American Student Union, Gamma Alpha Omega, Meso American Student Association, MEChA, Black Student Union, Omega Delta Phi, Rainbow Continuum, Socratic Club, Hydrophiles, and Hui O Hawaii.

Purpose: An annual allocation of funding to recognized student organizations that have consistently and successfully supported the out of the classroom experiences of OSU students. SORCE provides funding that supports on-campus sponsored activities, events, as well as organization and member development. Funds can be allocated towards member participation at a regional meeting or conference for FY 16 in alignment with Partnership Allocation guidelines.

Criteria: The following criteria has been established to create the opportunity for all funded activities to meet or exceed the SORCE standards of Community Care and University, State, Federal processes, policies, regulations and laws.
- All SORCE activities must uphold the OSU Community Non-Discrimination Policy
- All SORCE activities must be reported through Student Organization Database
- Affiliate funding allocation occurs during the student fee process in winter term of the proceeding funding year
- Recognized Student Organizations applying for funding must be in an active status with the University
- Maintain Activity Sponsorship through the Student Events & Activities Center or be Sponsored through a University college or department. Activity sponsorship includes risk assessment,
financial management, university process adherence, and organization completion of orientation and training modules as it relates to type of activity being sponsored.

- All SORCE funded activities must contribute to campus sustainability and wellness. Recycling, composting, etc. are required where applicable.
- All SORCE funded activities must be maintained at a reasonable and prudent cost. Activities that exceed a cost of $20 per estimated participant will be required to set a ticket cost to cover the additional cost. Ticket Cost minimum is $5.00 per person.
- All SORCE activities funded through a Program/Event/Activity allocation must be held on the OSU Corvallis Campus*

**Approved Expenses:** OSU Facilities, Equipment Rental, Performance & Speaker Fees (including travel), Marketing, Supplies, Public Performance Fees, light refreshments (not to exceed $5.00 per person), and meals not to exceed - Continental Breakfast $8.00 per person, Breakfast $10.00, Lunch $12.00, Dinner $15.00, and travel.

**Limited and Excluded Expenses:**

- Food service must be maintained at a cost not to exceed $5 per person for light refreshment, and must be supported by a ticket fee for **non-student participants**, excluding VIP guests - minimum ticket cost set at $5.00. Full cost of catered meal should be recovered for **non OSU students**, excluding children. For example, Catered Meal Cost $15.00 - Non-OSU ticket minimum of $15.00. Ticket fee for children (under 6 years old) minimum of $5.00.
- Advertising – because these events are funded with student fees, the **primary target audience are OSU students**. Non OSU individuals are not excluded at open events, but should remain the minority of participants. Therefore, advertising through regional or national mean is limited to events that facilitate a high number of participants. For example, LaSells Stewart Center.
- ½ page or larger Daily Barometer Marketing- this size ad is cost prohibitive
- If non-OSU individuals are the target of the opportunity, total cost allocation not to exceed $5 per person.
- **All items** that can be reused are SORCE property and must be entered into the SORCE inventory for general purpose use.
- No SORCE funds can be used for the purpose of purchasing cards, gifts or awards.
- Alcohol activities will not be funded
- No SORCE funds can be used for payroll or payment to Activity sponsoring student organization members for performances, presentations, etc.
- Purchase of any **one** item, such as minor equipment, operating supplies, costumes, etc, should not exceed $20.00.
- No personal property - i.e. permanent name tags, t-shirts, uniforms, costumes that would become the property of an individual or an organization
- No SORCE funds can be expended to raise money for philanthropic purposes - giving funds to someone/something
Student Organization Resources for Community Engagement FY 16

- SORCE funds can be used for the purpose of raising funds for additional on-campus activities, but must be approved in advance by SORCE.
- No SORCE funds can be used for political campaign activities
- No SORCE funds can be used for religious service activities
- No SORCE funds can be used for Personal membership dues

Process:
- Attend Fall Orientation- Oct 3 and 17, 2015. Note - If student organizations cannot attend this orientation, SORCE will provide opportunity to do that anytime no later than Oct 31.
- Meet with SORCE to review annual budget
- Meet with SORCE Coordinator to review previous year’s annual expenditures and projected expenditures for current year to support request during late fall or early winter term to recommend the following years (FY17) funding level for their organization based on SIFC Budget Guidelines
- Meet with SEAC Advisor and SORCE Coordinator as indicated to establish or review sponsorship agreement, as well as training and activity plan for each funded activity
- Submit a sponsorship request and estimated budget details at minimum 5 weeks in advance of activity to SEAC staff (some activity will allow a later submission and some will require an earlier submission-see breakdown of time-lines for activity and travel)
- Meet all SEAC Sponsorship expectations including community participation, training, risk mitigation, etc.
- Work with SORCE Coordinator to access funds (purchase request, etc.)
- Work with SORCE Coordinator to manage on-going budget document tracking all expenses and balance of annual allocation
- Return all receipts to SORCE Coordinator within one week of purchase
- Work with the SORCE Coordinator to reconcile all expenses within 10 days after the event
- All SORCE funding request must be submitted and processes done within the proposed time-lines. Late requests will not be accepted. If timelines for process, for example, contract submission, are not followed, the activity may be rescheduled or cancelled.
- Use these funds in compliance with all the SORCE criteria, processes and University policies and state and federal laws.
- Use of Affiliate Organization funding must be in line with the current standard of care for the SORCE program, unless specific agreements to maintain access for historically supported activity are in place with the SORCE and the SEAC during the review of the annual budget allocation in Fall term
- Requests for additional funding may be supported by SORCE for unique and impactful activities once all existing funding have been allocated
- If funding is not fully utilized for a specific program, it can and should be reallocated for use at a different program during that fiscal year.
- Identify leadership for the following year - no later than week 4 of spring term, and report to Student Leadership & Involvement (SEAC)
- Attend the leadership transition training in spring term
- Any income and unspent funds revert back to SORCE at the close of the fiscal year (June 30th)
Activity Fund
Use and Allocation Guide
FY 16 $105,680
This is a clearly defined access point for recognized student organizations to apply for resources. This fund will primarily provide opportunity to the 400+ recognized student organizations to utilize student fee dollars to promote and host on-campus activities through four (4) designated allocations, they are as follows:

Program/Events/Activities Allocation
Eligible: Recognized student organizations
Exclusion: Recognized student organizations that have an annual allocation and established auxiliary index through a Student Fee Funding Board (SORCE Affiliates, Sport Clubs, etc.)
Purpose: To provide funding resources, development and support for on campus, out of classroom student organization sponsored events and activities that are open to the broader student population for participation, including: cultural exchange and learning, identity and community development, social justice and civic engagement, health and well-being, etc.

Term Fund Allocations: SORCE can allocate the following amounts from the Program/Events/Activity Allocation each term:
Fall Term $15,000
Winter $30,000
Spring $25,000
Summer $5,000
Any funds left during a specific term will roll into next term’s allocations.

Criteria: The following criteria has been established to create the opportunity for all funded activities to meet or exceed the SORCE standards of Community Care and University, State, Federal processes, policies, regulations and laws.
- All SORCE activities must be reported through Student Organization Database
- All SORCE activities must uphold the OSU Community Non-Discrimination Policy
- Establish Activity Sponsorship through the Student Events & Activities Center or be Sponsored through a University college or department. Activity sponsorship includes risk assessment, financial management, university process adherence, and organization completion of training modules as it relates to type of activity being sponsored.
- A single organization cannot receive more than $7500 annually.
- Recognized Student Organizations applying for funding must be in an active status with the University
- All SORCE funded activities must contribute to campus sustainability and wellness. Recycling, composting, etc. are required where applicable.
- All SORCE funded activities must be maintained at a reasonable and prudent cost. Activities that exceed a cost of $20 per estimated participant will be required to set a ticket cost to cover the additional cost. Ticket Cost minimum is $5.00 per person.
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- All SORCE activities funded through a Program/Event/Activity allocation must be held on the OSU Corvallis Campus*

**Approved Expenses:** OSU Facilities, Equipment Rental, Performance & Speaker Fees (including travel), Marketing, Supplies, Public Performance Fees, light refreshments (not to exceed $5.00 per person), and meals not to exceed - Continental Breakfast $8.00 per person, Breakfast $10.00, Lunch $12.00, and Dinner $15.00.

**Limited and Excluded Expenses:**

- All meal service (self-produced or catered) must be supported by a ticket fee for non-student participants, excluding VIP guests - minimum ticket cost set at $5.00. Full cost of catered meal should be recovered for non-OSU students, excluding children. *For example, Catered Meal Cost $15.00 - Non-OSU ticket minimum of $15.00. Ticket fee for children (under 6 years old) minimum of $5.00.*
- Community Advertising – because these events are funded with student fees, the primary target audience are OSU students. Non OSU individuals are not excluded at open events but should remain the minority of participants.
- ½ page or larger Daily Barometer Marketing- this size ad is cost prohibitive
- If non-OSU individuals are the target of the opportunity, cost per person should not exceed $5 per person.
- Purchase of any one item, such as minor equipment, operating supplies, costumes, etc, should not exceed $20.00.
- **All items** that can be reused are SORCE property and must be entered into the SORCE inventory for general purpose use.
- No SORCE funds can be used for the purpose of purchasing cards, gifts or awards.
- Activities with alcohol will not be funded.
- No SORCE funds can be used for payroll or payment to Activity sponsoring student organization members for performances, presentations, etc.
- No personal property - i.e. permanent name tags, t-shirts, uniforms, costumes that would become the property of an individual or an organization
- No SORCE funds can be expended to raise money for philanthropic purposes - giving funds to someone/something
- No SORCE funds can be used for political campaign activities
- No SORCE funds can be used for religious service activities
- No SORCE funds can be used for Personal membership dues

**Process:**

- Sponsored Student Organizations should meet with their respective Faculty Advisor to review program plan.
- Voluntary Student Organizations should meet with SEAC Advisor to review program plan and initiate possible sponsorship.
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- All SORCE funding requests must be submitted and completed within the proposed timelines. 
  **Late requests will not be accepted**
- Submit Activity information and budget online (Link: [http://bit.ly/1Lodpck](http://bit.ly/1Lodpck))
- Meet with SORCE Coordinator to review submitted budget
- Present budget at SORCE Team Budget Allocation Hearing
- Within 1 week after the Budget Allocation Hearing, student organizations are notified of allocation approval or denial, and next steps.
- If approved, Voluntary Student Organizations must complete sponsorship and meet with SEAC staff to establish training and activity plan for each funded activity
- If approved, Sponsored Student Organizations meet with SORCE staff and organization Faculty Advisor to determine the process to access funds.
- Meet all Sponsorship expectations, including community participation, timeline, training, risk mitigation, etc. If timelines for process (for example, contract submission) are not followed, the activity may be rescheduled or cancelled.
- Any unspent funds revert back to SORCE at the close of the activity and/or fiscal year.

**Organization Development Allocation**

**Eligible:** Recognized student organizations

**Exclusion:** Recognized student organizations that have an annual allocation and established auxiliary index through a Student Fee Funding Board (SORCE Affiliates, Sport Clubs, etc.)

**Purpose:** To provide funding resources, development and support for on campus student organization leader and member development activities including day-long in service, workshops, Challenge Course participation, Strengths Quest Training, etc.

This fund also has resources available annually for each recognized student organization for the purpose of promotion, recruitment and the success for their organization. This allows student organizations to access promotion/recruitment items made available through the SEAC. The value of these items not to exceed $50 annually.

**Criteria:** The following criteria has been established to create the opportunity for all funded activities to meet or exceed the SORCE standards of Community Care and University, State, Federal processes, policies, regulations and laws.

- **Student Organizations annual allocation not to exceed $500**
- All SORCE activities must be reported through the Student Organization Database
- All SORCE activities must uphold the OSU Community Non-Discrimination Policy
- Recognized Student Organizations applying for funding must be in an active status with the University
- All SORCE funded activities must contribute to campus sustainability and wellness. Recycling, composting, etc. are required where applicable.
- All SORCE funded activities must be maintained at a reasonable and prudent cost. Activities that exceed a cost of $20 per participant will be required to set a participation fee to cover the additional cost.
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- Participation of a Faculty Advisor and/or facilitation by Student Leadership & Involvement (Student Events Activity Center or Center for Leadership staff) is encouraged

**Approved Expenses:** OSU Facilities and Equipment Rental, Trainer or Speaker Fees, Supplies, light refreshments/meals: light refreshments (not to exceed $5.00 per person), meals not to exceed- Continental Breakfast $8.00 per person, Breakfast $10.00, Lunch $12.00, and Dinner $15.00.

**Limited and Excluded Expenses:**
- All meal service (self-produced or catered) must be supported by a ticket fee for non-student participants, excluding VIP guests - minimum ticket cost set at $5.00. Full cost of catered meal should be recovered for non-OSU students, excluding children. *For example, Catered Meal Cost $15.00 - Non-OSU ticket minimum of $15.00. Ticket fee for children (under 6 years old) minimum of $5.00.*
- No SORCE funds can be used for the purpose of purchasing cards, gifts or awards
- Activities with alcohol will not be funded.
- No SORCE funds can be used for payroll or payment to Activity sponsoring student organization members for performances, presentations, etc.
- No personal property - i.e. permanent name tags, t-shirts, uniforms, costumes that would become the property of an individual or an organization
- Purchase of any one item, such as minor equipment, operating supplies, costumes, etc, should not exceed $20.00.
- No SORCE funds can be expended to raise money as Philanthropy- giving funds to someone/something
- No SORCE funds can be used for political campaign activities
- No SORCE funds can be used for religious service activities
- No SORCE funds can be used for Personal membership dues

**Process:**
- Sponsored Student Organizations should meet with their respective Faculty Advisor to review program plan.
- Voluntary Student Organizations should meet with SEAC Advisor to review program plan.
- All SORCE funding requests must be submitted and processes done within the proposed time-lines. **Late requests will not be accepted**
- Submit Activity information and budget online (Link: [http://bit.ly/1h2eXhl](http://bit.ly/1h2eXhl))
- Meet with SORCE Coordinator to review submitted budget
- SORCE Coordinator and SORCE Advisor review budget for allocation
- Within 1 week after the review, student organizations are notified of allocation or denial, and next steps.
- If approved, Voluntary Student Organizations meet with SEAC staff to establish training and activity plan for each funded activity
- If approved, Sponsored Student Organizations meet with SORCE staff and organization Faculty Advisor to determine process of access to funds.
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- Meet all Sponsorship expectations, including community participation, timeline, training, risk mitigation, etc. If timelines for process (for example, contract submission) are not followed, the activity may be rescheduled or cancelled.
- Any unspent funds revert back to SORCE at the close of the activity and/or fiscal year.

**Partnership Allocation**

**Eligible:** Recognized student organizations

**Purpose:** A partnership with the SEAC/SORCE providing an allocation of funds towards support of programming or travel that meets a unique, immediate, or urgent need. For examples, activity to address a current critical issue, participation at a regional or national level competition/conference for presentation or competition, a one-time fee associated with establishment of a student organization, continuation of traditional programming that has been impacted by unforeseen or controllable change in community, a budget deficit for fundable expenses due to unforeseen circumstance, etc. SORCE Affiliates activities that are not included in affiliate fund allocation can be funded through partnership allocation, and must follow Program Allocation time lines and be reported in your annual activity plan. These allocations will promote cultural exchange and learning, identity and community development, social justice and civic engagement, health and well-being, and positive representation of the Oregon State University.

**Criteria:** The following criteria has been established to create the opportunity for all funded activities to meet or exceed the SORCE standards of Community Care and University, State, Federal processes, policies, regulations and laws.

- No single organization member can receive more than $500 of the Partnership Allocation allotment for the purpose of travel
- No Organization can receive more than $1500 of the Partnership Allocation allotment for the purpose of travel
- No single on-campus activity can receive more than $5000 of the Partnership Allocation allotment
- All SORCE funded activities must uphold the OSU Community Non-Discrimination Policy
- Individual members travelling must be listed on the Organization Roster and be currently enrolled at OSU during the time of the funded activity
- All SORCE funded activities must contribute to campus sustainability and wellness. Recycling, composting, etc. are required where applicable.
- Recognized Student Organizations applying for funding must be in an active status with the University
- Travelling to a regional or national level conference should be a representation of Oregon State University
- All SORCE funded activities must be maintained at a reasonable and prudent cost. Activities that exceed a cost of $20 per participant will be required to set a participation fee to cover the additional cost.
- SORCE funds can support an individual’s travel, lodging and conference registration fee of a student organization member
Approved Expenses: OSU Facilities and Equipment Rental, Trainer or Speaker Fees, Supplies, light refreshments/meals: light refreshments (not to exceed $5.00 per person), meals not to exceed- Continental Breakfast $8.00 per person, Breakfast $10.00, Lunch $12.00, and Dinner $15.00.

Limited and Excluded Expenses:

- All meal service (self-produced or catered) must be supported by a ticket fee for non-student participants, excluding VIP guest - minimum ticket cost set at $5.00. Full cost of catered meal should be recovered for non-OSU students, excluding children. For example, Catered Meal Cost $15.00 - Non-OSU ticket minimum of $15.00. Ticket fee for children (under 6 years old) minimum of $5.00.
- Advertising – because these events are funded with student fees, the primary target audience are OSU students. Non OSU individuals are not excluded at open events, but should remain the minority of participants. Therefore, advertising through regional or national mean is limited to events that facilitate a high number of participants. For example, LaSells Stewart Center.
- ½ page or larger Daily Barometer Marketing- this size ad is cost prohibitive
- All items that can be reused are SORCE property and must be entered into the SORCE inventory for general purpose use.
- Purchase of any one item, such as minor equipment, operating supplies, costumes, etc, should not exceed $20.00.
- No SORCE funds can be used for the purpose of purchasing cards, gifts or awards.
- Activities with alcohol will not be funded.
- No SORCE funds can be used for payroll or payment to Activity sponsoring student organization members for performances, presentations, etc.
- Travelling to a regional or national level conference should not be for personal interests/business
- Travel - SORCE pays per-diem (cover all expenses indicated in the budget)
- No personal property - i.e. permanent name tags, t-shirts, uniforms, costumes that would become the property of an individual or an organization
- No SORCE funds can be expended to raise money as Philanthropy- giving funds to someone/something
- No SORCE funds can be used for political campaign activities
- No SORCE funds can be used for religious service activities
- No SORCE funds can be used for Personal membership dues
- Partnership Allocation is limited to once every two years per organization for conference participation

Process:

- Submit Activity information and budget online (Link: http://bit.ly/1UYUY2m)
- Meet with SORCE Coordinator to review submitted budget
- Present budget at SORCE Team Budget Allocation Hearing
- Review response for allocation approval or denial
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- If approved, meet with SEAC Advisor and SORCE Coordinator as indicated to establish training and activity plan for each funded activity
- Meet all SEAC Sponsorship expectations including community participation, training, risk mitigation, etc.
- All SORCE funding requests must be submitted and processes done within the proposed time-lines. Late request will not be accepted. If timelines for process, for example, contract submission, are not followed, the activity may be rescheduled or cancelled.
- Any unspent funds revert back to SORCE at the close of the activity.

Late Night Program Allocation

Eligible: Student Organizations and Student Affairs department or units that are establishing collaborative programming efforts with Student Leadership & Involvement (SEAC) held on Thursday, Friday, or Saturday evenings between 8 PM and 2 AM that

Purpose: To provide OSU students community based activities during the timeframe associated with high risk behaviors to promote healthy and safe behaviors.

Criteria: The following criteria has been established to create the opportunity for all funded activities to meet or exceed the SORCE standards of Community Care and University, State, Federal processes, policies, regulations and laws.

- Partnership must be established with Student Leadership & Involvement (SEAC)
- No on-campus late night programs can receive more than $5000 of the Late Night Program Allocation annually.
- All SORCE activities must uphold the OSU Community Non-Discrimination Policy
- Recognized Student Organizations applying for funding must be in an active status with the University
- All SORCE funded activities must contribute to campus sustainability and wellness. Recycling, composting, etc. are required where applicable.
- All SORCE funded activities must be maintained at a reasonable and prudent cost. Activities that exceed a cost of $20 per participant will be required to set a participation fee to cover the additional cost.
- Events must occur during the defined timeframe - between 8 PM and 2 AM

Approved Expenses: OSU Facilities and Equipment Rental, Trainer or Speaker Fees, Supplies, light refreshments/meals: light refreshments (not to exceed $5.00 per person), meals not to exceed- Continental Breakfast $8.00 per person, Breakfast $10.00, Lunch $12.00, and Dinner $15.00.

Limited and Excluded Expenses:

- Advertising – because these events are funded with student fees, the primary target audience are OSU students.
- ½ page or larger Daily Barometer Marketing- this size ad is cost prohibitive
- All items that can be reused are SORCE property and must be entered into the SORCE inventory for general purpose use.
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- All SORCE funded activities must contribute to campus sustainability and wellness. Recycling, composting, etc. are required where applicable.
- No SORCE funds can be used for the purpose of purchasing cards, gifts or awards
- Alcohol activities will not be funded
- No SORCE funds can be expended to raise money for philanthropic purposes - giving funds to someone or organizations
- No SORCE funds can be used for political campaign activities
- No SORCE funds can be used for religious service activities
- No personal membership dues

Process:
- Establish a program partnership with Student Leadership & Involvement (SEAC)
- TBD
- Any unspent funds revert back to SORCE at the close of the activity and/or fiscal year.

* Student Organizations affiliated with the Newport Hatfield Marine Science Center are permitted to host activities on the Newport Campus.