



**College of Agriculture, Consumer, and Environmental Sciences
RSO Fund Requests from Academic Programs**

All proposals for funding requests for registered student organizations will be reviewed at the department level and then in Academic Programs. Organizations must seek funding and/or approval from the department before submitting the proposal to Academic Programs. RSOs must be actively involved in ACES Council for their request to be considered. Please use the following guidelines to facilitate this process:

- 1. Student club representatives will write a short proposal that includes the following:**
 - a. Description of what the funds are being requested for, including goals and expected benefits or outcomes of the experience, activity, purchase, etc. Please include specific details concerning what will be purchased, how many ACES students will participate, how the organization and/or students will directly benefit, etc.
 - b. Budget: including a breakdown of specific costs and total dollar amount requested. Cost-sharing is essential for proposal consideration and can include various other sources, including participant cost-sharing. Please include specific budget lines for matching funds being provided by or requested from various funding sources.
 - c. If the proposal includes travel, please provide a travel plan with dates of departure, means of travel, and return date.
 - d. List the names and contact information for students responsible for developing and responding to questions about the proposal.

- 2. Submit the completed proposal to the Director of Undergraduate Studies or an appropriate representative of the home department of the organization for review.** The director or designee will determine whether the department endorses the proposal, is willing to contribute to the request, note the level of funding that will be provided, and sign and date the proposal as notification of approval.

- 3. If approved by the Department, the signed proposal will be sent to the Office of Academic Programs for review. Organization representatives will schedule a meeting to discuss the proposal.**
 - a. An organization representative will contact the Office of Academic Programs (aces-academics@illinois.edu) to set up a meeting time.

b. A club representative will deliver the signed proposal from the department to ACES Academic Programs Office, 128 Mumford Hall, **one week before** the scheduled meeting.

4. **The Office of Academic Programs will notify the organization representatives of the final funding decision via email.** All decisions are considered final.

5. **Fund distribution terms**

- a. Checks will not be distributed. Only internal fund transfers can occur between the Office of Academic Programs and an ACES Departmental account.
- b. Funds cannot transfer to RSO accounts from the Office of Academic Programs.
- c. Organizations can request the Office of Academic Programs to make specific purchases to utilize the rewarded funds. The organization is responsible for arranging this means of utilization and must provide specific details as well as be available during the purchase process.
- d. Funds may be held until confirmation of attendance or purchase can be provided.
- e. Distribution of funds may be revoked or recalled at any time do to misconduct or other items determined inappropriate by the College of ACES.

6. **Fund Limitations**

- a. Organizations will only be awarded one funding allotment per academic year.
- b. Funding cannot be used for ongoing club expenses, fundraising, club recruitment events, or activities that do not follow the university student code of conduct.
- c. Funds must be used specifically for what they were requested to support.

7. **Proposal Submissions**

- a. Proposals will be accepted during the first 8-weeks of the fall and spring semester. Fund requests for winter, spring, or summer break must be submitted during the 8-weeks of the current or prior semester.
- b. Only one proposal will be reviewed by an organization each semester.
- c. Organizations not following the defined guidelines may be considered ineligible for funding.