

**STUDENT ORGANIZATION PROGRAMMING FUND (SOPF)**  
**HOUSE OF REPRESENTATIVES**  
**A BRANCH OF THE STUDENT GOVERNMENT ASSOCIATION**  
[www.twu.edu/o-sl/csd/SOPF AgreeForm.pdf](http://www.twu.edu/o-sl/csd/SOPF AgreeForm.pdf)

**FACT:** The purpose of the Student Organization Programming Fund is to assist all chartered student organizations in their efforts to be of great success. Through this fund, we are able to offer financial assistance for events such as inductions, honor ceremonies, or social activities.

**FACT:** All chartered student organizations who have a **SUCCESSFUL\*** charter with the Center for Student Development, who have financial need, and whose organization representative has attended at least 75% of the previous semester's House meetings and/or 75% of the previous and current semester's House meetings combined, before the submission of an application, is eligible to apply.

**FACT:** Funds **can** be used for items such as food, guest speakers, t-shirts, live bands, etc. Funds **cannot** be used for anything in violation of Texas Woman's University policies such as alcohol, drugs, or hazing.

**FACT:** Funds are granted through **REIMBURSEMENT** only. Upon the completion of an event, submit an application with supporting documents including **all receipts** for the event and the organizations tax id number or delegates' student id number on the application to the House of Representatives Mail box located on the first floor of the Student Center or the Center for Student Development. The application must be turned in the same semester as the event or it will not be considered for funding.

**FACT:** The SOPF committee (chaired by the House Treasurer) is comprised of House delegates and can only meet and vote on applications when those delegates serve on the committee. **Therefore, it is extremely important that House delegates serve on the committee or applications can not be considered for reimbursement.** The committee will convene on an as needed basis.

**FACT:** The maximum amount to request is \$500 for an organization per semester. There is no limit on the number of times an organization can request funds as long as the limit of \$500 per organization has not been met. We may be able to fund all or partial monies for your event. The size and number of people who will benefit from reimbursement will be taken into consideration as well as the nature of the event. A period of thirty days should be expected before reimbursement can possibly occur.

**FACT:** Due to the academic schedule, no applications will be reviewed in December or May for reimbursement.

\*Organizations must have turned in a Student Organization Charter Renewal or Application and have the organization's current constitution and bylaws on record with the Center for Student Development.

**STUDENT ORGANIZATION PROGRAMMING FUND  
APPLICATION REQUEST**

Please type or PRINT clearly. Illegible applications will not be reviewed! Two (2) copies must be submitted to the House of Representatives organization mailbox located in the Student Center or to the Center for Student Development.

Student Organization: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name in which check is to be written: \_\_\_\_\_

Student ID # or Tax ID # of student organization: \_\_\_\_\_

\*If tax id is provided the check can be written to the name of the organization. If student id number is provided instead of tax id, the check will be written to the student.

**Purpose and Description of Event**

Is this event \_\_\_\_\_ educational or \_\_\_\_\_ celebratory?

Please explain the purpose of this event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the event date, time, and location:

\_\_\_\_\_  
\_\_\_\_\_

How many people that attended this event will benefit from funding? \_\_\_\_\_

What specific area of your event or program are you requesting funds for? (i.e. fees, travel, promotions, if for t-shirts, is the org funding for the shirts or members funding for the shirts?)

\_\_\_\_\_  
\_\_\_\_\_

Please attach **all of the receipt(s)** that you are requesting reimbursements for. Specifically itemize your expense(s):

Expense	# of receipts	Cost	Vendor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total amount requesting reimbursement: \$** \_\_\_\_\_.

**HOR Use Only: Reviewed on** \_\_\_/\_\_\_/\_\_\_ **& approved for \$** \_\_\_\_\_.

If you have any questions, please call 940-898-3611 or visit the House of Representative's office in the Student Center.

## STUDENT ORGANIZATION PROGRAMMING FUND AGREEMENT FORM

By signing below I agree that I have reviewed and accept the terms of this agreement. Once the application is submitted, it becomes property of the House of Representatives.

1. The organization represented in this request is a chartered student organization with a current constitution and bylaws on record with the Center for Student Development.

2. The organization represented in this request has had a representative in attendance for at least 75% of the previous semester's House meetings and/or 75% of the previous and current semester's House meetings combined. Attendance is verified through attendance records kept by the House of Representatives Secretary.

3. It is understood that the person/organization represented in this request is unable to serve on the committee reviewing this application in the interest of fairness and propriety. However, all members are encouraged to serve on the committee so that applications may be approved in a timely manner.

4. It is understood that I may be granted all, some, or none of the funds requested for said organization due to the limitations in funds or inappropriate requests.

5. Two (2) copies and the **original application and original receipts** will be dropped off to the House organization mailbox in the Student Center addressed to the Treasurer.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adviser's Signature

\_\_\_\_\_  
Date

### IMPORTANT INFORMATION REGARDING USE OF YOUR STUDENT ID NUMBER

Disclosure Notice

Disclosure of your student identification number (SIN) is requested as part of your Texas Woman's University Student Organization Programming Fund Application. Your SIN will be used to request a reimbursement in the event that you are awarded monies from the Student Organization Programming Fund. Disclosure of your SIN is mandatory before you can receive a reimbursement from the House of Representatives, if awarded. SIN's are maintained and used by the House of Representatives for reimbursement purposes only. Disclosure of your SIN will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

