DOS Funding Guidelines

For registered students or student organizations
Dean of Students Funding Committee
Standing Guidelines

I. Source of Funds
A. Dean of Students (DOS) Funds – an annual award from the Student Service Fees (SSF) Committee
B. SSF Funds – a committee of 5 students, 2 faculty, and 2 staff members examine requests from student organizations and University departments. These funds are usually for larger events and departmental operational funds.
C. Student Organization Advisory Committee (SOAC) Funds – an annual SSF award that is only available for active and registered student organizations.
D. Student Government Association (SGA) Funds – an annual SSF award that is available for students and student organizations.

II. Eligibility
A. Funding is only available for full-time, registered students in good academic standing, not on disciplinary or academic probation. All requests for funding must be presented to the Dean of Students Suite beginning in August through July of each year.

III. Funded Activities
A. Off-Campus Travel (Educational) - (Up to $100 per student)
   Funds are available for student travel for educational purposes, such as presenting a paper at an event. Funds requested for this purpose may not exceed $100.00 per attending organization member. Students may only request travel funding once per semester.
B. On-Campus Events - (Up to $500 per event)
   Funds are available for on-campus events or activities that stand to benefit, entertain, develop, or educate the student body. Funds requested for this purpose may not exceed $500.00 per request of student organization.
C. Off-Campus Travel - ($100 per student)
   Funds are available for student travel to regional or national conference and competition activities. Funds requested for this purpose may not exceed $100.00 per attending organization member. Students may only request travel funding once per semester.

IV. Application Process
Applications must be submitted using the DOS Application Form. Application materials may be submitted in hard copy or via email. Only applications that include all required materials will be considered for funding.

Upon receiving the completed application, the DOS staff will send a notification of the next Review Meeting. The requesting organization must send at least one student representation to this meeting to answer questions about their request.

Organizations will receive a notification when their expense has been approved. Only submissions with sufficient documentation will be approved.
V. General Guidelines

A. Funding requests/applications must be approved prior to the event. Requests must be turned in to the Dean of Students Suite at least 14 days prior to the event date.

B. All funding will be distributed via reimbursement, except in those cases where the committee has determined that the University may be able to secure a better price by making the purchase or assuming the contract on behalf of the organization. DOS may also assume up-front costs in the event that an organization has demonstrated a clear inability to secure contracts or purchases without funding assistance.

C. Reimbursement is provided after the event has occurred and is based upon original, paid receipts provided with the Expense Report.

D. The Expense Report and all required paperwork is due back to the Dean of Student Suite within two weeks of the approved event or activity.

E. Campus events that charge admission to student attendees are not eligible for funding.

F. No one who is a member of the Texas A&M University-Commerce faculty, staff, administration, or student body may receive payment for a personal appearance or rendering a service (e.g. serving as a DJ).

G. Travel/Retreats/Conferences

All requests for travel/retreat/conference funding must specify itinerary, cost of transportation (bus or car), and subsistence (set by regulation) per number of people to travel. All expenditures will follow established state regulations and university policies.

Requests for funding will be evaluated according to the individual program, as itemized in the budget request. DOS will not reimburse for ground transportation in private vehicles. Transportation funding can only be granted for rental of university vehicles or Enterprise rentals.

H. Timely DOS received applications are reviewed by the DOS Committee and recommendations are submitted to the Dean of Students. The Dean of Student will make a decision on the recommendation within 3 work days. Applicants will be informed of the final decision by the DOS Committee Chair at that time.

I. Composition of DOS Committee – the committee will be comprised of the following 5 students (2 – SGA and 3 – Campus Life & Student Development (CLSD)), 4 CLSD staff members and one Ex-Officio member (Executive Director, CLSD)

J. Receptions/Banquets

Expenditures for decorations and refreshments will be evaluated according to the individual program, as itemized in the budget request. Requests for party favors and souvenirs will not be funded.
VI. Administration of Programs

A. Areas of Questionability

a. If items are not directly used or consumed during the function, then they must be rented. We will not entertain inventories of any kind from function; that is, the purchase must correlate with the intended appropriations allocated for the event. If purchases do not meet this requirement, the committee reserves the right to confiscate such unrelated property.

b. Deviations from the approved funded activities will result in a 100% refund of the funds to the committee by the organization.

B. Printing and Publicity

Publicity will be viewed in the context of promoting the success of a program by making the general community aware of the event. The committee urges the organization to use its own resources for this type of support activity.

Utilization of University artwork must be approved by the Marketing and Communications department’s marketing standards:


The Pride Shop/Digital Copy Center is available for student organization use. The Pride Shop is now the one-stop-shop for all copy needs providing students, faculty and staff with quick access to digital quality color or black and white copies. Working from your PDF or original, they can produce crisp, brilliant copies quickly and most jobs can be done while you wait. The Pride Shop located in the Rayburn Student Center (RSC) Pride Shop is your source for custom merchandise and recognition ideas as well as publicity and promotions for student organizations utilizing marquee signs, InfoScreens, the RSC Video Wall, and large scale posters/banners.

Organizations must also use a University-licensed vendor for orders that contain university marks or artwork. Please look at the list to determine which vendors are licensed and approved. If an organization uses a non-licensed vendor, the funding approved for that expense will not be granted.

C. Co-Sponsored Programs

When two or more organizations co-sponsor an event, there must be a clear-cut understanding as to the financial and logistic responsibilities that will be accepted by the participating organizations before funding will be given. These responsibilities must be in a contractual form and signed by authorized representatives of all organizations involved.
VII. Special Limitations

A. Awards and Prizes

Requests for awards and prizes will be considered only when used to show completion of a specific course (e.g. aviation safety course) or, in the case of intercollegiate tournaments, to recognize outstanding performance in competition. Awards for the purpose of recognizing individual club members for their performance will not be funded.

B. Funds will not be appropriated to organizations for fundraising activities.

C. Funds cannot be used for the purchase of alcoholic beverages.

D. Catered Meals

Sodexo is the exclusive food service provider for Texas A&M University-Commerce, which includes venues such as the Sam Rayburn Student Center in addition to other venues on campus. No outside food or drink is permitted to be brought into these buildings without a Food Waiver Request form that must be approved by the RSC and the Sodexo Dining Services, General Manager. A Food Waiver Request form can be downloaded from ManeSync or picked up from the Student Involvement Suite in the RSC.

E. Funds may not be used for charitable contributions.

F. Forfeiture of Funds

The committee reserves the right to review any organization’s budget and return to the residual account any funds which were not expended on the approved items.

All organizations are required to notify the committee as soon as it is determined that a scheduled program will not occur. Notification should be within one week after the approved date.

Failure to complete and submit the Post-Evaluation Form within two weeks after the event date results in the forfeiture of approved funds.

Any submission of fraudulent receipts for reimbursement purposes will result in all funds previously approved for the event being forfeited and may jeopardize future funding requests for up to one year for the organization.

VIII. Tax Exemption Information

Because the University is a non-profit organization, no taxes or tips can be reimbursed with funding from the DOS Committee. Consequently, any state taxes or tips paid are under the financial responsibility of the organization.

Please note that only organizations that have applied for 501(c)(3) status as a federally tax exempt organization and have applied for an exemption from Texas state sales tax may be exempt from sales tax when purchasing goods.

IX. Appeal of Committee Decision

If an appeal to the committee is rejected, the organization may then appeal in writing to the Dean of Students. The committee will submit in writing to the Dean of Students a statement of its decision. Upon review, the Dean of Students will notify in writing the organization and the committee of his/her decision.
X. Expense Report

All organizations approved for funding are required to complete an Expense Report form and return it to the DOS Suite within two weeks of the event. Reimbursement will not be processed until this form is completed. The Expense Report must have attached to it the following:

- A detailed, line-item event budget describing all expenses for approved items
- All original, paid receipts for which funding was approved
  - Receipts must display the name of the business, business address, and phone number
  - Hand-written receipts must have all the required information above concerning the establishment, and the amount written in BOTH numbers and words, like a check.
  - Receipts must indicate the date the bill was paid; hotel receipts must reflect a zero balance.
  - Receipts must include the method of payment
- An updated W-9 form
- If travel was involved, a list of all students attending event and their CWID numbers.