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### **Embry-Riddle Worldwide RSO Funding Policy**

Embry-Riddle Aeronautical University - Worldwide (hereafter referred to as ERAU - WW) Registered Student Organizations (hereafter referred to as RSOs) may request an annual budget or additional funding through eUnion. Funds have been allocated from the Student Government Association (hereafter referred to as SGA) and made available to support RSOs for activities, programs, resources, services, or events that enhance the cultural, recreational, social, and/or intellectual life of Embry-Riddle Worldwide students. Funding for the SGA budget comes from the SGA fee, which is assessed annually to each ERAU - WW student and was developed to assist need-based initiatives that provide an educational and developmental opportunity to ERAU - WW students.

- The SGA budget is funded each fiscal year and is available to any active ERAU - WW RSO. The annual budget for RSOs will be determined and distributed by the ERAU-WW SGA Executive Cabinet no later than May 31<sup>st</sup>.

- RSOs must complete financial training prior to submitting a funding request form every year or after there is a change in officers or advisors. [Required Training will begin July 1<sup>st</sup>, 2027]

### **RSO Funding Procedure**

Any student organization that is registered and recognized by the [Department of Student Experience](#) and RSO can apply for funding from the Student Government RSO Fund. Events should be inclusive and open to all students and requests should align with the strategic goals of the university and/or student organization. No money can be spent without the SGA's approval. The Student Government Executive Cabinet, by order of the [SGA Constitution](#) and with direction from these Budget Guidelines, oversees the expenditure of the SGA funds to ensure that they are spent only in the following areas:

1. Programming of cultural and educational enrichment
2. Recreational and social activities
3. Tutorial programming
4. RSO athletics
5. Assistance for student-run programming  
(purpose & activities of the organization must be educational, cultural, recreation or social)

6. Administration of student-run programming
7. Transportation costs
8. Travel, lodging
9. Student services to supplement or add to those provided by the college
10. Guest speakers or facilitators

\*All RSO purchases are processed by the Assistant Director Department of Student Experience.

**Please note:** The Dean of Students Office, Department of Student Experience- Worldwide shall be able to revise this policy at any time to adhere to ERAU University Policies & Procedures regarding SGA funding.

RSO Advisor/Executive Cabinet members must submit copies of all receipts/quotes and invoices through the [Worldwide RSO Expense Request Form](#) in eUnion. Failure to submit justification of expenditures could result in fines, revocation of recognized status, and freezing of assets. Additionally, the RSO will be unable to apply for future funding. Per university policy, requests for reimbursement should be completed within 30 days after the event. **Excess advanced payments or expenses that remain unsubstantiated must be repaid by the 60<sup>th</sup> calendar day from the date the expense is incurred.**

RSOs that discriminate because of race, gender, religion, sexual orientation, national origin, disability, age, and/or political persuasion will not receive any funding.

#### **Prohibited Expenditures:**

- Activities/events/programs that **do not** directly benefit the majority of RSO members.
- Enrollment in academic courses, academic requirements, lab fees, academic-related travel (with the exception of academic/professional competitions and conferences), required class activities, internships, and co-op learning experiences.
- Alcoholic beverages.
- Recognition/initiation/dues as part of a national organization or honor society that are not under the Worldwide, Dean of Students Office.
- The creation of scholarships and/or grants. *Money collected through donations and fundraisers is exempt.*
- Academic resources that are not open to the entire RSO.
- Car rental other than through approved travel reimbursement.
- The purchase of finished products or elements with the intent to resell. *Students may use their own money or donations to pay for such items (i.e. goods created for a bake sale).*
- Upgrade/modify/renovate an ERAU college/office.
- Issuance of cash prizes or gift cards.
- Provide goods/services to inactive students.
- Provide financial support to a specific department at ERAU.
- Financial assistance for costs related to graduation including stoles and fees.
- Any expenditure that exclusively benefits an individual RSO member.

Some prohibited expenditures may not be listed in this funding policy due to the evolving nature of SGA funding and ERAU University Policies & Procedures. In addition to this RSO policy. All RSOs must adhere to the Embry-Riddle University policies.

**IMPORTANT:** Please familiarize yourself with the details and requirements regarding the budget request procedure before submitting your request. If you have any questions, contact your ERAU-WW Student Government Association at [wwstugov@erau.edu](mailto:wwstugov@erau.edu). or [wwdseoff@erau.edu](mailto:wwdseoff@erau.edu)

Deadlines for submitting funding requests:

- **Events during Quarter 1: July 1st – September 30<sup>th</sup>**
  - Request for Q1 spending/events must be submitted by May 1st
- **Events during Quarter 2: October 1st – December 31st**
  - Requests for Q2 spending/events may be submitted August 1st
- **Events during Quarter 3: January 1st – March 31st**
  - Requests for Q3 spending/events must be submitted by November 1st
- **Events during Quarter 4: April 1st – June 30<sup>th</sup>**
  - Requests for Q4 spending/events must be submitted by February 1st

### **RSO Budget Allocations**

The Department of Student Experience has updated our Annual Budget Allocation process. With the new process, your annual allocation comes pre-loaded into your individual organization's eUnion page. Please click the hyperlink text link to view the [RSO Budget Allocations process](#).

### **RSO Payment Requests**

Following the approval of your RSO Budget Allocation, A RSO Advisor/Executive Cabinet member will utilize the eUnion platform to submit an RSO payment request. Please click the hyperlink text link to view the [RSO Payment Request process](#).